Museums for America

Sample Application MA-253233-OMS-23
Project Category: Collections Stewardship and Access

Southern Illinois University (University Museum)

Amount awarded by IMLS: $175,093
Amount of cost share: $175,344

The University Museum at Southern Illinois University will improve the stewardship of its collections and inventory approximately 11,000 objects from the South and Central American collections, American History collections, and 3-dimensional contemporary artwork collections. Informed by a Museum Assessment Program (MAP) report and previous IMLS awards, museum staff will receive training in collections care and conduct data entry to improve the accuracy of collection information. During the inventory process, staff will condition report, complete digital photographic documentation, and improve basic storage stabilization.

Attached are the following components excerpted from the original application.

- Narrative
- Schedule of Completion
- Digital Product Plan

When preparing an application for the next deadline, be sure to follow the instructions in the current Notice of Funding Opportunity for the grant program and project category to which you are applying.

Proposal

The SIUE University Museum (UM) requests IMLS: Museums for America Collections Stewardship funding in the amount of $175,093.18 to support Stage III of the UM's multi-stage project to inventory the entire collection. This 24-month Collections Inventory Project: Stage III seeks to continue to achieve goals outlined in the UM's current Strategic Plan to establish greater intellectual and physical control over the museum's extensive holdings. This third stage of the larger project addresses the inventory of the museum's ethnographic collections from the continents of South and Central America, the American History collections and the 3-dimensional contemporary artwork collections totaling approximately 11,000 of the museum's 35,000+ objects listed in the PastPerfect Collections Management System (CMS). The inventory of these 11,000 objects will address the identified high priority need to inventory the collections by (1) verifying and reconciling the digital records to objects; (2) labeling, condition surveying, and stabilizing storage of objects; (3) digitally documenting all objects into the CMS. The IMLS funding will allow the UM to increase staff capacity and collections expertise with temporary full-time Research Assistants in order to accelerate and consolidate this portion of the inventory project. This stage will move the UM forward in its goal to complete a full physical inventory by 2027.

What need, problem, or challenge will your project address, and how was it identified?

Begun as a collection of public art integrated into the SIUE campus at its inception in 1963, the University Museum was incorporated as an independent unit in 1979 to manage and curate the fine art holdings. At that time the collections numbered less than 4,000 and were primarily fine art: two-dimensional artworks and sculptures. The first director of the museum and his successor continued to add to the collections and increased the scope to currently include over 35,000 items in its collections focused on art, architecture, history, ethnology, archaeology, and the natural sciences. The value of the University Museum can be measured on multiple scales and differently by the several communities it serves; its cultural resources are unmatched in the southwestern Illinois region. It is a virtual "hidden treasure" of cultural capital that can be deployed to support the university's values of creation, preservation, and sharing of knowledge in conjunction with its mission of cultural inclusiveness and diversity.

From the early 1980's to 2016 (when the most recent IMLS MAP Assessment took place) the collections have increased eight-fold (from 4,000 to 32,000+). Over that time, budgetary constraints have affected the staffing levels; these have gradually decreased, from 5.5 full time equivalent positions (FTE) in 1990 (3 FT professional staff positions, 1.5 FTE graduate assistants and 1 FT clerical position) to 2.75 FTE in 2015 (2 FT professional staff positions and .75 FTE graduate assistants) which continues to this day. The result has been a cumulative decrease in accurate records management and primary intellectual control over the collections has become unreliable. Currently, approximately 35,000+ records exist in the PastPerfect CMS (more than 2,500 records have been added to the CMS during Stages I & II of the project), but insufficient attention to collection management tasks prior to the 2016 assessment resulted in many records having inaccurate or missing location information and hundreds of objects are incorrectly labeled or unnumbered and thus cannot be easily connected to their records.

Several assessments of the museum and its holdings have taken place, including: an Assessment Report by John E. Simmons, Museologist, in 2009; an Internal Audit by the SIU Office of Internal Audit in 2014; an IMLS MAP Assessment in 2016 *(Supporting Document 1)*. In each, the reviewers focused on the issue of physical and intellectual control as essential to the museum's mission and its ability to serve its stakeholders. Each report recommended carrying out a complete inventory of the collections as a primary task in establishing control.

