

## **Collections Update**

**5/15/2020**

**Cataloging:** Cara has been working remotely, but returned to the museum on 5-11-2020. Cataloging projects have remained on hold to deal with several other high-priority projects. While working remotely, Cara was researching the Photograph collection and working with Angela to post on Facebook every week in the Cabinet of Curiosities. Cara has also been working on the Procedure Manual with Angela. She also worked on Archaeology Fair planning (see below). After returning to the museum, Cara has been storing artifacts that were on exhibit, doing exhibit maintenance, attending meetings via Zoom, reviewing and printing exhibit panels, making and printing signs for the museum's re-opening, and contacting recent lenders and donors.

**Online engagement:** Cara and Angela are continuing to post in Cabinet of Curiosities weekly on Facebook, which is part of the Collections Department's long-term goal to engage the public and teach them about the significance of the collection. Overall, since the second post these posts have had a total of 6,834 people reached (some repeat viewers). There have been 750 engagements, including likes, loves, wows, and post clicks, as well as 25 shares overall.

**Collections Procedure Manual:** Angela and Cara have continued working on the Procedure Manual for the Collections Department. Currently, the segments that have been completed are the Mission, Overview, Acquisitions, Accessions, Deaccessions, Disposal, Cataloging, Found in Collection versus Unknown Donor, Collection Categories – this also has a sub-heading for non-artifact collections. In addition, Cataloging Methods and Labeling methods are nearly complete. We will be adding sections on Inventory, Loans, Collections Care and Handling, Record Keeping, Collections Access & Security, Personal Collecting, Exhibits, Image Use, and a Glossary.

The entire manual is designed around methods specifically used at the Rockpile Museum.

### **Continuing Education:**

Cara will be attending the virtual AAM conference on May 18 and June 1-4.

Angela has been attending training on the Tyler software.

Robert is contacting a resource to teach Cara and Angela about the DPLA so that the methods can be added to the procedure manual and incorporated into current cataloging efforts. Will plan to write for the SHRAB grant next year to update past catalog records to make them available online.

**Archaeology Fair:** Cara has continued to plan the Archaeology Fair. She sent a Save the Date notice to be printed in the RMA newsletter. SHPO/OWSA have been helping one of the Archaeology Fair Committee members develop a map and information for one of the stations. Cara has sent updates to the committee via email since they could not gather for the March and April meetings. Cara will be updating the committee again next week. Cara has reached out to several contacts regarding volunteers and supplies. The State has converted to a virtual event; Cara will work with the Rockpile committee to develop a virtual back-up plan and an in-person plan to stagger visitors so we will be prepared. Cara has been using materials from the Research Area of the museum to learn more about specific sites in Wyoming and Native American history. She has also been coordinating with Penny to order supplies. Cara will reach out to regular

museum volunteers about preparing some of the supplies for the Fair, as this task will take time and would be a good volunteer project.

**Photo Requests:** Angela has continued fulfilling photo requests. This has been possible as access to Past Perfect has been available and the photos can be shared through the cloud. Angela and Cara aided the News Record with several requests while working remotely.

**Internship:** The internship was cancelled this year by the RMA Board of Directors. The board decided to send a scholarship gift to the interns in appreciation of their efforts. Angela contacted the chosen interns and confirmed their mailing addresses, wrote the letters for the scholarship gifts and sent them to Lucas Fralick, and contacted Gillette College to cancel the room reservations.

**Exhibits:** The WWII women's exhibit is complete and ready for public viewing. Cara and Angela will be designing small displays for the cases currently distributed throughout the museum.