

Collections Report
 Sarah Honeycutt, Museum Assistant
 February-March 2021

Top Priorities

1. Virtual Collection Committee Meetings
2. Clearing up space in the library by placing the rolled-up documents in better storage

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.	In Progress Goal date: April 2021	-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 Meeting	Collection Committee	-Use Microsoft Teams as a safe way to meet during Covid-19 restrictions.	In Progress Goal Date: Summer 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	-Approximately three years left to upload.

Future Projects

<u>Project Name</u>	<u>Project Planning</u>
Map Project Phase 2	1. Inventory (Phase one) 2. Create a supply list 3. Order Supplies 4. Write a procedure form 5. Prepare Artifact Storage, Zone 4 a. Place foam on the shelves b. Get the surrounding area cleaned up c. Setting up a workspace 6. Assign Tasks
History Blog	1. Brainstorm ideas 2. Create a blog expectations checklist 3. Create topic outlines for the first month the blog begins 4. Create a post schedule 5. Meet with Katrina about the Website layout 6. Create a photo set-up 7. Get writing!
Removal of Farm Equipment from Back Hallway	1. Take photos of all the items 2. Designate a storage location 3. Decide what will replace them 4. Move them to storage and update their location in Past Perfect

Other Activities/Accomplishments

- Met with Rose Marie Guthrie of the N.E. Genealogical Society and discussed possibly creating a policy for photo usage.
- The N.E. Genealogical Society donated archival safe envelopes, and their Faces of Northeast MI photo collection. The receipts were all signed and passed over as well.
- Met with Brian Schorn to provide him with insight into how Past Perfect can be utilized towards better understanding our art collection.
- Continuing to research the best way to handle the Found in Collection items that have been piling up in the processing room.
- Two new donations arrived to be considered for acquisition:
 - Two textbooks from late 19th century, the books appear to have belonged to Jesse Besser from his high school years. Donated by Lee Morrison of Escanaba, Michigan.
 - Marriage certificate, written completely in Polish. Donated by Anita Harmon of Alpena, Michigan.