> "Rapid growth in the collections without adequate staffing and increasing insularity on the part of the Museum led to a cataloguing backlog and incomplete or missing collections documentation…Establishing intellectual control over the collections through records reorganization, cataloguing and physical inventory is the single most pressing need."
> – *Alex Barker; MAP Assessment: Collections Stewardship, 2016. (Supporting Document 1, page 4)*

The UM staff and administration set greater access and care of the collections as one of the main priorities in its current Strategic Plan. Begun in 2016, after the MAP Assessment, multiple steps towards this goal have been accomplished. (1) Records reorganization, the first step in establishing intellectual control, was completed in 2018. More than 100,000 physical and digital files and documents have been surveyed, moved and re-indexed. (2) A pilot inventory was executed

in Spring 2018 and the Collections Inventory Project was subsequently designed to encompass multiple stages. (3) Stage I of the project, funded by a FY19 IMLS Museums for America grant, to inventory the displayed collections (across 3 campuses), the fine arts 2-dimensional collections and 50% of the Native American collections in storage (10,809 objects) was completed in 2021 *(Supporting Document 2, page 3)*. (4) Stage II of the project is currently underway, funded by a FY21 IMLS Museums for America grant, to inventory the remaining 50% of the Native American collections, and the ethnographic collections from Eurasia, Africa, and Oceania in storage (est. 10,000 objects); expected completion in summer of 2023 *(Supporting Document 2, page 10)*.

Stage III of the inventory project (the subject of this grant request) addresses the inventory of the museum's stored ethnographic collections from the continents of South and Central America, the American History collections and the 3-dimensional contemporary artwork collections totaling approximately 11,000+ of the museum's 35,000+ objects and is expected to commence in fall 2023. The UM's South and Central American collections are from throughout the region, consisting primarily of ceramic and stone artifacts from pre-Columbian cultures. American History collections encompass domestic textiles, decorative and industrial arts, military history including firearms, uniforms, and wartime artifacts. 3-dimensional modern and contemporary artworks consist of materials from glass to ceramics, wood, and metals and in a range of scale from the petite to sculptures of 5 feet in height and more. Each has the potential to delineate the rich cultural heritage of people from throughout the ages and around the world for the campus faculty, staff, and students and members of the surrounding southwestern Illinois community. IMLS grant funds will allow the UM to accelerate this portion of the inventory project by providing for additional trained collections inventory staff.

Who is the target group and/or the beneficiaries of your project and how have they been involved in the planning?
This project has direct benefits to the long and short-term care of the UM's collections and the data collected will serve as an essential step in the UM's strategic plan goal of establishing intellectual control. It will enable museum patrons expanded engagement with objects of cultural and artistic significance via increased record and location accuracy. The creation of improved records and digital surrogates will reduce unnecessary handling and increase remote access for university stakeholders and the greater community. Housing stabilization and condition survey data will serve UM collection care preservation goals and provide a framework for the design of future projects. Administrators from SIUE's Provost's office and the dean of the College of Arts & Sciences have participated in the planning and assessment of the museum's strategic plans and support these goals.

Target beneficiaries will include the students, staff, faculty, and researchers who investigate, interpret, curate, display, and care for the objects in the collections. Increased access to the museum's collections benefits internal and external community members through programs and exhibitions in order to engage with the museums cultural and historical artifacts. Graduate assistants and student interns from multiple departments across campus including Museum Studies, Art & Design, Anthropology, Historical Studies, Integrated Studies and Cultural Heritage & Resource Management as well as grant-funded early-career museum research assistants will benefit by participating in hands-on experiential learning during the inventory project, preparing them for future careers in museums, archives, and cultural institutions. SIUE graduates and grant-funded research assistants that have worked in our inventory project during Stages I & II have gone on to employment in regional and national museums and heritage institutions.

How will your project advance your institution's strategic plan?
The UM has five goals that form the foundation of its strategic plan related to its research, education, and outreach activities: (1) Provide access to university sponsored museum collections, expertise, and facilities, for object-based education and research to SIUE faculty and students and the broader community. (2) Enhance teaching and learning by providing meaningful opportunities for hands-on experiential learning within and outside of the classroom. (3) Encourage and facilitate research engaged with the museum's culturally diverse art and artifact collection for faculty, students, independent scholars, and members of the general public. (4) Serve as a visitor gateway to the campus and the University through outreach events, programming, and interactive experiences. (5) Act as responsible stewards for the publicly owned collections of the university.

