

**Museum Skills Lab: Conducting an Inventory**  
**January 20, 2021**

Notes from Session:

Workshopping your Inventory challenge!

How to catalogue when an object could be under more than one category?

How to reconcile partial gift or loan documentation that could apply to several objects?

- Putting them aside--can mean flagging them for future work, actually putting them in another room/space in order to process them
- Think about your plan of action when you encounter these issues; find objects that do not have correct documentation so you know what you're dealing with. Be a detective! Match objects up to records.

How to manage records that have been inputted into PastPerfect incorrectly?

What to do if images are missing from the inventory process and now everything is moved?

Where to start if you're starting from scratch?

No record of ownership?

How much time do you spend looking for temporarily misplaced objects?

How do we keep consistency in record keeping when objects are catalogued differently over the years?

Is an inventory/catalogue sheet the same as a finding aid?