

Collections Update

March 2020

Cataloging Update:

Currently cataloging backlog from June 2018 – 2018.029. There are currently 188 records added to PastPerfect for this accession. Of the 188, 81 records with 162 total photograph scans have been added to PastPerfect since the last Collections Report. The goal for completing this is April 1, 2020.

Will plan to finish the May 2019 backlog (only one donation in the backlog) after June accession 2018.029 is completed. Goal for completion is May 15, 2020.

Volunteers:

Greg:

- Completed one donation from June 2018 backlog (340 total records).
- Currently cataloging the last remaining donation in March backlog (2019.011) – Of approximately 350 total items, 73 records are catalogued though most still need photographed/scanned. It is estimated that this will be completed by May 1, 2020.

Graye:

- Currently cataloging the last remaining donation for June 2018 backlog (59 records currently added to PastPerfect). Due to the volunteer's schedule, the goal is for this project to be completed by June 1, 2020.

Pat:

- Adding library materials to the Museum Staff Collection and scanning the covers. Will add a binder of Family History that recently was given for Museum Staff Collection.
- Ironed and Steamed the Props uniforms for the WWII exhibit

Charlene:

- Returned on 3-11-2020 and continued to scan negatives that were found in collection/never cataloged

Deaccessioning:

There are no suggested deaccessions for this month. Previous deaccessions are still in progress.

Inventory:

Inventory work was limited due to other requirements/duties including:

- Working on WWII exhibit - See below
- Meeting with public for recommendations on object/heirloom care
- Made in-person visit to individuals' home, per public request, to assess potential donation offer which was added to the moratorium list
- Completing bills and 1% documents for submission at the end of February – delivered to courthouse
- Attended COVID 19 meeting, typed report and met with director
- Met with station leaders for WWII Day to discuss how the Vmail station was led in the previous year. Will be helping at a station on WWII Days – March 24 and 25, 2020
- Worked with Wyoming National Guard to facilitate sharing of WWI letters and photos for their book research on Wyoming National Guard members that served in WWI. This included multiple contacts with the family to obtain releases to share information.

- Internship – see below

Internship:

Currently, there are six completed applications on file. They come from the following colleges:

- Black Hills State University – South Dakota
- Macalester College – Minnesota
- Georgia State University – Georgia
- Colorado Christian University – Colorado
- University of Arkansas – Arkansas
- Lindenwood University – Missouri
-

These applicants include undergraduate sophomore through senior level and one graduate level.

Currently, staff is working on obtaining last year's rate for housing and transportation options for students without a vehicle. These include the Senior Center bus and bicycle rental. A report has been drafted for the upcoming RMA meeting.

Work Study:

One application was received from Gillette College for the student employment program. Held interview and contacted college to begin process to hire.

Exhibit Update:

Collections staff has been focused on the Campbell County women in World War II exhibit *She Served Too: Campbell County Women in World War II*. The banner and photos with captions have been designed, printed mounted, framed and hung, all ahead of schedule. A portion of the rail system was brought in and will be used with the uniforms. There will also be a video component and a display case with artifacts. Ordered printer supplies as ink was running low. The goal is to have the exhibit 80% complete by 3/17. In addition, a traveling exhibit *The Untold Story* from the National WASP WWII Museum is set to potentially arrive on 3/13. Both exhibits will open on 3/21