



Museums for America

Sample Application MA-260319-OMS-26
Project Category: Collections Stewardship and Access

Shelburne Museum

Amount awarded by IMLS:	\$178,999
Amount of cost share:	\$179,000

The Shelburne Museum will improve the management and accessibility of its collections by migrating its database to web-based software and launching an online collections portal. The museum will recruit a project cataloger to support the collections department and assist with project activities over a two-year period. The project team will purchase collections management software and conduct data cleanup to facilitate migration to the new system. Staff members will assist with establishing design and website needs for the online portal, which will initially include American paintings, folk art, wildfowl decoys, quilts, and needlework samplers. Replacing an aging system will benefit the museum, and the project will make collections easily accessible over time for scholars, students, educators, and the public.

Attached are the following components excerpted from the original application.

- Narrative
- Schedule of Completion
- Digital Products Plan

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

Project Justification

Shelburne Museum respectfully requests a grant of \$178,999 from the IMLS Museums for America program to support our **Database Migration and Online Portal Project**. This three-year project will dramatically improve our digital records, migrate our database to web-based software, and launch our first-ever online collections portal. We will hire a Project Cataloguer for two years to support and implement the project with our Collections Staff. The project will remove barriers to our collections; make our collections easily available to scholars, students, educators, and the general public; support an early career collection professional; and help us complete a first phase of providing an online public portal—for the first time—to our collections. Our request is timely as our IT contractors have informed us that ongoing errors we experience with our current database following weekly server reboots are directly linked to its limited capacity. Crucially, the database will not be supported by its vendor after December 2027. A dependable collections database and workflows are critical as the information contained within is foundational to our working processes and communicates object location, condition, and hazards to those who directly work with the collections.

Which program goal and objective will your project address? How will your project advance your strategic plan?

The Database Migration and Online Portal Project falls within the Collections Stewardship and Access goal and addresses Objectives 3.1 Support cataloging, inventorying, registration; and collections information management and 3.3 Support database management, digital asset management, and digitization. It advances Shelburne Museum's Strategic Plan by 1) fostering engagement in the visitor experience, 2) enhancing learning opportunities for visitors of different ages, backgrounds, and interests, 3) continuing intellectual management of collections by adding database information and, 4) expanding and further developing the Shelburne Museum digital community. The Database Project aligns with specific priorities of the Collections Department Five-Year Plan (see *Supporting Document 1*) by establishing timetables and workflows for data cleanup and migration to a new collections management system (CMS). The Database Project will result in notable strides in making our collections available and visible to a wider community and offer opportunities to support the needs of broader audiences and new partners, including researchers and educators who have not been able to discover our collections without contacting us directly. Shelburne Museum's collections consist largely of American art and Americana of the 18th, 19th, and early 20th centuries, and, therefore, the public-facing online portal will share those works—the creative output of everyday American men and women—with a world-wide audience. A map of our campus and images of a selection of our galleries are included in *Supporting Document 2*.

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

For the last several years, staff using the collections database have noted that it does not reboot on its own after the Museum servers' automatic application of system-wide backup, software updates, and security patches. After speaking with the database vendor and our IT contractors, we learned that because our database is nearly at capacity, the database server does not reboot automatically. To monitor the situation, our IT contractors run usage scripts quarterly and have strongly suggested that we make the move to a hosted collections database. In 2023, Axiell, which produces our Mimsy XG database software, announced support for Mimsy XG would end in 2027 and they would shift to newly developed web-based software, Axiell Collections. With this announcement we had a clear timeline for selecting a new CMS and an opportunity to explore public online access options for our collections information. Through conversations with other Mimsy XG users and thorough consideration of standards-compliant CMS options, we explored 82 initial options, cut those to six, and then narrowed the field to three. Following lengthy demonstrations of the three products and internal discussion, we chose to upgrade to Axiell Collections because of its accessibility, flexibility, useability, security, customer service, and seamless data migration that will result from remaining with the same vendor. Because project funding did not come to fruition, we repeated the process in 2025, and once again reviewed three options, including two that had not been considered previously, and, again, we chose Axiell Collections. The latest version of Axiell Collections includes a layout and visual features familiar to Mimsy XG users and this commonality between the two databases was a major factor in our decision. Axiell customer service has been excellent, especially their attentiveness and efficiency when tackling problems, and we expect the same level of support with the new CMS. The potential for additions of the Axiell Internet Server (AIS) integrated online portal and a digital asset management

