

RETURN SERVICE REQUESTED



Collection Management

Over the past couple of years in this newsletter, we have mentioned *Collection Management*. We felt it might be time to explain what it is and how we are approaching it with the Brighton Area Historical Society collections. We knew we had several different types of items—3D artifacts, images, paper documents, records, a large photo collection and more—that needed to be organized and properly stored. We realized that most of these items were given to us by members and friends of the society and that the organization, storage and protection of them was our responsibility.

A Collection Management team was established, and a Collection Management Policy was created. A four-area process was developed, which includes accessioning, cataloging, tracking, archival preservation, inventories, and deaccessioning.

Two major needs were identified. First, we required a computer network at the Lyon School that would allow multiple users to input data simultaneously. Second, we needed to identify a software package that could store and organize the collection effectively.

In 2023, we purchased a software package called *Past Perfect*. For the past 18 months, we have been entering items from our collection into the system one at a time. Each entry includes a photograph, detailed information about the item, its origin, its current location, and a unique tracking number. This monumental task is being carried out by a dedicated group of volunteers: Pam Bell, Steve Black, Tony Ferreyra, Mindy Kinsey and Lynn Strong.

The involvement of a dedicated group of volunteers entering items into the system over the past 18 months underscores the collaborative effort driving this significant initiative. The prospect of creating a searchable database that will enable quick access to detailed information about each item, including its

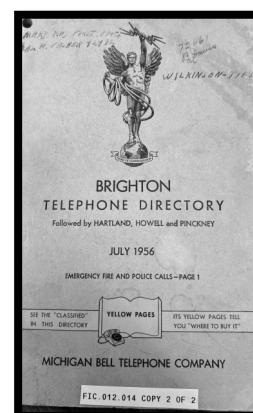
history and storage location, is exciting and promising for the society. We are always looking for volunteers, specifically anyone with archiving experience or *Past Perfect* experience.

If you have any questions regarding this project or would like to volunteer your time, please do not hesitate contacting the Society at info@brightonareahistorical.com.

(Thanks to Jerry Damon for this article.)



Pam and Lynn of the Collection Management team inserting data.



Example of a collection item