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HOLOCAUST  
MEMORIAL  
MUSEUM

[ushmm.org](http://ushmm.org)

# Collections On the Move

Tracking Collections and Holding Storage Space

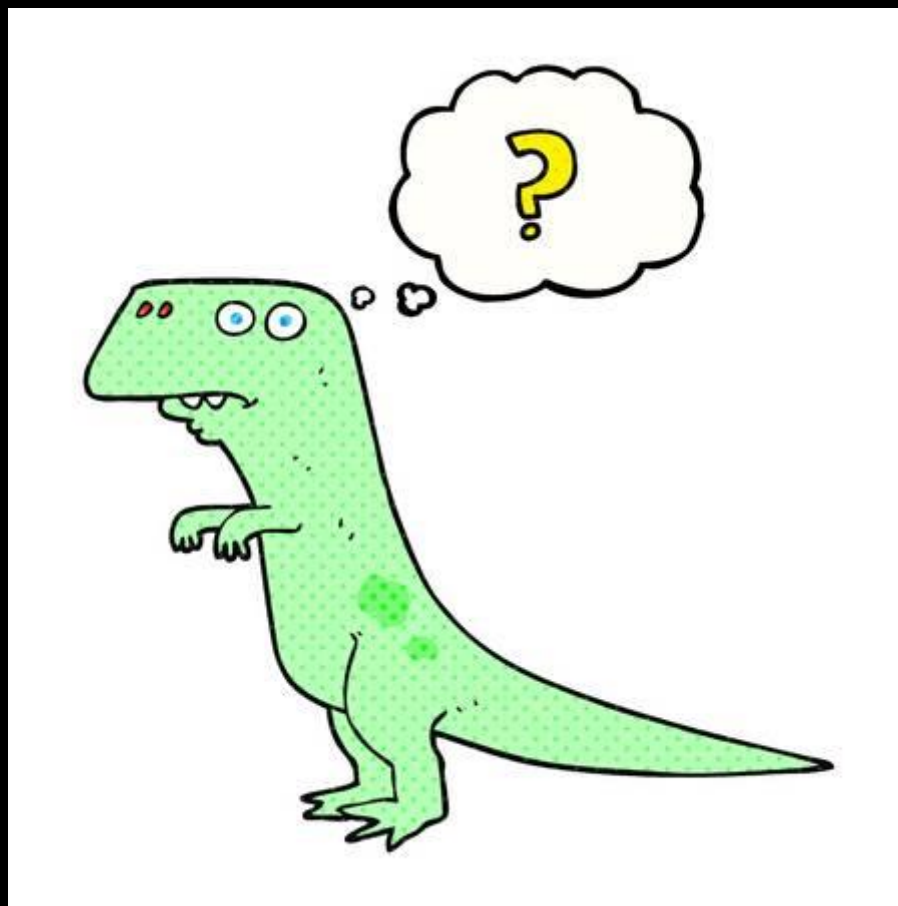
Erica Moore, Collections Management Technician

