

OVERSIZED DOCUMENT SOLUTIONS
AT THE MUSEUM OF FLIGHT

CARLY STEWART
JAKE SHEETS



STUDENT TEAM: AKA YOUR CO-PILOTS

CARLY STEWART



Born and raised in Western Washington, Carly has a fondness for local history. The Museum of Flight has been an excellent avenue to explore this interest while getting more hands-on experience in an archive. She looks forward to continuing work with the MOF and within the archival field after graduation.

JAKE SHEETS



Jake is from Los Angeles and grew up tracing airplanes from coloring books before becoming old enough to build model planes in his spare time. Because he has always loved museums, working in the archive at the Museum of Flight has been a win-win. He will hope to do more archival work in the future.

SPONSOR TEAM: AKA AIR TRAFFIC CONTROL

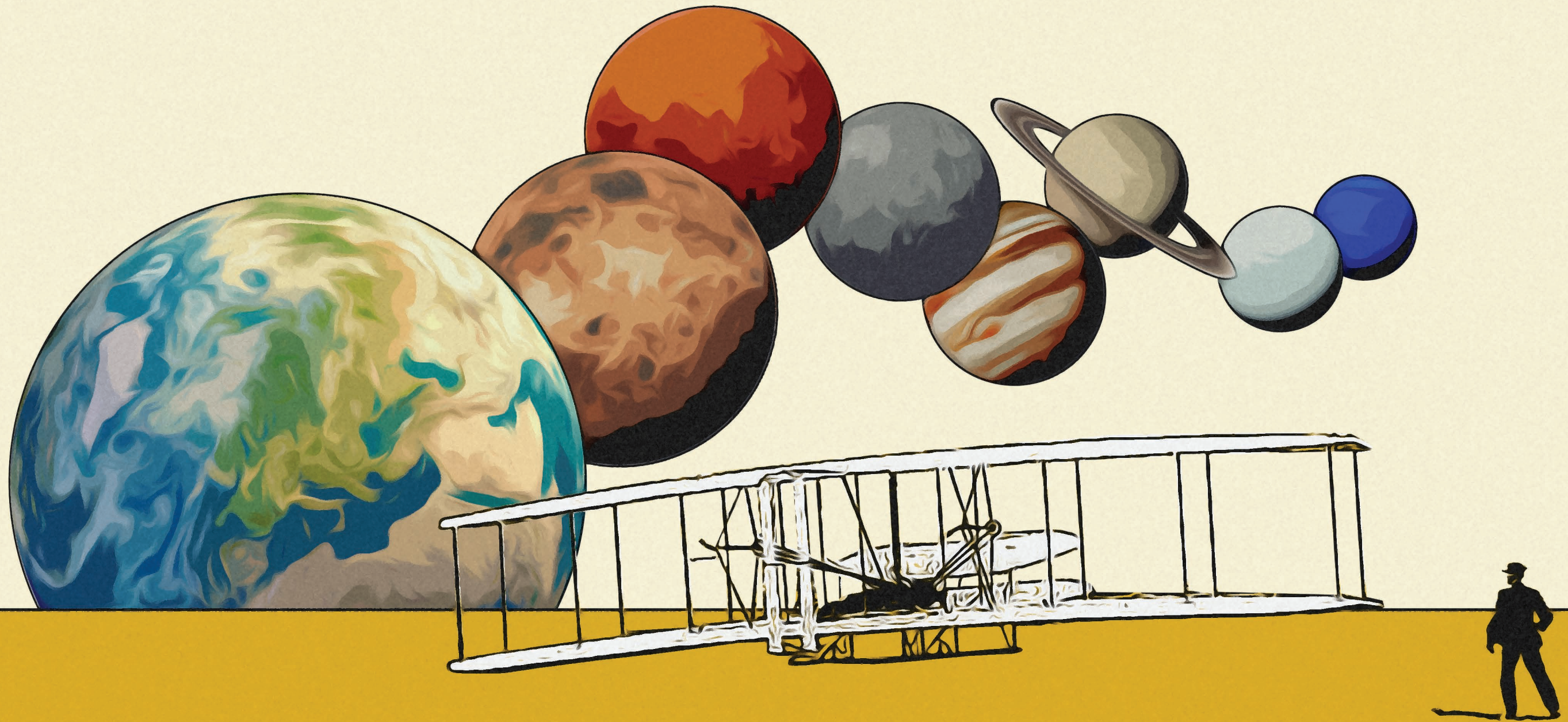
