



What is this?
**Solving Problems Found
in Collection**

Hello!



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Outline of today's webinar

- ◆ Defining FOUND IN COLLECTION (FIC)
- ◆ Where to find FIC objects
- ◆ Numbering FIC objects
- ◆ Researching FIC
- ◆ Accessioning FIC
- ◆ Reconciling FIC
- ◆ Disposition of FIC objects
- ◆ Tips to prevent FIC



**Everyone has FIC objects in
their collection.**

What kind of museums have FIC objects?



1.

Defining FIC

Found In Collection



Undocumented objects that remain without status after all attempts to reconcile them to existing records of the permanent collection and loan objects are completed. -- MRM5

FIC items might be:

Something Fairly Straightforward:

- ◆ Collections objects accidentally separated from their ID info
- ◆ Loan objects accidentally separated from their ID info
- ◆ Study objects mistakenly housed with accessioned items
- ◆ Props accidentally brought into the collections area

Something a Little More Complex:

- ◆ Objects with no documentation
- ◆ A potential donation brought in for consideration
- ◆ Personal items belonging to staff, board members, or volunteers

FIC items might be a lot more complex

CONFUSING

- ◆ Something that was acquired but not accessioned
- ◆ Something previously deaccessioned but not removed

PROBLEMATIC

- ◆ Provenance or materials -- and therefore intentionally not numbered

ILLEGAL

- ◆ Something stolen and hidden in plain sight

Hidden in plain sight



Wait! You said keys weren't FIC!
I said **USUALLY!**





2.

ACCESSION NUMBERS

The Social Security Number of the Objects

Sample accession numbering conventions

- ◆ 14.6.4
- ◆ 2014.6.4
- ◆ 2014.006.004
- ◆ RML.2014.006.004
- ◆ 2014.100.006



Be consistent in how you number your accessions



**Your accession files and
database are essential
resources for researching and
reconciling FIC objects.**

3.

Where to find FICs

HINT: They may be anywhere in your museum

Where to find FICs

- ◆ Collections storage
- ◆ Exhibition prep space
- ◆ Closets, hallways, basements, attics
- ◆ Offices, board rooms
- ◆ Inside other accessioned objects
- ◆ Intermingled with education collections, props

Stored inside a collections object



Number your non-accessioned objects

- ◆ Prop 0001
- ◆ ED.2017.001
- ◆ NONACC

Be consistent in how you number your non-accessioned objects

FIC scenarios

1. The object was found in collections area and has an accession number and there is no standard Deed of Gift but there is some evidence of donor..

4. The object was found in a collections area and is missing all documentation.

2. The object was found in a collections area and has an accession number but is lacking other information.

5. The object was found in a non-collections area and is similar to other objects in the collection.

3. The object was found in a collections area, has no number, lacks info about donor or lender but has a note attached to it.

6. The object was found in a non-collections area and is not similar to any other objects in the collection.

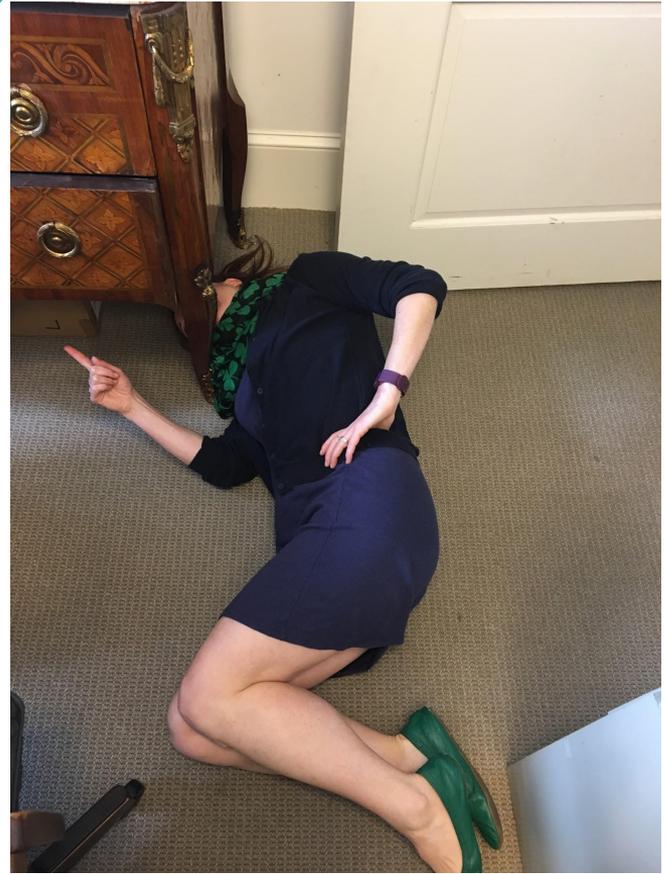


Very helpful note attached to stand found in closet!

