Mid Term Report

Institution/Organization: <u>WACO Historical Society, Inc</u>

Project Title: <u>WACO Library Upgrade</u>

Project Director:<u> Donald E. Willis, Treasurer</u>
<u>937 335-9226</u>
<u>admin@wacoairmuseum.org</u>

Summary of Activities and Accomplishments:
A University of Evansville senior history major, Caitlin Smith, was hired as a summer intern to work on the WACO library Upgrade project. Ms. Smith works during the school year at the historical library of Evansville and has assisted in organizing their catalog systems.

Accomplishments and Progress:
Ms. Smith reviewed the current manual system and records and proceeded to create a catalog policy and catalog data base design. WACO purchased a computer system, monitor and printer for dedicated use of the library. During the summer Ms. Smith developed the WACO Library Catalog system and installed it on the computer system. Then she began systematically cataloging our library collection and entering it into the data base. By the end of the summer she had cataloged 3,442 items consisting of photos, papers and advertising material. This is approximately 20% of our current holdings. A detailed description of the catalog and retrieval system is contained in attachment A. The actual data base (partially complete) is entered in Attachment B.

Work left to complete project:
Now that we have a catalog and filing system created it will fall to the volunteers and staff of WACO to complete the collection review and filing. Remaining to be accomplished is the upgrade of the physical storage and display with new shelves and storage cabinets to replace the temporary storage we currently have, and in particular to purchase protective plastic covers and folders for photos and rare documents and papers.

Costs:
Below are the expenditures to date:

Library Computer	$381.45
Computer Monitor	279.99
Intern Stipend	850.00
Office supplies	21.34
Total to date	$1,532.78

Cost Match:

Val Dahlem (volunteer)	$360	(4 mo x $900/mo x 10%)
Lisa Hokky, LC Dir	$370	(4 mo x $940/mo x 10%)
Gretchen Hawk (Exec Dir)	$368	(4 mo x $920/mo x 10%)
Don Willis (Proj Dir)	$360	(4 mo x $900/mo x 10%)
Computer software	$50	(Operating system license, part of office package)
	$1508.00	

Crediting:

There have been no press releases so far because the project is not complete. WACO plans a press release in early 2013 to focus on the WACO library and some of the unique and rare documents we have in our collection

If you have any questions considering this report or the project please contact, Don Willis, the project director at 937 335-9226.

WACO Library Catalogue Policy

The WACO Library Catalogue has been entered into Microsoft Excel (file name: WACO Library Catalogue) in order to maintain the objects in the library and provide an easy way for visitors, employees, and volunteers to search for objects. The objects have been properly catalogued and should continue to be catalogued in the following way:

- For all current items in the library that have not yet been catalogued, an accession number should be written in pencil in the bottom right-hand corner of the back of the object. Because these objects do not have a known year when they were acquired, the following numbering system should be used:
  - X year numbered. object number for that year. letter for multiple parts of object
  - e.g., X2012.0005.A-C (in this case, the object was accessioned in 2012, it was the 5th item to be accessioned that year, and there were three parts to this object, each labeled with a letter A-C)
- For all new additions to the library, accession numbers should be written in pencil in the bottom right-hand corner of the back of the object. The traditional accession numbering system should be used:
  - year acquired. object number for that year. letter for multiple parts of object
  - e.g., 2013. 002. A-D (in this case, the item was acquired in 2013, it was the second item acquired and accessioned that year, and there are four parts to the object)
- Letters only need to be added to the end of the accession numbers when there are multiple parts or copies to the object. If there is only one part or copy of the object, no letters need to be used.
- The catalogue is searchable on the WACO Library computer using the filter in Microsoft Excel, preferably using the "Object Name" section of the catalogue, as that will provide the broadest search parameters.
- The catalogue is set up with twelve different sections:
  - **Number** – Accession number; will provide an easier way to search for the actual documents in the library as well as inventory the library (e.g., X2012.0021)
  - **Object Name** – Simplest description of the object; use similar wording as the nomenclature system (e.g., Magazine, Article)
  - **Type** – Slightly more detailed description of the object; still very simple (e.g., WACO)
  - **Size** – Size of the object; given in inches (e.g., 8.5" x 11")
  - **Material** – Type of material out of which the object is made (e.g., Paper)
  - **Maker** – Who produced the object (e.g., Flying); if maker is unknown, UNKNOWN should be entered into this field
  - **Year** – Year the object was made (e.g., 1956); circa dates are acceptable (e.g., ca. 1950); if year is unknown, UKNOWN should be entered into this field

- **Donor** – Who donated the object to the WACO Library (e.g., Bob Summers); if donor is unknown (which should only occur on past objects, not new additions), UNKNOWN should be entered into this field
- **Storage Location** – Where the object is stored (e.g., Library Cabinet 4, Drawer 1)
- **Current Location** – Where the object is currently located (e.g., On Display); current location will not always be different from the storage location, however, it is still important to have both categories
- **Date: Location** – The date that the object was last seen in its current location (e.g., 06-20-2012)
- **Description** – Detailed description of the object; include whether it is a copy, what the object shows, any distinguishing marks or features of the object, etc.

- Catalogue file will be locked so that a password is required in order to make changes to the file. This will ensure that the casual researcher cannot change the catalogue, thereby removing objects from the library without WACO's knowledge.
  - Password: -------------
- A copy of the catalogue should be made and placed in a different location from the computer. When the master catalogue on the computer is updated, the copy catalogue should also be updated.
- An inventory should be taken of the library with relative frequency (e.g., at least every 5 years). This will help to ensure that no items have gone missing. The accession numbers will be important in speeding up this process.
- Numbers have been given to all items in the (incomplete) catalogue as of 08-16-2012. However, not all of the items have the number written on them. Items with the numbers written on them have had the accession number highlighted in the excel file. Once all the items have been numbered, the highlight can be taken away, leaving it like all the other columns in the file. The highlighting was solely to insure that no items were missed in the initial numbering process.
- When cataloguing items in the filing cabinets, write the numbers of the items located within the folder on the outside of the folder. This will help when searching for particular items at a later date.