

Collections Report: September 2018

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

Dehumidifiers were purchased through Amazon. We received a further discounted rate of \$244.35 for each dehumidifier (original price \$259.99). Nine were ordered for a total of \$2199.51 (no tax; free shipping). Arrival date was September 17, 2018. They were setup and installed in the areas indicated in the proposal. Once installed and running, an immediate drop in relative humidity was seen. With the use of the dehumidifiers and a change in seasons, the museum is now maintaining good relative humidity levels in the collections areas in which the dehumidifiers are installed.

Created a project for volunteers that will assist with researching biographical subjects connected to art and artifacts that we have in our collection. This information takes a lot of time to gather, but it is an integral part of collection management and use, since the information can assist in future research, physical and virtual exhibitions, and can even affect insurance. This project was developed in three steps, compiling artists names (we are starting with artists, there will be more biographical subjects in the future), creating a list of fields and field descriptions, and the creation of a Sample. Interested volunteers will be sent five names to research, as well as the field descriptions, sample, and a blank template. This will be an ongoing project available for volunteers who might want to work from home and have an interest in researching people. It is through this first step that it can be ascertained how the volunteer might be of further use in the future, particularly when it comes to data entry.

Was co-guest on a local television program "Talk of the Town" to speak about the Besser Museum and some of the new collections policies and procedures being instituted (as well as why they are being instituted) and volunteer opportunities. <http://www.wbkb11.com/local-programming/talk-of-the-town> [09/09/2018].

In the process of developing an exhibition that will focus on museum manners as well as collections care and consideration. Aiming for an opening date in January, however, this might be pushed back until the reaccreditation is completed and more time can be spent producing a quality exhibition.

Beginning the process of cataloging the taxidermic specimens received from Cranbrook, as well as researching the restrictions and limitations imposed during the acquisition process. Cranbrook was contacted to ascertain what transfer documents they have on the specimens. They were going to research and contact me with the information. A follow-up will occur in October, as currently, no communication has been received.

Continued to work on documents and forms to bring Besser Museum up to best practice standards as well as limit liability. The Collections Policy has gone through its first draft and review by the director. Some changes are being affected and will be resubmitted.

Contacted the Collections Committee to arrange for the first meeting date using an electronic poll. The date selected was Wednesday, October 10, 2018 from 10:30am-12:30pm.

Now that the Collections Policy has been written and undergoing review, the next steps involve writing procedures, ensuring that other documents (e.g. Code of Ethics) are in line with the Collections Policy, and creating a detailed report for AAM regarding how we are correcting the items that they noted as being sub-standard. We are also working towards space reallocation, to better utilize collections space currently absorbed by exhibit props and display items like display cases and mannequins.