

Moratorium Report

Cara:

Backlog Cataloging Description:

When the Moratorium started in June 2019 the backlog was: June 2017, June 2018, December 2018, and January 2019, March-June 2019.

- The **June 2017** backlog was the 2017.053 donation from Monica Drew. This donation was brought in under Kim Roesser. Between August 2018 and May 2019, this was the project of Experience Works employee Graye Huskins. She catalogued, photographed, and labeled 358 lithics; many of these records were unfinished when she left the museum. This became one of the projects of Intern Molly Huisingsh in June/July 2019. In August 2019 Cara updated the location status of several of the items that Molly worked on. The remaining lithics from this donation will be the project of Pat Donathan. Pat is currently cataloging, scanning, and labeling the 47 lithics from this donation that were chosen for the Props collection; after she completes this, she will finish cataloging the 16 lithics, 1 metal point, and a pottery sherd for the Permanent collection. This will complete this part of the backlog.
- The **June 2018** donation month included a total of approximately 1,160 items. At the time of the moratorium, all the June 2018 donations had been entered into PastPerfect except for three large donations: 2018.026 (Drew), 2018.028 (Edwards), and 2018.029 (Edwards).
 - In July 2018, part of the Drew donation was scanned by a volunteer (436 scans); objects were not photographed by the volunteer and remain to be photographed. Cara cataloged one of these photographs in November 2018, as it was going to be used in a WWI exhibit. In April 2019, Angela cataloged 7 photographs from this collection.
 - In August 2018, Cara and Angela trained volunteer Charlene Busk to catalog artifacts in PastPerfect. Charlene completed 12 records from the 2018.028 Edwards donation. Another volunteer, Pat Donathan partially completed 1 record from this donation in the process of training her to catalog in PastPerfect. Volunteer Greg Bennick has taken over this donation – he has currently completed 656 scans, labeled and sleeved the scanned photographs/documents, and will begin training to catalog the items in PastPerfect. The intention is for this to be Greg’s project until its completion.
 - In October 2018, and December 2018 to March 2019, Cara added/updated 82 catalog records in PastPerfect from the Edwards 2018.029 donation. Several items from 2018.029 were quickly cataloged in February 2019 to be used in the “Dear Folks” exhibit; they were removed from the exhibit in September 2019 and their catalog records need to be completed and the items stored. Cara has completed 190 scans/photographs of the items that have been entered into PastPerfect. Several textiles in this collection will need to be cleaned during the cataloging process and prior to storage.

- The **December 2018** backlog at the time the moratorium started consisted of 3 donations: 2018.053 (Tenney), 2018.056 (McCreery-McCoy), and 2018.058 (Jandreau).
 - 2018.053 – In March through April 2019, Cara partially catalogued 125 items with images (260 scans completed by Cara), then all records were completed, labeled, stored by August 2019.
 - 2018.056 – Items were scanned by a volunteer, but there was an error. Cara cataloged the items in March 2019, but had to wait for the donor to bring the photographs back in to complete the cataloging process. Cara rescanned all the items at this time. The 9 records included 21 scans and the records were completed in June 2019.
 - 2018.058 – There were 41 records for this donation, but there were large documents included. Cara completed 269 scans for this donation. The records were completed between August 6 and August 24, 2019.

- There were 7 donations in **January 2019**. At the time of the moratorium, the backlog was only 1 donation: 2019.001 (Edwards). There are 188 records in this accession. Cara began cataloging these in April 2019 and completed them by July 15, 2019. A misplaced digital record was added to the accession in October 2019. Altogether, Cara completed 451 scans/photographs for this accession.

- The **February Donations** were completed prior to the Moratorium.

- There were 5 donations in **March 2019**. 4 of the donations were completed in May 2019. At the beginning of the moratorium, only 2019.011 (Spielman) remained in the backlog.
 - When these items first came in on Temporary Custody for a WWI exhibit, Volunteer Greg Bennick began researching the items. Greg completed 264 scans of the photographs/postcards from this collection. In February 2019 he created a document with his research for each of these items.
 - In April 2019, Cara began adding the objects and photographs to PastPerfect. By May 21, 2019, Cara had added 69 records to PastPerfect with partial descriptions and no images.