NICOLE DAVIS

- Supervisory Archivist at the Museum of Flight since 2017

CHARISE DINGES

- Archivist at the Museum of Flight since 2018

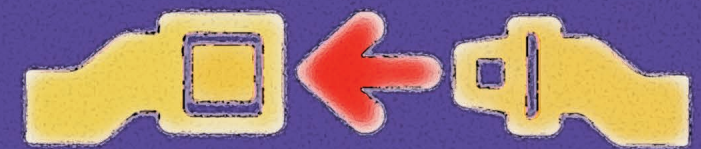
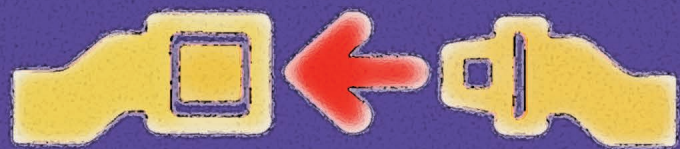
THE INFORMATION PROBLEM: AKA GETTING OFF THE GROUND



THE INFORMATION PROBLEM

ALL THE WARNING LIGHTS WERE GOING OFF

1. The MOF archive lacked sufficient storage options for larger documents
2. Unorganized documents include:
 - A. Blueprints and technical drawings
 - B. Posters and lithographs
 - C. Original artworks
 - D. Photographs
 - E. Other assorted oversized documents
3. Recent renovations led to an increase in the storage capabilities and new flat file drawers



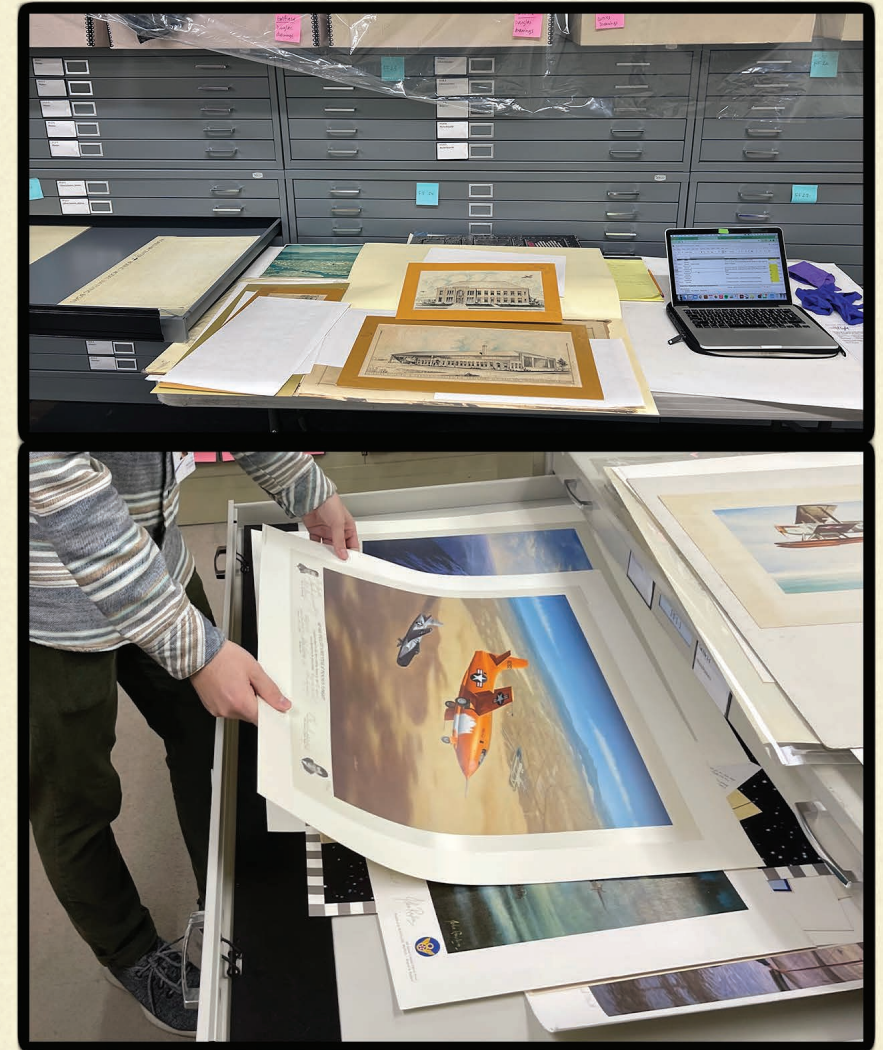
OBJECTIVES & OUTCOMES: AKA PRE-FLIGHT CHECKLIST



OBJECTIVES & OUTCOMES:

