

ANNUAL MEETING HANDOUT

Opportunities in Chaos: Get the Most from Moving Collections

This session focused on the database and inventory management aspect of moving collections. Panelists shared real-world experiences to help you plan for your transition: the steps for moving collections large and small, lessons learned and ideas that will get you through the move in a better position for the future.

Moderator

- » **Zenobia Kozak**, Senior Museum Collections Manager, History Associates, Inc.

Presenters

- » **Renny Bergeron**, History Associates, Inc.
- » **Keri Towler**, Assistant Registrar, Permanent Collection, Hirshhorn Museum and Sculpture Garden, Smithsonian Institution
- » **Marlene Worhach**, Director of Marketing and Business Development, ARTEX Fine Art Services

Annual Meeting & MuseumExpo

As the museum field's premier professional development opportunity, the Alliance's Annual Meeting & MuseumExpo showcases the best thinking from practitioners and visionaries on major issues confronting museums and the communities they serve.

This session handout is from the 2013 Annual Meeting in Baltimore.

PLANNING TOOLS FOR MOVING YOUR COLLECTIONS: Sample Topics and Questions for a SWOT Analysis

COLLECTIONS

- Will physically relocating these items put them at risk for damage, loss or theft?
- Does your current collection storage layout suit your needs? What needs to be changed?

DATA

- When did you conduct the last inventory and how accurate was it?
- Can you use your existing database and hardware to provide real-time tracking of every item - or do you need to purchase new features to support this?

PERSONNEL

- Do you have staff with relocation experience? What skills do they have to offer?
- What duties are you potentially pulling them away from to support this relocation?

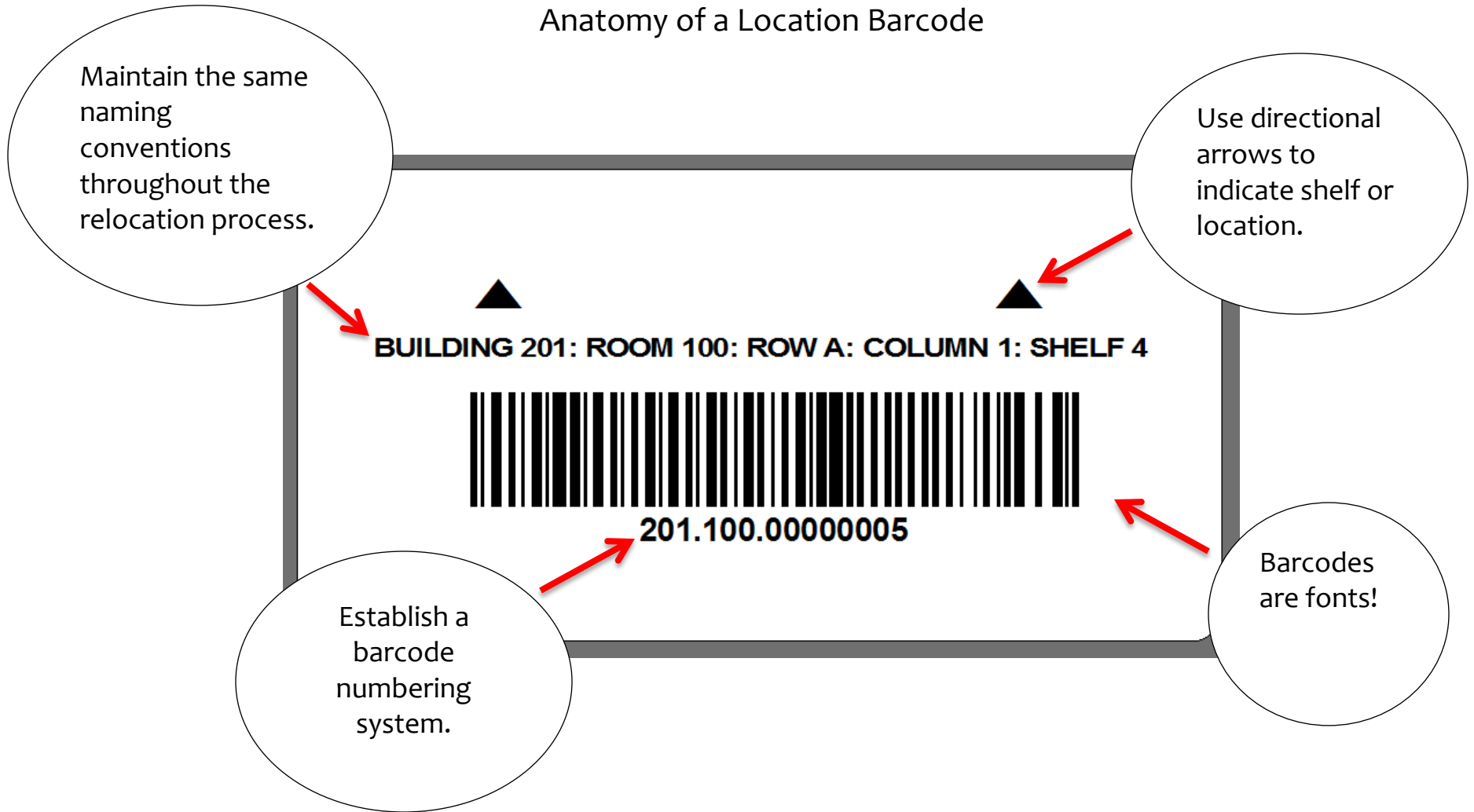
PROGRAMMING

- What is your exhibit schedule? Do you have outgoing loans to track while the rest of your collection moves?
- What are some ways to make collections available during the relocation process?

PLANNING TOOLS FOR MOVING YOUR COLLECTIONS:
Sample of SWOT Analysis Chart

STRENGTH	WEAKNESS	THREAT	OPPORTUNITY!

PLANNING TOOLS FOR MOVING YOUR COLLECTIONS: Anatomy of a Location Barcode



PLANNING TOOLS FOR MOVING YOUR COLLECTIONS:

Basic Equipment List for Photography

CAMERA

- Nikon D3s SLR Camera Body
- Nikon 24-70mm Lens
- Nikon 60mm Lens
- Memory Cards
- USB camera tether cord

COMPUTER HARDWARE AND SOFTWARE

- Dell XPS Laptop Computer 1TB (Need a large amount of RAM and Storage)
- DROBO 5 bay NAS (5TB stand alone storage)
- LaCie Rugged Hard Drives (Back up and off site redundancy, storage)
- Nikon Control Pro Capture Software
- Adobe Photoshop Suite Software (includes Bridge)
- Adobe Lightroom Software (easier for individual photography workflow but not practical with multiple shooters of one collection)

LIGHTING AND ACCESSORIES

- Backdrop Support System Kit
- Backdrop Seamless Paper in medium grey 53" x 12 yds (size depends on subject size)
- Elinchrom BX 500 RI Monolight Kit (includes stands, lights, softboxes and remote trigger)
- Light umbrellas (large objects)
- Nikon SB-900 Speedlight (flash for in situ objects)
- Large Copy Stand (flat and archival objects)
- Tripod with 3 way pan head
- Polarizing Gels and Filter (for highly reflective objects like oil paintings)
- Color Correction/White Balance Reference cards
- Gaffers tape
- Solid muslin background in black 10' x 12' (backdrop and to hide reflections)
- Adjustable clamps
- Cart, equipment