- There were 5 donations in **April 2019** – Backlog Completed
 - 2019.015 (Hackett) – 6 records were added to PastPerfect and completed on June 27, 2019. This included 11 scans completed by Cara.
 - 2019.016 (Bryant) – 2 records were started in July 2019 and finished in September 2019. This included 11 scans/photographs completed by Cara.
 - 2019.017 (Geer) – 12 records added to PastPerfect in August 2019 with 35 total images and completed in September 2019.
 - 2019.018 (Butler) – 11 records added to PastPerfect in August 2019. These were completed in September 2019, with 133 total scans/photographs completed by Cara.

- There were 6 donations in **May 2019**.
 - 2019.019 (Wolfe) – 5 records were added in October 2019, with 11 scans completed by Cara.

- 2019.020 (Wolfe) – 35 records were added by Cara in September and October 2019; the records were completed on January 8, 2020. This donation included 156 scans completed by Cara.
 - 2019.021 (Petch) – 116 records were added to PastPerfect by Cara. These items were scanned by two volunteers in April and July 2019, though several had to be rescanned by Cara during the cataloging process due to quality issues (Cara scanned 1,077 images). Records were added to PP between August and November 2019; scans had to be sorted, as there were photocopies and originals included in the donation. The records were completed by January 3, 2020. There are 1180 total images in this donation.
 - 2019.023 (Saunders) – 1 record cataloged on 08/27/2019 and completed 09/05/2019.
 - 2019.024 (Burton) – 34 records. Cara began cataloging on 10/22/2019 and added images to PastPerfect. The records were completed, and the items stored by January 10, 2019. There are 67 images scanned by Cara in this donation.
 - 2019.025 (Anderson) – Currently 44 records; Final number unknown.
- **The June 2019 items -- Backlog Completed**
 - 2019.026 (Edwards) – 29 records with 112 scans by Cara. Catalog records were started on June 21, 2019 and completed September 10, 2019.
 - 2019.027 (Barbour) – 2 records, 34 total scans by Cara. Cataloged and completed between September 7th and 10th.
 - 2019.028 (Butler) – 22 Catalog Records catalogued from September 10-27, 2019. Records were completed by October 16, 2019. Charlene busk completed 274 Scans; Cara completed 110 scans/photographs. Busk's scans still need to be added to PastPerfect.
 - 2019.029 (Rapson) – Cataloged and completed September 5, 2019 with 4 scans by Cara. Still needs a suitable storage location.
 - 2019.030 (Daly) – 2 records with 42 scans by Cara. Cataloged and completed on September 5, 2019.

Cara's Process:

My process has been to enter as many records as possible as they come in so that I know how many items there are in each accession, add photographs/scans so everyone knows what the items are when searching PastPerfect, and estimate the necessary time it would take to complete the records. Many of the larger donations were put aside to be scanned by volunteers while the other items were cataloged and scanned/photographed by Cara. There have been some set-backs when items needed to be re-scanned by Cara, but overall the help of the volunteers has been essential to completing the cataloging of the backlog by the time the moratorium ends. Just prior to the moratorium, one of the Edwards donations was made a priority to catalog because the WWII letters in the donation were needed for WWII programs and exhibits. Preparing a station for the March WWII program and the WWI and WWII exhibit development/installations in January through March 2019 had also delayed the cataloging of the backlog just prior to the moratorium.

Once the moratorium started, I tried to mostly catalog the backlog in order by month that they came in, but some donations were made a priority while others were put aside until later. The Petch donation from May 2019 in particular was a digital donation only, so time was spent to make sure we had quality scans and complete records so that no errors would be made, or information lost when the original documents were returned to the donor.