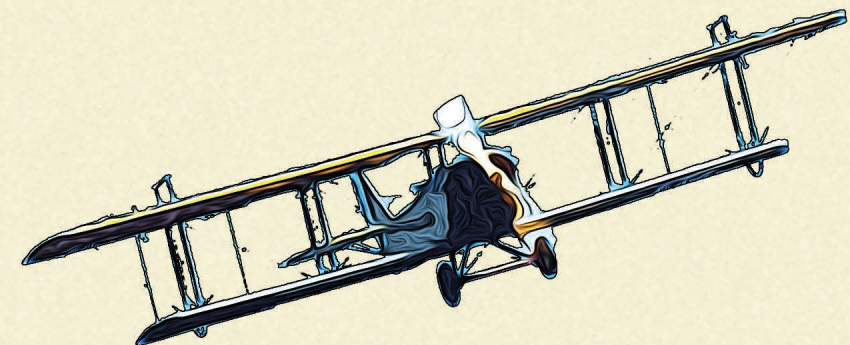
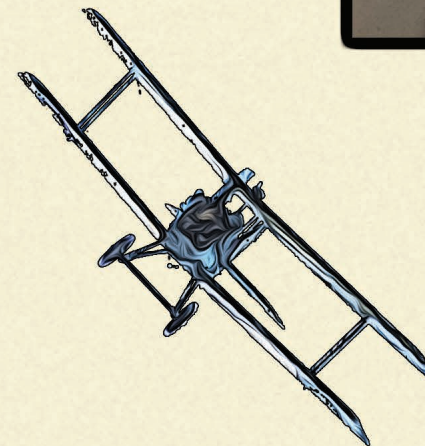
OBJECTIVES

1. Evaluate all materials in flat files drawers and update the inventory
2. Identify any additional materials requiring inclusion
3. Devise a strategy for adding these materials to the drawers
4. Create new artificial collections and collections scope notes
5. Ready items for prolonged storage within the flat files

