

UNITED STATES

HOLOCAUST

MEMORIAL

MUSEUM

ushmm.org

Collections On the Move

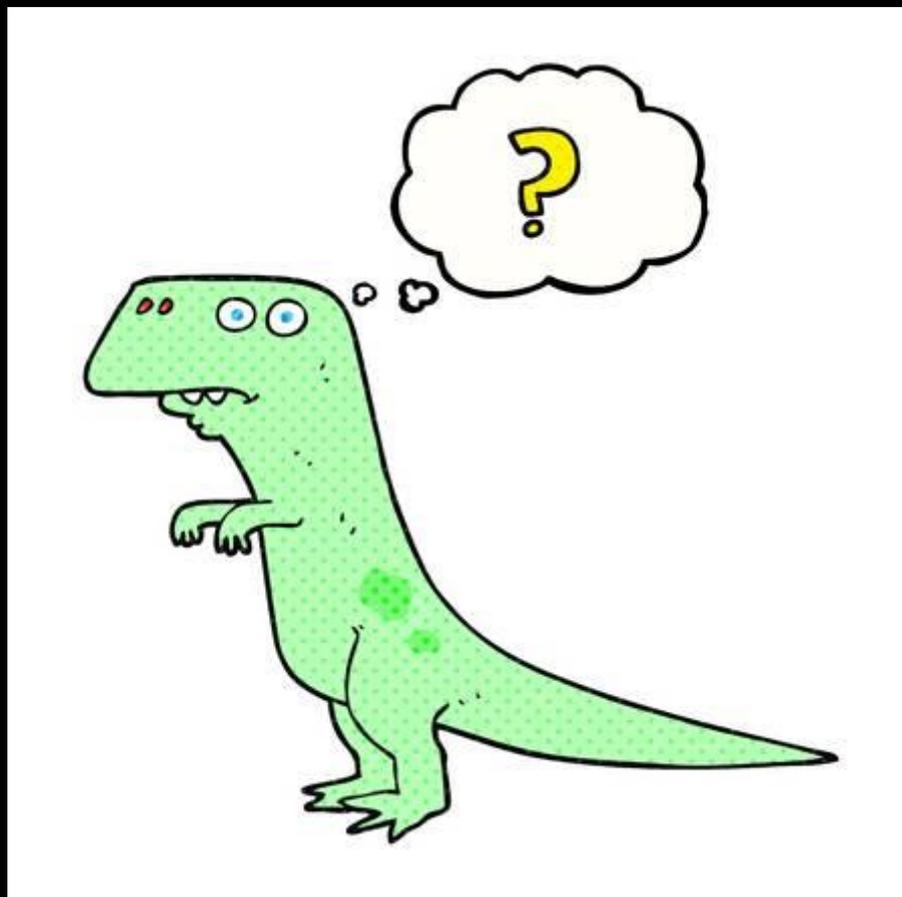
Tracking Collections and Holding Storage Space

Erica Moore, Collections Management Technician
Kaleigh Snodgrass, Collections Management Technician

