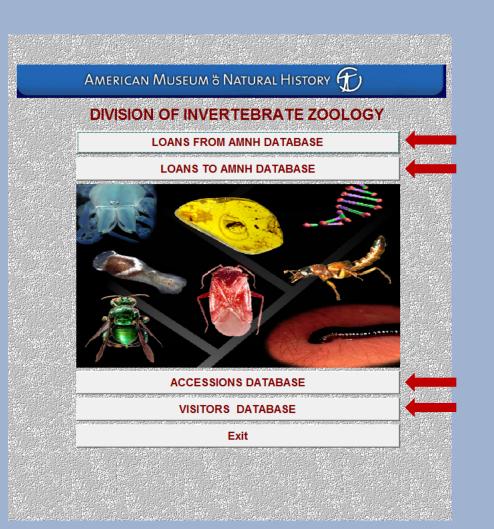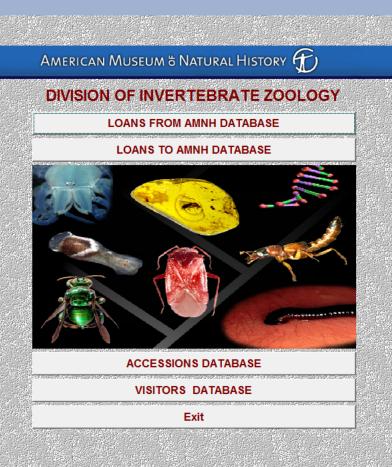Access database developed in 1999 in-house to manage an estimated 25 million specimens in the Division of Invertebrate Zoology (insects, terrestrial arthropods, marine invertebrates)
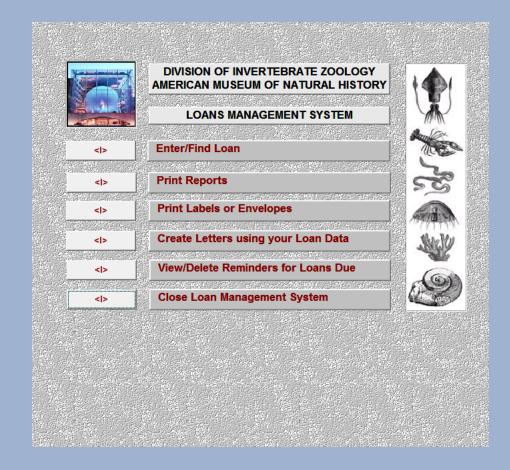
- 4 *separate* databases to handle:

  - Loans from AMNH

  - Loans to AMNH

  - Accessions

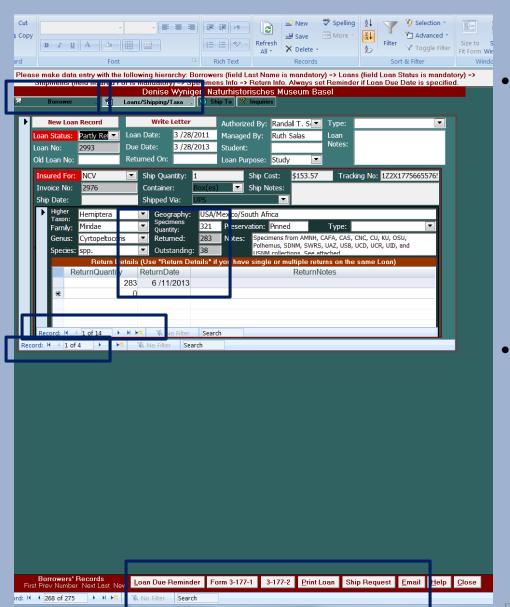 - Visitors and visitor days

- Each database is "linked" to Curator-in-Charge (CIC) of group
- Tables *within* databases *not shared* across CIC (11 x 4)
- Tables *across* databases *not shared*
- Databases point to ("aggregate in") a "divisional" database

Access Database: Loan Management System

DIVISION OF INVERTEBRATE ZOOLOGY
AMERICAN MUSEUM OF NATURAL HISTORY

LOANS MANAGEMENT SYSTEM

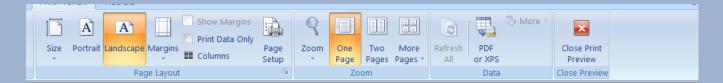| <I> | **Enter/Find Loan** |
<I>	**Print Reports**
<I>	**Print Labels or Envelopes**
<I>	**Create Letters using your Loan Data**
<I>	**View/Delete Reminders for Loans Due**
<I>	**Close Loan Management System**

Access Database: Loan Management System

- Benefits:
  - Track loans, shipments, costs, specimen condition
  - Fill-out 3-177s, send emails, print shipping request, print loan forms, set loan-due reminder, automatic summation

- Limitations
  - Data entry cumbersome
  - Search capability limited
  - Easy to make an error
  - Not a specimen database
  - Taxon names at different levels not linked