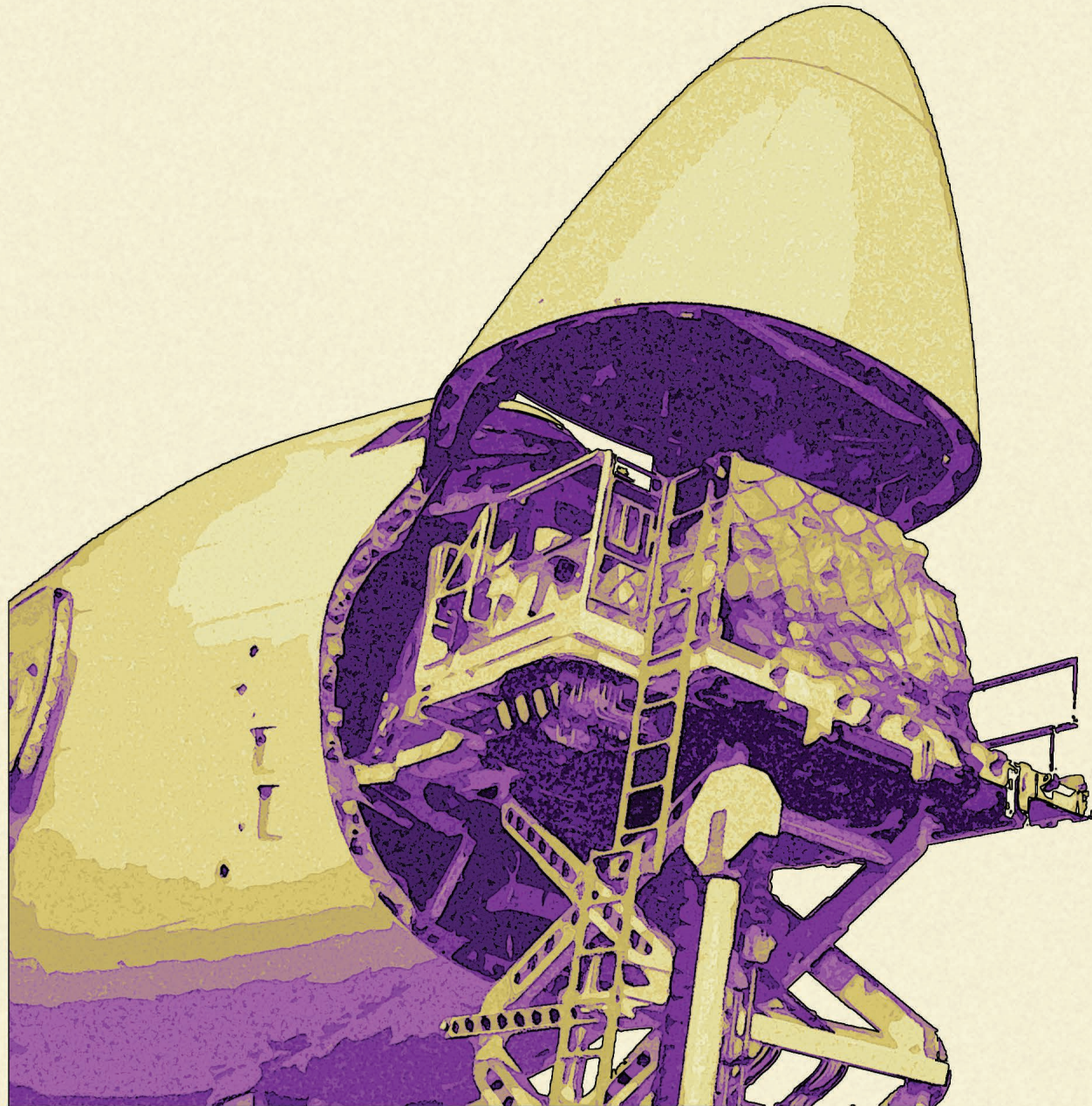


OUTCOMES

1. Utilize new flat file storage space effectively
2. Better collocation and archival navigability
3. Ensuring the future stewardship of the collection through documented organizational plans



DELIVERABLES: AKA THE PAYLOAD



DELIVERABLES

Scope notes documenting new artificial collections and existing collections

Inventory of all oversized documents in the Museum's archives

Commercial Airlines Collection / 2018-00-00-23

- Existing
- Scope: This collection consists of promotional materials for various commercial airlines which includes baggage claim tickets, brochures, calendars, decals and stickers, postcards, safety cards, tickets, and timetables. Oversized materials include: posters, lithographs, and other informational ephemera for various commercial airline companies. This collection does not include Boeing materials or, unless the photographs are promotional in nature. In this instance, promotional is defined as an object used to publicize or market a commercial aircraft company to the public. **See Processing Manual page 94.**
- Old FIC numbers / collections which have been incorporated in this one:
 - Number / collection
 - 2019-00-00-126 Commercial airlines lithos/posters
 - 2018-00-00-116 United Airlines posters

General Aircraft photo collection / GAF

- Existing
- Scope: These files are a set of photographs of aircraft from various known sources or unknown sources. Some accessioned materials are mixed in. These photographs are sorted by manufacturer and then by model. This collection includes Boeing models. Posters and lithographs belong in the assorted lithographs and posters collection. Only photographs. **See Processing Manual page 95.**
- Accessioned?
- Series: parts
- Old FIC numbers / collections which have been incorporated in this one:
 - 2019-00-00-142 assorted photos

Maps and Charts / [needs number]

- Existing
- Scope: Contains maps and/or charts that convey geospatial information. Does not include aerial photographs or blueprints. **See Processing Manual page 95.**
- No FIC number
- Old FIC numbers / collections which have been incorporated in this one:
 - Number / collection

Space Exploration / 2019-00-00-125

- Scope: Any document or photograph relating to aerospace and rocketry, subjects existing in space or NASA. Does not include blueprints/technical drawings. Includes Boeing crafts that were manufactured for NASA and space exploration. Lunar charts. Concept art.
- Old FIC numbers / collections which have been incorporated in this one:
 - 2018-00-00-141