system (DAMS) at a later date through Axiell Collections' application programming interface (API) once we migrate our data solidified our decision. At present, our database is only available for internal searching, and we do not have a DAMS. In the future, Axiell Collections' API will provide us with flexibility in our choice of a DAMS system, when it comes time to do so. Integrating a DAMS will be included in the Collections Department's next five-year plan since that project will require additional funding and preparation by the Museum's Archivist/Digital Asset Manager.

The final stage of this project includes integration of the Axiell AIS online portal and will be the starting point for future online access to our permanent collections. To help our Collections Staff undertake this project in addition to maintaining our collections and mounting exhibitions, we will hire a temporary early career Project Cataloger for two years to assist with data cleanup in advance of migration to ensure that the records in the initial portal release are complete.

At present there are over 65,000 records in our database with differing levels of data entry, some of which have yet to be updated to standards we established in 2015. These issues, including improperly formatted dates, inconsistent usage of vocabulary and fields, and out-of-date terminology, require varying levels of cleanup prior to migration. Data scripts run in June 2024, and January 2025 informed us and Axiell of areas that would inhibit successful migration. We began working with Axiell in July 2024 to establish protocols and standards to work towards a smooth transition and several data cleanup projects are in progress and will continue until the beginning of the grant period. By preemptively resolving these issues, we will improve the quality of our data while also reducing customization required to migrate data from Mimsy XG to an out-of-the-box version of Axiell Collections, saving time and money during migration. We anticipate cleanup actions undertaken between the two script runs have also reduced the time required for the migration. Once we determine that Axiell Collections is working properly and all data has been migrated, VC3, the firm that manages the Museum's IT and cybersecurity, will shut down the Mimsy XG server, cancel automatic backups of that server, and clean up documentation. Our responsibility is to prepare and export our existing legacy data into a comma-separated values (CSV) format for uploading, to review and refine mapping of fields between the databases, and to confirm the accuracy of small test migrations prior to the final migration. *Supporting Document 3* provides Axiell's migration process, their responsibilities, and their expectations. Fortunately, our data is being exported from Mimsy XG and does not reside in numerous locations. We will also plan for three days of on-site training with Axiell Collections staff. Using their training as a springboard, we will document and standardize workflows for cataloging our archival and permanent collections. Each staff member in the Collections Department will have opportunities to determine protocols and voice opinions on methodologies for cataloging and managing data entry. Additionally, we will develop user guides for Curatorial and Education Staff who will be able to access the internal database on a read-only basis.

Establishing an online portal will provide the public, including outside researchers and educators, with the opportunity to explore our most popular collections from anywhere in the world. Shelburne Museum is the largest museum in Vermont, yet we currently do not have a publicly available database. Our state, though geographically small, is not densely populated and is largely rural. Our location in northern Vermont—four hours by car from Boston and six hours from New York City—proves challenging for visitors both in and especially outside of the northeast. Researchers can only receive information about our collections of American art and Americana through contacting the Collections Department where we export reports from Mimsy XG and send them in PDF format, typically with thumbnail size images. We respond to approximately 225 collections and archive reference requests from the public annually, and we anticipate that number will rise once our collection is available through an online portal.

