Overview:

- Each location has an address label and a printed inventory list already in place.
- Take the list and the first box or container or folder from that location to your workstation.
- Begin checking items in that box against those on the list.
- Create or edit, then date and "initial" records in TMS for all items found in that location.
- Update the shared Inventory Tracking Sheet document for your location.
- Update the Inventory Cover Sheet for your location.
- File the completed Inventory List in the "Completed" binder on Stephanie's desk.
- Start with the next location.

For fully catalogued items:

- Do a search in TMS for your storage location. Navigate through the search results to find the individual record for each item on your list.
- Confirm the record: Check that the dimensions, date, and location are correct. Does the image in TMS match the item in front of you? Has there been any dramatic change in condition? Edit the record accordingly.
- Confirm location and "initial" the record to indicate inventory complete. (This adds the date inventory was done for this object to the object's permanent record.)
- Check and initial the list to indicate inventory is done for that item.

For numbered, uncatalogued items:

- Do a search in TMS for your storage location. Navigate through the search results to find the individual record for each item on your list.
- Check the collection-level record for your item – you'll find the correct constituent and credit line information there.
- Fill in the minimum data-set for the record:
    - Confirm item number on record matches object.
    - Edit or fill the Classification and Object fields (e.g. Documents and Letter)
    - Edit or fill the Date and Classification fields.
    - Edit or fill the Constituents field for Object-related and Acquisition-related Constituents.
    - Fill the Title field. (Check the Label Text and Notes fields first.)
    - Add all appropriate Search Terms.
    - Add a note on condition – if needed – to the Notes field.
    - Confirm or edit storage location to the current one.
- Confirm location and "initial" the record to indicate inventory complete. (This adds the date inventory was done for this object to the object's permanent record.)
- Check and initial the list to indicate inventory is done for that item.

For unnumbered, uncatalogued items:

- Consult with Stephanie or Lindsey to establish the best order in which to apply numbers to the physical objects in the collection.
- Number each object and create a corresponding record in TMS.
- Fill in the minimum data-set for the record:
    - Confirm item number on record matches object.

  - Edit or fill the Classification and Object fields (e.g. Documents and Letter)
  - Edit or fill the Date and Classification fields.
  - Edit or fill the Constituents field for Object-related and Acquisition-related Constituents.
  - Fill the Title field. (Check the Label Text and Notes fields first.)
  - Add all appropriate Search Terms.
  - Add a note on condition – if needed – to the Notes field.
  - Confirm or edit storage location to the current one.
- Confirm location and "initial" the record to indicate inventory complete. (This adds the date inventory was done for this object to the object's permanent record.)
- Write on the Inventory Cover Sheet the full range of records you created to indicate inventory is done for all items in that location.

Special Cases:

Please note –most 'special cases' should have an Item Problem Slip filled out and put back in the sleeve with the Inventory Cover Sheet – this flags it for other members of the team to deal with. Do this for items Not Found, needing Photography, for Deaccession, FIC and needing Conservation.

Object Photography[1]

- Our stated goal for this project is to capture images for only 5-10% of the items inventoried that do not already have images in their records. This means you have to develop an instinct for when something has that extra "something" that merits the time it will take to photograph the item.
- We will not use our scanners to capture images of photographs, negatives or documents for the inventory project. If any items seem to merit a scan (which is extremely time-consuming), we will set them aside for our cataloguer to look at.
- Objects to photograph include: those that are proposed for deaccession (*see section on* Flag for Deaccession), those that are in terrible condition, those whose condition has changed significantly since the last photograph on record, new treasures discovered that could be used in exhibits or programs, items that seem to have significance either because of what they are, who they belonged to or how they connect to other items in the collection. It is subjective – when in doubt, ask.
- The photos we take will be ID photos only – they can be taken quickly and usually you only need one.
- To take a photograph, set the item (or series of items) on the gray background set up on the photography table. Set the object number(s) in the photo so they can be easily read when you look through the camera. Using either the tripod or the document camera (both of which hold the camera steady for you), set the timer to take a photo. Confirm that the image is clear, not blurry, lit well enough for ID purposes, write the image on the Photography Tracking Sheet, then carry on with your inventory. (Another team member will download the photos and attach to the records whose numbers appear in the image.)

[1] We MAY try to take quick ID photos as a routine part of the inventory, but we do not have that fully worked out yet. We need to find a way to do it that won't eat up your time. You can help us figure it out!