

Future of Tradition: Careers in Heritage Collections Activity

These activities were created to complement the *Future of Tradition: Careers in Heritage* event held 16 November, 2020. The recordings are available on The Royal Canadian Regiment Museum's YouTube channel. This event was designed to support secondary level curriculum expectations (A2.4 for many history courses) "identify some careers in which the skills learned in history might be useful".

Video Links

Restoration <https://youtu.be/6LndbKGTdmc>

Exhibitions <https://youtu.be/eFVzGaA0JBk>

Collections <https://youtu.be/512R5fxU7kM>

Programs <https://youtu.be/UkvFSS74H70>

Collections – Begin a Book Catalogue Datasheet

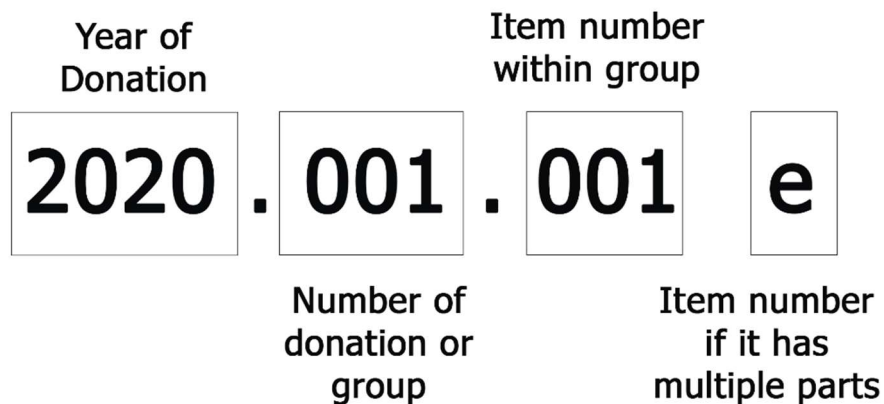
Ask the students to think about a group of books or items, for example, something they collect like cards, rocks, dolls, candles, etc. If they do not collect anything, they could use any items around the classroom or their home, (try and choose at least 5 items).

Use a spreadsheet (like excel) to do this activity. This catalogue always goes along with photos taken of the item. Try and take at least 3 photos: top, bottom, and sides. Try and get as many different angles as possible. Think about if there are any pieces that look damaged, if there is a piece broken off or missing take a photo of where it broke from, if there is a stain take a close-up of it, etc. In a museum, these photos can help researchers gain a deeper understanding of the item.

Have the bolded words across the top of the spreadsheet, and begin filling the items in, one at a time.

Object catalogue categories: (Using a Harry Potter and the Order of the Phoenix as an example)

- **Catalogue number:** This would commonly be a seven-digit number given by the museum, with the first four digits being the year it was received. The second set of numbers indicate which donation of the year it is, and the final set is the number of the item within the donation. If you have more than one category of items, move to 002, and so on. A letter is only included if there are more items directly related to the item (e.g. 2020.001.001e – This book receives an e because it is the 5th book in the series. If there were only one book it would only receive a number, and no letter).



- **Title:** The cataloguer often chooses this category if it is not evident, use what is available on or in the item to choose the title. (e.g. Harry Potter and the Order of the Phoenix. But if it were an item without a name, it could be “Fleece Blanket” or include a manufacturer name)

- **Description:** Here you describe the item in as much detail as possible, the item should be able to be picked off a shelf easily with this description. (e.g. The book title, in yellow, is “Harry Potter and the Philosopher’s Stone”, with “J.K. ROWLING” above this in white lettering, the book has a soft cover which is showing visible wearing on the spine and edges of the book. The front cover of the book is a dark twilight purple with three children – one looking back at the reader – and one very large man holding a lantern, in the background is a tall castle-like structure with lights on, some boats on the side of a lake, and there are stars across the top of the front cover. The back cover has a description of the book with stars across it as well. The spine of the book has creases down it, and the book title again with the authors name at the bottom. The other edges of the book have tears in a few places, with coffee stains along the long side. The book was published by Bloomsbury, and this copy was published in 2018. The two ISBNs are: ISBN-10: 1408855658; ISBN-13: 9781408855652.)
- **Date of Item:** When was this item used or created? Is there a date somewhere on the item? Leave this blank if unknown. (e.g. 2014)
- **Material:** What is the item made from, if uncertain, generalize. (e.g. Paper)
- **Condition:** Is the item broken, missing pieces, or is it in peak condition, ready to be bought off a shelf? Use Excellent, good, fair, or poor. (e.g. Fair)
- **Condition Notes:** Describe its condition here. (e.g. The spine is cracking from use, the pages are worn, especially at the corners, and there is a coffee stain down one side.)
- **Dimensions:** What are the exact dimensions of the item? The museum uses centimetres down to the first decimal. (e.g. L-19.9cm x W-2.2cm x H-12.7cm)
- **Notes:** Is there anything else relevant? Were there two names in the People category? Leave blank if nothing. (e.g. this book was originally owned by Tom Smith, but was written by J.K. Rowling (as evident in the People category).)