We are especially excited about how improving availability of information about the collections on view will help empower our professional Museum Guides and local educators. The contents of five of our exhibition buildings are displayed as domestic interiors, so not every object on view is identified through labels. With an online resource with information about every item on view, Guides and local educators, as well as the general public, will be able to refer to the online portal to learn more in advance of, during, or after their visit. Immediately after the online portal goes live, we will solicit feedback from our Museum Guides—a group familiar with the collections who often send requests for information and range in age from college students to retirees—about their experiences navigating the portal.

Who is the primary audience for your project and how have they been involved in the planning? Who are the ultimate beneficiaries for this project?

The immediate audience for the project is the Museum's 10-person Collections Department who are responsible for the care of the collections, and the new Project Cataloguer. By undertaking this project, our Collections Staff will establish protocols and workflows for future cataloging in the new database. Preliminary Staff discussions have highlighted updates that will enhance the current workflow and streamline data entry in the new project. Archivist/Digital Asset Manager Allison Harig initially planned the Database Project in consultation with members of the Collections and Curatorial Departments, including researching CMS providers, assessing CMS programs via demonstrations, and serving as database manager from June 2023 until January 2025. Registrar Kathryn Lynch joined the Museum in 2024 and has continued the planning since January 2025. Harig facilitated the initial data script and has undertaken initial data cleanup. Lynch led the re-assessment and facilitated the more recent data script evaluating the data. An IMLS-funded Project Cataloguer will benefit from gaining professional early career experience including data cleanup, migration to the new database, and conducting inventory audits of collection objects on view. The launch of the online portal will make the Museum's collections available externally to the public as well as researchers, educators, scholars, and curators, who will be able to search paintings, quilts, samplers, American folk art and wildfowl decoys currently on view. Internally, the portal will expand collections information to Museum Staff including Education, Communications and Marketing, and Development, who use Museum collections in their work. As we complete data cleanup on items from those collections housed in storage, information about those items will also be added to the public online portal. By applying Google Analytics to the online portal, our Curatorial, Education, Communications and Marketing, and Development teams will gain broader understanding about what is of interest to our audiences. Outside researchers and others will also be able to more easily reach out to us to share their knowledge about objects in our collection. The ultimate beneficiaries are members of the public who will have expanded collections information available to them for the first time.

Describe and quantify the collections and/or records that are the focus of your project, and their current condition

Shelburne Museum's collections number 100,000+ objects. While we have paper records for nearly all objects, 65,000+ object records are entered in the database and need to be migrated to Axiell Collections, each with associated child records which include information about acquisition, condition, conservation, entry, rights and reproductions, location changes, hazard information, media, and exhibition and loan. These records vary from fully cataloged to minimal entries. As noted above, we have already identified inconsistencies and redundancies that will inhibit a smooth migration without prior cleanup. The greatest issue that will inhibit a smooth migration are the critical list mismatches, primarily a result of improper or inconsistent use of the status fields (see *Supporting Document 4*). Another challenge is inconsistent vocabulary usage in fields that require controlled vocabulary. While this does not inhibit migration, it does make searching more difficult and will result in required clean-up post-migration. Terms that are in fields that have controlled vocabulary will be moved to an associated notes field rather than crossing over into the desired field, prolonging the amount of clean up that will need to be done after the data is migrated. The Collections Department will identify terms that should be added to our controlled vocabulary lists and utilized moving forward, remove synonyms, and then reconcile records before data is migrated to the new database.

The first phase of the online portal will include records from five of our collections: paintings, samplers, quilts, wildfowl decoys, and American folk art. These records are currently in varying states of readiness. We have slated records for our collections of paintings, samplers, and decoys to be uploaded to the online portal first as we undertook complete collection surveys in the last 10 years and they require minimal data cleanup. Our paintings collection is the most requested for loans. The quilt collection, though requiring substantial cleanup, is also one of our most popular collections. Shelburne Museum is said to be first museum to exhibit quilts as works of art, and our collection is one of the most important and highly regarded in the country. Due to their light sensitivity, only a fraction can be on view at any given time. Inclusion of the quilts will not only benefit visitors and researchers, offering them the ability to search those not on view, but will also benefit our Museum Guides, Curators, and Collections Staff by reducing the demands they encounter from frequent researcher requests.

