Care of Collections Final Assignment

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Brant Historical Society

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Part A – Background

The Brant Historical Society has been collecting artifacts since 1912. In 1951, the museum was able to purchase its' first home to serve the needs of the community. In 1966, the facility was expanded so that it nearly doubled in size. The museum has not had a renovation since this time, nor has it stopped collecting. The number of artifacts in the museum's collection has been estimated at 60,000 since the late 1990s. We have not stopped collecting, but nobody has bothered to update this number. In our Annual Report to the City of Brantford, we are required to record the number of artifacts that we possess. Since 2015, we have used the accession register to count the number of objects added each year. This will better reflect the growth of the collection on an annual basis.

A copy of the museum's collection management policy is included in Appendix A. While this document has not been updated since 2001, it places the authority for accepting new items into the collection with the Acquisitions Committee. A provision exists for the Executive Director or Curator to have the final say on these decisions. As we do not have either of those positions, I have acted in this capacity since May 2014. To ensure we comply with having a Curator through the CMOG Program in addition to my other responsibilities.

The collections management policy also outlines the procedure from receipt of the artifact to it is storage in the museum's collection. This policy also outlines the deaccessioning, loans, and insurance requirements for the institution.

Appendix B contains the Brant Historical Society's Conservation Policy for the collection. This broadly covers all aspects of conservation, including the facility, storage, exhibit locations, and loans. The policy specifies the work to be undertaken on individual artifacts, including preventative conservation, conservation treatment, and security. The security section also point to the Disaster Preparedness Plan (Appendix C) and provides guidelines for basic care of collection concerns, such as fire, flood, and theft.

The Museum facility is roughly 7,500 square feet and is split roughly into thirds of exhibits, collections storage, and administrative/programming space. A plan to relocate the museum has been on hold since the fall of 2015. However, the proposed facility would nearly double the space to 14,000 square feet, including 7,000 square feet of "warehouse style" storage. A floor plan of the museum is included in Appendix D. Storage spaces are labeled in red, exhibits in green, and administration in blue. In addition, I have annotated the floor plans with reference to the room letter and the types of artifacts stored in each room. Numerous photos were taken to try and capture each of the storage and are found in Appendices E1 and E2.

In order to provide an accurate representation of the vast collection and the storage systems in use, we systematically reviewed room by room to make notes. These are noted in Table 1 including references to page numbers from Appendices E1 (Pages 1-17) and E2 (Pages 18-34).

Table 1

Room	Name of Storage System	Materials the fittings/furniture are made from	Types of artifacts stored on storage System	Other storage materials used for support	Estimated Artifacts	Pages from Appendices E1 & E2
B	Bookcase	Wood with metal fixtures, 2' 2" Shelves	Books and Archival Documents	Binders, Magazine Holders	76 linear feet of Books; 2500 Books	8
E	Cabinet Storage	Wood	Stone Tools	Boxes	2500 Artifacts	7
F	Bookcase	Wood with metal fixtures	Archival Documents	Tissue Paper, Binders	100 Archival Binders and Books	6
F	Fixed Shelving	Wood and Metal	Archival Documents in metal and plastic books	None.	136 Land Registry Books	6
F	Fixed Shelving	Metal	Archival documents	Boxes, Tissue Paper	70 Ledgers, 2 linear feet of Archival Documents, 30 Newspaper Books	6
I	Custom Built Shelving	Wood	Ceramics	Few shelves are lined with ethafoam. Ethafoam strips are layered between stacked objects.	3500 Artifacts	15-17
I	Floor	Linoleum	Large Metal and Composite Artifacts	None.	100 Artifacts	15-17
L	Built-in Shelving	Glass with metal supports	Ceramics	Tissue Paper	100 Artifacts	18-19

