

Managing Multiple Small Collections in an Interdisciplinary Museum

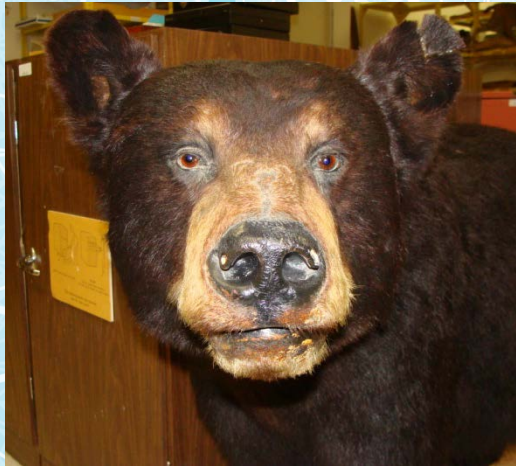
Lena Hernandez, Collections Manager/Registrar

Society for the Preservation of Natural History Collections

Gainesville, FL

2015







The Museum of Science & History of Jacksonville (MOSH) inspires the joy of lifelong learning by bringing to life the sciences and regional history.

Advocacy

Anyone with a pulse is fair game



Dusky Seaside Sparrow Nest



Museum of Science & History,
Jacksonville

Liked · December 3, 2014 ·

Dusky Seaside Sparrow nest

The Dusky Seaside Sparrow, a subspecies of Seaside Sparrow was first classified in 1873 due to its unique song and colorization. Its natural habitat was once Florida's Atlantic Coast, specifically Merritt Island and the upper St. John's River. The species' unique song and colorization was a result of their isolation from other similar species. Population levels began to drop however, due to the spraying of DDT in the 1940s and the man-made flooding of the Merritt Island breeding ground and the drainage of the marshes around the St. Johns. The Dusky Seaside Sparrow was officially declared extinct as of December 1990.

<http://ecos.fws.gov/speciesProfile/profile/speciesProfile.action?spcode=B00R>

Unlike · Comment · Share



You and 3 others like this.

1 share



Write a comment...

People You May Know

See All



Ann-Berit Moyle
2 mutual friends

Add Friend



Objects Catalog [Close]

⏪ ⏩ + 📅 ✎ ABC 🔍 ✖ 🖨 🎞 📁 Sort by 📄
 Add Browse Edit Spell Find Query Delete Print Media Exit

Screen View

- Archaeology
- Art
- Geology
- History
- Natural History ●
- Custom

Other Views

- Appraisal
- Condition ●
- Dimensions ●
- Lexicon
- Location
- Notes & Legal
- People - Subjects
- Classification
- Search Terms
- Relations
- Repatriation
- Source
- Inscription
- Maker's Mark
- Lists ●
- Virtual Exhibit

Collection	Natural Science Collection		Date	
Object ID	NS2006.21.02A-B		Year Range	thru
Object Name	Mercenaria mercenaria		Catalog Date	10/07/2010
Other Name	Northern Quahog		Cataloged by	Bates, Travis
Other#			Status Date	09/08/2014
Old#			Status by	Hernandez, Lena
Accession#	NS2006.21		Status	OK
Home Location	Unit 109 sh F box 1			

Natural History ● Archaeology ● Art ● Geology ● History ● Natural History ● Custom

Description (Linnaeus, 1758)


Collector			Col. Date	//
Identified by			Id Date	//
Preparator			Prep Date	//

Preservation Methods

Site /Site#

Habitat

Skeletal Elements



017NS20062102AB.JPG

Image Management (1 of 1)

Record 1 of 53

Updated by lhernandez

Updated 02/02/2015 02:50 PM [Update History](#)

Resources

Use them*

*Especially when they are free

BEFORE THE RIVER: FOSSIL FLORIDA

Florida was under water during the Cretaceous Era when dinosaurs roamed the Earth. Florida's landscape of rivers, swamps, and lakes that we know today were carved by retreating waters during the Cenozoic Era. Some of the most fascinating land and sea animals that ever lived, from fierce super sharks to giant mammoths and saber toothed cats, called Florida home as the new landmass emerged from the receding ocean.