Project Work Plan

What specific activities will you carry out and in what sequence?

Upon notification of the success of this application, the Museum will, in sequence: **(1)** Solicit applications for a Project Cataloguer; **(2)** Interview candidates and hire one as Project Cataloguer; **(3)** Onboard and orient Project Cataloguer; **(4)** Conduct remaining required data cleanup ahead of migration from Mimsy XG to Axiell Collections; **(5)** Using the AIS Configuration Checklist (*Supporting Document 5*) as a guide, establish design and website needs for online portal with Marketing, Curatorial, and Education departments; **(6)** Work with Axiell Collections to migrate data from Mimsy XG to Axiell Collections; **(7)** Engage in on-site training for Axiell Collections with Axiell staff; **(8)** Prepare and document workflows for entering data into the new database and how to use the database as a read-only user; **(9)** Conduct inventory audits of exhibition spaces that are not fully labeled to ensure that location information and other information about those items is correct; **(10)** Publish online portal with a link on the Museum's website; **(11)** Conduct surveys with the Museum Guide Staff to obtain feedback; and **(12)** Present findings to organizational peers to help inform their digital, exhibition, and event initiatives.

What are the risks to the project and how will you mitigate them?

Competing priorities within the Collections Department are a risk. With the opening of the Perry Center for Native American Art in 2027, the Department's responsibilities will expand with the addition of two more gallery spaces and exhibitions that will be open year-round, rather than seasonally. The Perry Center and the Museum's Pizzagalli Center for Arts and Education will remain open in the colder months, hosting up to four temporary exhibitions at a time. Hiring a dedicated Project Cataloguer will ensure the Database Project is not overshadowed by other priorities. If we find we need additional assistance to maintain the pace of cleanup, we will hire a summer intern from Middlebury College through their MiddWorks program to assist. For the last three years, the Collections Department has hosted MiddWorks interns who are paid by the College and offered housing. Shelburne Museum is a coveted location for students to obtain practical experience, and we expect this partnership to continue in the coming years.

Who will plan, implement, and manage your project?

Registrar Kathryn Lynch will serve as the **Project Manager** and has planned the project with **Director of Collections and Conservation Nancie Ravenel**, who will serve as **Project Director**, and **Archivist/Digital Asset Manager Allison Harig**. Harig has worked at the Museum for 9 years managing the archives, library, and rights and reproductions and develops consistent workflows for naming and applying metadata to image files. She is highly experienced with the Mimsy XG database and trouble shoots and answers data entry questions. Additionally, her experiences with rights and reproduction ensure that we will be mindful of any such restrictions when it comes time to launch the public collections portal. Ravenel has worked at Shelburne Museum for 28 years and created the workflows and documentation systems for conservation within Mimsy XG. Lynch is in her second year of working at Shelburne Museum and assumed the role of database administrator in January 2026. Additionally, she manages the department's volunteers as well as the work of the Museum's Collections Manager and Associate Registrar. The **Project Cataloguer** (to be hired), Lynch, Harig, Ravenel, and **Collections Manager Alex Kikutis**, and **Associate Registrar Allison Hayes** will implement the project.

Lynch will train the Project Cataloguer and check their progress against our timeline. The Project Cataloguer will undertake data cleanup. Harig has already started data cleanup and will be available to respond to any questions the Project Cataloguer may have if Lynch is unavailable. Lynch will be the Staff contact with Axiell and prepare the legacy data for migration into CSV format. Once the migration has occurred, the Project Cataloguer, Harig, and Lynch, Ravenel, Kikutis, and Hayes will collaborate on the data entry manual for Axiell Collections. We will keep our **IT support company, VC3**, and Axiell staff apprised of our progress as we navigate the data migration process. We will also consult with the Museum's Marketing, Curatorial, and Education teams about the online portal's user interface design and layout.