4.

Researching FICs

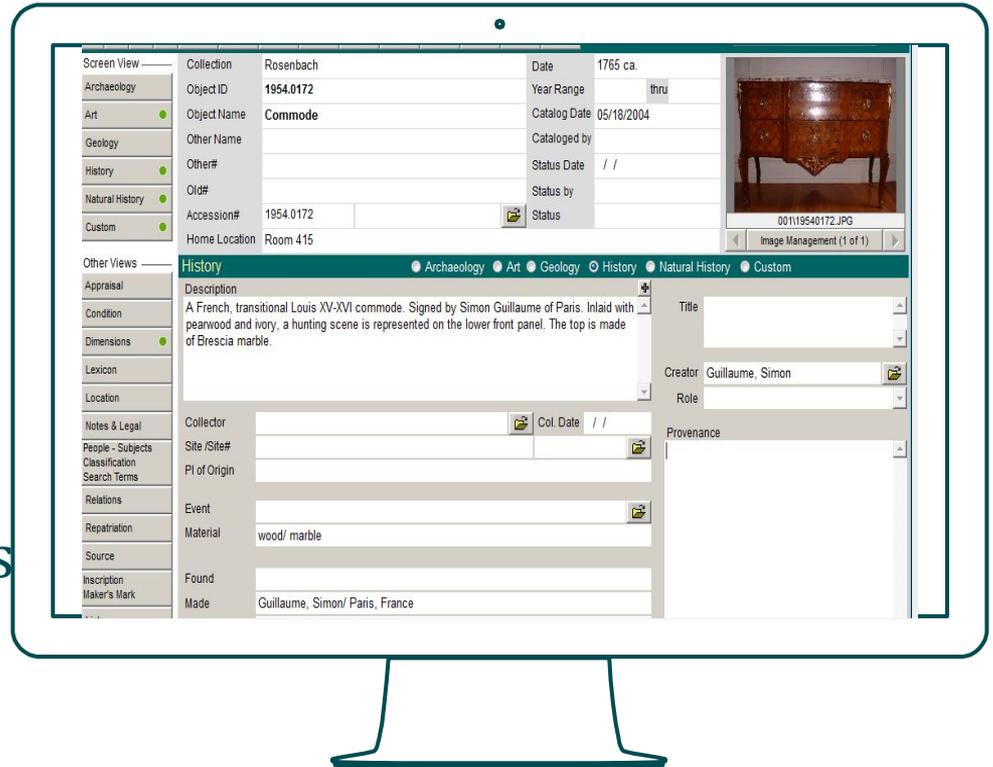
Good News! It's probably less work than you did
for your master's thesis



Accession numbers can be hidden underneath

Love your database & data!

Your database is only as useful as the information you put into it. Use keywords and search terms that will help **anyone** find the object.





Label it!

Front and center



Student art

Left behind or accessioned?



5.

Accessioning FIC

They are now part of your collection

Number your FIC

- ◆ 2017.001.001
- ◆ 2017.INV.0001
- ◆ TEMP.2017.1
- ◆ 2017.500.001
- ◆ 1950.001.001 (if your museum started after 1950)

Be consistent in how you number your FICs



Ask questions!

Determine if this object is right for your collection.

Questions to consider while researching FIC

- ◆ Is it relevant to your museum's mission?
- ◆ What is the scientific, scholarly, historic, aesthetic or financial value?
- ◆ What is the physical condition?
- ◆ Is object is of Native American origin?
- ◆ Does it pose a threat to you or the collections?