The core goal of the UM's current strategic plan is to support these goals by enabling greater access to and care of the collections through the establishment of greater intellectual and physical control over the museum's holdings. This foundational objective is derived from the IMLS MAP Assessment in 2016 *(Supporting document 1)* and in direct correspondence to the American Alliance of Museums ethics, standards, and best practices:

> "Possession of collections incurs legal, social and ethical obligations to provide proper physical storage, management and care for the collections and associated documentation, as well as proper intellectual control." (https://www.aam-us.org/programs/ethics-standards-and-professional-practices/collections-stewardship-standards/

The multi-stage Collections Inventory of which this project is Stage III, will serve to bring the practices of the museum into alignment with its goals to provide stakeholders and partners an opportunity to engage with its diverse world-class collections, exposing them to an all-encompassing, inclusive world of people and places beyond Illinois and will satisfy the ethical and practical guidelines in which the museum and the university seek to abide.

Which program goal/project category and associated objective(s) of Museums for America will your project address?
Stage III of the UM's Collections Inventory project addresses the Museum for America's Collections Stewardship and Public Access project category by improving access to its collections via improved digital documentation, information standardization and accurate location tracking in its PastPerfect CMS. Additionally, this project will support the IMLS agency-level goal of recruitment, training, and development of library and museum workforces via the preparation of SIUE graduate assistants and contract Research Assistants to engage in professional museum practices such as collections management, cataloguing, museum focused record keeping, and hands-on object care and handling techniques. The inventory project will strengthen the ability of the UM to serve its stakeholders by providing increased access to its vast encyclopedic collections. This will enable the UM to support the university's values of innovation, diversity and inclusion, and collaborative cooperation through exhibition, research, and educational programming with these materials, enhancing critical thinking skills, engaging the community in global culture and ideas, inspiring creativity, and sparking innovative problem solving.

2: Project Work Plan

What specific activities will you carry out and in what sequence?
The design of the inventory process emphasizes a streamlined approach in which digital entry will take the place of traditional physical inventory sheets and lists. Project Director Erin Vigneau-Dimick (Executive Curator) has designed a flipped process whereby UM staff will approach objects according to location (by collection type) and reconcile each object to its digital record. The Collections Inventory was designed in this non-traditional manner because of the inaccuracy of the location tracking in both the physical records and the digital CMS which is well documented in the SIUE Internal Audit of 2014 and the IMLS MAP assessment of 2016 *(Supporting document 1).*

Working wirelessly in the museum storage facility, staff will be able to enter data for each object directly into the CMS. SIUE's IT staff have configured the server hosting the CMS to function with a minimum wireless speed of 50-100mbps. The UM staff currently uses the CMS wirelessly in the UM storage facility and during Stages I and II of the inventory projects it functioned with great success. Additionally, the multimedia capability of the CMS will allow staff to upload documentary digital photographs of each item as they are inventoried. The design of this process is conceived to eliminate the need for post inventory data entry and upload of images into the CMS; a process that is time consuming and often a gateway for errors. Working *in situ* protects objects from additional movement and handling, an important aspect of preservation.

Staff will be verifying and collecting the following for each object handled: object number, object name, artist/maker, title, description, medium, size, location, condition, and digital identification photographs. Because of the scale of the inventory project and time constraints, condition surveying will follow a concise scale of listed conditions with a brief description. Items that are significantly compromised will be flagged for future inspection. Inventory staff will review

housing conditions of inventoried objects *in situ* and make simple modifications to housing situations which are considered unstable. Objects which are found without identification will be recorded as FIC and tracked in the CMS.

During Stages I & II of the inventory, staff created multiple modes of practice and evaluation including guides, protocols, data-sources, assessment tools, statistical tracking outlines and checklists *(Supporting document 2, pages 11-46)* that will guide the inventory process in Stage III. Inventory figures will continue to be reported daily and analyzed for monthly reports and the full inventory staff will meet biweekly to assess progress, discuss issues and project next steps in the process.

Sequence of activities.
Sept. 1, 2023 – Dec. 31, 2023:
(Preliminary Activities) Museum staff will execute preparations for Stage III of the Collections Inventory to take place in the stacks of the UM storage facility. Documentation and inventory equipment will be set up for multiple workstations. The project leader will commence a search for two Research Assistants to begin Jan. 1, 2022, and three graduate assistants will already be contracted to begin Sept. 1, 2023.
(Training) UM staff will cross-train graduate assistants in software usage, inventory protocols, FIC processing, object handling and tagging, condition assessment, and housing stabilization procedures.
(Inventory Processing) Trained Museum staff and graduate assistants will begin to inventory artifacts from the South and Central American collections during this period prior to contract staff's employment.