What time, financial, personnel, and other resources will you need to carry out the activities?

We will launch this project in September 2026 and expect its completion in August 2029. We estimate data cleanup to take eight months leading up to migration. Based on information provided by Axiell, migration should take

three months, with time to check the accuracy of the migration and a period when we utilize both databases while we learn Axiell Collections. After migration, the Project Cataloger will continue data cleanup in the new database and assist with the preparation for the online portal, including auditing exhibition locations for paintings, quilts, wildfowl decoys, samplers, and American folk art. We anticipate that the first collection in the online portal will be paintings and will be launched seven months after the migration, with a new collection added each month for four months. The Museum will hire the temporary Project Cataloger for two years who will be responsible for the majority of the data cleanup. In addition to requesting funding to support the Project Cataloger's salary and benefits, we are also requesting funding to support their relocation. In our experience, it is unusual to find candidates with the requisite interest and experience within a reasonable commute of Shelburne Museum. Funding in support of relocation is based on what we have previously offered for a candidate's self-move. The project team will review applications for the position and interview candidates of interest via virtual online meetings. The Project Cataloger will occupy an available workspace in the Collections Management Building and will require a new laptop computer with appropriate software to access Mimsy XG. We also seek funding for the data migration of Mimsy XG to Axiell Collections, on-site training from Axiell staff, and attendance at one conference per year for the Project Cataloger to help them establish professional connections within the wider museum field.

How will you track your progress toward achieving your intended results?

We will meet quarterly to track our progress against the project schedule. We will use Microsoft Teams as the main communication platform and track progress on our department server. We will run the data script on Mimsy XG provided by Axiell quarterly to examine data cleanup progress and compare it to the project timeline. Lynch will monitor the data cleanup project by reviewing completed records chosen at random, initially weekly, then monthly until the Project Cataloger has a firm understanding of Mimsy XG. We will assess the success of the four-day onsite training through our ability to create efficient workflows without further assistance from Axiell. Our goal will be to have written workflows for Axiell Collections related to data entry for cataloging, adding associated media, location management, loans, exhibitions, acquisitions, deaccessions, condition reporting, conservation treatment documentation, rights and reproduction requests, and research/use requests and written guidance for searching and creating lists within the database for our colleagues in the Curatorial and Education Departments who will be granted read-only access.

Project Results

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

The Database Project will result in a fully audited and migrated web-based collections database with an extensive data entry manual and the Museum's first online portal with six highly requested collections available to the public. Our critical need is to migrate our legacy data from Mimsy XG due to the number of records and the end of support announced by its company. We are taking the opportunity to make major changes in how the database is used and how our collection is accessed. Utilizing scripts from Axiell, our two-year data cleanup project will facilitate a low-risk migration that will yield lower costs and higher data quality for the 65,000+ records in our new database. Migrating to a new, web-based application instead of the server based Mimsy XG will result in significantly improved remote access and easier records navigation for all users. Utilizing our in-person training from Axiell as a springboard, the Collections Department will work collectively to establish a new database manual, documenting workflows and protocols for future data entry. The Collections Department will meet regularly to discuss the manual and jointly make alterations to ensure our data entry remains functional and efficient.

As our command of the new database grows, so will the number of objects available on the online portal. Preparing the first six collections prior to migration will ensure these records are ready for public consumption within five months and reduce the chance of project derailment while we learn the new database. During the interim period, we will meet with the Curatorial, Education, and Communications and Marketing Departments to discuss design, content, layout, and useability of the online portal, including creating a test version with selected objects from each of the chosen collections for reference. Once the portal is live, we will invite Museum Guides, including school program

Guides, to provide feedback on ease of use and the quality of their experience. Taking the time to assess the portal with our end users will ensure we keep our eye on their needs while we continue to grow our collection online.

How will the knowledge, skills, behaviors, and/or attitudes of the primary audience change because of your project?

