Collections
On the Move
Tracking Collections and Holding Storage Space

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Session Outline

- 45 minute presentation
- Question and Answer
- Roundtable Talk
Why This Topic?
Old Storage Facility
Difficulties Pulling at Old Facility
Emu Database
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
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.

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
<table>
<thead>
<tr>
<th>Identifier</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority</td>
<td>Medium</td>
</tr>
<tr>
<td>Collection Title</td>
<td>family papers</td>
</tr>
<tr>
<td>Priority Point Of Contact</td>
<td></td>
</tr>
<tr>
<td>Has Photos</td>
<td>☑</td>
</tr>
<tr>
<td>Donor Wants Collection on Web</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Donor Name:**

**Notes:**

Donor wants scan of collection. Already has scans of albums.

Family album in box 3 has a screw loose that will need re-attaching.

Small accretion coming to museum soon.

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.

Updated FA to reflect 2 OS folders.

**Link to DOG:** [http://](http://)
Preparing Loans
Loans - Utilizing Resources
Summary

• Database Clean Up Projects
• Write/Update Procedures
• Barcoding Technology
• Improve Workflow
Questions?