FF6-1 / OSF 19	Litho	P51B Mustang / John Ficklen	pilot; signed by artist; 503/930
FF6-1 / OSF 19	Litho	Messerschmitt Bf109G-6 / John Ficklen	painting - Messerschmitt Bf109G-6 in flight after shooting down plane; flown by Maj. Erich Hartmann; signed by pilot; signed by artist; 795/950
FF6-1 / OSF 19	Litho	Police Action At Yalu River / John Ficklen	painting - North American F-86E-10 in flight after shooting down plane; flown by Maj. Frederick C. Blesse; signed by pilot; signed by artist; 120/500
FF6-1 / OSF 19	Litho	Supermarine Spitfire Mk. IXE / John Ficklen	painting - Supermarine Spitfire Mk. IXE in flight in pursuit of plane; flown by Wing Cdr. James E. "Johnnie" Johnson; signed by pilot; signed by artist; 302/950
FF6-1 / OSF 19	Litho	Pursuit / John Ficklen	painting - Republic P-47D-5 Thunderbolt in flight; flown by Maj. Robert S. Johnson; signed by pilot; signed by artist; 809/950
FF6-1 / OSF 19	Litho	North American B25 B / John Ficklen	painting - North American B25 B in flight; flown by Lt. Col. James H. Doolittle; signed by pilot; signed by artist; 399/940
FF6-1 / OSF 19	Litho	The Turning Point / John Ficklen	painting - Torpedo Squadron Eight in combat in Battle of Midway; signed by artist; 351/600
FF6-1 / OSF 19	Litho	Douglas DC-3 "City of Atlanta" / John Ficklen	painting - Delta Airlines Douglas DC-3 "City of Atlanta" in flight; signed by artist; 331/750
FF6-1 / OSF 19	Litho	Grumman F6F-5 Hellcat / John Ficklen	painting - Grumman F6F-5 Hellcat in flight after shooting down plane; flown by Cdr. David S. McCampbell; signed by pilot; signed by artist; 30/50
FF6-1 / OSF 19	Litho	Untitled / John Ficklen	painting - Eastern Air Lines Douglas DC-3 in flight; signed by artist; 1100/1500
FF6-1 / OSF 19	Litho	Escort / John Ficklen	painting - Republic P-47D-25 Thunderbolt in flight; flown by Lt. Col. Francis S. Gabreski; signed by pilot; signed by artist; 576/950
FF6-1 / OSF 19	Litho	Hawker Hurricane 1 / John Ficklen	painting - Hawker Hurricane 1 on the ground; flown by Squadron Leader Robert R. Stanford Tuck; signed by pilot; signed by artist; 23/950
FF6-1 / OSF 19	Litho	Mikoyan-Gurevich MIG-15 / John Ficklen	illustration - Mikoyan-Gurevich MIG-15 on white background; signed by artist; 18/50
FF6-1 / OSF 19	Litho	North American F-86 / John Ficklen	illustration - North American F-86 on white background; signed by artist; 14/50
FF6-1 / OSF 19	Litho	Republic Thunderbolt P-47 / John Ficklen	illustration - Republic Thunderbolt P-47 on white background; signed by artist; 146/1000
FF6-1 / OSF 19	Litho	Sopwith F.1 Camel / John Ficklen	painting - Sopwith F.1 Camel in flight with another plane; flown by LTJg. David S. Ingalls; signed by pilot; signed by artist; 892/950

Weekly reports for Nicole and Charise on the work completed

Weekly Report: April 29-May 3, 2024

On Wednesday, Carly worked on the following:

- Cut tissue paper for boxes.
- Finished numbering, adding tissue paper to, and updating locations for Assorted Aviation Posters & Lithos boxes on the inventory spreadsheet.
- Started making labels for boxes.

On Thursday, Jake worked on the following:

- Finished numbering, adding tissue paper to, and updating locations for Aviation Posters/ Lithographs oversized folders items on inventory spreadsheet.
- Cut tissue paper for Technical Drawings and Blueprints folders in drawers.

On Friday, Carly worked on the following:

- Started numbering, adding tissue paper to, and updating locations for Aviation Artwork boxes.

Next Week: May 6-May 10, 2024

Goals include:

1. Add series titles to collection scope notes; with brief descriptions if necessary.
2. Foldering remaining items in drawers belonging to Corporate Collection.
3. Cut tissue paper.
4. Continue adding tissue paper to folders.
5. Continue adding numbers to folders.
6. Continue adding locations to spreadsheet.
7. Finalize deliverables which have been completed.

