Franklin Historical Museum

Who we are and where we are going

Where do you start?

- Inventory the collection as a whole
- ➤ Write up-to-date museum policies
- Create templates for finding aids and processing plans
- Start creating individual collections



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Finding Aid Template

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Collection Title, Dates	Collection Overview		
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	Collection dates/ The bulk of the m	aterial is undated.	
llection Information	8-		
Collection Number:	Subject Headings		
Title:			
Dates	People:	Formats.	
Creator			
Extent: X linear feet, X boxes	Places	Topics:	
Repository: Franklin Historical Museum			
Language: Material is in English.			
Processor: Rebecca Finnigan, MONTH YEAR	Related Material		
	Researchers interested in this collec	ction may also find the following resources useful:	
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ifications for which the Franklin Historical Museum assumes no responsibility.	SERIES TITLE	Box: Folder.	





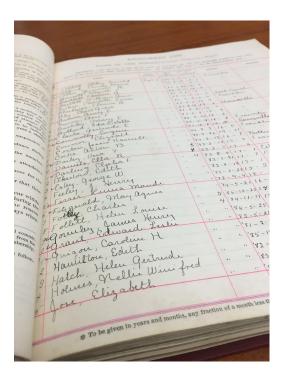




My Favorite Things







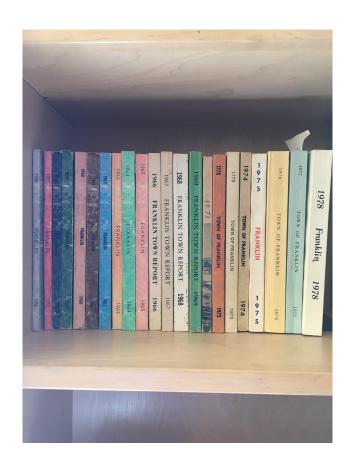
Importance

- Museum collections determine how future historians will see us
- Museum organization determines how easily researchers can find what they are looking for
- Preservation efforts determine how long materials will be useable



Looking Ahead

- Rehouse materials so that the museum is organized, catalogued, and labeled to professional standards
- Create a more prominent digital presence through social media and by putting finding aids online
- Become a thriving community center for everyone from the advanced researcher to the novice elementary school student



Thank You!





