



# Cataloging Photographs at The Arsenal

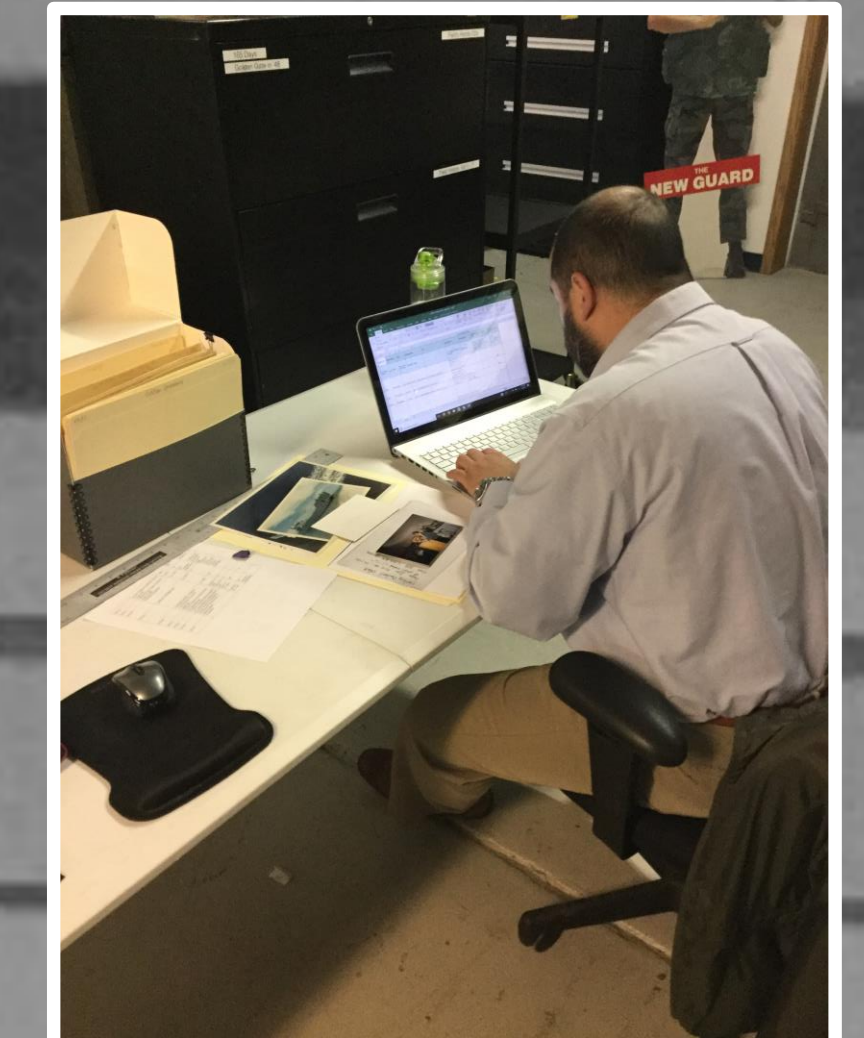
Phase II of establishing a research library at The Washington National Guard Museum

## Project

- Photographs are not easily searchable
- Assess the needs of the museum with regard to its photographic collection
- Help museum establish itself as a research library by ensuring photographic collection is accessible
- Create framework of policies and procedures for future photographic accessions

## Process

- Organized inventoried photographs into a searchable format
- Entered photographic inventory into PastPerfect museum database
- Established policies and procedures for the museum's photographic collection



## Outcomes

- 986 photographs entered into Excel spreadsheet to be printed and put into their respective boxes
  - Entered the photographs into the museum's database-PastPerfect
- Museum is one step closer to establishing their research library
- Recommended policies and procedures to the Board of Directors

## Next Steps

- Remove photographs that are not within the scope of museum's mission
- Digitize photographs and add images to PastPerfect database
  - Make database available to museum visitors
  - Establish an online presence

