

Documentation

A gift to future you

What type of
organization do
you come from?



Two Types of Documentation

Informational

- Deeds of Gift
- Accession Sheets
- Collection information
- Metadata

Process

- How tos
- Style Sheets
- Processing Notes
- Policy Manuals



When do I need to document?



Administrative



Accessioning & Deaccessioning



Other Types

**Written, official
policy is one of the
best forms of
Documentation**

Top Level

- Mission Statement
- Collection Policy

Technical

- How tos
- Workflow

Supervisors

- Office Policy Manual

But we have a
large collection
what do we do
with the
legacy items?

Make Policy Retro-active

Pros

- Re-Evaluate records, allows for deaccessioning records that no longer fit policy
- Updating records and metadata to meet new professional standards

Cons

- Time consuming, need to be done comprehensively for full effect
- During the process there are multiple systems

New policy does not effect historic records

Pros

- Less time, can be do just be making a note on records to indicate which policies it was done under
- Allows for focus on new and incoming collections

Cons

- Have two concurrent systems
- Can easily create mysteries if documentation of older systems is lost or incomplete



When do I need to document?



Administrative



Accessioning & Deaccessioning

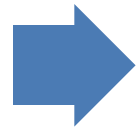


Other Types

Accessioning & Deaccessioning

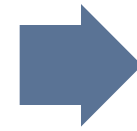
Policy

- Mission Statement
- Collection



Forms

- Deed of Gift Form
- 90 day



Collection file

- Inventory
- Intake

- Cataloging form

Collections

notes

But we have a
large collection
what do we do
with the
legacy items?



- What do you have?
- What are files missing?
- Makes sure every collection has a file even if it is empty
- Make a listing of which files has what

**Inventory
your
collection
files**



- Who might have collected this information
- Are there old curator or staff files where this might have been kept
- Is it intuitional knowledge that has to been written down
- Could it have been filed with the collection

**Gather
information**

**Error on the side of
too much
information**



When do I need to document?



~~Administrative~~



~~Accessioning & Deaccessioning~~



Other Types

Documenting
items once they
are in your
collection

Numbering/Labeling
What numbering or
labeling system do
you use. Is there
documentation for
how it is applied

Cataloging

What information is
documented in your
intuitions catalog
This depends on how it
is used and what type of
cataloging system you
have

Storage

Where is the item?
What system(s) do
you use to label
storage spaces. Is
there documentation
for how it is applied

Preservation and Conservation

What care has an item
had, any treatment.
Does it have any special
storage needs. How is
this information stored
and shared

Digitizing

How do you keep track
if something has been
imaged. Or where it is in
the process. Are you
able to find the physical
object if you only have
the digital file?

Documentation

**Save old
Documentatio
n.**

It will help the people
who are working with
the collections in the
future

**Good
Documentation can
also help during
a disaster**