The large donations (3 from June 2018, 1 from March 2019, and 1 from May 2019) have been left until last because they will take a significant amount of time and storage space and I wanted everything else to be caught up before working on them. Also, the May 2019 Anderson donation (2019.025) began as a project to teach the 2019 RMA intern the process of Cataloging. Intern Molly Huisingsh cataloged 6 items in the Anderson donation in June 2019. She was taught how to catalog objects and photographs from this collection. From August to December, Volunteer Charlene Busk scanned 16 diaries, documents, and photographs from this donation (Total scans: 3262). 33 paintings from this collection were not brought to the museum until mid-November 2019; Cara worked with volunteer Pat Donathan to begin cataloging 10 of the 33 paintings. Angela Beenken completed these records and the remaining 23 paintings.

Two donations (one from June 2018 and a backlog from June 2017) have also become projects of volunteers, so they have taken longer to complete but are essential for the training of the volunteers in proper handling and cataloging of collections. Once they are properly trained, they can handle more tasks in the collections department. It is expected that these two donations, as well as the four donations that Cara is working on, will be completed by the time the moratorium ends.

The remaining backlog is 2017.053, 2018.026, 2018.028, 2018.029, 2019.011, 2019.025. These donations have approximately 1,080 total items left to complete.

Volunteers:

Charlene Busk:

- Drew Donation 2018.026 – July 2018 : **436 Scans**
- Edwards Donation 2018.028 – April-May 2018 : **433 Scans**
- Tenney Donation 2018.053 –July 2018 : **108 scans** (Cataloging Completed by Cara during Moratorium on 08/20/2019)
- McCreery-McCoy Donation 2018.056 (later rescanned by Cara) –December 2018 : **19 Scans**
- Duffy Donation 2019.006 –December 2018 : **296 Scans**
- Petch Donation 2019.021 – July 2019 : **395 Scans**
- Anderson Donation 2019.025 – October – December 2019 : **3262 Scans**
- Butler Donation 2019.028 –October 2019 : **274 Scans**

Temporary Custody (Possible Future Donations):

- Bennick – December 2018, July-October 2019 : **754 scans**
- CC Farm Bureau –June 2019 : **439 scans**

Funeral Binders (Possible Permanent Collection or Biography Files) – October-Nov. 2019 : **813 scans**

Pat Donathan:

- Petch Donation 2019.021 – April 2019 : **397 Scans**
- Currently cataloging Props and Permanent Collection 2017.053

Greg Bennick:

- Edwards 2018.028 (Rescanning for Quality and with Backs included) – **656 Scans** ; Cataloging the records in PastPerfect
- Spielman 2019.011 –Research and Scanning – **264 Scans** of Postcards/Photos only

Interns:

Molly Huisigh –

- 2017.053 – Photographed lithics, updated condition reports, labeled objects, and stored them; Cleaned trade beads and stored them
- 2019.025 – cataloged, photographed, labeled, and stored 6 items

Angela:

Collections Assessment

The collections assessment has involved researching and documenting several areas. The following are examples of the types of information being gathered.

1. Largest Accessions:

Campbell County Cooperative Extension, Director	1678
Fair Premium lists, Wyoming Annual Narrative Reports, Wyoming Agricultural Extension Service Annual Report, Campbell County, organization information, membership and minutes of meetings for the Ladies Victory Club in Savageton, Ladies Victory Club in Midwest, Pine Tree Club in Savageton, Pine Tree Club in Gillette, 4H Albums full of photos, filmstrips and audiotapes, slides, booklets, magazines, various other related documents.	
Ralph Kintz	1352
Native American lithics, stone tools, beadwork, books, firearms, bits and spurs, lamps, photographs, ranch related items such as saddles, bridles, horse harness, and collars	
Jerry Morel	1299
Wide variety of items including firearms, IFYE related items especially those related to his time spent in Australia, NRA items, UW items, photographs, books, household items, family heirlooms, cameras	
Diane Hackett	1191
Jack Nisselius	871
Campbell County Historical Society, President	853
James Edwards	634
Jo Ann Dunn	607
Richard & Marlene Riggle	585

Joyce Ruff	500
William Barlow	469
Alcoe Keller Estate	441
Campbell County Treasurer - Shirley Study	423
TOTAL	10,903 from 13 donors
Unknown Donor – Found in Collection	3455
Unknown Collector	2985
Unknown donors	65
TOTAL	6505
Total artifacts from these sources	17408 (49.82%)