Table 1

L	Floor	Wooden finished floor	Large Wooden Furniture and Textiles	Textiles are laid as flat as possible in boxes and tissue paper. Some objects are wrapped in Ethafoam. Most large artifacts do not require any supports.	500 Wooden and Composite Artifacts and 1000 Textiles	18-19
M	Floor	Plastic Floor Covering (?)	Dental Equipment (Metals and Composites), Typewriters, and Archival Documents	Dentistry equipment is stored in the cabinet artifact. Archival Documents were packed in boxes by the donor	200 Artifacts and 1000 Archival Documents	20
N	Compact Shelving	Metal	Metal and Textiles	Shelves are lined with cardboard and then ethafoam. Small objects are placed in layered matboard support. Textiles are either stored in textile boxes or hung on padded hangers.	8000 Artifacts and 1000 Textiles	21-23
N	Costume Rack	Metal	Textiles	Textiles are stored on padded hangers and then have a protective fabric covering. Attached around each in a photo with the accession number written on the back for easy identification.	30-40 Textiles	21-23
N	Fixed Shelving	Metal	Metals and Composites	Shelves are lined with ethafoam. Some are wrapped in ethafoam for support.	25 Artifacts	21-23

Table 1

P	Fixed Shelving	Metal	Small Wooden Artifacts, Composite Materials, and Cameras	Objects are wrapped in ethafoam or tissue paper and boxed.	1500 Artifact	24-25
P	Floor	Wooden finished floor	Objects to be Deaccessioned and Exhibit	Deaccession objects are unsupported or wrapped in ethafoam. Exhibit materials are unsupported.	2000 Artifacts	24-25
Photo	Metal Vertical Cabinet	Metal with metal frame insert	Oversized Photos	Archival Folders. Some are mounted on foamcore, some are in plastic bags, and few are wrapped in tissue paper.	500 Photos	9
R	Fixed Shelving	Metal	Books and Archival Documents	Books are wrapped in tissue paper and laid flat in cardboard boxes.	500 Books	10-11
R	Floor	Linoleum	Large Wooden Objects	Artifacts are wrapped in ethafoam or placed on a carpet.	25 Artifacts	10-11
S	Custom Built Shelving	Wood	Framed Photos	Shelves are lined with carpet.	75 Artifacts	12
S	Floor	Unfinished flooring	Framed Photos	Floor has carpet to provide padding. Occasionally, a piece of cardboard is between frames for support.	75 Artifacts	12
T	Bookcase	Wood	Negatives, Early Photography, Finding Aids	Archival boxes, Tissue Paper, Archival Envelopes.	500 Negatives, 200 Early Photographs, 2000 Postcards	1-5

Table 1

T	Compact Shelving	Metal	Paper, Negatives, Cellulose Nitrate Film, Unaccessioned Material	Document Boxes, Newspaper Boxes, Tissue paper, Archival Folders, Rolled document boxes,	540 linear feet of Archival Documents	1-5
T	Map Cabinet	Metal	Maps, Posters, Photos	Archival folders, Foamcore supports,	300-500 Maps, 50-100 Photos, 100-200 Archival Documents	1-5
T	Moving Shelving	Metal and Rubber Wheels	Textiles, Oversized Archival Documents	Newspaper Boxes, Fire Insurance Maps, Hats	50-60 Oversized Books, a dozen Textiles	1-5
T	Vertical File Storage	Metal with metal frame inserts, only one shelf can open at a time	Newspaper Clippings	File Folders, Hanging File System	36 feet of densely packed Newspaper Clippings	1-5
W	Custom Built Rack	Wood	Textiles - Quilts	Tissue paper is wrapped around wooden poles and quilts are rolled with tissue paper between quilts. The final layer is a clear plastic sheet that is secured with cotton twill tape.	100 Artifacts	30-34
W	Fixed Shelving	Metal	Framed Artwork and Paintings	All frames are wrapped in cardboard to prevent damage and then the paintings are wrapped in ethafoam.	100 Artifacts	30-34

