

[View as web page](#)

INDIANA HISTORICAL SOCIETY COLLECTIONS ADVISOR

A RESOURCE FROM IHS LOCAL HISTORY SERVICES

[LOCAL HISTORY SERVICES](#) | [INDIANA HISTORICAL SOCIETY](#) | [PAST ISSUES](#) | FOLLOW LHS ON:  

Issue 7 | May 6, 2020

SPECIAL EDITION COLLECTIONS MINIVISOR: SET STANDARDS

By Karen DePauw, manager, IHS Local History Services

This is a short-term weekly mini version of Collections Advisor to give you some ideas of things to do from home to propel our work with museum collections. If you would prefer not to receive the weekly editions but would like to continue to receive the monthly Collections Advisor, please email collectionsadvisor@indianahistory.org to let us know.



[Cooking Class](#). (Indiana Historical Society)

Hopefully some of you have had some time at home to work away at your plans, policies and procedures, whether writing new ones or reviewing old ones. When we have the chance to step back and look at the big picture, we can become increasingly aware of the day-to-day things we do that could benefit from a little refresh as well. Those big things trickle down into the things we do every day to make our collections more protected, more accessible, and more inclusive.

Setting standards for daily work can be beneficial in lining up larger ideas with daily tasks. Standards can guide us in making sure that when a variety of people are doing the same task, everyone is doing it to the same end goal. The museum might have standards for greeting guests, giving tours, posting on social media, or a variety of other things. All of these should be examined and aligned with any overarching plans, policies and procedures the museum has. For instance, if a major goal of the organization is to make everyone in the

[APPLY FOR A HERITAGE SUPPORT GRANT](#)

ONLINE RESOURCES

[Collections Advisors](#)
(Indiana Historical Society, Local History Services)

[Cooking Up Database Standards](#)
(Indiana Historical Society, Local History Services)

[Dissecting Digitization: Part I](#)
(Indiana Historical Society, Local History Services)

[Dissecting Digitization \(recorded webinar\)](#)
(Indiana Historical Society, Local History Services)

community feel safe and welcome, it might be good to set the standard that every guest is greeted promptly and receives a brief orientation to the building.

In terms of collections, standards are often seen in the care, cataloguing and digitization of items. For example, having a standard for how we catalogue in our database (what fields are required, what can be filled in later, et cetera) can help us make sure staff and volunteers across the board are inputting the same information. Similarly, digitization projects benefit exponentially from standards set early on so items do not need to be re-digitized later because they were not created or saved correctly. Check out some of the resources at right as you dive into this detail of aligning your daily work with the overarching organization's goals.

This is a free publication. Anyone may subscribe.

[Local History Services](#)

Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202
(317) 232-1882 | localhistoryservices@indianahistory.org

**WE DO
HISTORY.**
INDIANA HISTORICAL SOCIETY



Smithsonian
Affiliate



PROUD MEMBER OF THE
International Coalition of
SITES of CONSCIENCE

Indiana's Storyteller™, Connecting People to the Past