Session Outline

- 45 minute presentation
- Question and Answer
- Roundtable Talk

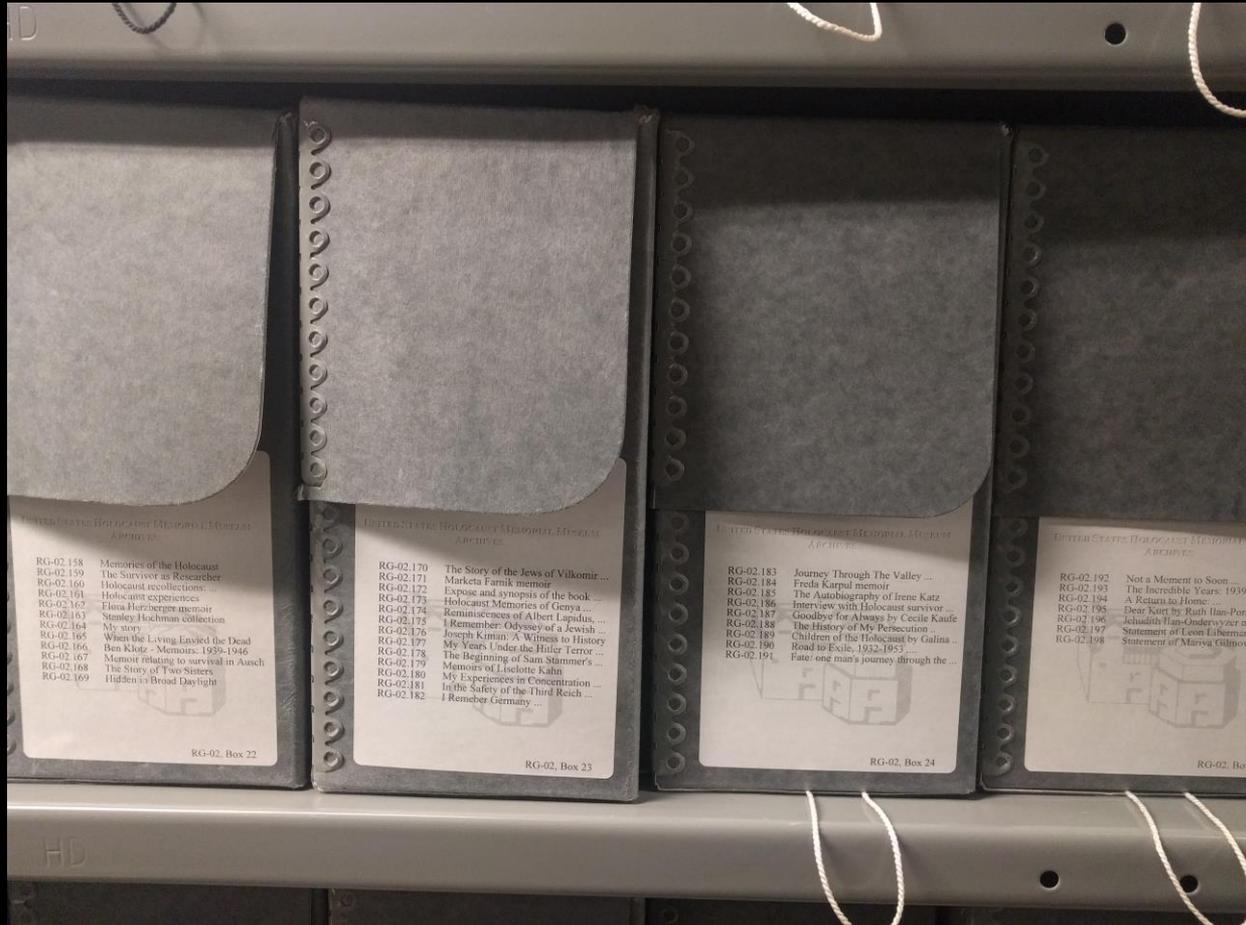
Why This Topic?



Old Storage Facility



Difficulties Pulling at Old Facility



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RG-02.158 Memories of the Holocaust
 RG-02.159 The Survivor as Researcher
 RG-02.160 Holocaust recollections
 RG-02.161 Holocaust experiences
 RG-02.162 Hanna Furzeberg memoir
 RG-02.163 Stanley Hochman collection
 RG-02.164 My story
 RG-02.165 When the Living Enslaved the Dead
 RG-02.166 Ben Klotz - Memoirs: 1939-1946
 RG-02.167 Memoirs relating to survival in Auschwitz
 RG-02.168 The Story of Two Sisters
 RG-02.169 Hidden's Broad Daylight

RG-02, Box 22

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RG-02.170 The Story of the Jews of Vilkomir ...
 RG-02.171 Marketa Farnik memoir
 RG-02.172 Exposé and synopsis of the book ...
 RG-02.173 Holocaust Memories of Genya ...
 RG-02.174 Reminiscences of Albert Lapidus ...
 RG-02.175 I Remember: Odyssey of a Jewish ...
 RG-02.176 Joseph Kiman: A Witness to History
 RG-02.177 My Years Under the Hitler Terror ...
 RG-02.178 The Beginning of Sam Stammer's ...
 RG-02.179 Memoirs of Ljudovita Kahn
 RG-02.180 My Experiences in Concentration ...
 RG-02.181 In the Safety of the Third Reich ...
 RG-02.182 I Remember Germany ...