Table 1

W	Fixed Shelving	Metal	Textiles	Textiles are laid in textile boxes with tissue paper support and laid as flat as possible. Hats are wrapped in tissue paper and placed in boxes. Some are also hung on padded hangers with muslin garment bags with identification system.	7500 Artifacts	30-34
W	Map Cabinet	Metal with metal frame insert	Archival Documents and Manuscripts	Tissue paper and ethafoam supports are used. Acid free envelopes are also used for manuscripts.	500 Archival Documents	30-34
W	Mounted Rod	Wood and Metal	Textiles	Textiles are hung on padded hangers with muslin garment bags with identification system.	1000 Artifacts	30-34
W	Rug Rack	Wood	Textiles - Rugs	Tissue paper is placed between each rug and then hung on various rungs of the rack.	50 Artifacts	30-34
X	Bookcase	Wood	Wood and Composites	Shelves are lined with tissue paper and bubble wrap.	25 Artifacts	26-29
X	Bookcases	Wood	Wood and Composites	Shelves are lined with tissue paper and bubble wrap.	50 Artifacts	26-29
X	Built-in Shelving	Wood	Framed Photos are Art	Ethafoam, Tissue Paper, Cotton Twill Tape, Cardboard	100 Artifacts	26-29
X	Custom Built Shelving	Wood	Wood and Organics (Leather)	Some shelves are lined with ethafoam or bubble wrap. Some cases are secured with cotton twill tape.	2000 Artifacts	26-29
X	Fixed Shelving	Metal	Wooden and Raw Hide Trunks	None.	200 Artifacts	26-29

Table 1

X	Floor	Unfinished wood flooring	Large wooden objects 5 boxes of books	Books are only supported artifacts that are large family Bibles and are usually wrapped in tissue paper or ethafoam and placed in chloroplast or cardboard boxes.	2500 Artifacts	26-29
Z	Compact Shelving	Metal with metal frame insert	Composite and Miscellaneous (miniatures, medals, and ribbons)	Objects are wrapped in ethafoam and placed in a cardboard box. Miniatures are placed in matboard inserts with tissue paper lining between layers and around artifacts.	7500 Artifacts	13-15
Z	Particle board storage	Particle board and metal hooks	Framed Photos	None.	25 Artifacts	13-15
Z	Wall-mounted Shelving	Metal	Books and Archival Documents	Books are wrapped in tissue paper or rarely in ethafoam.	500 Books	13-15

Most collections storage areas are equipped with locks, with the exception of T and P rooms. Only staff have access to these restricted areas.

We created also created staff emergency procedures (Appendix F) and made copies of the floor plan with the primary and secondary evacuation routes (Appendix G). These are posted in about a dozen locations around the museum so that in the event of an emergency people can take these off the wall and take them with them to ensure a smooth exit from the facility. This also contains emergency contact information for our security system and the people who are responsible in the event of an emergency. Included in Appendix G are the locations of fire extinguishers (dots) and fire pulls (triangles) to assist visitors in the event of an emergency.

Pictures of the fire suppression systems are located in Appendix H. All rooms are equipped with heat detection systems. However, not all rooms are equipped with conventional headwater suppression systems and are thought to be a wet pipe system. Upon our inspection of these systems, we were surprised to discover that T, D, C, B, A, P, M, N, W, and X rooms have no fire suppression systems. Of particular concern is T where there is an abundance of fuel in the form of paper and a few cellulose nitrate film reels, N where there are old fire arms and grenades, and X where there are a lot of wooden artifacts. As a highlight, N room's collection contains a glass grenade-style extinguisher, which may act as a limited fire suppression system, but would also destroy part of the collection.

Part B – Assessment

We used the information in Table 1 and built off that table to identify strengths and weakness in each room and each storage system, which is presented in Table 2.

The collections management policy (Appendix A) does have helpful guidelines for collections development and deaccessioning. Long-term goals concerning the development of the collection is absent from this policy. The majority of our collections span two different eras: 1) 1920 and earlier; and 2) The Centennial of Canada and the City of Brantford, roughly 1966-1980. If we were to prioritize an era of collecting, we should focus on the 1920s-1940s to improve the stories that we are able to share with the community.

In order to make room for these artifacts we wish to possess, we need to make room through a massive deaccessioning project. This project should aim to eliminate between 5,000 and 10,000 objects or roughly 10% of the collection. Artifacts that should be prioritized for deaccession are those not from the local area, First Nations collections, and artifacts that are severely damaged and broken.