While the project will fund a dedicated Project Cataloguer, all Collections Department Staff will take part in data cleanup work, especially in identification of controlled vocabulary we will use moving forward. Cleanup projects are critical in understanding the importance of accurate data entry and will facilitate a more thorough perspective on how “dirty” data can affect the usability of a database. Creating a new data entry manual will give the Collections Department a sense of agency over our primary work tasks and will encourage Staff collaboration. Using our current data entry manual as a guide, we will think critically about our current workflows and identify areas for improvement. These guides will lead to more reliable object records and reduce our dependence on paper files. Soliciting feedback for the online public portal from our Museum Guides and school program Guides will encourage us to think about the data from a user perspective, both culturally and educationally, and utilize our users as guides to shape the online portal. The Project Cataloguer will learn firsthand about data migration and the importance of data integrity, both of which will be an integral part of their career. The public will gain expanded knowledge of the vast collections resources at Shelburne Museum.

What products will result from your project, and how will you make them accessible to the primary audience?

There will be four major products resulting from this project. The first will be the export of our legacy data to CSV format for migration. This will be retained and preserved on the private Mimsy Media server for a minimum of five years and will only be available to Collections Staff. The second will be the developed and documented data entry manual for Axiell Collections and parameters for objects in the online portal. This will also reside on the private Mimsy Media server, available to the Collections Staff. Once complete, it will be printed and available in the Collections Department for volunteers and interns to reference. The third product will be the online portal available to everyone on our Shelburne Museum website. The fourth will be a user’s guide for Shelburne Museum Curators and Educators who consult the database for project development but only have read-only privileges. This will reside on the Collections Department Museum-wide digital folder. We will encourage the Project Cataloguer to submit a proposal to a professional conference, most likely the New England Museum Association, to share what we learned while undertaking this project with the field. We will also work with our Communications and Marketing colleagues so they can highlight content about the project in our quarterly Member Newsletter and via our social media accounts.

How will you sustain the benefit(s) of your project beyond the conclusion of the period of performance?

The Database Project will provide clear instructions for object data entry and establish workflows for growing the online database. We will coordinate with our Curators and Educators to continue to refine data published and critically think about future collections and their inclusion in the portal. Before the end of the grant period, we plan to add collections to the online portal in order of Curatorial and Educational interest and set a manageable timeline for their inclusion. We will use the website analytics from the portal to be responsive to public interest in our exhibition and program planning and in social media posts. Moving forward, we will add collections objects featured in our temporary exhibitions to the portal and add more collections as we re-interpret and update our permanent exhibitions.

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

By moving our collections database to Axiell Collections, we will be assured of timely software updates and backups and less downtime. Having a collaborative manual for data entry in Axiell Collections will ensure high quality data entry at all levels. Collections Staff will have confidence in the data and not need to rely on paper records to confirm critical object information. Transitioning to a web-based database will alleviate strain on Staff by ensuring access is not dependent on a wired connection. Collections Staff members will be able to access the collections management database on portable devices, such as tablets, in addition to laptops and desktop computers. This will

enhance our ability to perform condition monitoring and location tracking within exhibition and storage spaces dispersed across Shelburne Museum's vast campus of 40+ buildings on 45 acres. The online portal will make the collection available to internal Museum Staff including Communications and Marketing, Development, and the Museum Store, all of whom use the collection frequently in their external materials for the public. Crucially, the online portal will allow both scholarly researchers and the public to conduct independent searching of our collection and offer a reliable format for browsing our objects. We anticipate this will lead to increases in outgoing loan requests and the opportunity to expand our collections availability beyond the Northeast, enabling people world-wide to learn more about American art and the extraordinary and important examples of ingenuity and creative output of everyday Americans that we steward at Shelburne Museum. Our work is guided by the principle that museums play an essential role in preserving and interpreting our nation's artistic, historical, and cultural heritage for the benefit of all communities. The Database Migration and Online Portal Project embodies our commitment to broad public engagement and to serving as a cultural resource that strengthens American society and our community.

