

Two Artifacts walk into a Barcode.... Parallel Bars Of Collection Management Technology

October 16th, 2014



Process & Background:

- **Database Upgrade From MS Access** – funded by Museums and Technology Fund (Government of Ontario), Friends of the Museums of Mississauga and the City of Mississauga.



Process & Background Cont'd

Project:

- Hiring two contract staff, one summer student and a high school co-op student
- Purchase and installation of PastPerfect
- Conversion from Microsoft Access (Previous Database)
- Training Staff and Volunteers
- Implementing Barcoding System

Why Make the Change you ask?

What Is PastPerfect?

- A museum database used to organize your artifact records, contacts, donors and history. Very user friendly program that comes packed with many useful add-on such as barcoding and virtual exhibits.



Why PastPerfect?

- **PastPerfect is relatively inexpensive:** Costs approximately \$700 if you are part of the **AASLH group**. Barcoding additional \$100.
- **Program is very user friendly:** Basic database and museum skills will be efficient.
- **Support** :There is a great PastPerfect user group that meets every so often to discuss issues and advice.



Barcoding in PastPerfect

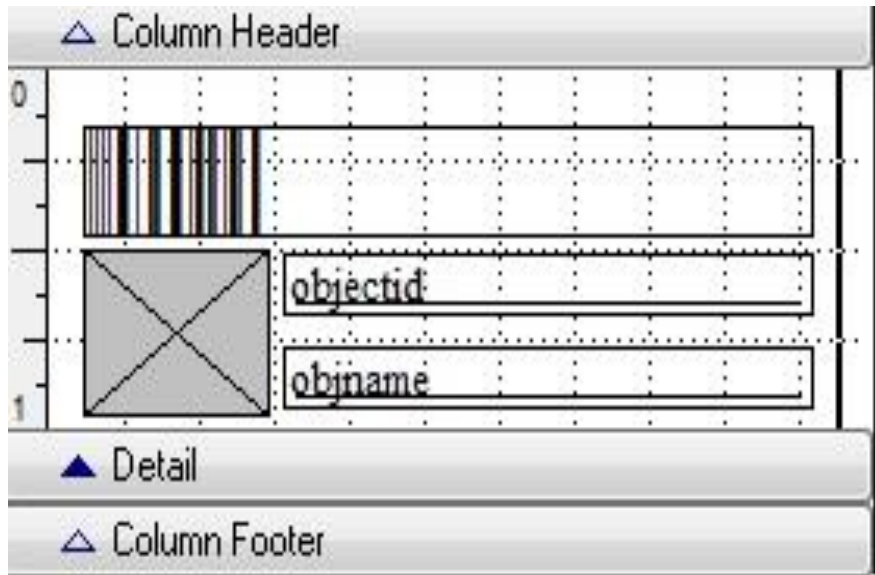


Shelves

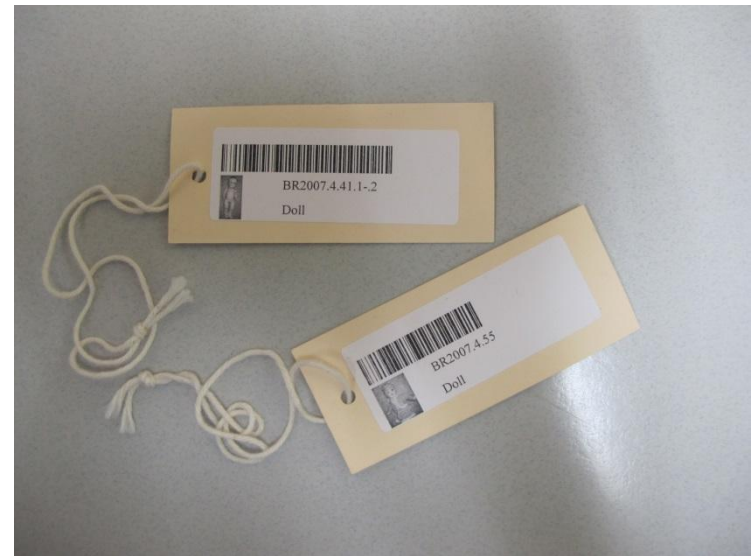


Boxes

Barcoding in PastPerfect Cont'd



Barcode Layout



Tags

Equipment:

- ❖ Recommended printer would be the Dymo Turbo 450.
- ❖ Scanner: Motorola LI4278
- ❖ Labels : Avery 5160 (laser printer). Use Dymo Labels Model 30252.



