THE INTERNATIONAL HAJJI BABA SOCIETY

"Documenting and Digitizing Your Collection"
September 23, 2017

Design and Manage Your Own Database

Why bother to create an electronic record keeping system? So you'll instantly know:

- **What** you have
- **Where** it is
- **What** it cost
- **Where** it came from
- **What** it's worth

Organizing Your Collection

What should you keep a record of?

- Identification Number

- Creator / Artist

- Subject / Title

- Date Made / Measurements

- Photograph(s)

- Description (e.g., colors + dyes, technique, use, geography)

- Acquisition Information (e.g., evidence of legal ownership, provenance)

- Condition (e.g., fraying, mildew, creasing)

- Estimated Value (e.g., appraisal, auction records, insurance)

- Bibliography / Exhibition History

- Current Location

<u>Which Collections Management Software is Right For You?</u>

Start out by asking yourself:

1) Do you work on a PC or a Mac or both?
2) Will you use it only on a desktop or laptop -- or also on mobile devices?
3) Will you store the database on your computer's hard drive or in the Cloud?
4) Do others need to have access to and be able to edit it?

FileMaker Pro 16

- Familiar software that can be used to create and manage a database.
- Does not have art collection templates. You have to decide what data fields you need, how they should be organized, and then build it yourself.
- Can only upload and display thumb nail photos.
- $329 charge for software for individuals and teams of less than 5. Runs on a PC, a Mac, and mobile devices. Filemaker Cloud is also available and billed on an hourly or monthly basis.

Microsoft Access 2016

- This is a basic database software, designed for use on a desktop.
- Like FileMaker, there are no art collection templates you can use. You have to design and build it yourself.
- $110 charge for software. Does not run on a Mac.

Collectify Collectors' Edition

- Designed for use by an individual art collector (holds up to 1200 records).
- Choose from pre-defined collection types and templates or customize your own fields. Can also customize screen display and reports.
- Can import photos of various sizes, plus store sound clips and videos.
- $189.95 charge for software. Fully compatible with Windows. To run it on a Mac, need to upload Windows emulation software or subscribe to Collectify Cloud.

PastPerfect 5.0

- Professional museum software used by smaller cultural institutions. Powerful and designed to handle collections of tens of thousands of records.
- Relatively simply to use and has customizable data fields.
- The vendor is developing a web-based version, but not yet available.
- $870 for the software, plus $385 for the Multimedia upgrade.

Online Resources for Collectors of Textiles

(1) **Materials** - Archival Quality Storage and Preservation

http://www.gaylord.com/

https://www.universityproducts.com/

(2) **Webinars** – Connecting to Collections Online Community

"Notes From the Home Front: Care & Handling of Heirloom Textile Collections"

https://www.connectingtocollections.org/notes-from-the-home-front-care-handling-of-heirloom-textile-collections/

"Practical Solutions: Quilt Care and Display"

https://www.connectingtocollections.org/quilt-care-and-display/

(3) **Courses** –

"Storage Methods: The Best Ways to Store Items in Your Collection"

http://preservethis.org/p/storage-methods-the-best-ways-to-store-items-in-your-collection

(4) **Networking** -   http://weavearealpeace.org/

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