

Read out temperature and relative humidity data loggers. A report was generated using the readings.

In early January, verbally discussed parts of the collections action plan with the director. Including the entry of information from accession/collections logs into PastPerfect by a selected volunteer as a precursor to a full inventory. This will allow the inventory team to match the Object ID number and brief description entered into PastPerfect to the item being inventoried (during inventory, a more robust description and catalog record will be generated). Through this first step of the action plan (by inputting the information into PastPerfect, even as a skeletal record (bare bones information)), a greater understanding of what is contained in the collections can be formulated, which will affect the creation of the Collections Plan and the Space/Resource Allocation Plan. On January 31, 2019 a write-up of the proposed inventory phases was submitted to the director for review.

Three volunteers began working with the Collections Department. Lisa Dahlinger has begun inputting the line items from the accession/collections log book into PastPerfect as the first step in completing a full inventory. Lisa is currently volunteering twice a week (Tuesday/Thursday). Diane Speer began working with the artist biography research project with five names, she will begin verifying and standardizing other research performed by Judy Dawley, before it is placed in PastPerfect. Diane currently volunteers once a week on Wednesday. Karl Hauer is creating basic catalog entry forms after viewing black and white photocopies of images previously generated by Mike Phillips. Karl currently volunteers once a month when he can come over from Traverse City.

Completed the reformatting of the accession and object id numbers in PastPerfect to assist with inventory needs and better records keeping. For instance, the number 11179.1.2 (which includes the month, day and two-digit year in which the item came into the museum) was reformatted to 1997.1.2. This was undertaken for a number of reasons. Firstly, the lack of leading zeros in the month and day designation negates the usefulness of including the month and day. For example, the number **11179**.1.2 is confusing, since the item might have come into the museum on either 01/11/1979 or 11/01/1979. Secondly, because the month and days are listed before the year, all of the items that came into the museum in a month beginning in 1 (1, 10, 11, 12) are sorted first, instead of being sorted by the more important year designator. Thirdly, because a two-digit year was used, once 2066 is reached, there would be the potential for duplicate numbers. Using a 4-digit year will disambiguate this aspect of the number. The accession group number (1997.1.2) and object number (1997.1.2) portions of the accession and object id numbers are being left as is.

Working on the Apollo 11 exhibition, Johnathan Winckowski proposed, when time allows. To this end a Community Foundation grant was created and submitted requesting \$5000 for a planetarium show and additional exhibition elements.

Created procedures for the use of certain collections-based forms by the front desk staff. These are currently under review and include: Collections Use Application, Image Request Form, In-kind Donation Form, Preliminary Incoming Loan Form, Permission to Copy / Use Form, Return Receipt, Temporary Custody Form, Video & Photograph Release Form.

Inventoried and created condition reports on the pieces to be exhibited beginning 1/26/2019 in the “Two Artists Sharing Space” exhibition (1/26/2019-4/15/2019). The show was hung by Vicki Wright on 1/22/2019. Additional piece by Mark Beins was added from the Besser Museum collections (2005.33). The piece was cataloged, photographed, and entered into PastPerfect.

Met with Jim Conboy on January 15, 2019 to discuss his questions and comments on the Collections Management Policy. Revised Collections Management Policy was given to director for review.

Processed some donations, which includes physically numbering the object(s), data entry, photography, and numerous other steps.

Began the process of cataloging, condition reporting, and looking towards properly framing the Agam prints for an exhibit opening in the Wilson Gallery May 4, 2019. Showed the prints being used to the Education Coordinator, so she could begin the research and creation of educational plans pertaining to the Agam prints.

Page 176 of the StEPs program materials was reviewed with the Collections Committee on 1/9/2019.

StEPs

MVG | AUD | INT | **COLL** | HSL | MGMT

Possible Projects to Help Your Organization Move Closer to Achieving One or More Standards in the Stewardship of Collections Section*

Develop, or Review and Possibly Revise:

- Collections management forms including donor, loan, and deaccession
 - Collection plan
 - Collections management policy
 - Collections committee policies and procedures
 - Collections registration and cataloging system
 - Code of ethics section that addresses collections
 - Back-up copies of collections records stored offsite
 - Assess if your cataloging system is collecting enough documentation and provenance
 - Records management policy and schedule
 - Plan for management (and/or governing authority) to work with collections personnel to make sure an institutional archives is maintained
 - Collections inventory
 - Conservation plan for a specific artifact, document, or photograph in your collection that is in need of conservation work by a professionally trained conservator
 - Fundraising plan to pay for collections care supplies, equipment, or conservation work
 - Plan to re-house a portion of a collection in proper materials such as acid-free folders
 - Emergency preparedness plan
 - Disaster kits
 - Resource library on collections preservation; arrange for staff and/or volunteers to read and discuss materials
 - Collections preservation toolbox (i.e. white cotton gloves)
 - Plan for addressing old loans and undocumented collection items including researching your state's abandoned property laws regarding museum collections
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- Housekeeping plan
 - Housekeeping training program
 - Condition reports
 - Collections storage key and access policy
 - Collections scope
 - Plan to address storage and exhibition needs for specific types of collection items (e.g., padded clothing hangers using proper construction method and materials)
 - Assessment of collections items on exhibit for use of proper preservation methods
 - Environmental monitoring and/or control plan
 - Plan to visit nearby museums or archives to discuss their collections care procedures, storage facilities, collections security, disaster preparedness, or other topics of concern

*Note that these project examples are in no particular order; also, this list presents some suggestions and should not be considered a complete list of possible projects.

Note: The StEPs website offers print and electronic resources related to this section. Be sure to bookmark and visit the website often.

Each bulleted point was read and discussed. Most items are needing to be created anew or reworked. For the “Housekeeping training program” Mike Phillips suggested that we create a test; that once the initial

training was performed, they take the test, and periodically will retake the test – if they miss any of the questions, they will be retrained on those areas.

Matthew McCormack suggested that we might develop a priorities, time, and cost assessment for the collections, similar to one that he helped developed and used in a previous job; he will send a sample.

The next section of the StEPs workbook to be prepared by each committee member for the February 13, 2019 meeting are pages 137 – 140.

Immediate Future:

Enter catalog information into PastPerfect regarding the Agam prints. Work with Vicki Wright to conceive the best plan to reframe the Agam prints for the May 4, 2019 exhibit in Wilson Gallery.

For February: Continuing the process of preparing the paperwork for the loan of taxidermic specimens received from Cranbrook, to JJ's Restaurant. From the last conversation with the prospective borrower, the taxidermic specimens will go on loan in 2019.

Meet with the Collections Committee to continue going through the collections section of the AASLH StEPs workbook.

Create loan termination request letter to be signed by lender (Jean Rolls), after director received a request to transfer the loan of baby bison, badger on rock, and opossum to her niece, Karen Price. Once signed letter has been returned, fully photograph the items being returned, brief condition report, and prepare items for transportation.

As time allows, am sorting through files and on days that weather causes the need to work from home, am using portal access to create spreadsheets based on the information found. Am currently working on compiling outgoing loan paperwork and spreadsheet in efforts to better understand where our items are located; this will be useful during inventory & reconciliation.