RG-02, Box 23

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RG-02.183 Journey Through The Valley ...
 RG-02.184 Freda Karpal memoir
 RG-02.185 The Autobiography of Irene Katz
 RG-02.186 Interview with Holocaust survivor ...
 RG-02.187 Goodbye for Always by Cecile Kaufe
 RG-02.188 The History of My Persecution ...
 RG-02.189 Children of the Holocaust by Galina ...
 RG-02.190 Road to Exile, 1932-1953 ...
 RG-02.191 Fate: one man's journey through the ...

RG-02, Box 24

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RG-02.192 Not a Moment to Soon ...
 RG-02.193 The Incredible Years: 1939 - ...
 RG-02.194 A Return to Home ...
 RG-02.195 Dear Kurt by Ruth Han-Parath
 RG-02.196 Jehudith Hans-Joselyover's mem
 RG-02.197 Statement of Leon Liberman
 RG-02.198 Statement of Mariya Gilmovsk

RG-02, Box 2

Emu Database

The screenshot displays the Emu (USHMM) database application. The interface includes a sidebar with navigation options like Acquisitions, Inventory, and Exhibitions. The main window shows a 'Catalogue (1) - Display' view with a table of records. The table has columns for 'Accession Number: (Component...)', 'Summary Data', and 'Current Location: (Current Location)'. The records list various case files and their corresponding archival locations at the Shapell Center.

Accession Number: (Component...)	Summary Data	Current Location: (Current Location)
23	Case File 1: Document box 1: Original 2002.296. American Friends Service Committee Refugee Assis...	Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 3
24	Case File 4: Document box 1: Original 2002.296. American Friends Service Committee Refugee Assis...	Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 3
25	Case File 8: Document box 1: Original 2002.296. American Friends Service Committee Refugee Assis...	Shapell Center - 150E (Archival Document Vault) - 9L - 3 - 3
26	Case File 9: Document box 1: Original 2002.296. American Friends Service Committee Refugee Assis...	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