Jan. 1, 2024 – Apr. 30, 2025:
(Training) UM staff will cross-train newly hired Research Assistants in software usage, inventory protocols, FIC processing, object handling and tagging, condition assessment, and housing stabilization procedures.
(Inventory Processing) UM staff, Research Assistants and graduate assistants will inventory the following sections of the museum's collections: Central & South American, American History, and 3-dimensional contemporary artwork collections in storage in the museum archive building. The collections are well organized by culture, type, and scale, and most items are easily accessible in flat files, shelves, cabinets, and boxes. Housing conditions of collections will be assessed as the staff move through the collections performing inventory tasks and housing stabilization will be performed when items are deemed to be at risk. Each item will be tagged or labeled, and all Found-in-Collection (FIC) objects will be recorded. Exclusions to the inventory in these locations will include known unaccessioned donations and loaned collections. These objects will be entered into the CMS in future stages of the multi-part inventory.
(Simultaneous FIC processing) As an aspect of the strategic plan goal to establish intellectual and physical control over the collection the staff of the UM have completed a physical and digital record reorganization. Through this process it has become evident that numerous accessioned objects in the museum's holdings are not recorded in the digital CMS. Throughout the inventory process teams will capture information about undocumented objects and attempt to link them to the catalogue by researching the museums physical and digital archives. Objects that are unable to be linked to existing records will be processed according to FIC procedures in the CMS, labeled with a FIC tracking number, and left in the location found in storage. Culminated FIC data will be usable for future reconciliation at a later stage.

May. 1, 2025 – Aug. 30, 2025:
(Continued Inventory Processing) Trained Museum staff and graduate assistants will continue to inventory artifacts from the Stage III scope during this period subsequent to contract staff's employment to ensure completion. Project Director will conclude analyses and reports.

What are the risks to the project and how will you mitigate them?
The project has minimal risks, the most significant being that this section of the inventory could be incomplete when we reach the 24-month projected end date. Stage III's schedule of completion is dependent upon processing predictions mapped from statistical analysis of Stage II *(Supporting document 2, page 10)*. It is possible that the total number of objects could be increased by the addition of unknown, undocumented objects not included in the catalog that might be found in the stacks. Statistical reporting from Stage II demonstrates an 18-20% increase of previously undocumented objects. Therefore, collections estimates were increased by that expansion to come up with a total figure of 11,000 for Stage III. An additional issue is that the processing time per object might increase when artifacts are found which require more

time to handle and document. For example, during Stage II, staff found a higher percentage of organic materials that needed to be stabilized or housed because of fragility or infestation. With this factor included, analysis shows an average of 185 items per month per 1 FTE which includes time spent on analytics and assessment as well as planning and scheduling. At predicted rates, the 3 FTE staff and graduate assistants could be projected to inventory close to 11,000 items during the 24-month plan. Stage III plans include large sections of the collections which do not have organic materials and thus time spent rehousing should be significantly reduced in comparison with Stage II, with a potential to increase the number of items processed per month.

A secondary risk to the project is remaining focused on objectives and deliverables. Regular meetings to go over procedures, activities and problems give the project leader opportunities to continue to keep the project activity defined and not allow staff and graduate assistants to over deliver on non-essential details to the detriment of project end goals. Now that the inventory project is in its 5th year, the lead Research Assistant has assembled a project binder with surveys, protocols and training guidelines that inform each future stage of the inventory to provide consistency and accuracy as we employ new contract staff and graduate assistants *(Supporting document 2, pages 11-46)*.

Who will plan, implement, and manage your project?
The project will be implemented and managed by UM staff along with grant-funded inventory Research Assistants. Project Director Erin Vigneau-Dimick (UM Executive Curator) will plan and stage the project, provide programmatic and budgetary oversight, execute interim and final reporting and be responsible for making sure the project meets benchmarks according to the schedule of completion. Vigneau-Dimick has led the UM for more than eight years. With a background in library preservation and conservation she brings expertise and experience in inventory project design and planning. She is responsible for the registration, preservation and curation of the museum's collections as well as being responsible for policy and fiscal matters. During Stage III she will keep SIUE administration, and the University Museum Advisory Council apprised as to project progress and outcomes. UM Exhibits Preparator Laura Mullen will work directly on inventorying objects with grant funded staff and graduate assistants. As a museum art handler with more than nine years of experience she will also provide training in object handling and rehousing as well as be the leader in inventorying large and fragile items. Grant funded Research Assistants and cost-shared graduate assistants will work directly on inventorying the collections. No partners are engaged in the implementation of the project, but outcomes of the successful inventory will foster opportunities for educational outreach and collaboration with academic and community partners throughout the southwestern Illinois region.

