

Collections Report  
 Sarah Honeycutt, Museum Assistant  
 March-April 2021

Top Priorities

1. Virtual Collection Committee Meetings
2. Accessioning newly accepted items
3. Organizing the library's file cabinets

Ongoing Projects

Project Name	Assigned To	Project Goal	Status	Comments
Maps (Phase One)	Collection Volunteers	-Get an accurate inventory of the large, rolled paper documents that will be flattened during Phase Two.	Completed	-Any documents that were in extremely poor condition or were duplicates have been set aside for deaccession
Photo Scanning	N.E. Michigan Genealogical Society	-Digitize photos in our collection so they are easily accessible for future use.	In Progress Goal Date: Unknown	-two new scanners were added to the library to help with scanning - larger envelopes were ordered to protect the photos
Virtual Collection Committee Meetings	Collection Committee	-Use Microsoft Teams as a safe way to meet during Covid-19 restrictions.	In Progress Goal Date: June 2021	-Committee decisions began happening weekly starting on February 22.
Updating Past Perfect	Staff and Volunteers	-Uploading Accession Records into Past Perfect -Detailing Accession Records already present in Past Perfect	In Progress Goal Date: Unknown	-One year left -There are also a handful of accessions that need to be detailed because some info was missed during the excel export.

Collections Report  
 Sarah Honeycutt, Museum Assistant  
 March-April 2021

Consolidating Library's File Cabinets	Staff and Volunteers	-Organize the files located in the	In Progress Goal Date: May 2021	-The Document Retention and Destruction Policy is being used as a guide as to what to keep or dispose.
---------------------------------------	----------------------	------------------------------------	---------------------------------------	--------------------------------------------------------------------------------------------------------

Future Projects

<u>Project Name</u>	<u>Project Planning</u>
Map Project Phase 2	<ol style="list-style-type: none"> <li><del>1. Inventory (Phase one)</del></li> <li><del>2. Create a supply list</del></li> <li>3. Order Supplies</li> <li>4. Write a procedure form</li> <li>5. Prepare Artifact Storage, Zone 4               <ol style="list-style-type: none"> <li><del>a. Place foam on the shelves</del></li> <li>b. Get the surrounding area cleaned up</li> <li>c. Setting up a workspace</li> </ol> </li> <li>6. Assign Tasks</li> </ol>
History Blog	<ol style="list-style-type: none"> <li><del>1. Brainstorm ideas</del></li> <li><del>2. Create a blog expectations checklist</del></li> <li>3. Create topic outlines for the first month the blog begins</li> <li>4. Create a post schedule</li> <li>5. Meet with Katrina about the Website layout</li> <li>6. Create a photo set-up</li> <li>7. Get writing!</li> </ol>
Removal of Farm Equipment from Back Hallway	<ol style="list-style-type: none"> <li>1. Take photos of all the items</li> <li><del>2. Designate a storage location</del></li> <li><del>3. Decide what will replace them</del></li> <li>4. Move them to storage and update their location in Past Perfect</li> </ol>

Other Activities/Accomplishments

- Lisa has returned and will be volunteering in Collections again.
- Helped Brian Schorn and Amanda move select art pieces out of storage. Photographs and condition reports were recorded in PastPerfect for all pieces moved.
- Toured the collections spaces with Crystal Nelson from the Alpena News. She plans on writing an article about the "Behind the Scenes" of working in a museum.
- Began writing an article for next month's newsletter. The topic will be about my personal journey towards discovering my love for museums and history.
- All the items from the log cabin were moved out and placed in either the Maltz Bank or the Temporary Processing Room. An inventory of these items will be done. In

Collections Report  
Sarah Honeycutt, Museum Assistant  
March-April 2021

- addition to this I will also be brainstorming other items from the collection that could be added to the cabin in the future.
- Received four new donations this month which include: three outfits for Green School, and the time capsule from Catholic Central Highschool.
  - Started pulling items from the collection that pertain to Catholic Central to add to the time capsule's story.
  - Attended a webinar about Environmental Monitoring in Collection Spaces
  - Met with Rose Marie regarding her request for a photo policy. I explained to her the areas of the Collections Management Policy that provide the structure she was looking for. I also added a couple posters to the library's wall to reiterate the policy's major points.