Current collection totals based on Past Perfect

Objects	12966
Photos	11699
Archives	8239
Library	2039
TOTAL	34943

Total Accessions 1187

2. Examples of Identified Opportunities:

- Need to utilize consistent object names from the lexicon. For example, similar objects are listed as record books, registers, and ledgers.
- Need to list multiple objects that are part of a whole consistently - For example pairs of gloves under one object id (1997.066.0009), pairs of gloves cataloged individually with the a and b designation (1996.082.0002a and 1996.082.0002b), and glove pairs cataloged with the a,b designation (2009.001.0136a,b)
- 1974.026 has no associated catalog records. According to document in accession file the associated object is object id 1978.003.0524

Deed of Gift Issues

- 1995.015 – No file exists for that accession - Donor listed as anonymous
- 1999.005 – There is a Deed of Gift in the file that has no donor name, address or signature- Donor listed as anonymous
- 2000.014 - There is a Deed of Gift in the file that has no donor name, address or signature- Donor listed as anonymous
- 2001.033 - There is a Deed of Gift in the file that has no donor name, address or signature- Donor listed as anonymous
- 2003.010 – No Deed of Gift- Donor listed as anonymous
- 2005.018 – No Deed of Gift- Donor listed as anonymous
- 2007.033 - There is a Deed of Gift in the file that has no donor name, address or signature- Donor listed as anonymous – Robert will take care of this
- 1991.021- No Deed of Gift

Large numbers of artifacts listed under one object ID

- 1997.072.0002 - 158 pairs of gloves
- 1991.002.0311 - World War II era military uniform, Eisenhower coat, pants, 3 ties Legion cap and overseas cap, shirt - This was also identified as a problem and all parts were supposed to be renumbered to 1991.021.0001

Hazmat

Twenty-five objects have been identified that include chemicals such as mercurochrome, cocaine hydrochloride, Strychnine sulphate, carbon tetrachloride, and mercury. Need to make a procedure list for handling them; several items will be put into Fireproof cabinet in Main Storage. There are also at least 36 live shells in Main Storage.

Not Cataloged

- Citizens State Bank archive - There is a partial inventory in the collections folder on the S Drive - The boxes are currently missing
- Box of harness leather on the mezzanine shelving - tag is marked that the contents are not cataloged
- Bonepile Creek artifacts - In box in Registrar's office - tag is marked "not accessioned"
- Red tagged objects on the mezzanine have no identifying marks
- 2010.030 - There is a packet of photographs from the Great American Cattle Drive that went through Gillette. These have not been cataloged with this accession
- 2006.018 - An automobile permit was found inside of book 2006.018.0024; the permit has not been cataloged but it was sleeved and placed back in main storage inside of the book -- MS-CJ4

3. Collection Processing History:

There is a limited amount of information available about past processes.

Information was found regarding a renumbering project in 2001. The artifacts have since been renumbered again to the system we are currently using. This was found in Karen's files.

A "Problems" document found that lists artifacts not found in the collection or objects mislabeled. This was found in Karen's files. These problems currently need addressed.

A proposed loan policy was found that was last saved in 2011.

There is currently an updated document of identified needs such as unidentified items on the Mezzanine (red tags) need to be dealt with – not cataloged, have not found donor information or any documentation. Photos/scans of over 4000 items with no photos need added to Past Perfect. Boxes and flat files in storage are overcrowded – items need to be re-housed if possible to prevent further damage. A Collections Assessment binder has also been started which will include past forms used by collections.

4. Top ten largest collections of similar objects found so far

a. Projectile Points	1368
b. Nails	472
c. Maps	326
d. Boxes	272
e. Patterns	244
f. Gloves	212

g. Firearms – various	206
h. Dresses	206
i. Pins	193
j. Fossils	171

5. History of the organization

The Campbell County Rockpile Museum formed out of the Campbell County Historical Society's need for a place to store the archives and artifacts entrusted into their care and a desire to show the local residents and visitors the proud history of Campbell County and the people who settled the land.