LOL WUT



Fluid Preserved Specimen Inventory Procedure

- 1) Verify that the specimen is not already in PP. Try entering the number as you see it, then add a NS in front of the number, then try DNS in front of the number. For example: 72.72.109, NS72.72.109, DNS72.72.109 OR R2007.203.001, NSR2007.203.001, DNSR2007.203.001
 - a) If the item is in PP with a normal ID number or with one that begins NS just skip to step 2 to begin updating the record.
 - b) If the object's in PP and begins with DNS, edit the object ID number and remove the D. Instead of DNS72.72.109 it should be saved as NS72.72.109. The only exception to this is object IDs that begin DNSR2007 these should be changed to just R2007. Also confirm that the accession number reflects this change.
 - i) Enter Edit mode and click on the *Change Access#, Object ID, or Loan #* button located at the top of the screen. Edit the number as necessary and click save. The first couple times you do this check in with the Collections Manager before making any changes.
 - c) If the object is not yet in the computer, and it has an object ID number, add it to PP.
 - i) In the Objects catalog click the *Add* button.
 - ii) In the *Enter Accession#* field type the accession number typically noted as a *year.number* (e.g. 2014.13) it may also be R2007 (R2007 is the full accession number in this case).
 - iii) In the *Enter Object ID* field type the object ID number which will typically be something like 2014.13.12 or R2007.204.001. For other variations on what an object ID number could look like see the *Old Number Procedure* located in the *Collections Resource Binder*.
 - iv) In the *Object Name* field type the scientific name of the species. If you cannot identify the specimen down to the species, classify down as far as possible and type it in followed by *sp.* For instance if you had identified the specimen to the genus level *Strix* you would enter it into PP as *Strix sp.*
 - v) Click the *Add New Record* button.
 - d) If you cannot find an ID number, assign a FIC number. A refresher on how to assign a FIC number can be found under the *Past Perfect* tab in the *Collection Resource Book* or at the beginning of the *Found in Collection* binder.
- 2) The *Collection* field should read *Natural History Collection*. If this field is empty or incorrect, select the *Collection* field and right click to bring up the authority file. Double click to select the *Natural History Collection* line.
- 3) The *Object Name* should be the scientific name of the animal. The *Other Name* should be the common name of the specimen. Please capitalize the first letter of the genus name and use lower case for the remainder of the scientific name. The common name should be capitalized at the beginning of each word.
- 4) Enter any ID numbers that are not the Object ID in the *Other Number* and *Old Number* fields. Other numbers are those created by institutions and individuals outside of MOSH. Old numbers are those created in the past by MOSH. For reference, see the *Old Number Procedure* located in the *Collections Resource Binder*.
- 5) Note the location you pulled the object from in the *Home Location* field. The format is Unit x sh x box x (e.g. Unit 113 sh G box 1) for those specimens located on open shelving, just use the unit and sh portions.
- 6) On the line between the *Home Location* and *Description* fields select the circle next to *Natural History*.

Fluid Preserved Specimen Inventory Procedure

- 7) Move to the right. If you created a new record, select your name in the *Cataloged By* field but right clicking and using the authority file.
- 8) Select the *Status Date* field and hit the F8 button.
- 9) Select *Status by* field and right click to bring up the Authority File and then double click on your name.
- 10) Make sure the *Status* field reads OK. If not then right click in the field to bring up the Authority File and double click on OK.
- 11) Select the *Natural History* tab from the upper left.
- 12) The *Description* of the object should be the common name, the portion of the animal and a description of any mountings. For example: *White Bass, whole fish, wet preserved*.
- 13) Fill out the taxonomic classification on the right hand of the screen by selecting and then right clicking in each field to open the authority file. Select the appropriate name by double clicking.
- 14) Fill out any other useful fields with the any information found on the tag.
- 15) Use the *notes* tab on the left to flag the record and note the level of alcohol. Estimate the amount of alcohol in the jar from the shoulder of the jar, not the lid. Write your note as percent of alcohol. An example of what the notes section might look like is "60% alcohol, ethanol" This conveys that the jar is 60% full of alcohol and uses the flag term ethanol to indicate that the jar needs to be topped off.
 - a) *Deaccession*-Items that are so badly damaged they cannot be recovered.
 - b) *Identification*-Items that cannot be easily identified and will need expert identification.
 - c) *Legal*-Items that are known or suspected to need legal permitting or documentation.
 - d) *Damage*-Items that are damaged or very dirty but may be repaired.
 - e) *Ethanol*-Items that need more ethanol, are suspected to still be in formaldehyde, or are in an inappropriate container.
 - f) *Human*-All human body parts (including organs).
 - g) *MBTA*- all birds covered by the Migratory Bird Treaty Act
 - i) Any bird covered by the MBTA also needs to be entered into the MBTA report located in the *Natural Science Resources and Reports* binder.
- 16) Save your work.
- 17) Select *Condition* from the left column and hit the + sign located on the far right. In the upper right *Type of Report* field use the drop down menu and select routine. Fill in *Report Created* by using the Authority file and the *Date* using F8. Note any condition remarks using *A Brief Overview of Condition Reporting* which can be located under the *Past Perfect* tab in the *Collections Resource Binder*. Select *Overall Condition* using the Authority File (remember that the order of condition is Excellent, Good, Fair, Poor.) Hit the *Save* button at the bottom of the condition window.
- 18) Proofread and spell check your work.



Hard Work

“Without hard work nothing grows but weeds...”and mold...and dermestid beetles.

-Gordon B. Hinckley (and Lena Hernandez)



Meet Mandy



She thinks fluid preserved collections are cool







Thank you!

Lena Hernandez
lhernandez@themosh.org
(904) 396-6674 x212