What time, financial, personnel, and other resources will you need to carry out the activities?
The UM is requesting $175,093.18 from the IMLS Museums for America Grant Program to support the salaries and fringe benefits of two FTE Research Assistants, both of whom will be hired for 16 months of the project and for funds to add two additional laptops to the inventory effort. Two new laptops will replace two aging Dell© Latitude E6400 laptops and allow there to be six inventory stations working simultaneously when necessary. The temporary staff are critical to the UM being able to carry out the project in a shortened period of time. Funding these two positions will provide valuable, hands-on experience for career professionals just entering the field.

The UM will provide a cost-share of $175,343.50 for the proposed IMLS grant in the form of salaries, tuition, and fringe benefits for two UM staff and three part time graduate assistants. The UM plans to use pre-existing equipment including 4 Dell© Latitude 3400 laptop's, five iPad© Minis, and three HP Envy 5530 inkjet printers to outfit the inventory workstations. Additional pre-existing supplies and equipment that will be utilized during the project include marking and labelling tags and materials; archival paper, cardboard, polyethylene, and foam for housing and interleaving; utility carts for staging and moving artifacts; multiple mobile and stationary copy stands, with backdrops and lights for digital documentation.

How will you track your progress toward achieving your intended results?
Based on procedures developed during Stages I & II of the Inventory Project, staff will record project tracking data daily in the CMS and perform multiple analyses of the data in Excel monthly to ascertain progress and drive toward scheduled benchmarks. Progress data is collected per location and collection and project team members record time spent on the project in monthly reports as part of standard UM accounting practices. Monthly analyses of progression data are

mapped onto benchmarks by the project leader who shares them quarterly with administration. In consideration of the expectation that this full inventory project will discover a significant percentage of undocumented objects, tracking of Found-in-Collections data will be reviewed regularly to assist in determining how undocumented percentages will affect the inventory as it proceeds. As part of quality control, research assistants will audit records for accuracy and digital documentation images for quality on a biweekly basis.

How and with whom will you share your project's results?

The UM will share the results of this third stage of the multi-year Collections Inventory Project with the University's College of Arts & Sciences and its administrative body, the Office of Academic Affairs. Additionally, the UM will share the project results and future plans for applying and utilizing the data with the University Museum Advisory Council. As an Illinois Board of Higher Education established Public Service and Research Center, the progression of the inventory and its effect on collections stewardship will be shared in annual reports and quadrennial Program Reviews as evidence of fiscal, ethical and community supportive practices. Key project staff intend to prepare a paper and presentation about the records reorganization project and digital inventory protocols as a guide for small and medium museums and seek to publish it or present it at professional meetings and publications.

3. Project Results

What are your project's intended results and how will they address the need, problem, or challenge you have identified?

As stated in the Project Justification, establishing physical and intellectual control of the collections is one of the highest priorities in the strategic plan to increase access, strengthening the UM's ability to make its collections available to its constituents and improving the stewardship of the publicly held collections in its care. At the end of this project (Stage III of the full inventory) the collections from South and Central America, American History, and contemporary 3-dimensional art will have been surveyed and inventoried. In combination with the previously concluded Stages I & II of the inventory project this will result in standardized tombstone information, location and condition data, and digital identification photographs being recorded in the CMS for 85% of our known catalogued collections. Additional stages of inventory and other collections management projects will follow this project to achieve the strategic goal of establishing intellectual and physical control of all of the material in the care of the UM and bring the institution into full compliance with published industry standards of excellence in collections care. The documentation and accurate tracking of cultural artifacts is an important early step as the UM seeks to engage in future decolonization practices for the health of our community including an update of our NAGPRA inventory. Increased access to museum artifacts creates opportunities for contemporary integrative practices in teaching and learning for our internal and surrounding communities such as comparative analysis, social critique and commentary, creative inspiration, and cross-disciplinary practices.