Planning for the Museum began in the late 1960's but was thwarted for several years due to a lack of a place to house it. This was overcome in 1971 when founding Board Member and first Director of the Museum Ralph Kintz purchased, then donated, 1.65 acres of land encompassing a local landmark, "The Rockpile," for a museum focusing on local history, from prehistoric times to the present. It took another three years to complete the building and develop exhibits, but in July 1974 the Campbell County Rockpile Museum opened for its first visitors. Now under the direction of the Campbell County Board of Commissioners, the Rockpile Museum continues to endeavor to adhere to the ideals of its founding fathers.

Since the beginning, the Rockpile Museum has been blessed with local people interested in preserving the history of Campbell County to the point where our Museum has wonderful collections of rifles, Native American tools and weapons, horse-drawn and motorized vehicles, saddles, medical equipment, and railroad artifacts; not to mention all those items that have always been necessary for everyday life in the rural west. Although the future holds many challenges for the Rockpile Museum and its staff, the solid foundation of the past will carry it on into the 21st Century.

Inventory

There are currently 84 scrapbooks in the collection that are in the process of being inventoried. Each one is being wrapped in tissue and boxed. Covers are being scanned to create an identifying photo. Volunteer assistance will be requested to scan the scrapbooks in their entirety after the inventory is complete. Currently, there are seventeen scrapbooks completed. The goal to complete the scrapbook inventory is February 1st, 2020.

The second large collection for inventory is the 104 framed objects in Main Storage. This will include evaluation of each object, removal of backing hardware if appropriate, placing volara foam between each object in the art racks, tagging each object with new hang tags, photographing each object and creating barcode labels if utilized. Twelve framed objects have been inventoried with a completion goal date of March 31st, 2020.

The third large collection to be inventoried is textiles. There are approximately 850 textile pieces that have been identified so far. These include dresses, shirts, pants, suits, shoes and boots, hats, slips and corsets. This will include evaluation of each object including condition and label placement, photographing and re-boxing if needed. The completion goal date is May 15th, 2020.

Collections Update

1/16/2020

In addition to the above listed work, the following was completed:

Collections:

New dataloggers were ordered and installed in Main Storage, the Campbell County Room, the Main Room, the Bar Exhibit in the Annex, the back of the Annex, and in the two storage rooms at the Courthouse Annex where the Dixie Reece paintings are located. The old dataloggers were read out before installation.

Loans:

Prepared and sent an outgoing loan to the Wyoming Veterans Memorial Museum. Objects sent included a monkey wrench, open end wrench, cloth tape measure, try-square, and a surveyor's chain. This loan is scheduled for one year to be renewed as needed.

Deaccessions:

July deaccession is complete. The September deaccession has been completed in Past Perfect. The September deaccession will now require removal of the numbers from the books, transferring them, and adding deaccession documents to the accession files.

Internship:

Robert assisted Cara in updating the internship page on the museum website. We have received five phone calls and email inquiries about the internship. One application has been received. The RMA has offered to support two interns in collections in 2020. After discussion, it was agreed to host two. Their projects will consist of the archive's reorganization and a small inventory project.

Exhibits:

The Wyoming Women Outside the Home exhibit has been uninstalled and shipped. Uniform pieces have been purchased for the Women in WWII exhibit. The uniforms were decided upon based on the photographs we currently have of soldiers in that branch of service. These include:

Air WAC – relates to Betty Congleton

WAC – relates to Pauline Fitch, Virginia Ruth Ickes, Rosabelle Mahoney, Phyrne Lucille "Ginger" Barnes

Marine Reserves – Bettye Frederick

Army Nurse Corps – Olive T. Clark, Rachel Hemenway, Virginia Littleton, Cornelia Mackey

Coast Guard SPARS – Mary Gayle Gibson

We are still looking for a Cadet Nurses Corps uniform – related to Dorothy Burnett Davis- and a WAVES uniform – related to Dorothy Iliff Mitchell and Althea Hunter

A preliminary design concept for the exhibit has been discussed with museum staff.

Budget and Professional Development:

Submitted collections budget and professional development requests. Included in the collections budget is the cost for two outdoor interpretive signs. One for the rockpile and one for the "donut" rock.