Kaleigh Snodgrass, Collections Management Technician

# Session Outline

- 45 minute presentation
- Question and Answer
- Roundtable Talk

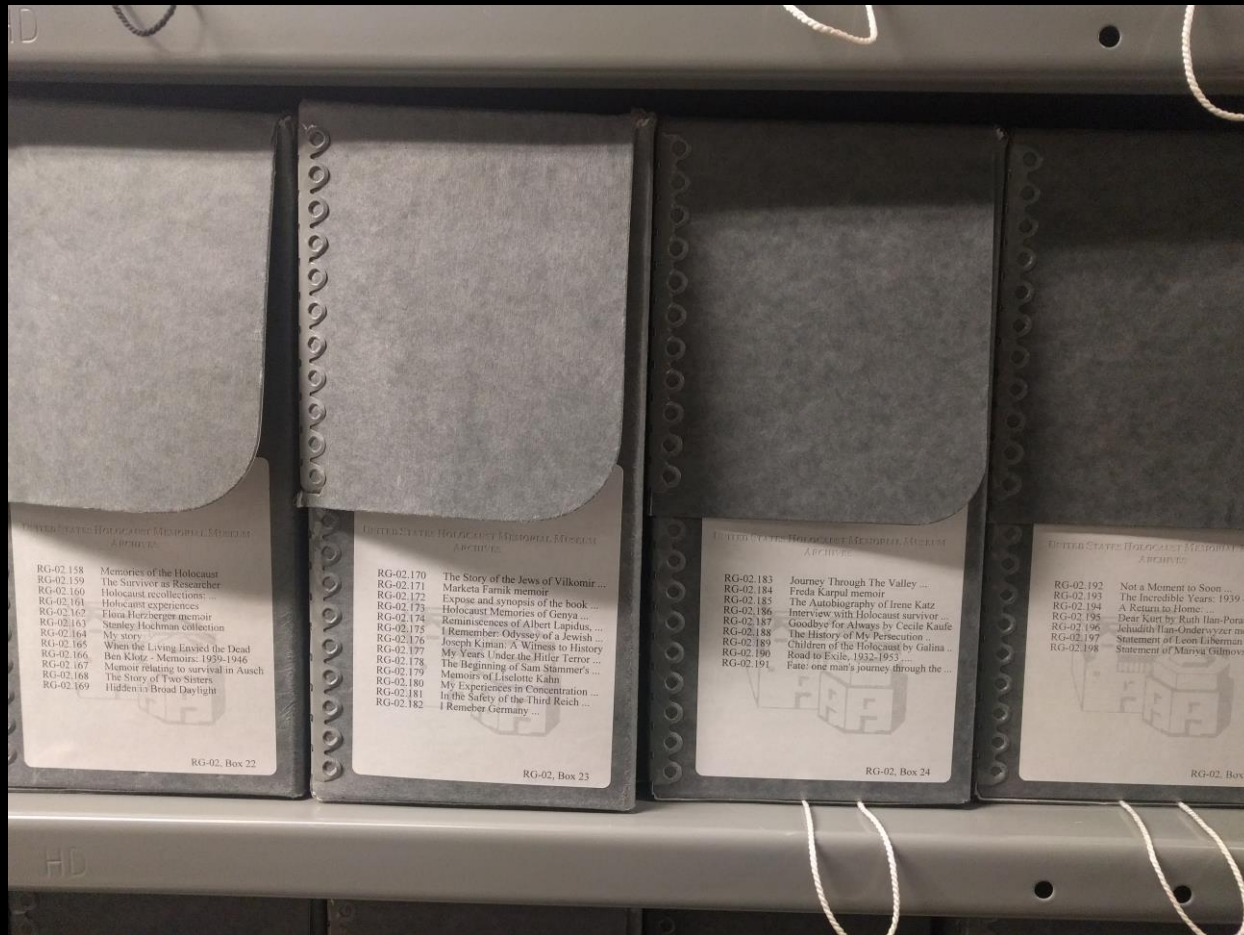
# Why This Topic?



# Old Storage Facility



# Difficulties Pulling at Old Facility





# Emu Database

The screenshot displays the Emu (USHMM) database application. The interface includes a sidebar with navigation modules, a top menu bar, and a main data table.

**Left Sidebar (Modules):**

- EMu (USHMM)...
- Favorites
- Drag modules here for quick and easy access
- Modules
- Catalogue
- Acquisitions
- Events
- Exhibition Objects
- Loans
- Movements
- Locations
- Conservation
- Insurance
- Rights
- Parties
- Narratives
- Multimedia
- Condition Checks
- Internal Movements
- Valuations
- Task Templates
- Exit
- Help

**Top Menu Bar:** File, Home, Edit, View, Tools, Catalogue, Archives

**Toolbar:** New Record, Cancel, Previous, New, Additional, Search, View, Sort, Reports, Check Spelling, All Records, Clear, Add Record, Current Record, Invert.