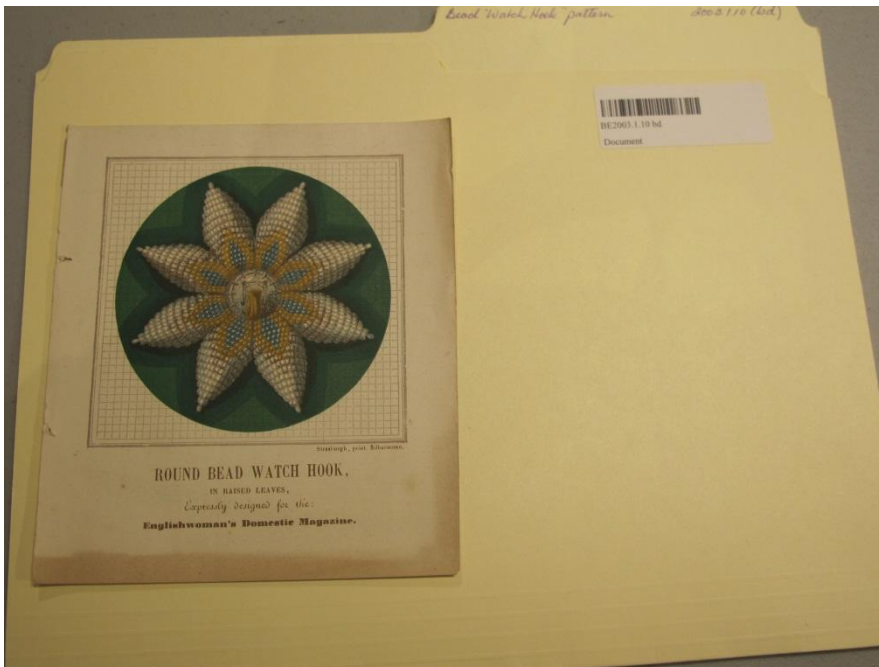
The Project

Where to Start? Our Steps.

- Started with training manuals and discs to learn the process
- Made barcode locations for shelves
- Started with archives/photos
- Then objects and textiles
- Every time a box was finished, a barcode was placed on the box
- Made a barcode binder for historic buildings that are open to the public



