



PROJECT PROPOSAL

2022/01

PREPARED BY:
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ARCHIVES & MUSEUM COLLECTION SPECIALIST

Proposed Organization

Art Collection: Collection paperwork consists of an inventory of artwork collected with provenance documents, location, and photographs. This is also where we can include materials of other interest, model ships, planes, etc.

Personal Papers: Wide variety of material types included in this collection, including papers, photographs, video, books and more. Materials to be mostly organized chronologically into the following series:

1. Childhood: includes video reel, some already converted. Possibly photographs to be included.
2. Academic career: materials related to time while in school for Masters and Doctorate: Papers, photographs, etc.
3. Radio, TV and Podcasts: CDs, video, posters, photographs, equipment
4. Writing: papers, bound books, manuscripts, correspondence, posters

Possible other series:

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|---------------------------|-------------|
| 1. General correspondence | 2. Travels |
| 3. Family life | 4. Journals |
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Timeline

Each phase outlines high level tasks, line items may be added or removed from the list once each phases is assessed.

Phase 1 Art and Collectables

- Review documentation already created for art work
 - Assess for expansion and gaps
 - Review provenance paper
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Phase 2 Digital Materials

- Review documentation already created for digital and reformatted materials.
 - Inventory of physical reels, films, and CDs
 - Develop / assess naming conventions for reformatted materials for ease of access
 - Includes developing schema to link physical item to reformatted materials
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Phase 3 Books

- Inventory of literature not written Michael Savage.
 - Associate literature to series listings
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Phase 4 Personal Papers

- Review papers
 - Assess, organize, list and rehouse
 - Review posters, plaques and other ephemera
 - Assess, organize, list and rehouse
 - Review photographs
 - Assess, organize, list and rehouse
 - Develop interactive listing for individual identification
 - Consideration for additional digitization, level of scans, archival copies
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Needs from Client

- Documentation on artwork including provenance paperwork
 - Any additional listing of collection items
 - Recurring meeting, possibly once every two weeks to review materials and progress
 - Recommendation: With the exemption of art works, it would be best to designate one space of storage, such as designating a room or closet for everything to be stored in.
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Potential Costs

This includes a listing of possible supplies that will help in the overall preservation of your collection. Level of spending will depend on how and what preservation level you would prefer. This listing is general but covers many of the materials formats found within your collection. Once collection is assessed we can discuss recommendation and needs.

Paper materials

- Document Boxes, (1)
 - Folders and/or document sleeves
 - Rare book kit
 - Book trays
 - Print Box, (1)
 - Poster Storage Kit, (1)
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Photographic Materials

- Photo box, (1), (2), (3)
 - Photo sleeves
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Digital / Borne-Digital Materials

- Film box, (1), (2)
 - Cassette Box
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