How will the care, condition, management, access to, or use of the museum collections and/or records that define the focus of your project improve?

Verification and reconciliation of objects to catalogue records provides the transparency and certainty that is the cornerstone of collections management. The item-level inventories performed in this project (Stage III) and the previous sections of the inventory project (Stages I & II) will create efficiencies in tracking and retrieving artifacts and promote the ability of staff, faculty and students to research objects from the collections. Simple condition reporting will allow for future conservation projects to be identified and addressed. When necessary, simplified housing stabilization will be executed by inventory staff as they move through the collections during the inventory making adjustments to further protect items from damage, overcrowding or instability. The addition of thousands of documentation photographs within our searchable CMS during Stage I has already given the UM the opportunity to provide access to collections long hidden via providing remote access to our collection for campus connected faculty and students. We expect that result will continue exponentially; a project is in the planning stages to make catalog images available online, opening new avenues for scholarship and understanding.

What data will you collect and report to measure your project's success?

Progress data collected for Stage II of the Collections Inventory project will include the following types: daily quotas by location, collection, and staff member; location surveys; labor hours; undocumented collection (FIC) totals. Quantitative progress data will be cross-analyzed monthly and pegged to the projected timeline to keep work aligned with the

Schedule of Completion Gantt chart. Progress data will be essential in the production of monthly and annual reports that are an established aspect of the UM's institutional assessment and strategic structures and plans. Additionally, multiple categories of data collected during the inventory project will inform collections management projects for the future.

While quantitative data will be the essential tool to demonstrate progress, the UM will also address progress and success through the continued improvement of its collection's management program and the increased professional expertise of its staff and graduate assistants during this project via collected visual and written documentation.

What products will result from your project and how will the knowledge, skills, behaviors, and/or attitudes of the target group change as a result of your project?
A complete inventory and survey of all objects from the named collections will be the final product of this Stage III of the full inventory. In combination with Stages I & II this will result in standardized tombstone information (object number, object name, artist/maker, title, description, medium, size), accurate location and condition data, and digital identification photographs being recorded in the CMS for more than 85% of the UM's entire known catalogued collections. This will greatly increase access to these cultural collections for the target groups of students, faculty and researchers. All objects inventoried will be tagged or labeled with an identifying unique number. The CMS will be fully updated with location and condition information, ready to be utilized in the next stage of the collection's management plan. Tracking records of all undocumented objects, including attached identification photos, will be completed for use in a future FIC processing project. Additional tangible products include collections management instructions, checklists, protocols and standards that staff have written and perfected during the inventory which will form the basis of the UM's updated operations manual. This manual and the instructions within will benefit current and future museum staff by increasing transparency, influencing policy, and ensuring that staff will understand the projects and decisions that have been made about collections management during this period.

Benefits to the target groups will include the education and training of the multiple graduate students and graduate assistants who will participate in the inventory project in these multiple stages as well as the training of early career museum professionals (the grant-funded Research assistants). Students and contracted research assistants will participate in all aspects of the inventory process, including object care and handling, condition surveying, data gathering, assemblage and analysis, protocol and report writing and project management. Increased access to museum artifacts will improve the museum's ability to create programming and educational opportunities that expose our internal and external communities to world class artistic, historical and cultural material.

How will you sustain the benefit(s) of your project beyond the conclusion of the period of performance?
Stage III of the Collections Inventory Project, the third stage in the UM's overall goal of enabling greater access and care of the collections by establishing greater intellectual and physical control over the holdings of the museum, will enable the UM to build the collections into a well-managed and accessible resource. The verification and identification of records and objects with the museum's CMS database will ensure that this portion of the UM's collections are accessible and thus more easily shared with internal and external stakeholders. Dovetailed with the strategic goal's completed first step of reorganizing the physical records, the data collected in each stage of this inventory process will stand as a building block to support additional phases of this strategic goal to properly steward and care for the collections: 1) Stage IV of the inventory project will consist of inventorying the remaining collections of which the largest within this group are Natural History and Architectural Ornament. 2) Once the physical inventory is complete and all accessioned objects have been recorded the remaining Found-in-Collections items can be researched and prepared for accessioning or disposal. 3) The UM will use the updated data as it moves to a cloud-based version of the PastPerfect CMS in 2025, increasing the opportunity to deliver content to communities and researchers virtually as well as ensure the long-term preservation of its digital resources. 4) A complete physical inventory will allow the museum to readdress collections management policies; knowledge of what the UM holds will enable us to reassess the scope of the collections and update them in line with contemporary goals of curation, research and programming. Additionally, the UM recognizes the need to utilize the momentum created by the success of the inventory project to advance towards its collection management goals. The Executive Curator and the University Museum Advisory Council (UMAC) will work towards attaining additional funding from internal and external sources to continue to sustain the collections management goals identified by the IMLS MAP assessment.

