

ARCH Annual Meeting
Collections Committee Annual Report 2023
Respectfully submitted by Sarah Vedrani, Chair

After a hiatus, the re-formed collections committee is excited to dig into a massive collections management project that will make the entirety of the ARCH collection digital, searchable, and usable for research, educational endeavors, and public engagement.

After much consideration, the ARCH Board of Directors voted to move forward with the acquisition of CatalogIt collections management software. This software will allow us to keep detailed digital records of every object in the organization's collection, from furniture to photographs. This will be a lengthy project; next steps for 2023 are as follows:

1. Assess equipment and network needs: the committee will assess current equipment and network capabilities and decide whether new pieces, such as a computer, will need to be purchased. The committee will also develop a list of necessary equipment such as cameras, scanners, etc.

2. Fundraise: The committee intends to apply for grant funding for this project to assist with equipment purchasing, or any other financial need that may arise. We will be looking into possible sources and writing grant applications very soon.

3. Train: Once we have all of the necessary supplies on hand, the committee, along with the rest of the ARCH Board, will receive training in using the new software, so that everyone can be a part of the process. We may also look for volunteers to assist in future cataloging and data entry efforts.

4. Education: The committee intends to share as much as possible with the public during this project, including but not limited to: special pieces in the collection, the research process, and behind the scenes looks into the cataloging process. This may be done through social media and/or the ARCH website and newsletter.

As this project progresses, we hope to gain a greater understanding of our collection, how to care for it, and how to use it to continue to engage and connect with our local community.