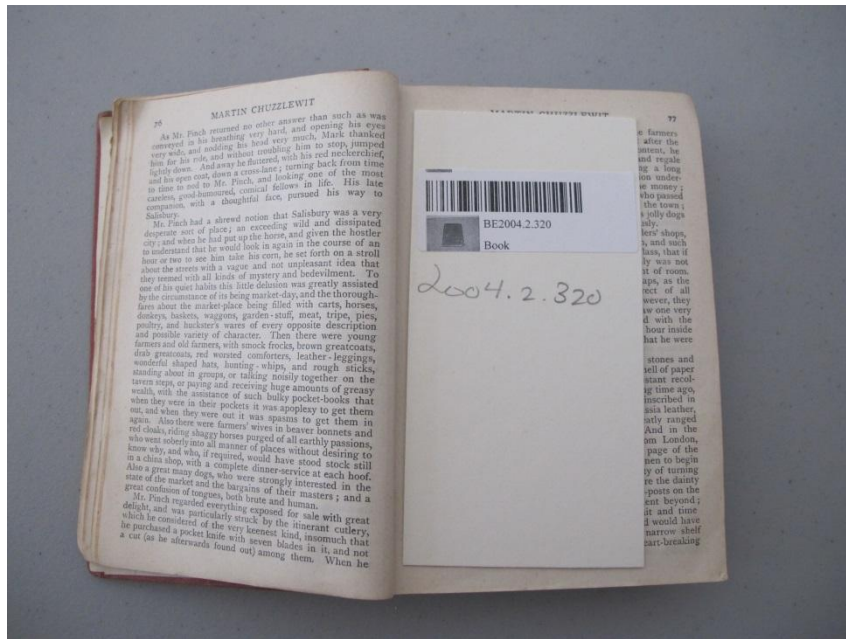
Examples: Archives



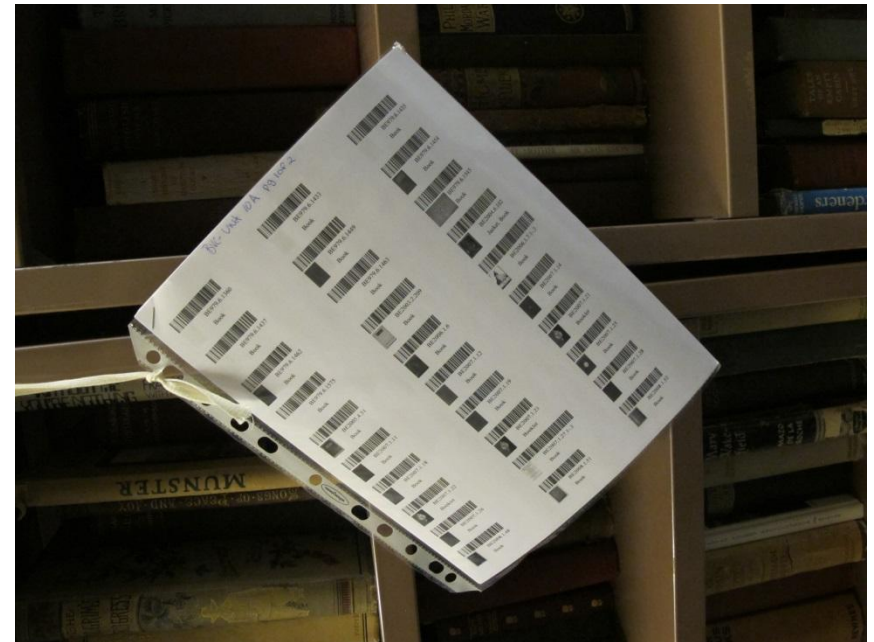
Place barcodes on acid-free folders.



Example: Archives Cont'd



Use an acid-free “bookmark”



Inventory Sheet on bookcase

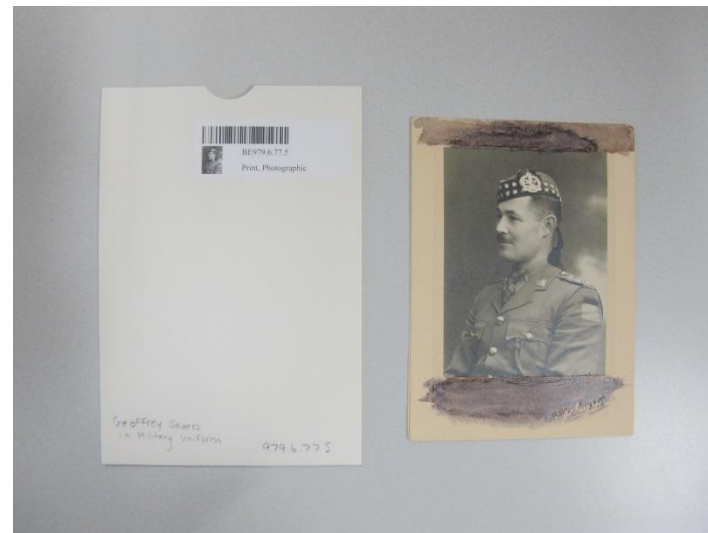
Example: Photos



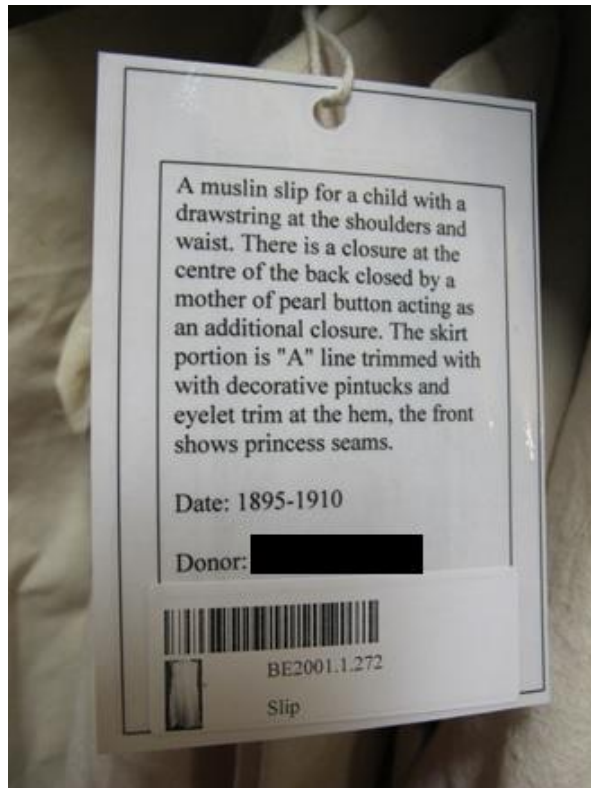
Photo Binder

Place Barcode on photo PVC free, acid-free sleeves.