Project Year	Grant Year 1												Grant Year 2											
Calendar Year	2023				2024												2025							
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Project staffing and training																								
Posting and Hiring Research Assistants	■	■	■	■																				
Research Assistants under contract					■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■				
Cost-share staff working on project	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Cost-Share Graduate Assistants under contract	Fall 2023				Spring 24				Summer 24				Fall 24				Spring 25						Summer 25	
Train project Staff and graduate assistants	■				■							■					■							
Stage II Inventory processing																								
Section 1: South & Central American collections: locations 5F-5I	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■				■	■	■	■	■
Section 2: American History collections: locations 5J-5K, 5S, 5U, 6A-6B					■	■	■	■				■	■	■	■	■	■	■	■	■			■	
Section 3: Contemporary 3D Fine Art collections: locations 5R, 7A-7M									■	■	■	■	■				■	■	■	■	■	■		

Digital Products Plan

TYPE: What digital products will you create?

The SIUE University Museum's Stage III Collections Inventory project is designed to create:
- 1-2 documentary digital images for every object inventoried (estimated at 11,000+).

The documentary digital images collected for this project are intended for identification and access and are not designed to be a master high resolution image of a museum object. The digital content for this project will be collected in JPG format and will have a resolution of 1280 x 720 pixels.

For our purposes we will be using iPad$^©$ Mini Rear facing iSight cameras to create the images. Documentary digital images for this project are transferred directly from the iSight cameras into the PastPerfect CMS. The standard that we will use is a local standard derived from the PastPerfect's automated data gathering system for image input. The fields gathered for this standard include: Uncompressed File Size, Actual Image File Size, Height(pixels), Width(pixels), Format, and Image File Name.

AVAILABILITY: How will you make your digital products openly available (as appropriate)?

The documentary digital content created for this project will be available only through the University Museum's PastPerfect$^©$ 5.0F4 collections management system (CMS). Members of the university community and researchers from outside of the university community who desire to view the collection records will be permitted access through limited portals available at supervised locations on campus.

The museum has plans for a future Digital Access Expansion Project which seeks to transfer all records and documentation from our local network collections management system into an online accessible cloud-based collections management system (CMS). This future project will make it possible to provide collections records and images to the public via a link on its university sponsored webpage.

ACESS: What rights will you assert over your digital products, and what limitations, if any, will you place on their use? Will your products implicate privacy concerns or cultural sensitivities, and if so how will you address them?

While the copyright of electronic format, metadata, and descriptive material for the digital content created by the University Museum (UM)is retained by Southern Illinois University, copyright for digital images may be owned by the university or other individuals.

Documentary images accessed on the University's CMS may be permitted to be printed or downloaded for personal use, study, research, or classroom teaching under the terms of "fair use" as defined by copyright law, United States Code, Title 17, Section 107.

Permission to reproduce these internally accessible images in any other form or for any use other than "fair use" must be obtained in writing from the University Museum, SIUE. Applicants must assume full responsibility for questions of potential copyright violation in their use of digital images. Copyright of electronic format, metadata and descriptive material for the digital content is retained

by SIUE, copyright for images may be owned by other individuals. The UM will assist applicants in researching sources for permissions and rights from the information within our records.

The University Museum will limit users of our PastPerfect collections management system (CMS) to an initial view only setting. Users who apply for permission to export images will be given a copy of the University Museum's Digital Rights and Permissions Policy.

SUSTAINABILITY: How will you address the sustainability of your digital products?

The catalog records and digital images currently take up 53.2 GB of space within the local PastPerfect$^©$ 5.0F4 Collections Management System which resides on a virtual server with a storage size of 5.45 terabytes.

- This server is connected to the data entry points via a Windows File share secured by Active Directory Security Groups on a switched network behind a firewall. The server is backed up nightly to disk using Microsoft Data Protection Manager. Data security, migration and all attendant structures are funded and managed by Southern Illinois University Edwardsville Information Technology Services and governed by its security policies.