Display 14881 matching objects

Barcoding Components



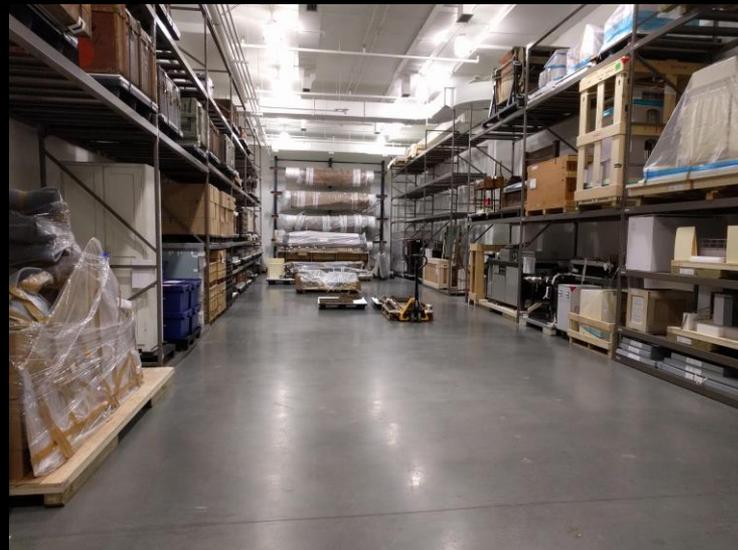
Acquiring a Collection

- 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