If photos are in envelopes/folder, place barcode on folder/envelope.



Example: Textiles



Tags used for hanging storage as well as quilt storage. For textiles in storage boxes we have used an inventory sheet.

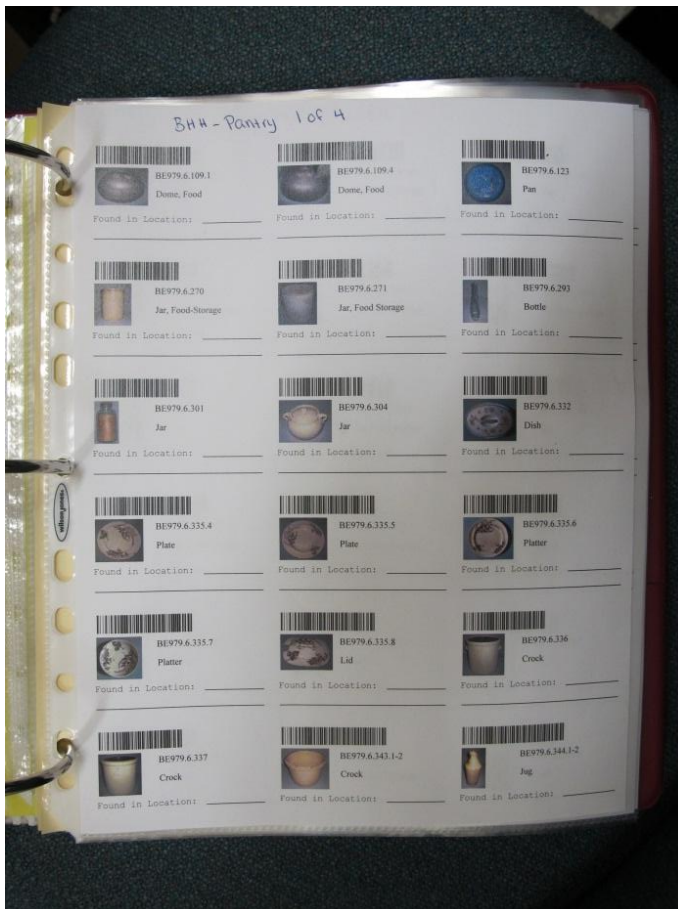


Example: Objects

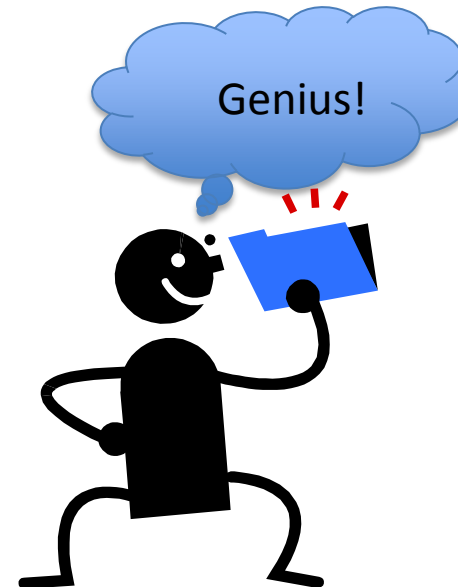


Attach barcode tag

Example: Historic Buildings



Make a binder!



Pros Of Barcoding:

Speed



Accuracy



Functionality

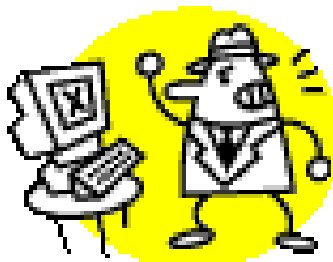
Cons of Barcoding:

- ❖ **Length:** Barcodes can be too long, depending on characters.
- ✓ **Solution:** Can shorten the box names: For example Written Communications Box 1 = Writ Com Box 1.
- ❖ **Shortage of Custom layouts:** Three layouts. Standard – Custom 1 - Custom 2.
- ✓ **Solution:** Use software program your barcode printer came with.



Cons of Barcoding Cont'd

- ❖ **More computers:** Need to get scanner and printer at all computers to make it easier.
- ❖ **IT Department:** Chances are your institution's IT won't be familiar with your program.
- ✓ **Solution:** It is essential to do a lot of research and have PastPerfect IT work with your IT department.
- ❖ **Tags** can get lost sometimes when artifacts are being placed on display.
- ✓ **Solution:** A container of some sort can be used to store tags. Everyone must be committed to returning the tags.



Thank You For Listening!