Table 2

Room	Name of Storage System	Strengths	Weaknesses
B	Bookcase	These materials are readily used for research and are available for use.	There is no catalogue or organization system for the library, which would be a helpful finding aid.
E	Cabinet Storage	These stone tools are simply stored in boxes.	Stone tools are not catalogued and labeled individually.
F	Bookcase	These materials are wrapped in tissue paper to aid in their preservation.	Some documents are not from the local area and these should be deaccessioned.
F	Fixed Shelving	These are frequently used in research and stored in an acceptable manner.	None.
F	Fixed Shelving	These are stored in an acceptable manner. A new collection is stored on the lowest rack and is well organized.	None.
I	Custom Built Shelving	Materials are not stored in boxes so that it is easy to locate materials visually.	Shelves should be lined with ethafoam to allow a buffer between artifacts and the wood. Locations for artifacts in this room simply list the room and not the shelf where artifacts are located. More wooden shelves could be added to the existing shelving to more effectively use vertical space.
I	Floor	None.	These artifacts have never been moved and they are not catalogued or entered into PastPerfect.
L	Built-in Shelving	The artifacts are entered and have tissue paper between each plate.	Shelves could be lined with ethafoam to protect fragile figurines. Tissue paper should be replaced with new tissue paper.

Table 2

L	Floor	Artifacts are entered into PastPerfect. Large wooden pieces are static.	Shelving should be put into this room so that it is easier to access artifacts. Metal shelving lined with ethafoam could be used to store furniture so that it is easier to access the remainder of the artifacts in the room.
M	Floor	Room is set up and ready for a display if we need to make an impromptu exhibit.	Shelving cabinet is full of small acid free boxes that are not needed. These could be liquidated to improve storage conditions. Typewriters should be deaccessioned. Archival documents need to be catalogued and entered.
N	Compact Shelving	Shelves are well buffered to support metal materials.	Object locations are simply listed with the room and no shelf number. Some artifacts are piled and shelves could be added to these systems to improve their storage conditions.
N	Costume Rack	Most textiles are covered with custom muslin bags with a picture attached to them with the accession number for easy identification.	An additional dozen muslin bags could be made to protect textiles from dust.
N	Fixed Shelving	Artifacts are well stored and preserved on lined shelves.	None.
P	Fixed Shelving	These artifacts were properly wrapped and preserved as part of the inventory project.	Layout of the room could be improved to maximize artifact storage.
P	Floor	Items on the floor are slated for deaccession.	Deaccessioned materials should be disposed to make room for more collections.
Photo	Metal Vertical Cabinet	Photos are well preserved and stored in a logical manner.	Photos are not digitized meaning that we could lose this information if they were lost.

Table 2

R	Fixed Shelving	These were packed and wrapped as part of the inventory project in accordance with conservation standards.	None.
R	Floor	These were packed and wrapped as part of the inventory project in accordance with conservation standards.	None.
S	Custom Built Shelving	Everything is entered into PastPerfect with storage locations noted.	Cardboard pieces should be inserted between each frame to minimize abrasion and bumping.
S	Floor	Everything is entered into PastPerfect with storage locations noted.	These artifacts should be moved to another location and put on shelving so that they are not stored on the floor.
T	Bookcase	Artifacts are well stored and preserved with buffers.	Locations should be updated in Past perfect for easier access.
T	Compact Shelving	About 2/3rds of this collection is well preserved, packed, wrapped, and organized.	The remaining 1/3 of collections on these racks need substantial work and have been labeled as "problems". This requires a significant time investment of years.
T	Map Cabinet	Most materials in these cabinets have good supports and stored flat in a reasonable manner.	Some maps are rolled and these should be laid flat. We recently obtained a FREE map cabinet. These materials should be laid flat and then transferred to this new storage.
T	Moving Shelving	These materials are properly packed and stored.	None.
T	Vertical File Storage	These materials are frequently used for research and are very well organized.	None.
W	Custom Built Rack	Materials are wrapped and stored in an appropriate manner.	The racks are stored one in front of the other and are not moveable creating an accessibility issue. Racks are overfilled.