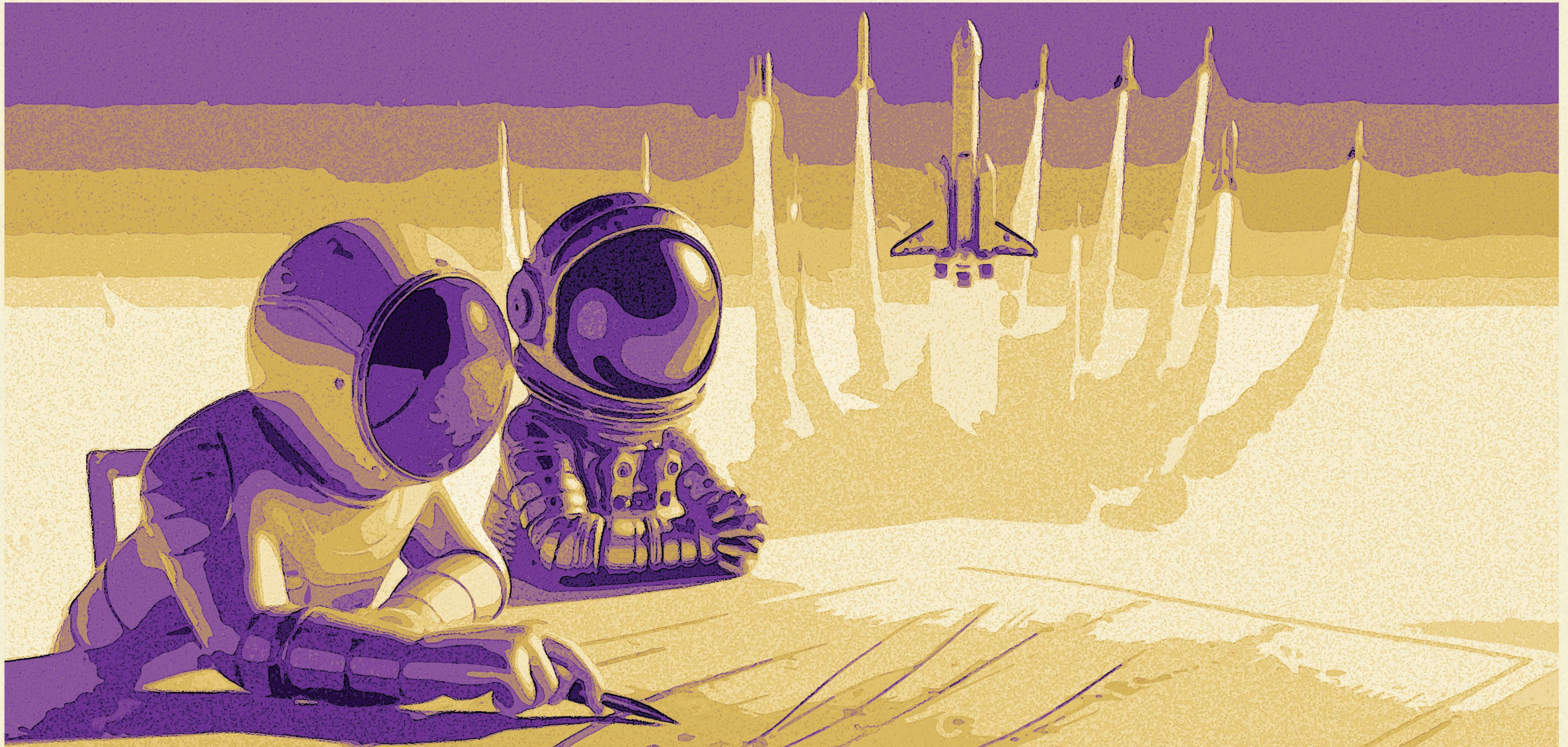


Completely processed collections, foldered, labeled, and sorted into boxes and drawers with items separated with tissue paper.

	3-1 / Aviation Posters	6-1 / Art
	3-2 / Aviation Posters	6-2 / Art
	3-3 / Aviation Posters	6-3 / Art
	3-4 / Aviation Posters	6-4 / Art
	3-5 / Aviation Posters	6-5 / Art
1-1 / Boeing	4-1 / Aviation Posters	7-1 / Art
1-2 / Boeing	4-2 /	7-2 /
1-3 / Boeing	4-3 /	7-3 /
1-4 / Boeing	4-4 /	7-4 /
1-5 / Boeing	4-5 /	7-5 /
2-1 / Boeing	5-1 / Aviation Posters	8-1 / Commercial Airlines
2-2 / Boeing	5-2 /	8-2 / Commercial Airlines
2-3 / Space	5-3 /	8-3 / Commercial Airlines
2-4 / Space	5-4 /	8-4 / Commercial Airlines
2-5 / Space	5-5 / Aircraft Identification	8-5 / Commercial Airlines

Flat file organization plans

SOLUTION AND PROCESS: AKA THE FLIGHT PLAN



SOLUTION AND PROCESS

INVENTORY

1. Cross-referencing items in drawers with the pre-existing inventory and addign new items
2. Keeping notes of possible artificial collections and subseries
3. Adding new items to inventory

NEW SCOPE NOTES

1. Cutting down on the number of FIC collections by combing and creating new ones
2. Identifying important series within each collection
3. Updating FIC numbers

CREATING ORGANIZATIONAL PLAN

1. Considering where collections are being stored
2. Considering which collections need more space for expansion
3. Considering if collections are accessioned or FIC

PROCESSING

1. Sorting based on collection, size, and subseries
2. Foldering items and lebeling with new FIC numbers and collection titles
3. Adding tissue paper barriers to protect items

DETERMINING & DEFINING FIC COLLECTIONS

OLD FIC COLLECTIONS

Aircraft ID cards
Aircraft ID slides
Asst. balloons, dirigibles, helicopters, and gliders posters
Concorde and SST lithos and posters
Asst. commercial prop aircraft non-Boeing posters
Asst. military prop aircraft non-Boeing posters
Asst. commercial jets non-Boeing posters
Asst. cockpits posters
Aviation history posters and timelines
Asst. commercial airliners lithos/posters
Russian posters and pubs
Asst. air show posters
McDonnell-Douglas F4C Phantom II poster
Republique Francaise instructions poster
Paine Field first flight poster
Autographed posters
+30 more!

