

Collections Research News

SPRING 2002

COLLECTIONS RESEARCH FOR MUSEUMS

4830 E Kansas St, Denver, CO 80246
303-757-7962

CELEBRATING TEN YEARS IN BUSINESS

Mission Statement

It is the mission of Collections Research for Museums to inspire museums to improve their professional standards, collections stewardship and service to their constituency through training in, and assistance with, documenting, preserving, protecting and managing their collections.

Values Statement

Collections Research for Museums will hold itself and its employees to the highest professional and ethical standards.

Collections Research for Museums values openness, honesty and integrity in all its professional relationships.

Collections Research for Museums believes in responsibility and accountability in all its professional relationships.

Collections Research for Museums respects unique viewpoints, beliefs, backgrounds and experiences.

**FILEMAKER® PRO CATALOGING
TEMPLATES NOW AVAILABLE
FROM CRM**

Collections Research for Museums can now assist small museums with computerizing their collection documentation using off-the-shelf database software. Our current specialty is FileMaker® Pro databases.

Collections Research for Museums has created a collection database using the commercial software FileMaker® Pro. Cataloging templates are available for object collections, photographic collections and archival collections. We will customize a cataloging screen for those of you who have specialized collections. We can also connect your database to an imaging system to allow photographs of the collection to be incorporated into the database. This is an opportunity for small museums to computerize their collection records using a very user friendly database software. Contact us for details and pricing.

Training is available for our database and in general FileMaker Pro techniques.

For more information, give us a call at (303) 757-7962.

SERVICES

Collections Research for Museums offers **classes for small museums in Cataloging and Collections Management.** The course is designed for those museums which have small, non-professionally trained or volunteer staffs. It covers the basics of marking, handling, measuring, and cataloging, plus general care and storage for all types of objects and materials.

The course is individualized to suit the needs of each museum. Classes are given on site at the museum and utilize the museum's own collection.

The course is priced according to length and may include up to 10 people.

A list of suggested reference material, general supplies, and suppliers is provided, along with samples of cataloging worksheets for ethnographic/historical/art, geological, natural history, and photographic collections.

If you would like more information on topics covered and costs, give us a call at (303) 757-7962 or drop us a line.

We also offer a variety of **other services** to museums, large and small. These **range from simple inventories to complete and thorough cataloging of collections.** Feel free to contact us for more information. We provide a **free initial consultation.**

Also, if you need help preparing your NAGPRA summaries or inventories, we can help. Give us a call.

(Collections Research News is a service of Collections Research for Museums, Inc, 4830 E Kansas Dr, Denver, CO 80246 (303)757-7962, email: schaller@rmi.net. Questions, comments or story suggestions are always welcome.)