



Cataloging at the Arsenal

Establishing a research library at the Washington National Guard Museum

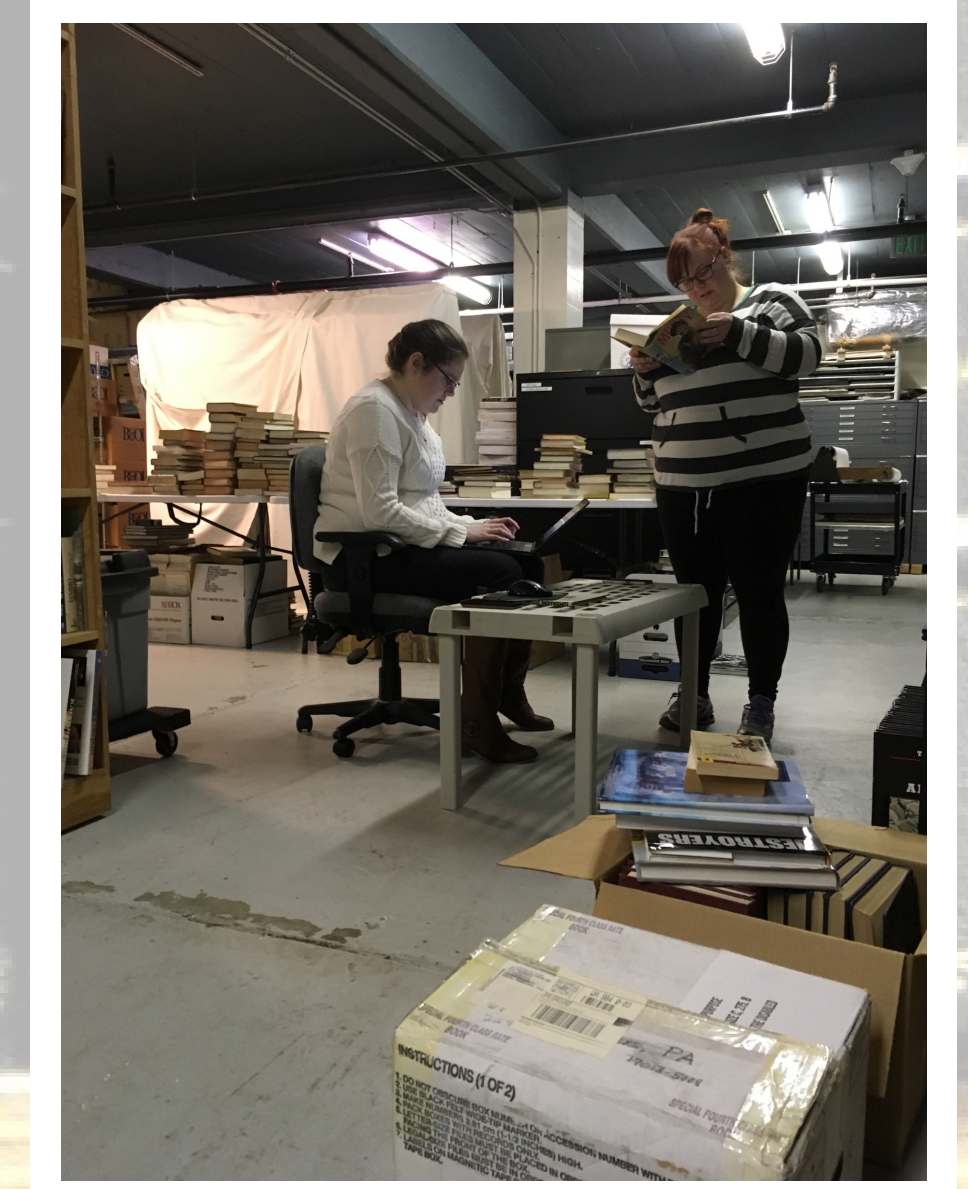


Project Description

The Washington National Guard museum had approximately 800 books that have been donated over the years. Their goal was to use those books as a starting point for an in-house research library. Our project was to take those books and stand up the library.

Process

- Met with board members to establish scope of the library
- Conducted initial inventory and weeded out of scope books
- Established a Collection Development Policy and Cataloging SOP
- Cataloged all books from inventory



Outcomes

The Museum has the necessary framework to put in place a fully-functional research library, all that is required is the physical location for patron accessibility.

489 books were cataloged for research and grouped by subject to facilitate browsing. Our team generated Collection Development and Cataloging policies to aid in collection maintenance and support patron needs.



Daniel Ray, Heather Garritty, and Stephanie Worley MLIS

Next Steps

- **Physical Library and Expand Collection.** Finalize logistics to put physical library in place and continue to inventory books not included in initial review
- **Web Presence.** Update the Museum website to reflect the addition of the Research Library
- **Online Accessibility.** Create an online catalog presence to maximize access and increase visibility

Thank you to the staff and Volunteers of the Washington National Guard Museum