Schedule of Completion | Year 1 | September 1, 2026 – August 31, 2027

[illegible]

Schedule of Completion | Year 2 | September 1, 2027 – August 31, 2028

[illegible]

Schedule of Completion | Year 3 | September 1, 2028 – August 31, 2029

[illegible]

Digital Products Plan

Type:

What digital products will you create?

As part of the Database Migration and Online Portal Project we will be creating comma-separated values (CSV) files of our legacy data for migration to Axiell Collections, a manual for data entry into Axiell Collections, and the first online portal for Shelburne Museum's archival and permanent collections.

Exporting our legacy data into a suitable format for migration is a critical step in the process. With our 65,000+ object records to export, there will be numerous CSV files created. Not only will we be migrating the object records but also all the related components including locations, exhibition history, rights and reproductions, and conservation, which have hundreds of records and linked components. These export files will be retained for ten years to ensure we have backup records and that nothing was overlooked in the migration.

Once the migration of our data has begun, Collections Department Staff will begin learning the details and features of Axiell Collections. Allowing several months for Staff to become familiar with the new system will ensure that the Department is prepared to plan and document our new procedures for data entry. These procedures will be compiled into data entry and user manuals, saved both as Microsoft Word documents for future updates and as PDFs. These manuals will guide all future data entry into and read-only use of Axiell Collections and will be a key digital product produced by this project for the Collections Department Staff.

The most significant digital product for the public will be the Museum's first online collections portal. This portal will be linked to the Museum website and freely available to the public. In its initial phase, the portal will include five collections of the most requested and important objects at the Museum. Additional collections will be added over time according to a planned schedule following the grant project period.

Availability:

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

One of the key digital products developed through this project is the Online Portal for the Museum's collections. Every object included in the portal will be openly available to the public for browsing and/or research through the Museum's website without charge. Images, both TIFFs and JPEGs, may be requested through the rights and reproductions link or by contacting the Collections Department. The data entry and user manuals will be made digitally available to the Collections Department on a private server and printed as a reference for volunteers, Museum Guides, interns, and other Staff.

Access:

What rights will you assert over your digital products, and what limitations will you place on their use?

The primary audience for the legacy data and the data entry and user manuals will be internal Museum Staff. However, if other Axiell Collections users might find our documents helpful as a template for their own data entry workflows, the Museum would make the document available without restriction. The Online Portal will be freely available to the public to consult via a link on Shelburne Museum's website.

Will your products implicate privacy concerns or cultural sensitivities, and if so, how will you address them?

The Online Portal will include objects protected under copyright. The Archivist/Digital Asset Manager will identify each of these objects and reach out to the appropriate copyright holders to obtain permission to include images of these objects in the portal. If permission cannot be obtained, the object will be held for future inclusion once

permission is granted. We are not aware of cultural sensitivities around the items slated for inclusion in the Online Portal.

Sustainability:

How will you address the sustainability of your digital products?

The legacy files will be maintained on Shelburne Museum's servers for 10 years. The data entry and user manuals will be retained indefinitely in both digital and hardcopy form until they are rendered obsolete by any future database migration. These servers have encrypted backups in multiple locations, including onsite and cloud-based backups. File integrity is monitored using an MD5 checksum verification. According to our information technology consultants, the Museum's storage and integrity processes are consistent with Level 3 on the National Digital Stewardship Alliance's Levels of Digital Preservation matrix. The Axiell Collections database and Online Portal will be hosted on a Microsoft Azure cloud environment and maintained under Microsoft Azure's standard backup policy. As outlined under the *Type* and *Availability* sections above, the portal will be linked to the Museum's website and will be freely and readily available to use by the public and by other interested institutions. Shelburne Museum is committed to maintaining file integrity and these digital storage systems, and we will continue to budget accordingly for their support in our operating budget each year.