Table 2

W	Fixed Shelving	Boxes were packed about 30 years ago and have inventory labels of the textiles located within that is fairly accurate.	Boxes are frequently over stuff and need to be thinned out. More effective shelving would allow these textiles to be stored in a better manner.
W	Fixed Shelving	Artifacts are well packed and organized.	None.
W	Map Cabinet	Archival documents are well preserved and wrapped.	None.
W	Mounted Rod	Most textiles are covered with custom muslin bags with a picture attached to them with the accession number for easy identification.	A lot of vertical space is wasted with textiles stored hanging. Better shelving could improve storage of these textiles.
W	Rug Rack	These artifacts are stored well with tissue paper between layers.	None.
X	Bookcase	These artifacts were entered and packed with the inventory project with updated locations.	None.
X	Bookcases	These artifacts were entered and packed with the inventory project with updated locations.	None.
X	Built-in Shelving	These artifacts were entered and packed with the inventory project with updated locations.	Cardboard could be inserted between slats that have more than one artifact stored to minimize abrasion.
X	Custom Built Shelving	These artifacts were entered and packed with the inventory project with updated locations.	None.
X	Fixed Shelving	None.	These artifacts have never been moved and they are not catalogued or entered into PastPerfect.

Table 2

X	Floor	None.	These archival documents must be unboxed, catalogued, entered, repacked, and relocated to a more appropriate storage area.
Z	Compact Shelving	These artifacts were entered and packed with the inventory project with updated locations.	None.
Z	Particle board storage	It is unclear whether these were entered with the inventory project.	These artifacts have never been moved and they are not catalogued or entered into PastPerfect.
Z	Wall-mounted Shelving	The majority of these books were packed as part of the inventory project.	The remaining books should be catalogued, entered, wrapped, and boxed.

Table 3

Room	Name of Storage System	Strengths	Weaknesses	Priority Ease	Priority #
L	Built-in Shelving	The artifacts are entered and have tissue paper between each plate.	Shelves could be lined with ethafoam to protect fragile figurines. Tissue paper should be replaced with new tissue paper.	A	1
S	Custom Built Shelving	Everything is entered into PastPerfect with storage locations noted.	Cardboard pieces should be inserted between each frame to minimize abrasion and bumping.	A	2
X	Built-in Shelving	These artifacts were entered and packed with the inventory project with updated locations.	Cardboard could be inserted between slats that have more than one artifact stored to minimize abrasion.	A	3
Z	Wall-mounted Shelving	The majority of these books were packed as part of the inventory project.	The remaining books should be catalogued, entered, wrapped, and boxed.	A	4
N	Costume Rack	Most textiles are covered with custom muslin bags with a picture attached to them with the accession number for easy identification.	An additional dozen muslin bags could be made to protect textiles from dust.	A	5
W	Mounted Rod	Most textiles are covered with custom muslin bags with a picture attached to them with the accession number for easy identification.	A lot of vertical space is wasted with textiles stored hanging. Better shelving could improve storage of these textiles.	B	1
Photo	Metal Vertical Cabinet	Photos are well preserved and stored in a logical manner.	Photos are not digitized meaning that we could lose this information if they were lost.	B	2
Z	Particle board storage	It is unclear whether these were entered with the inventory project.	These artifacts have never been moved and they are not catalogued or entered into PastPerfect.	B	3
W	Custom built Rack	Materials are wrapped and stored in an appropriate manner.	The racks are stored one in front of the other and are not moveable creating an accessibility issue. Racks are overfilled.	B	4

Table 3

S	Floor	Everything is entered into PastPerfect with storage locations noted.	These artifacts should be moved to another location and put on shelving so that they are not stored on the floor.	B	5
X	Floor	None	These archival documents must be unboxed, catalogued, entered, repacked, and relocated to a more appropriate storage area.	B	6
E	Cabinet Storage	These stone tools are simply stored in boxes.	Stone tools are not catalogued and labeled individually.	B	7
I	Custom Built Shelving	Materials are not stored in boxes so that it is easy to locate materials visually.	Shelves should be lined with ethafoam to allow a buffer between artifacts and the wood. Locations for artifacts in this room simply list the room and not the shelf where artifacts are located. More wooden shelves could be added to the existing shelving to more effectively use vertical space.	C	1
N	Compact Shelving	Shelves are well buffered to support metal materials.	Object locations are simply listed with the room and no shelf number. Some artifacts are piled and shelves could be added to these systems to improve their storage conditions.	C	2
X	Fixed Shelving	None	These artifacts have never been moved and they are not catalogued or entered into PastPerfect.	C	3
T	Bookcase	Artifacts are well stored and preserved with buffers.	Locations should be updated in PastPerfect for easier access.	C	4
B	Bookcase	These materials are readily used for research and are available for use.	There is no catalogue or organization system for the library, which would be a helpful finding aid.	D	1