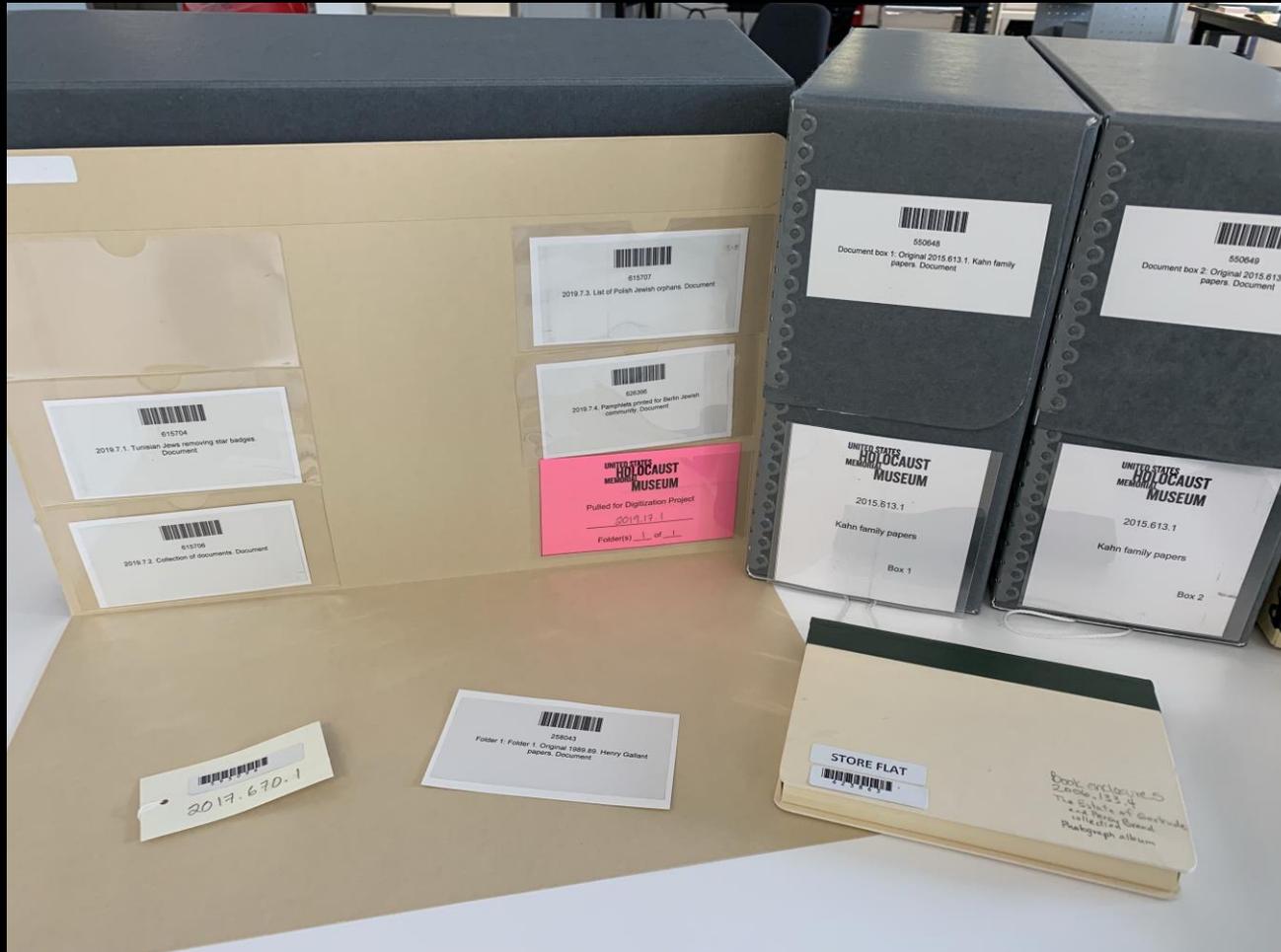
Museum Locations



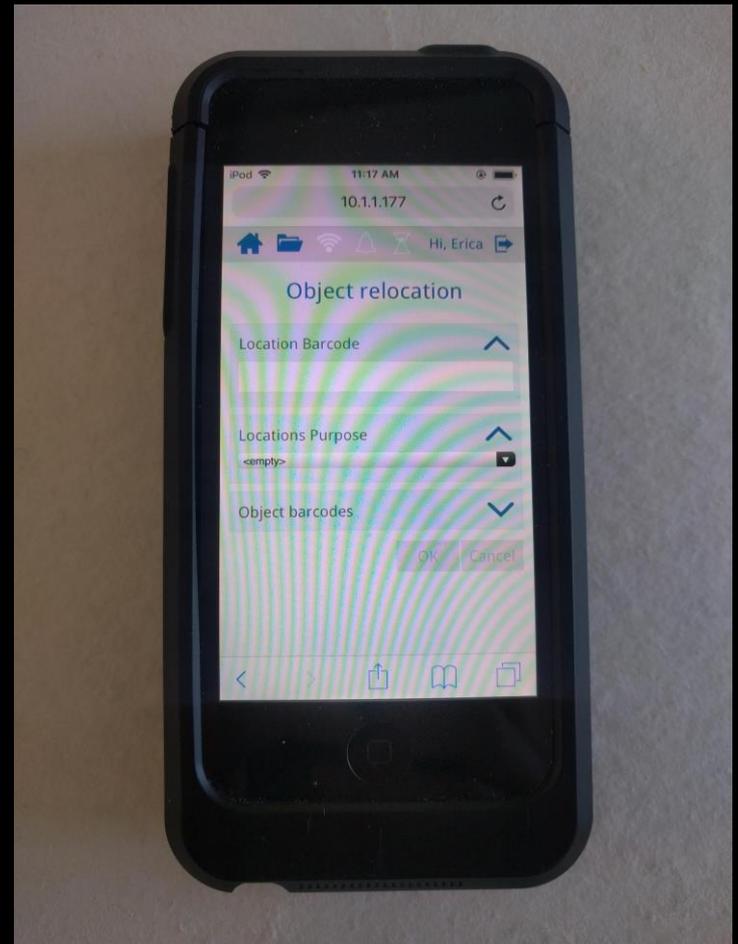
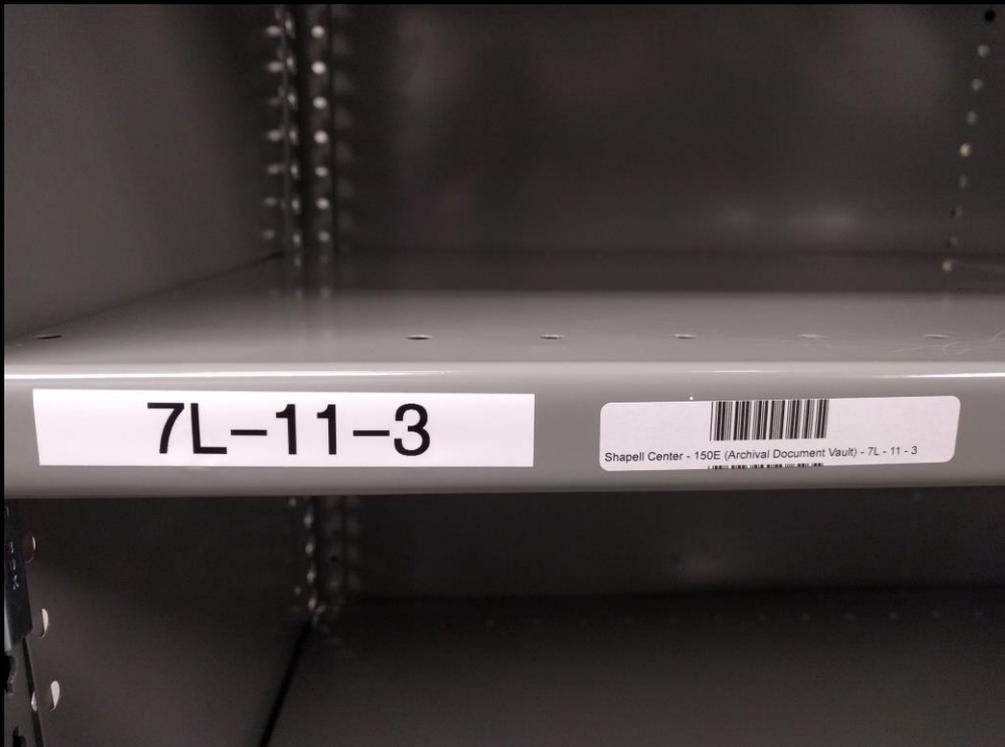
Old Versus New Offsite Storage Facility