Access Database: Loan Management System - Reports

DIVISION OF INVERTEBRATE ZOOLOGY
ALL LOANS SUMMARY
For Loan Dates Between:
July 1, 2014 and June 1, 2015
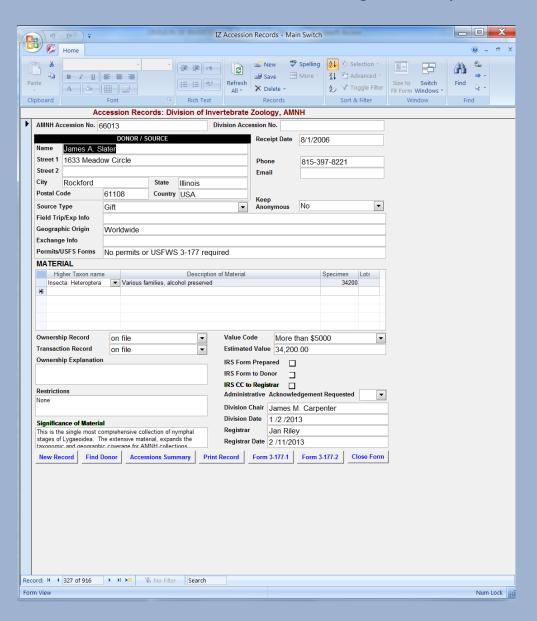
Randall T. Schuh: Hemiptera, Minor Orders

Loan Status	Loan Date	AMNH Loan No.	Institution/ Borrower/ City/ Country	Higher Taxon	Specimens Quantity
Closed	7 /9 /2014	3602	American Museum of Natural History, Langis Dina, New York, USA	Hemiptera	6
Closed	4 /20/2015	3747	Canadian National Collection, Schwartz Michael D., Ottawa, Canada	Hemiptera	11
Closed	4 /28/2015	3751	University of California, Riverside, Weirauch Christiane, Riverside, USA	Hemiptera	140
Closed	8 /20/2014	3631	University of Illinois, Dietrich Chris, Champaign, USA	Hemiptera	2

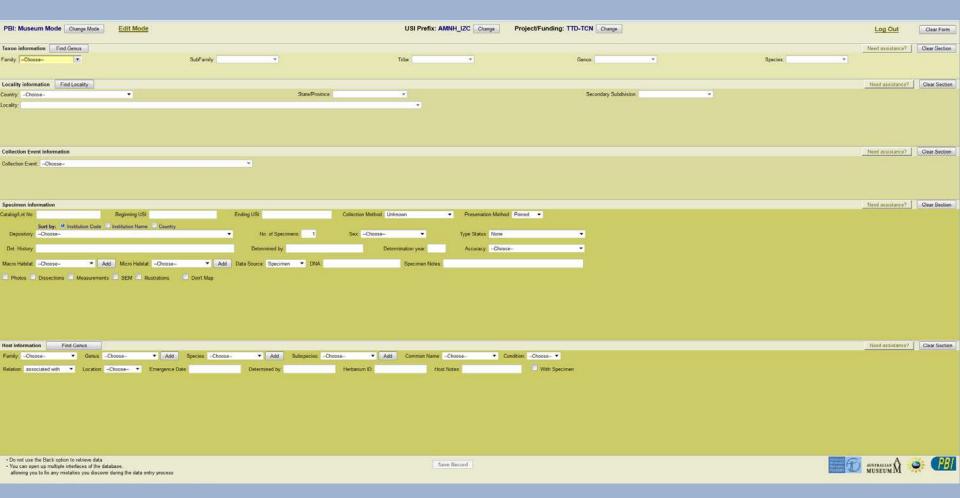**Randall T. Schuh Summary for Loans With Status Closed:**
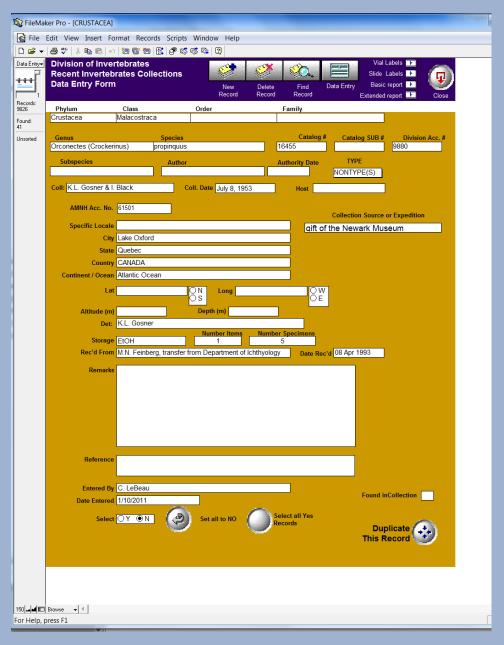**Total Number of Loans - 4; Number of Specimen Detail Records - 5; Number of Specimens - 159**

Access Database: Accession Management System

Arthropod Easy Capture Database – specimen record database (bugs, spiders, wasp nests)

File-Maker Pro (RINMS) – specimen record database

Moving to EMu!

Chris Johnson, AMNH – IZ October 2015