

Conducting an Inventory: Resources

The National Park Service's (NPS) Museum Handbook (PDF)

- Chapter 4: Inventory and Other Special Instructions
<https://www.nps.gov/museum/publications/MHII/mh2ch4.pdf>

Foundation for Advancement in Conservation (FAIC)

- Webinar: A Place for Everything and Everything in Its Place: Conducting (and Maintaining!) a Collection Inventory
<https://www.connectingtocollections.org/maintaining-collection-inventory/>

Association of Registrars and Collections Specialist (ARCS) Presentation

- Navigating Collections Inventory from Planning to Execution
http://www.arcsinfo.org/content/documents/29_mission_possible_navigating_collections_inventory_from_planning_to_execution_hillenburg.pdf

Museum Association of Saskatchewan

- Blog post: Conducting (and Maintaining!) a Collection Inventory
<https://saskmuseums.org/blog/entry/conducting-and-maintaining-a-collection-inventorypart-1-introduction-to-inv>

Form Swap

- CATALOGING & INVENTORY
<https://www.collectionsstewardship.org/form-swap>

Articles/ Case Studies

- "Haffenreffer Museum begins complete inventory of one million objects"
 - o <https://www.browndailyherald.com/2019/03/07/haffenreffer-museum-catalog-entire-collection/>
- "Inventory of museum's collection has long-term benefits"
 - o https://www.heraldmailmedia.com/life/columns/inventory-of-museums-collection-has-long-term-benefits/article_8fc89f66-ee20-5130-845a-458af6003531.html
- "Legacy Collection Inventory Project"
 - o <https://www.goldenhistory.org/legacy-collection-inventory-project/>

Northern States Conservation Center

- Collection Inventories On-line Course
<https://www.collectioncare.org/collection-inventories-line-course>

Sample Inventory Worksheet

Inventory Worksheet

Building:

Room:

Wall/Shelf/Box:

Date:

Inventory Team Members:

Location	Object Name	Numbers or Marks	Comments

Relocations

Initials:
Initials:

Date Moved:
Embark'd:

Location Type S/P/V/C/PH	Notes	Accession #	Artist	Bldg #	Loc 1	Loc 2	Loc 3	Loc 4

Location Type Key:
Storage/Permanent Storage/Viewing/Conservation/Photography

THE ANDY WARHOL MUSEUM
Cataloging Sheet

Accession #	Today's Date
Temp #	Collection (Department)
Object Status	Object Type
Accession Method	Accession Date
Object Level (Select one):	
Collection	Set
Item	Item Part
Multi-Comp. Item	Component
Item Count:	
Classification (Series):	
Object Name/Heading (Sub-Series):	
Title:	
Constituents/Roles:	
Date made:	
Other dates:	
Medium/Support:	
Materials/Tools/Techniques:	
Dimensions (HxWxD in.)	
Physical Description:	
Markings/Inscriptions/Signature:	

INVENTORY AND CONDITION REPORT FORM

Your Name: _____ **Today's Date:** _____

Object Number: _____ **Object Location:** _____

Object Name (i.e. shoe, hammer, etc.): _____

Object color(s): _____

What is the object made of: _____

Dimensions: Height: _____ Width: _____ Length: _____ Diameter: _____

Marks (Write EXACTLY as they appear):

Location on Object:

Manufacturer's name, city/state/country: _____

Brand names: _____

Inscriptions: _____

Other: _____

Condition:

Compare the object you have to what it would have looked like brand new.

Check all that match your object:

Where is the damage on the object?

_____ Discoloration—due to age/use _____

_____ Discoloration—water damage _____

_____ Discoloration—dirt/grease/other residue _____

_____ Discoloration—paint spots _____

_____ Scratches _____

_____ Cracking _____

_____ Rust _____

_____ Loss—minor surface loss due to use/wear _____

_____ Loss—broken, chipped, missing a piece _____

_____ Bent/warped/disfigured _____

_____ Tears _____

_____ Other—anything not listed above _____