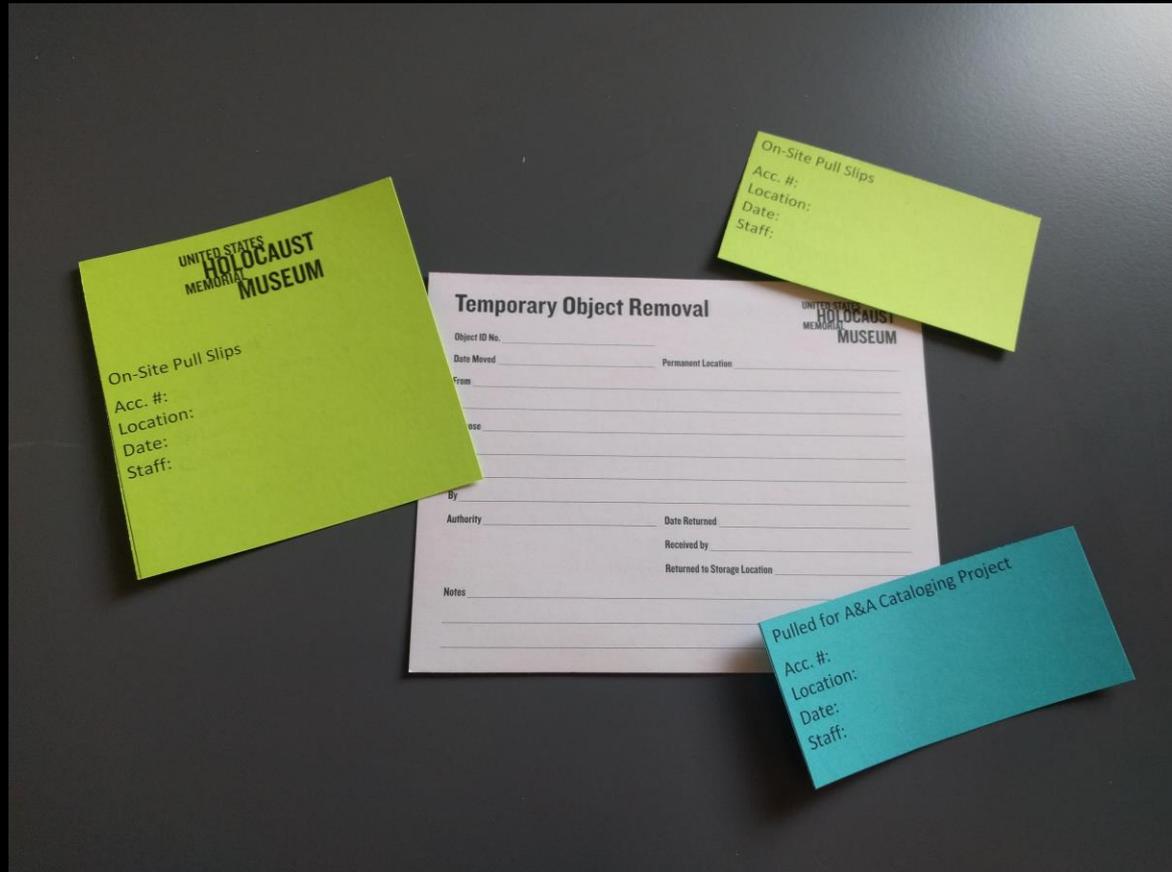
Barcoding Technology



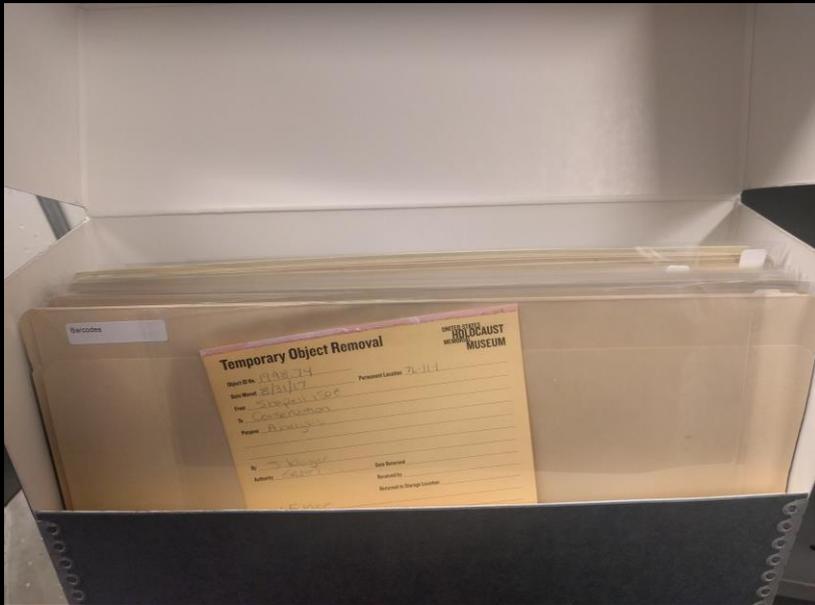
Barcode Scanner



TORs and Pull Slips



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 4th 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



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.

