

Collections Monthly Report; November to December 2016

November

The early weeks of November were spent finalizing the set-up for the Season of Light exhibit and reception. This included creating labels and placing them.

Aside from prep for the Season of Light time was dedicated the reorganization of my collections office and the exhibit preparation area.

There were three days during the month of November that were entirely dedicated to working in storage. These three days were spent doing necessary cleaning of specific collections. Some of our material collections require minimal cleaning to keep dust, insects, arachnids, cobwebs, etc. from accumulating. This cleaning is not part of maintenance or facilities due to the nature of the areas or materials being addressed.

Time was spent working on public requests for information and/or copies of photographs.

Season of Light opening reception went off without a hitch and everyone seemed to enjoy themselves.

From Nov. 24th through 27th the museum was closed for the Thanksgiving holiday.

December

In December work continued in the exhibit preparation space working on reorganizing the layout to be more efficient to our needs.

Work also continued in the reorganization of the main collections office. There is now a designated place in exhibit prep for incoming donations to be received and held temporarily. This should eliminate the accumulation of donated materials in the main collections office.

We also started the overhauling of the lower collections office space that Richard Clute occupies when he is on site. This space has now extended storage for the Native American collection and other ethnographic materials.

Several weeks were spent tracking down all of the fowl taxidermy on museum grounds, creating an inventory, and a detailed list of donor history on the birds. This was problematic as the taxidermy in house hasn't consistently been catalogued over the years as it came into the museum. This inventory listing was requested by U.S. Fish & Wildlife for our educational permit to have possession of any birds in the museum.

Time was spent working on public requests for information and/or copies of photographs.

Currently the Collections Dept. is not accepting any donations while we are in the process of reorganizing our collections receiving area. There will be exceptions made to this moratorium but it is being decided on a case by case basis.

The Collections Department is currently researching a tablet or a laptop to replace the department's laptop. A mobile computer or tablet is crucial in much of the work done in the collections department. Currently I am using my personal tablet to fill in the void left when the department's laptop started actively failing.

The Collections Committee did not meet in November or December of 2016.

Average storage temp: 66 F

Average Relative Humidity in Storage rooms: 32%