

Richmond Museum of History Collections Assessment

Project Outline

Step	Process	Requirements
Assessment #1: Data Collection	<ul style="list-style-type: none"> Step 1: Use Google form to collect data on object currently in the collection space being assessed <ul style="list-style-type: none"> Be sure to remain on top of any questions or concerns that come up in the process as listed on the Google Form results Step 2: Determine what matches can be made and reconnect the accession cards to objects Step 3: Determine which accession cards still have no objects Step 4: Determine which object still have no accession cards 	<ul style="list-style-type: none"> Google Form
Assessment #1: Data Clean Up	<ul style="list-style-type: none"> Step 1: Convert Google form into a Microsoft Excel Spreadsheet. Remove all the object without accession cards and all accession cards with out objects [Temporarily] Step 2: Make a list of the fields you want data for in PastPerfect <ul style="list-style-type: none"> EX: Date, location, object description, accession number, etc. Step 3: Data clean up of all matched objects with data collected thus far Step 3: Determine what fields from your Past Perfect list you already have data for and what you still need 	<ul style="list-style-type: none"> Excel of Google Form List of Past Perfect Fields <p>Figure out how you want to deal with the multiple numbering systems</p>
Assessment #2: Data Collection	<ul style="list-style-type: none"> Step 1: For all the remaining data that needs to be collected you will need to go back to the collection room being assessed Step 2: Upload the Excel Spreadsheet onto the laptop and have volunteers/interns enter remaining field using accession cards in the storage space <ul style="list-style-type: none"> EX: Object description, condition, dimensions, markers markers, etc. Step 3: You can begin taking photos at this point but remain vigilant of the upload needs, image file titles and other metadata to make sure that files dont get misplaced 	<ul style="list-style-type: none"> List of Past Perfect Fields Photography guidelines Data formatting guidelines <ul style="list-style-type: none"> EX: How are you writing the date?
Assessment #2: Data Clean Up	<ul style="list-style-type: none"> Step 1: Remain on top of data entry to insure that the data being collected is relevant and needed Step 2: Correct any improper data formatting 	
Data Import	<ul style="list-style-type: none"> Step 1: Make sure all column headings are the same as found in the fields wanted for PastPerfect Step 2: Import excel form into PastPerfect Step 3: Attach image files for each object 	

START

Enter
Collection
Storage

Go to next
shelf

Assess the
shelf
completely

Open
Google
Form

**ASSESSMENT
WORKFLOW**

Choose
Collection Space

Enter Collection
space

CHOOSE
Record type

Object

Accession card /
Object

Accession Card

Describe

Is there a
match

Accession # on
Object

Yes

No

List

No #

UKN

Accession # on
Accession Card

No

Yes

No #

UKN

List

Accession # on
Object

Yes

No

List

No #

UKN

Describe

Is there a
match

Accession # on
Accession Card

No

Yes

No #

UKN

List

Data
Collector