All Fields ▾



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

Role of Collections Management

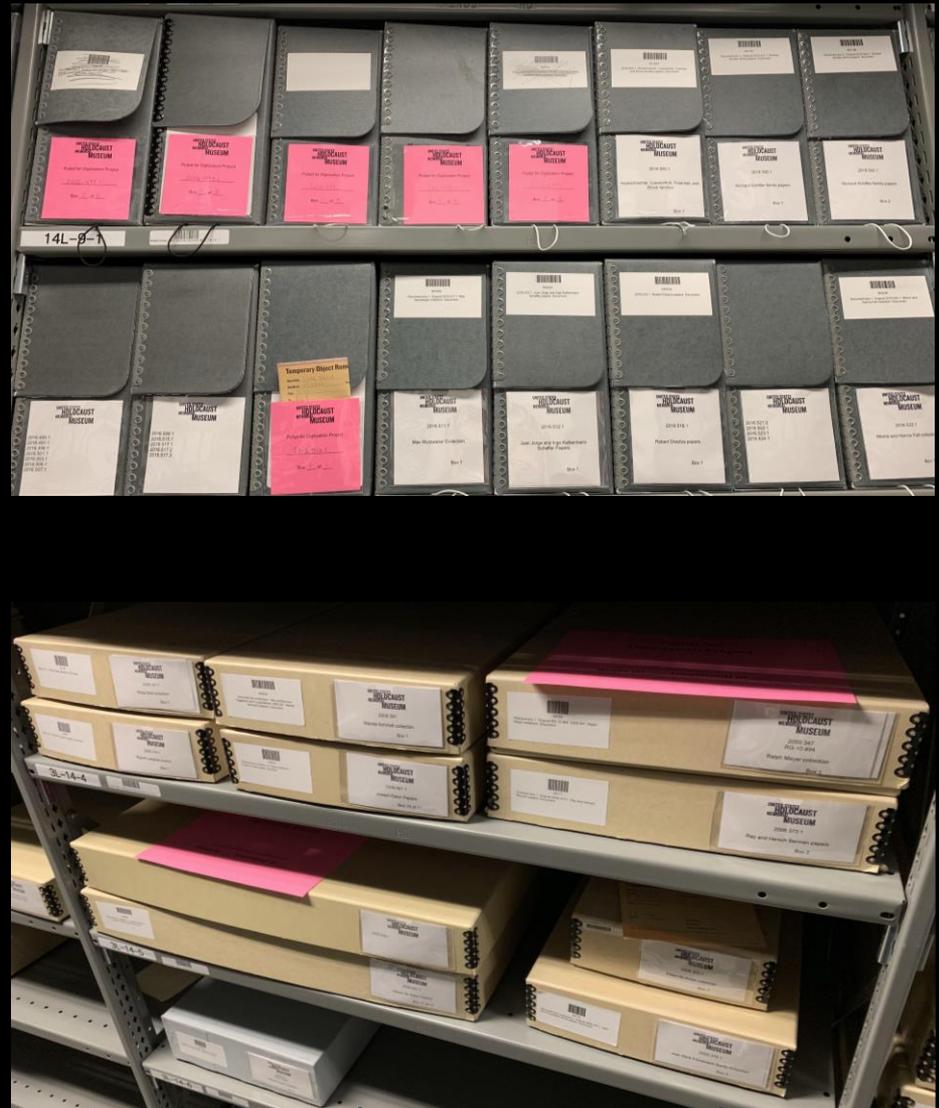
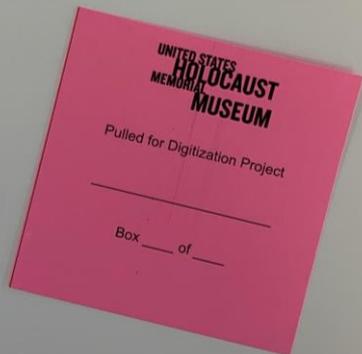


- Responsible for:
 - physical movement of the collections
 - checking paperwork, conducting research, tracking problems
 - creating location records
 - adding documentation to the accession files and database
 - updating all locations