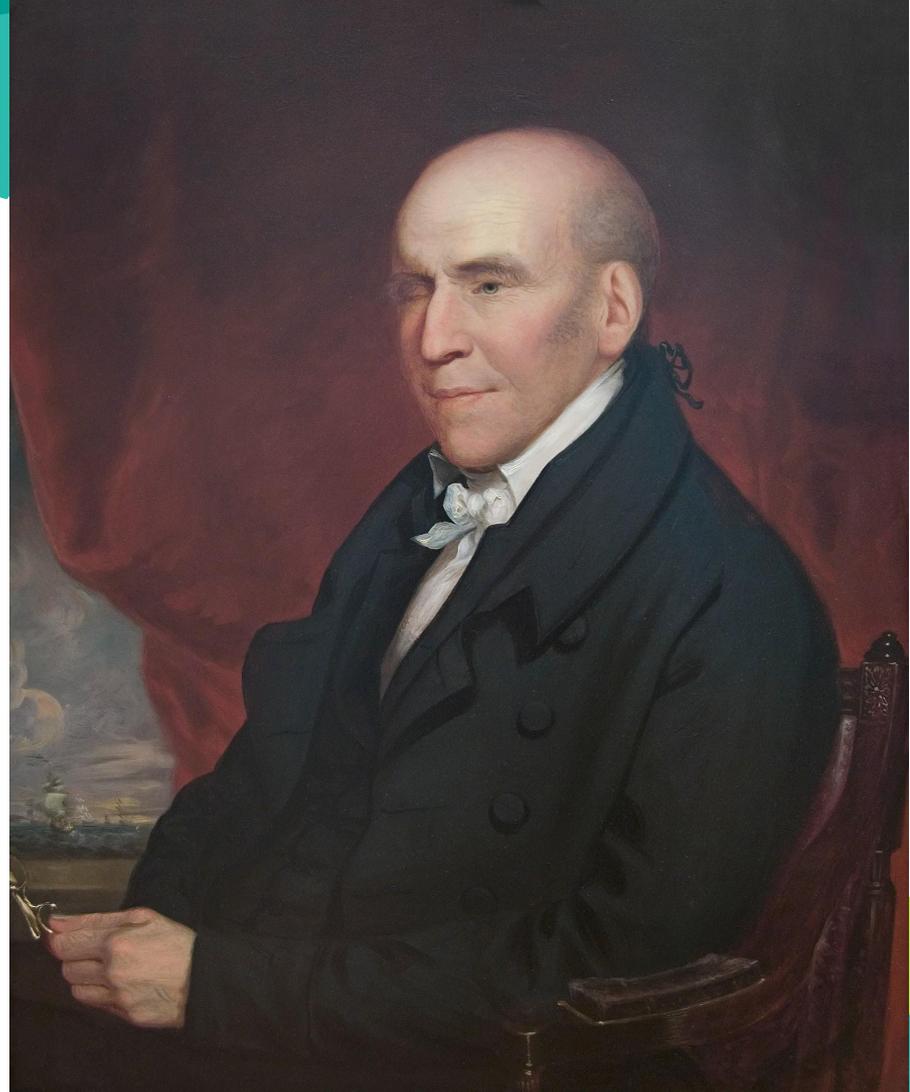
6.

Reconciling FIC

Oops! We really DO know what this object is.

Reconciled!

2003.0053 = 1954.1906



7.