**Main Data Table:**

| Accession Number: (Component...) | Summary Data   | Current Location: (Current Location)                         |
|----------------------------------|--|--|
| 23                               | Case File 1: Document box 1: Original 2002.296. American Friends Service Committee Refugee Assist... | Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 3 |
| 24                               | Case File 4: Document box 1: Original 2002.296. American Friends Service Committee Refugee Assist... | Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 3 |
| 25                               | Case File 8: Document box 1: Original 2002.296. American Friends Service Committee Refugee Assist... | Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 3 |
| 26                               | Case File 9: Document box 1: Original 2002.296. American Friends Service Committee Refugee Assist... | Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 3 |
| 27                               | Case File 11: Document box 1: Original 2002.296. American Friends Service Committee Refugee Assis... | Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 3 |
| 28                               | Case File 12: Document box 1: Original 2002.296. American Friends Service Committee Refugee Assis... | Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 3 |
| 29                               | Case File 15: Document box 1: Original 2002.296. American Friends Service Committee Refugee Assis... | Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 3 |
| 30                               | Case File 16: Document box 1: Original 2002.296. American Friends Service Committee Refugee Assis... | Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 3 |
| 31                               | Case File 17: Document box 1: Original 2002.296. American Friends Service Committee Refugee Assis... | Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 3 |
| 32                               | Case File 21: Document box 1: Original 2002.296. American Friends Service Committee Refugee Assis... | Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 3 |
| 33                               | Case File 22: Document box 1: Original 2002.296. American Friends Service Committee Refugee Assis... | Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 3 |
| 34                               | Case File 23: Document box 1: Original 2002.296. American Friends Service Committee Refugee Assis... | Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 3 |
| 35                               | Case File 24: Document box 1: Original 2002.296. American Friends Service Committee Refugee Assis... | Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 3 |
| 36                               | Case File 25: Document box 2: Original 2002.296. American Friends Service Committee Refugee Assis... | Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 4 |
| 37                               | Case File 28: Document box 2: Original 2002.296. American Friends Service Committee Refugee Assis... | Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 4 |
| 38                               | Case File 29: Document box 2: Original 2002.296. American Friends Service Committee Refugee Assis... | Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 4 |
| 39                               | Case File 32: Document box 2: Original 2002.296. American Friends Service Committee Refugee Assis... | Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 4 |
| 40                               | Case File 40: Document box 2: Original 2002.296. American Friends Service Committee Refugee Assis... | Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 4 |
| 41                               | Case File 41: Document box 2: Original 2002.296. American Friends Service Committee Refugee Assis... | Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 4 |
| 42                               | Case File 42: Document box 2: Original 2002.296. American Friends Service Committee Refugee Assis... | MU - Reference desk  |
| 43                               | Case File 43: Document box 2: Original 2002.296. American Friends Service Committee Refugee Assis... | Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 4 |
| 44                               | Case File 46: Document box 2: Original 2002.296. American Friends Service Committee Refugee Assis... | Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 4 |
| 45                               | Case File 47: Document box 3: Original 2002.296. American Friends Service Committee Refugee Assis... | Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 4 |
| 46                               | Case File 48: Document box 3: Original 2002.296. American Friends Service Committee Refugee Assis... | Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 4 |
| 47                               | Case File 49 & 50: Document box 3: Original 2002.296. American Friends Service Committee Refugee ... | Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 4 |
| 48                               | Case File 52: Document box 3: Original 2002.296. American Friends Service Committee Refugee Assis... | Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 4 |
| 49                               | Case File 54: Document box 3: Original 2002.296. American Friends Service Committee Refugee Assis... | Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 4 |
| 50                               | Case File 55: Document box 3: Original 2002.296. American Friends Service Committee Refugee Assis... | Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 4 |

**Status Bar:** Display 14881 matching objects | ehmoore | CollectionsManagement | 20084

# Barcoding Components





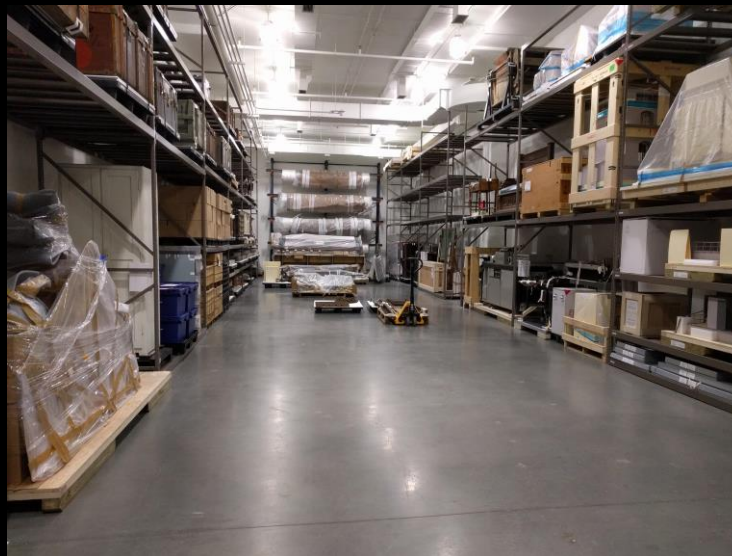
# Acquiring a Collection

- Donor contacts a Curator and Curator accepts donation
- Curator contacts Collections Manager
- Collections Manager arranges donation delivery and makes incoming file
- Collections Manager receives donation and creates temporary barcode
- Collections Manager transports donation from Museum to offsite facility
- Registrars accession, barcode, place in storage and update location