Digitization Pull Slips

Pulled for
Digitization Project

Boxes (s) ___ [oversized] of ___



Tracking Collections - EMu

EMu | 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

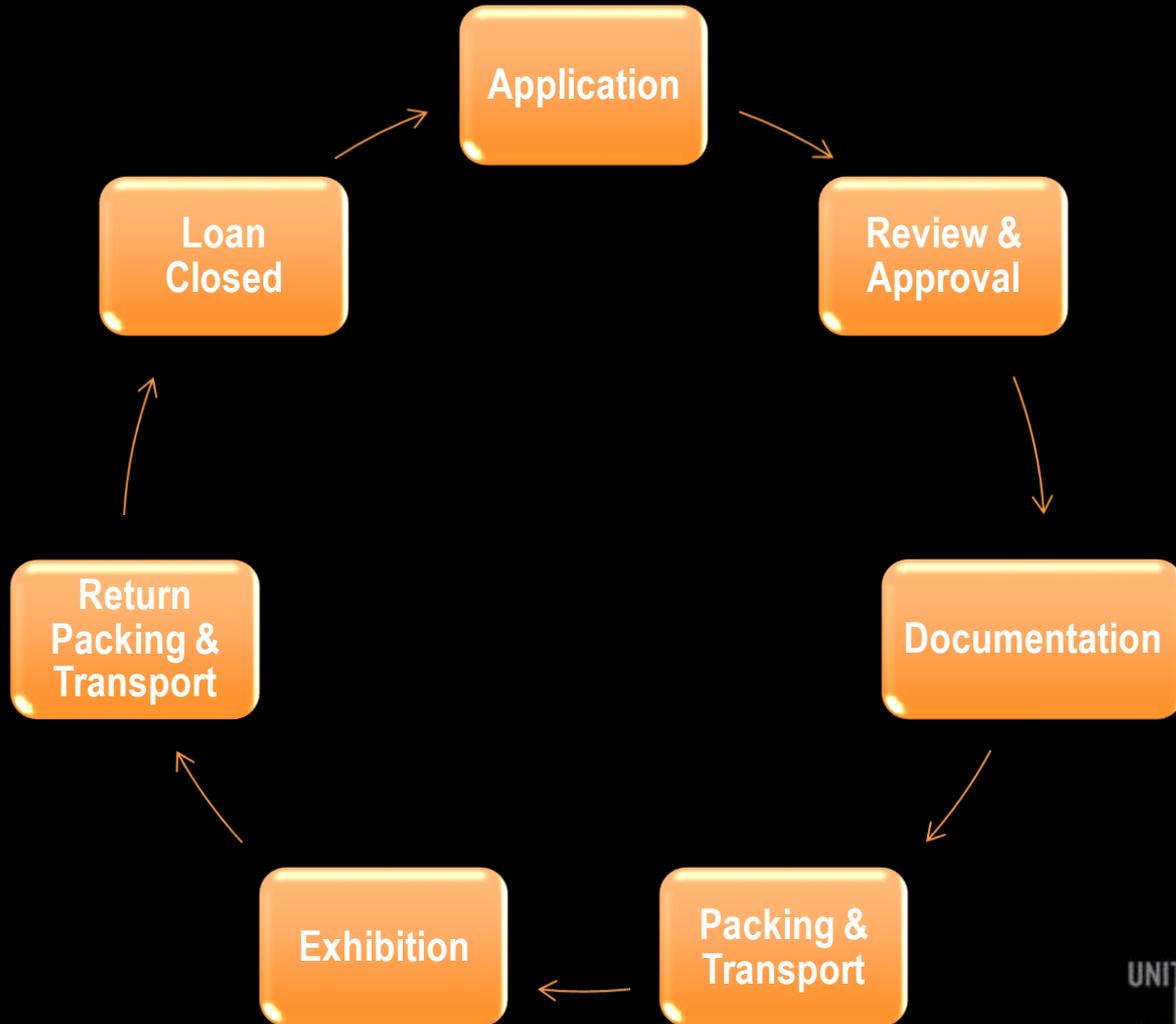
Digitization Request	Digitization Queue	Administrative	All	0	Search	Kaleigh Snodgrass	+
Identifier:	2017	Collection Title:	family papers	Priority:	Medium	Priority Point Of Contact:	
Donor Wants Collection on Web:	Yes	Has Photos?:	<input checked="" type="checkbox"/>	Donor Name:		Notes:	
		<p>Donor wants 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:	http://						



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

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