Disposition of FIC

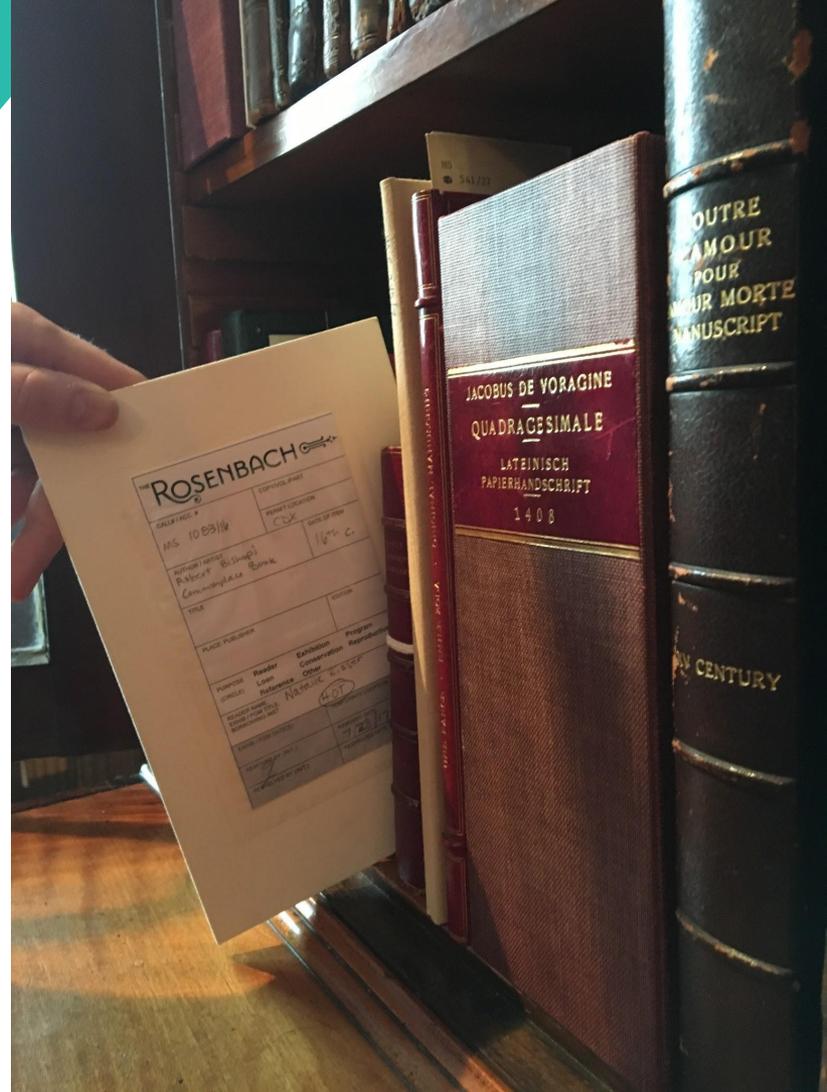
When you decide NOT to to keep your FIC

8.

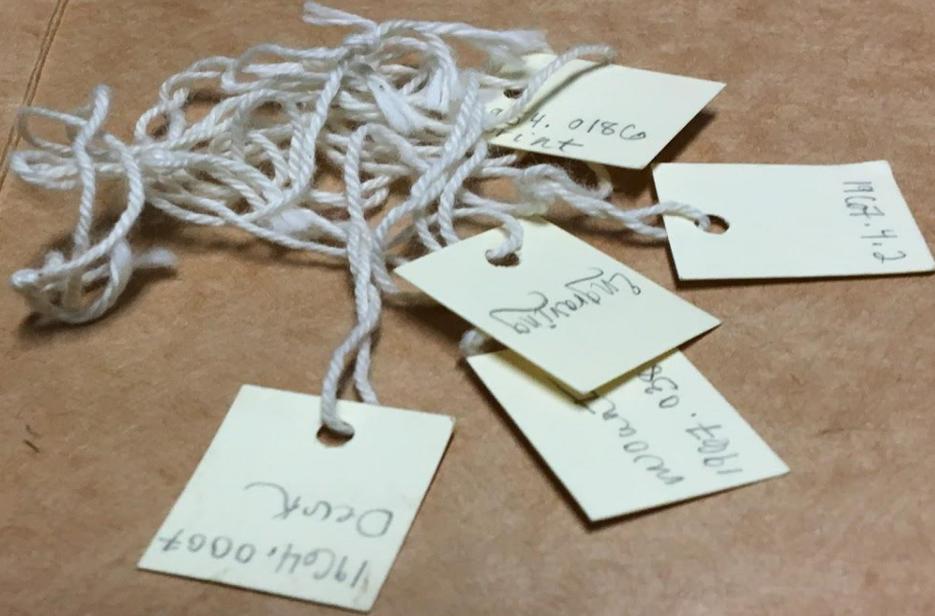
Tips for preventing FIC

Hopefully they will even be helpful

Use separation sheets



Retag your objects after each exhibition with their original tags.





Differentiate one object from another

Label envelopes of fragments. Include accession numbers!