# Size of Collection

- **21,052 objects**, averaging one collection per day
- **Approximately 111.5 million pages of archival documents**, with an additional 191.1 million digital images from the International Tracing Service
- **More than 113,070 historical photographs and images**, of which almost 34,140 are available on the Museum's website
- **More than 1,265 hours of archival film footage**; 220 hours of outtakes from the film *SHOAH*
- **More than 121,000 library items** in 61 languages
- **More than 19,000 Holocaust-related testimonies** and access to nearly 52,000 oral histories from the University of Southern California Shoah Foundation
- **209,000 survivors and their descendants**, as well as other victims and WWII veterans, registered in the Meed Survivors Registry

# Offsite Storage Locations





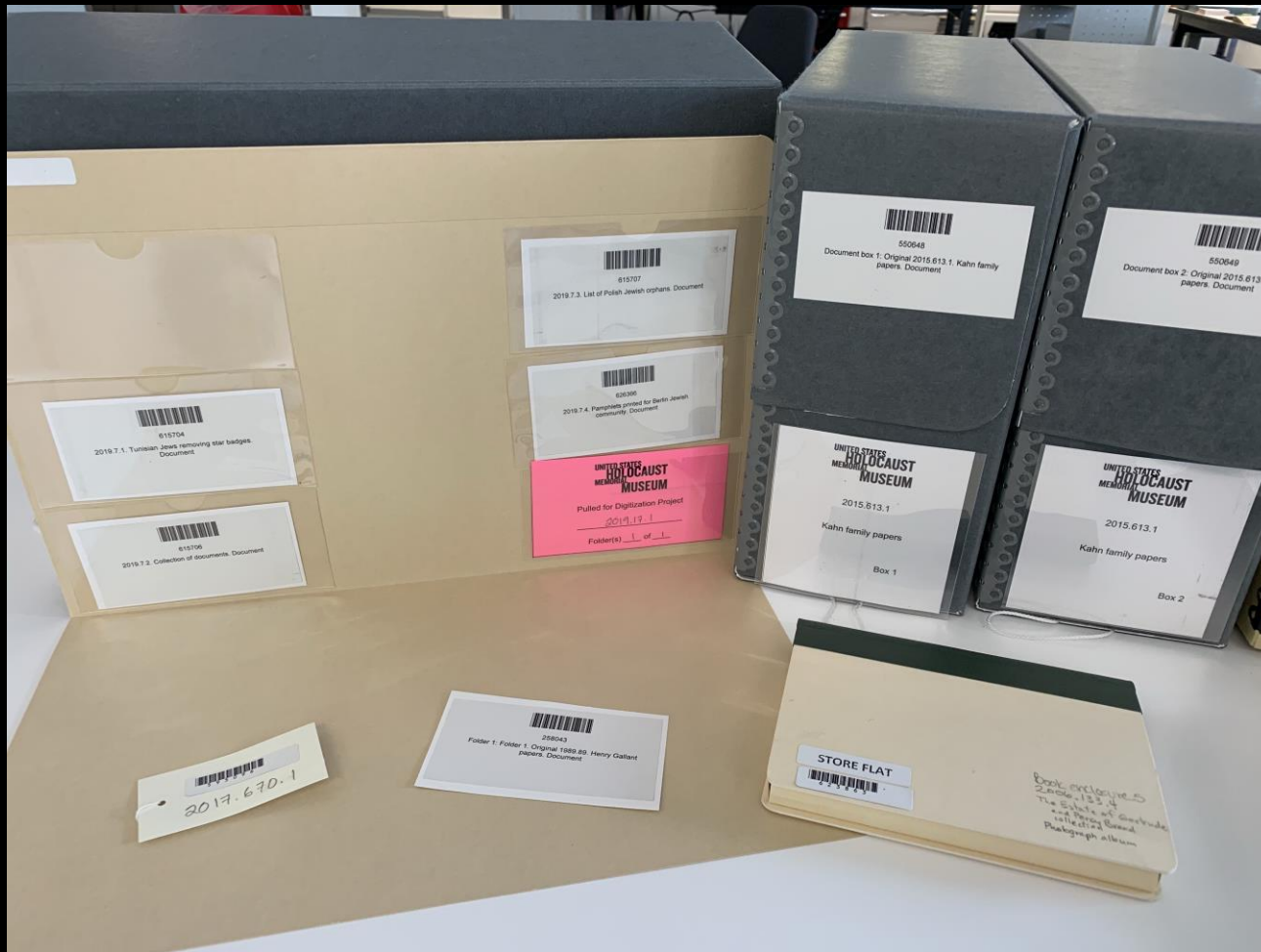
# Museum Locations



# Old Versus New Offsite Storage Facility

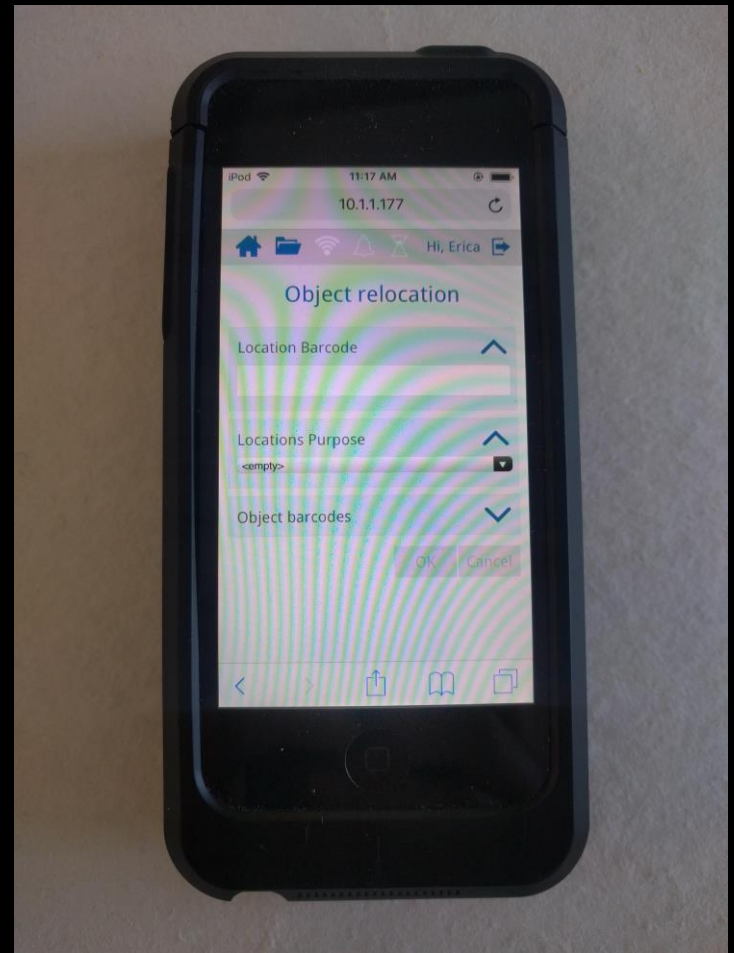
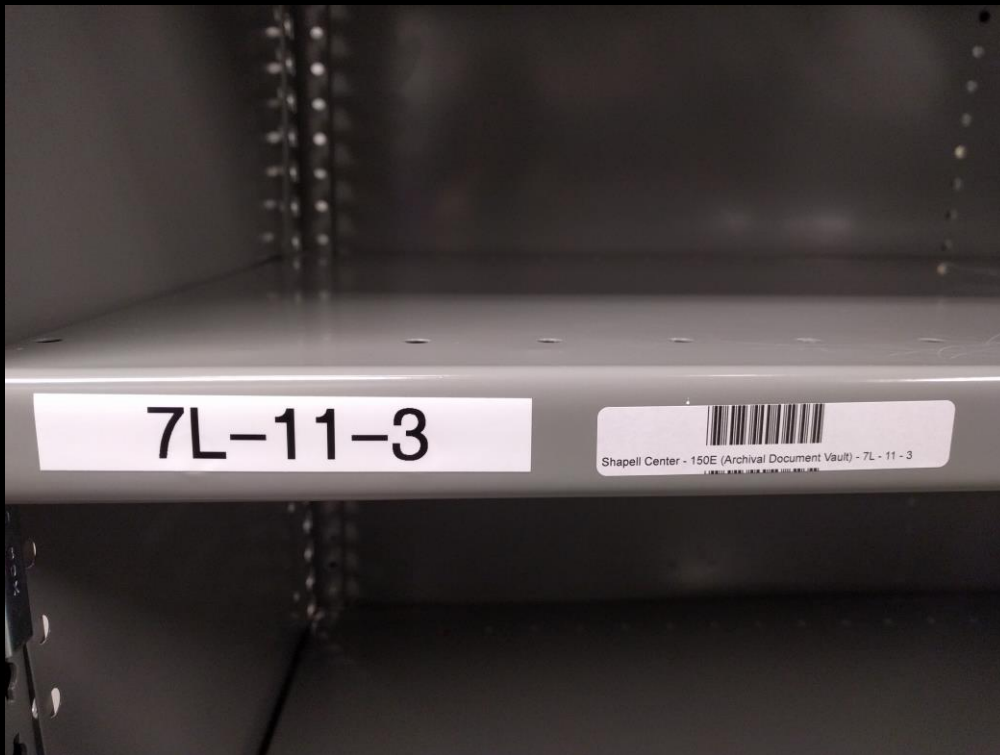