Table 3

T	Map Cabinet	Most materials in these cabinets have good supports and stored flat in a reasonable manner.	Some maps are rolled and these should be laid flat. We recently obtained a FREE map cabinet. These materials should be laid flat and then transferred to this new storage.	D	2
W	Fixed Shelving	Boxes were packed about 30 years ago and have inventory labels of the textiles located within that is fairly accurate.	Boxes are frequently over stuff and need to be thinned out. More effective shelving would allow these textiles to be stored in a better manner.	D	3
P	Fixed Shelving	These artifacts were properly wrapped and preserved as part of the inventory project.	Layout of the room could be improved to maximize artifact storage.	D	4
I	Floor	None.	These artifacts have never been moved and they are not catalogued or entered into PastPerfect.	D	5
L	Floor	Artifacts are entered into PastPerfect. Large wooden pieces are static.	Shelving should be put into this room so that it is easier to access artifacts. Metal shelving lined with ethafoam could be used to store furniture so that it is easier to access the remainder of the artifacts in the room.	D	6
M	Floor	Room is set up and ready for a display if we need to make an impromptu exhibit.	Shelving cabinet is full of small acid free boxes that are not needed. These could be liquidated to improve storage conditions. Typewriters should be deaccessioned. Archival documents need to be catalogued and entered.	E	1
T	Compact Shelving	About 2/3rds of this collection is well preserved, packed, wrapped, and organized.	The remaining 1/3 of collections on these racks need substantial work and have been labeled as "problems". This requires a significant time investment of years.	E	2

Table 3

F	Bookcase	These materials are wrapped in tissue paper to aid in their preservation.	Some documents are not from the local area and these should be deaccessioned.	E	3
P	Floor	Items on the floor are slated for deaccession.	Deaccessioned materials should be disposed to make room for more collections.	E	4
F	Fixed Shelving	These are frequently used in research and stored in an acceptable manner.	None.	F	
F	Fixed Shelving	These are stored in an acceptable manner. A new collection is stored on the lowest rack and is well organized.	None.	F	
N	Fixed Shelving	Artifacts are well stored and preserved on lined shelves.	None.	F	
R	Fixed Shelving	These were packed and wrapped as part of the inventory project in accordance with conservation standards.	None.	F	
R	Floor	These were packed and wrapped as part of the inventory project in accordance with conservation standards.	None.	F	
T	Moving Shelving	These materials are properly packed and stored.	None.	F	
T	Vertical File Storage	These materials are frequently used for research and are very well organized.	None.	F	
W	Fixed Shelving	Artifacts are well packed and organized.	None.	F	
W	Map Cabinet	Archival documents are well preserved and wrapped.	None.	F	
W	Rug Rack	These artifacts are stored well with tissue paper between layers.	None.	F	
X	Bookcase	These artifacts were entered and packed with the inventory project with updated locations.	None.	F	

Table 3

X	Bookcases	These artifacts were entered and packed with the inventory project with updated locations.	None.	F	
X	Custom Built Shelving	These artifacts were entered and packed with the inventory project with updated locations.	None.	F	
Z	Compact Shelving	These artifacts were entered and packed with the inventory project with updated locations.	None.	F	

Part C – Recommendations

As each room has different requirements based on the materials they contain and the variety of storage systems, we needed an easy system for identifying the recommendations. The main factors we identified were financial investment, time of implementation, and priorities. To that end we created a letter rating system and then created a priority order within each rating system.