2006.042

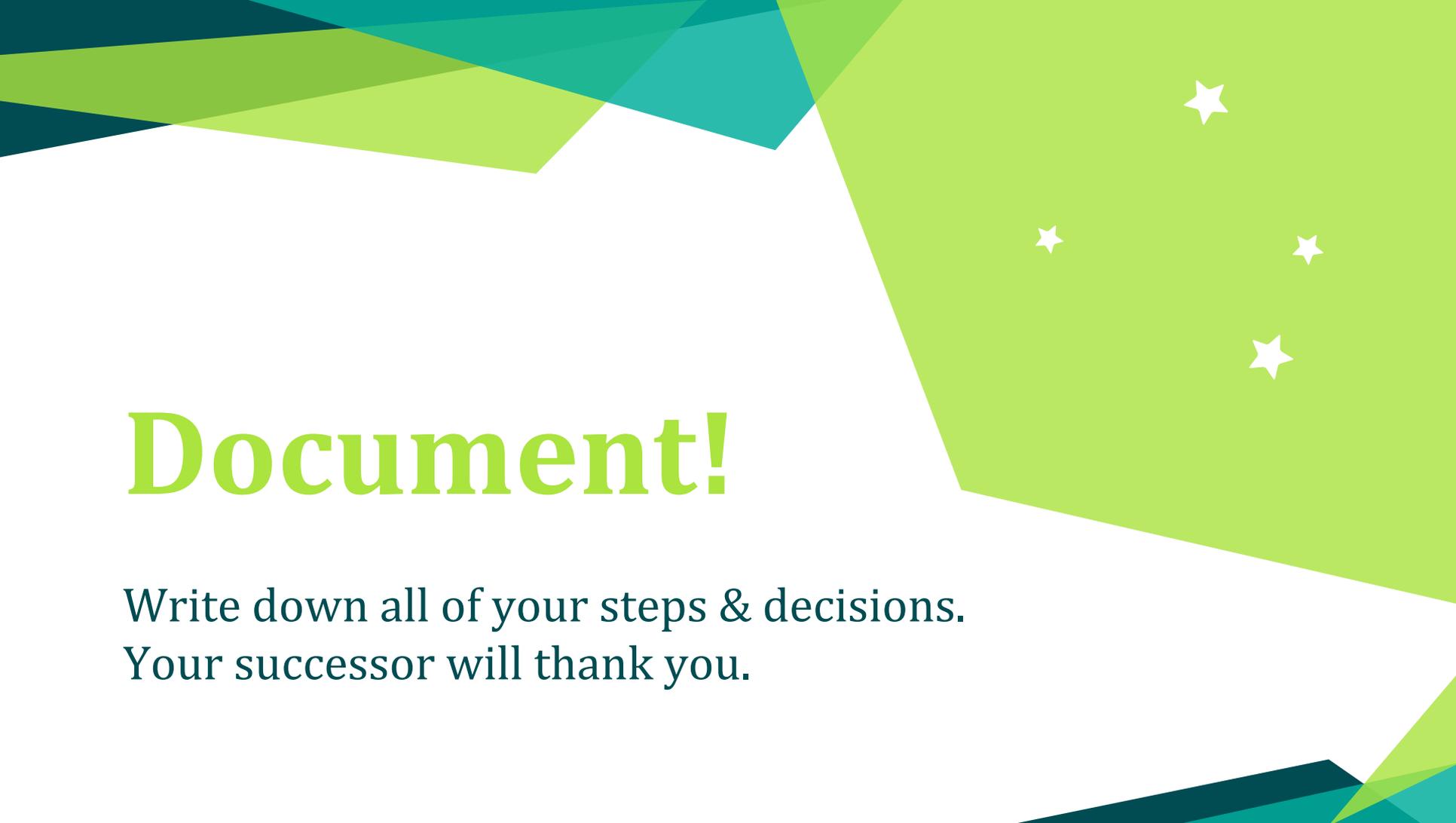
Pieces from lap desk

PARTNER DESK WHEELS

"Bunny-girl"
Chips

Be technically correct. And logical.





Document!

Write down all of your steps & decisions.
Your successor will thank you.

- Screen View —
- Archaeology
 - Art
 - Geology
 - History
 - Natural History
 - Custom

Collection	Rosenbach	Date	1765 ca.
Object ID	1954.0172	Year Range	thru
Object Name	Commode	Catalog Date	05/18/2004
Other Name		Cataloged by	
Other#		Status Date	/ /
Old#		Status by	
Accession#	1954.0172	Status	
Home Location	Room 415		



- Other Views —
- Appraisal
 - Condition
 - Dimensions
 - Lexicon
 - Location
 - Notes & Legal
 - People - Subjects
 - Classification
 - Search Terms
 - Relations
 - Repatriation
 - Source
 - Inscription
 - Maker's Mark
 - Lists
 - Virtual Exhibit

History Archaeology Art Geology History Natural History Custom

Description

A French, transitional Louis XV-XVI commode. Signed by Simon Guillaume of Paris. Inlaid with pearwood and ivory, a hunting scene is represented on the lower front panel. The top is made of Brescia marble.

Collector Col. Date / /

Site /Site#

Pl of Origin

Event

Material wood/ marble

Found

Made Guillaume, Simon/ Paris, France

Used

Owned

Title

Creator Guillaume, Simon

Role

Provenance

Tips for Preventing FIC

- ◆ File your paperwork
- ◆ Use separation markers
- ◆ Conduct regular inventories
- ◆ Update your database with every move
- ◆ Retag your items after each exhibition
- ◆ Clear your object cart after each use

More Tips for Preventing FIC

- ◆ Use enough description to differentiate objects
- ◆ Restrict access to your collections storage areas.
- ◆ “Think like” your colleague or predecessor.
- ◆ Make sure that your catalog records are logical, as well as technically correct. Enter search terms!
- ◆ Document everything you do.
- ◆ Don't put it off.



Thanks!

Any questions?

You can find me at jzink@rosenbach.org