# Barcoding Technology





# Barcode Scanner



# TORs and Pull Slips

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On-Site Pull Slips

Acc. #:  
Location:  
Date:  
Staff:

**Temporary Object Removal**

Object ID No. \_\_\_\_\_

Date Moved \_\_\_\_\_ Permanent Location \_\_\_\_\_

From \_\_\_\_\_

Use \_\_\_\_\_

By \_\_\_\_\_

Authority \_\_\_\_\_ Date Returned \_\_\_\_\_

Received by \_\_\_\_\_

Returned to Storage Location \_\_\_\_\_

Notes \_\_\_\_\_

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MUSEUM**

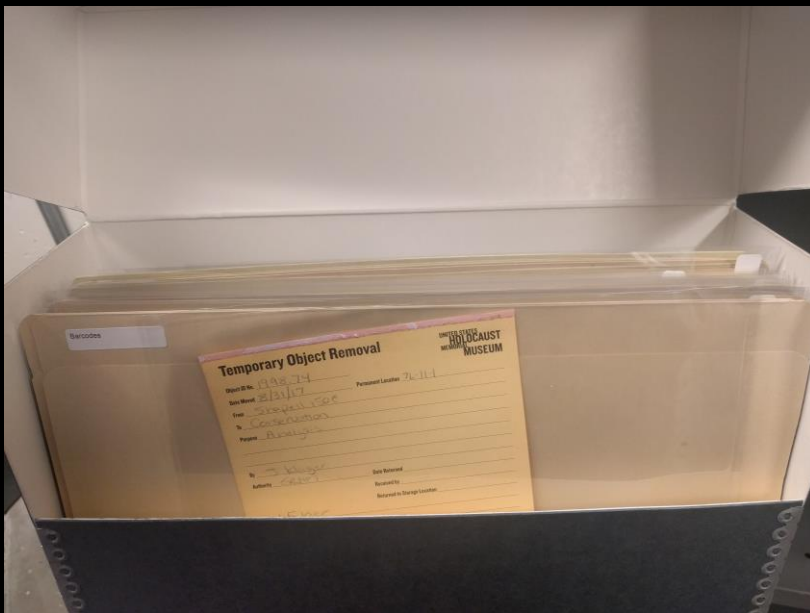
On-Site Pull Slips

Acc. #:  
Location:  
Date:  
Staff:

Pulled for A&A Cataloging Project

Acc. #:  
Location:  
Date:  
Staff:

# Document Placeholders





# Object Placeholders



# Transporting Collections: Offsite to Museum



# Same Day Pulls (Proposed Schedule)

- 10 am collections delivery- request must be received the close of business the day before the visit.
- 12:30 pm collections delivery- request must be received by 11:30 am on the day of the visit.
- 3 pm collections delivery- request must be received by 2 pm on the day of the visit.



# Swanson Archival Digitization Project

- Digitizing the entire document collection
  - Includes material such as paper and photographs
- Currently in our 4<sup>th</sup> year
- 740,000 images taken
- 1,400 collections organized, digitized, available to the public online
- 5,000 images taken a week

# Digitization Workflow



1. Selection Review

2. Pull for Processing Archivist

3. Catalog Collection

4. Pull for Conservation Review

5. Conservation Review

6. Ready for Digitization

7. Image the Collection

8. Post-Processing

9. Make Accessible

# Collections Search



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My Saved Research ▾ Help Login Register