The chart below summaries the letter rating system that we developed:

This system of recommendations can put plans into actions that fit the current financial and time obligations of the Brant Historical Society. As a priority is removed from a letter class, the next priority replaces it in the queue. There should also be a provision that you cannot choose a letter class that was chosen in the last two year. This will ensure that this plan is an impactful long-term plan to improve the care of the entire collection.

The results are displayed in Table 3. To further this proposed system, we have included a concrete action plan for item B1 for a detailed look at one item that could be implemented.

The textile area of the attic is extremely crowded. Many boxes are overfilled with the garments laid as flat as possible or folded with no supporting resulting in creasing of the textiles. These collections require additional boxes and an improved shelving system. The layout, shelving system, and new textile boxes for the project are show in Appendix I.

In developing the layout we reviewed the four guiding principles of layout design:

- "Allow for safe movement of objects and staff through out the space;
- Provide adequate access to the store and collections;
- Consider the location of structural features (such as posts, beams, and pilasters) and the impact they would have on the layout; and
- Consider access to light switches, electrical outlets and panel boxes, and fire and intrusion detection sensors" (Cumberland, 1997, pp. 1-2)

The current system (Appendix D, page 5) shows w22, which has a width of 30". If these garments were stored flat in Hollinger Textile Boxes, they would take up a height of 30", when the ceiling is 80" tall. Our proposal would remove w18, w 20, w21, and w22, which currently takes up an area of 80" x 80" x 150"(h x d x w) and replace this with two storage racks that are 72" x 36" x 72" for a footprint of 72" x 36" x 144". Each of these units comes with 3 shelves.

We suggest to pack these garments in Hollinger Textile Storage Boxes with the dimensions 5" x 36" x 22" (See Appendix I, page 3). With the dimension of these boxes it allows us to fit 3 boxes across the 72" wide shelf with a 2" buffer between each stack of boxes for access.

In RE-ORG's self-evaluation criteria C.8, maximum points are given for "a maximum of three objects must be handled in order to obtain the one desired" (RE-

ORG, n.d., p.11). We suggest a similar rule for easy access of boxes and pack them no more than three high. As a result, we can store 9 boxes per shelf or 81 boxes per shelving unit or 162 boxes on both shelving units. The total length of this maximum increased storage capacity is 810" or 440% increase in storage over the current 150" length. It should be noted that this assumes the optimal transfer of garment space between the two systems.

In terms of the cost feasibility of the project, the two shelving units would cost $285 each and have high freight costs. For this reason, we give a generous estimate of doubling the price with freight. Given these assumptions, the estimated price for the shelving is $1300 with taxes.

The Hollinger Boxes are even more costly than the shelving! 162 of the boxes would cost approximately $14,500 before adding on shipping costs. For this reason we estimate a shipping cost of an additional $2,000. Additional packing, cushioning, and buffering will require lots of tissue paper so we estimate and additional $700 in tissue paper costs.

In total, the cost estimates for this project are $18,000. We note here that this proposal does not fall in the financial category of B and is more likely a C or D class of project. We suggest applying to the recently created City of Brantford grant that will cover 50% of the project costs as well as a 50% MAP grant from the federal government. (In addition, the board should get off its ass and do some fundraising for once for ancillary costs. This is put in here to see if Cindy is still reading at this point.)

Conclusions

The Brant Museum and Archives location has been in its current location with the same facility size since 1966. The additional 50 years has taken its wear and tear on the facility and the storage areas of the museum. In our evaluation, we provided qualitative statements to assess the strengths and weakness of the 40 storage systems used to store the collection. We then ranked our proposals to fix the weakness with a letter-rating system and then ranked the priorities within each letter class. This resulted in the development of a full action plan for one proposal with a cost investment of $18,000 and would increase the storage capacity by 440%.

References

Cumberland Jr., Donald R. Determining Museum Storage Space Requirements. Conserve O Gram 4/11, Washington D.C.: National Parks Service, 1997. http://www.nps.gov/museum/publications/conserveogram/04-11.pdf [Accessed 17 January 2017].

Re-org: Tools for Museum Storage Reorganization and Documentation www.re-org.info/en [Accessed 17 January 2017]