NEW FIC COLLECTIONS

Aerial photographs
Aircraft ID posters
Aviation artwork
Aviation posters and lithographs
Biographical files
Boeing posters
Commercial airlines
Corporate
General aircraft photos
Maps and charts
Space Exploration
Technical drawings and blueprints

DEFINING SCOPE NOTES & SERIES TITLES

SCOPE NOTES

1. Includes titles, new FIC numbers, older FIC numbers, and collection series
2. Utilized processing manual to reference accessioned collections and preexisting FIC collections

TO DETERMINE SERIES, THE FOLLOWING WERE CONSIDERED:

1. Natural groupings
2. Common research avenues
3. High quantity of items
4. Collecting focus
5. Artists (for Aviation Artwork Collection)

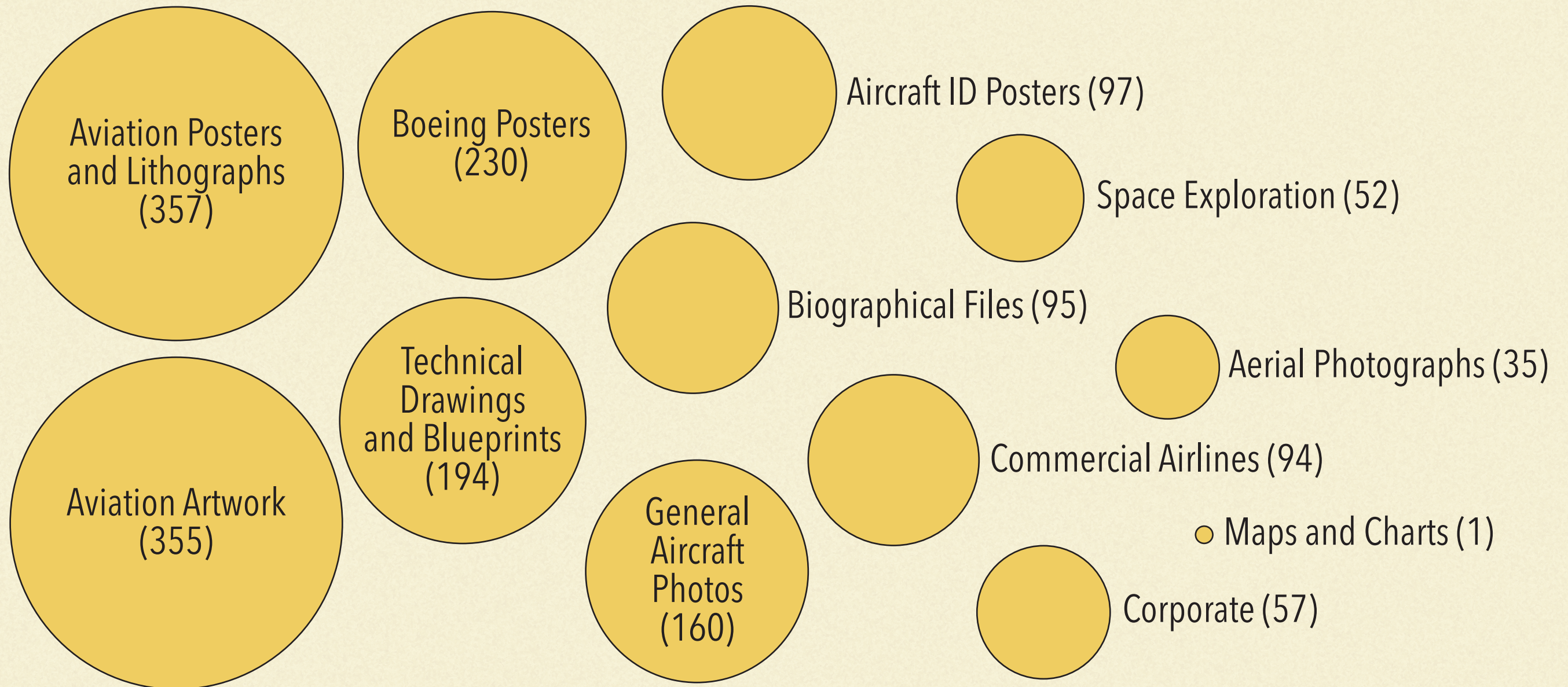
EVALUATION & PROJECT EXPERIENCE:

AKA LANDING THE PLANE

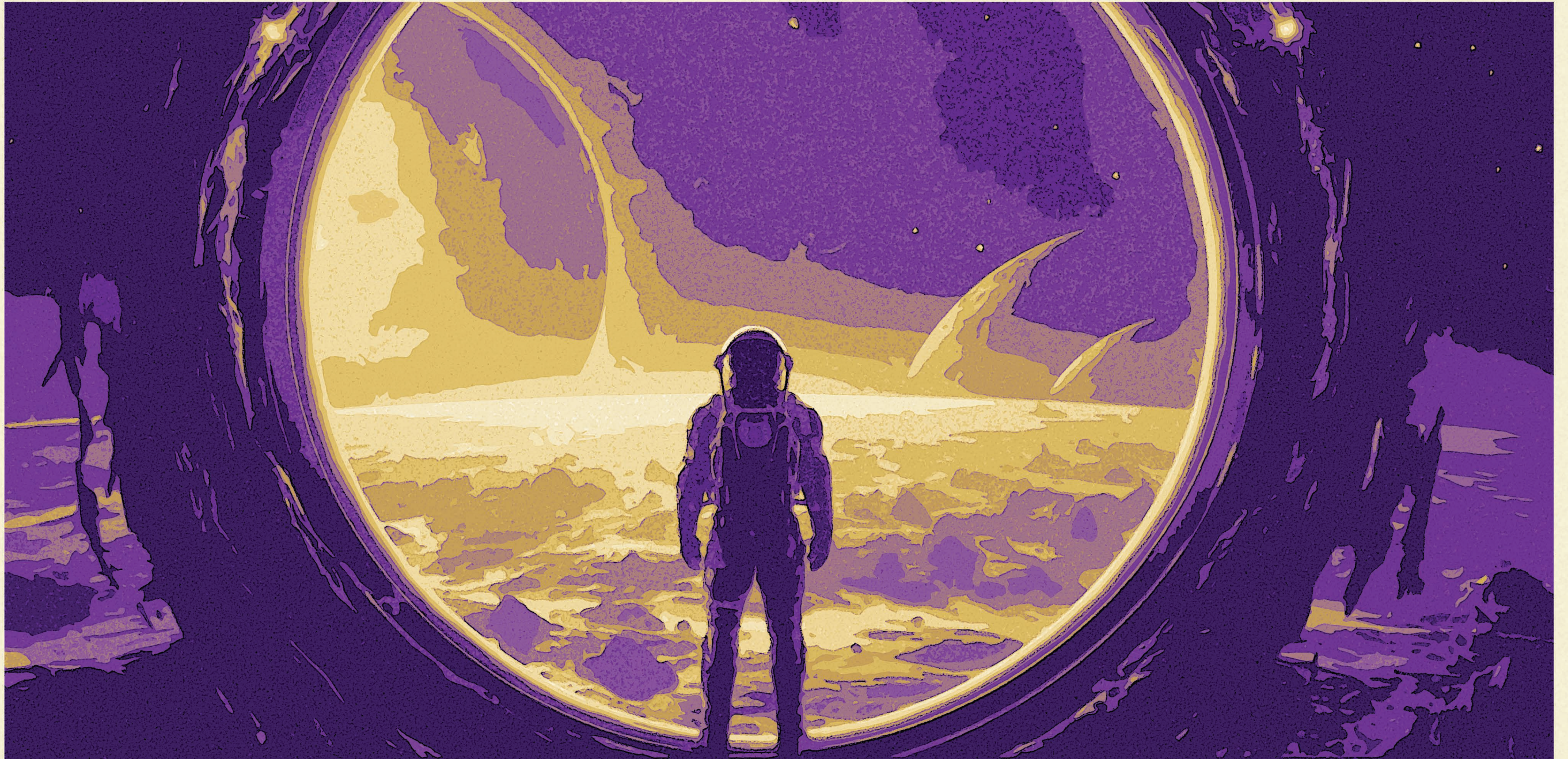


EVALUATION & PROJECT EXPERIENCE

COLLECTION NUMBERS IN REVIEW



NEXT STEPS: AKA LOOKING AT THE FUTURE



NEXT STEPS

FUTURE USE

1. MOF archives will continue using the Flat File Organization Plan

FUTURE WORK

1. Continuing work with the Museum over the summer
 - A. Humidifying and flattening documents
 - B. Create finding aids in ArchivesSpace

THANK YOU
FOR FLYING WITH US!