SEARCH OUR COLLECTIONS SPECIAL COLLECTIONS LEARN ABOUT THE HOLOCAUST ▾ ADVANCED SEARCH 🔍

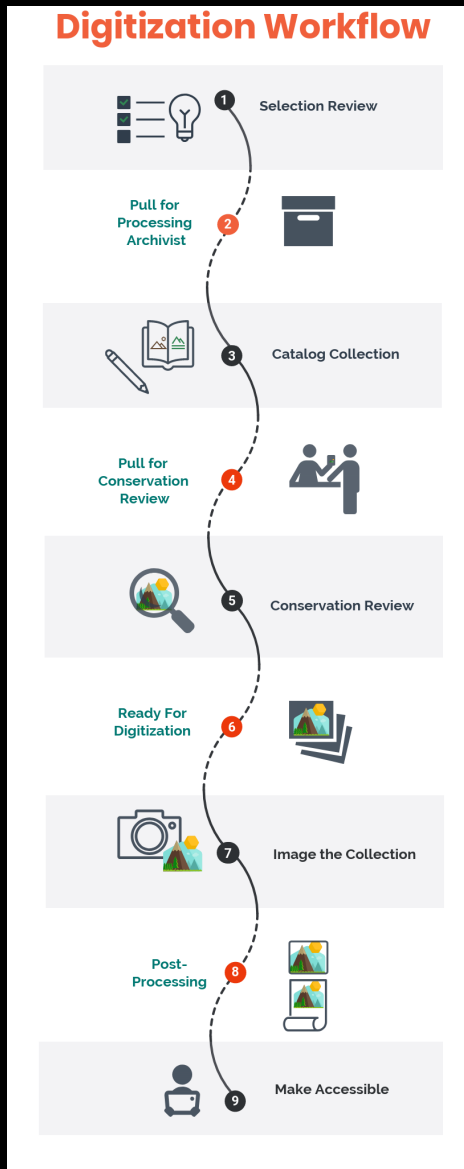
## Search All 363,835 Records in Our Collections

The Museum's Collections document the fate of Holocaust victims, survivors, rescuers, liberators, and others through *artifacts, documents, photos, films, books, personal stories*, and more. Search below to view digital records and find material that you can access at our library and at the Shapell Center.

Search... All Fields ▾ 🔍

<https://collections.ushmm.org/search/>

# Role of Collections Management

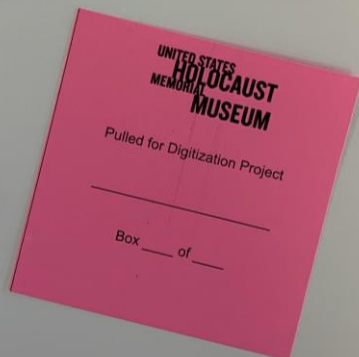


- Responsible for:
  - physical movement of the collections
  - checking paperwork, conducting research, tracking problems
  - creating location records
  - adding documentation to the accession files and database
  - updating all locations

# Digitization Pull Slips

Pulled for  
Digitization Project

Boxes (s) \_\_\_\_ [oversized] of \_\_\_\_



# Tracking Collections - EMu

EMu | Tools | Archive Tools | Catalogue (1) - Display

File Home Edit View Tools Catalogue Archives

New Record Cancel Previous New Additional Sort Reports Check Spelling All Records Clear Add Record Current Record Invert

File Search View Tools Select

Doc. Details  
Document Description  
Characteristics  
Accession  
Subj. Headings  
Location  
Inventory  
Condition  
Valuation  
Deaccession  
Storage  
Display  
Exhibition  
Admin  
Security  
Notes  
Tasks  
Multimedia

Current Location

Current Location: Shapell Center - 120 (Collections Management Processing) - Processing table

Requested By:

Moved By: Kaleigh Snodgrass Purpose:

Accepted By: Date Moved: 2019 January 09

Movement Notes: Time Moved: 11:50

Digitized?: ☐

Other Locations

Storage Location:

Movement History

|   | Date Moved   | Current Location   | Requested By |
|---|--------------|--|--------------|
| 1 | 2019 Janu... | Shapell Center - 120 (Collections Management Processing) - Processing... |              |
| 2 | 2018 Dec...  | Shapell Center - 104 (Archives Suite) - Processing table                 |              |



