

## **Castine Historical Society**

### **Collections Committee**

### **Summary Board Report**

**August 2020 – July 2021**

During the period the Collections Committee worked on a number of issues related to collections including:

#### **COVID Collection**

- Gathered information from social media and purchased related items to add to the collection

#### **Collection Inventory Project**

- Objective to make sure we know what we have and where it is while moving toward the long-term goal to launch a searchable online database
- Progress was made on the photograph cataloging and scanning project

#### **Updated CHS Disaster Plan**

- A tabletop exercise was conducted with results leading to recommendations for improved resilience including:
  - Need for offsite "cloud" backup asap for documents and files listed as priority items in the Disaster Plan
  - Need for long-term collections management protocols and practices for digital preservation. Staff will recommend an action plan in 2022 which could be implemented as a prototype in 2022 by an intern.

#### **Database Transition**

- Transition completed from a locally networked PastPerfect system for collections and membership to their web-based edition. This was a large and time-consuming project which aligned CHS with the latest technology solutions and improved data integrity and resilience

#### **Additions to the Collection**

- Several donations and purchases were added to the permanent collection