

Policy #8: Catalog Management

The Museum shall maintain accurate, up-to-date records on the identification, location and condition of all objects in the collection, as well as of ongoing activities such as exhibitions, loans, research and correspondence with donors, scholars, and others. These records will be recorded in the Museum's collections management database (PastPerfect). Any original paper files regarding the acquisition of objects shall also be retained. All Museum artifacts and library holdings shall be entered into the electronic catalog without exception.

Once an item is identified and proven to be part of the collection, it will be placed into the PastPerfect Museum Software system. Each item will receive an accession number as well as an identification number. Each item will have a three-part number consisting of the year of acquisition, collection number, and item number (example: 1926.001.002). The accession number will consist of the year of acquisition and collection number (example 1926.001). The identification number will consist of all three parts (example 1926.001.001). If an item has multiple components, each item will receive a letter attached to the identification number (example 1926.001.001A 1926.001.001B).

Each catalog entry will include, at minimum:

- Multiple photographs of the item from different angles/sides with a ruler included for scale.
- Any original documentation associated with the item, which will be scanned and added into the PastPerfect software with original documentation maintained by the Curator in the Museum
- The known history of each item as well as any known provenance.
- Dimensions, conditions, and monetary value (if known).
- A "home location" for storage and retrieval purposes.

In the case of an undocumented item, the item will be designated as "found in collection" (FIC) until additional information is discovered. All PastPerfect entries will be confirmed by the Curator prior to their inclusion in the master database.

The Museum catalog shall be electronically backed-up no less than once per calendar month with the data stored on two separate, external hard-drives and as recorded on a log maintained by the Curator. One external hard-drive shall be secured within the Museum building in a fire safe box and the other shall be secured off-site at a location determined by the Curator and approved by the Collections Committee. The fire safe box shall be accessible by no less than 2 persons who shall be determined by the Curator and approved by the Collections Committee.

The Curator shall conduct a complete inventory of all items contained within the collection on a biannual basis such that each artifact, archival holding, etc. shall be physically inspected not less than once every 2 years. All inventories must be documented in writing with physical copies maintained at the Museum for a period of no less than 10 years.