# Tracking Collections – Suite CRM

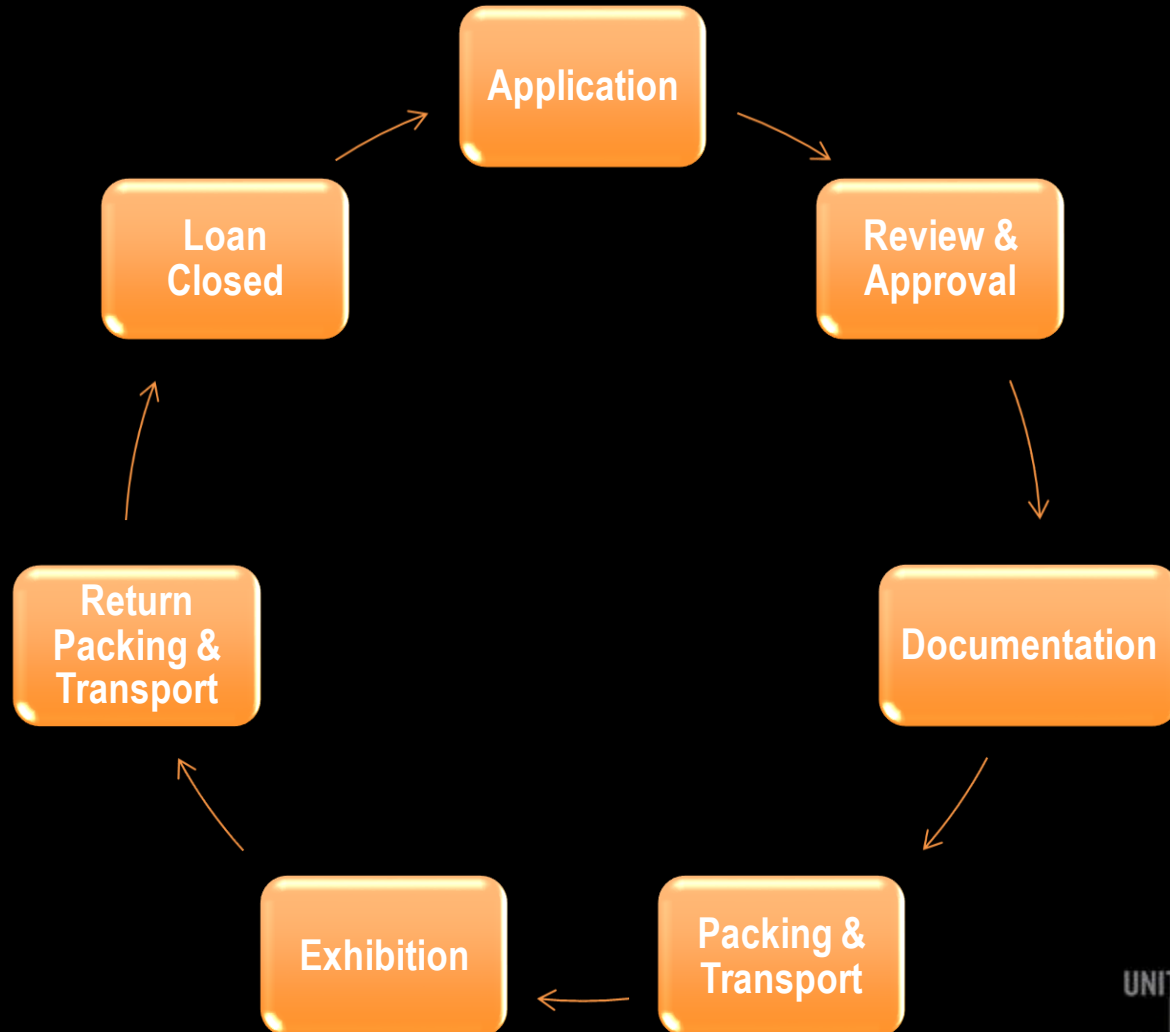
|                                |                               |                            |  |   |  |                   |   |
|--------------------------------|-------------------------------|----------------------------|--|---|--|-------------------|---|
| Digitization Request           | Digitization Queue            | Administrative             | All  | 0 |  | Kaleigh Snodgrass | + |
| Identifier:                    | 2017                          | Collection Title:          | family papers  |   |  |                   |   |
| Priority:                      | Medium                        | Priority Point Of Contact: |  |   |  |                   |   |
| Donor Wants Collection on Web: | Yes                           | Has Photos?:               | <input checked="" type="checkbox"/>  |   |  |                   |   |
| Donor Name:                    |                               | Notes:                     | <p>Donor wants scan of collection. Already has scans of the albums</p> <p>Family album in box 3 has a screw loose that will need re-attaching</p> <p>Small accretion coming to museum soon</p> <p>I reviewed this collection initially in September. If no changes to Box 1 since then I will enter the notes from then and not re-review. Rehousing of volumes has been done. OS 1 now divided into two folders, with newspapers unfolded and placed in OS 2. The screw posts for the album are on order, and I would like the Box 3 album back to replace the screw.</p> <p>Updated FA to reflect 2 OS folders</p> |   |  |                   |   |
| Link to DOG:                   | <a href="http://">http://</a> |                            |  |   |  |                   |   |



18L  
1-15

18L

# Loans





# Preparing Loans



# Loans- Utilizing Resources



# Summary

- Database Clean Up Projects
- Write/Update Procedures
- Barcoding Technology
- Improve Workflow



# Questions?



# Roundtable Talk





TIMOTHY HURSELEY

**Erica Moore: [ehmoore@ushmm.org](mailto:ehmoore@ushmm.org)**

**Kaleigh Snodgrass: [ksnodgrass@ushmm.org](mailto:ksnodgrass@ushmm.org)**

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