

**Retrospective Documentation
Progress October - December 2007**

Collection area	Progress against 5 year retrospective documentation plans – either paper-based or computer records to Accreditation standard			Progress in processing records created during DCF project	Notes
	Manual	Adlib	Access location audit		
Archaeology	N/A	234		N/A	Info from historic catalogues added to modern Adlib records
Costume and textiles	642	114	N/A	N/A	Adlib records created /edited for objects coming off display and manual records created for main male and female garments. Also 233 manual records created by volunteers working on scent bottles.
Decorative Arts	58	67	N/A	N/A	Records both manual and then onto Adlib for Ismay ceramics, the Art gallery handling collection and recording the decorative arts at the Yorkshire Museum (ceramics and glass so far).
Fine Art	N/A	899	N/A	N/A	Adlib records for general works on paper and the Tillotson Hyde collection of illustrations specifically
Military history	N/A	308	N/A	N/A	Records for objects moved due to workrooms/studio project at the castle (armour, swords) and as a result of first complete location audit of licensable firearms.
Science	N/A	21,715	92	N/A	Over 20,000 geology records formerly in access database transferred into Adlib. All access records will be transferred in the next quarter. Records added to Adlib directly for scientific instruments and biology.
Social history	1138	458	N/A	N/A	Manual records created for objects coming off display in Half Moon Court (for 1960s experience), Hearth gallery (Kitchen studio) and Founders gallery (China exhibition). Adlib records created for agricultural implements moving to off site store and 237 for objects relating to the China project.
Collections Management	N/A	24,947	N/A	1057	24,947 existing records cleaned and edited by Registrar to bring them up to Spectrum standard. 1057 DCT created records either entered onto Adlib or edited and images inked to them, tying up loose ends from the DCF project.
Total	1838	48,742	92	1057	

**Retrospective Documentation
Progress January – March 2008**

Collection area	Progress against 5 year retrospective documentation plans – either paper-based or computer records to Accreditation standard			Progress in processing records created during DCF project	Notes
	Manual	Adlib	Access		
Archaeology	N/A	222	0	N/A	In addition 801 old Adlib records edited and corrected
Costume and textiles	78	81	N/A	N/A	Includes 31 manual records created by volunteers
Decorative Arts	0	106	N/A	N/A	
Fine Art	N/A	20	N/A	N/A	
Military history	0	155	N/A	N/A	
Science	0	1544	64	N/A	Includes 64 Access records and 35 Adlib records created by volunteers. 821 records transferred into Adlib from Access had to be edited and corrected to bring them to Accreditation standard.
Social history	425	59	N/A	N/A	Large numbers of paper records created as objects were removed from Half Moon Court for the 1960s experience will now have to be entered onto Adlib
Collections Management	0	23,185	N/A	1834	1834 DCF records checked and images linked to them, covering a range of collection areas. Plus 23,185 Adlib records edited and cleaned.
Total	503	25, 372	64	1834	

**Collections Management
October - December 2007**

	Transactions	Objects	Note
Acquisitions	8	149	<p>The Archaeology department has recently made two significant acquisitions. Firstly, the 'Cawood Sword' was acquired as an item in lieu of tax; it is late Viking in date and has been described as 'probably one of the most significant swords to have been found in North Yorkshire'. Secondly, an early Medieval stone cross shaft is in the process of being acquired with the aid of a grant from The Art Fund.</p> <p>'Six Jugs', 2006 by potter Philip Eglin have been purchased using funds from the W.A. Ismay bequest.</p> <p>A collection of Aculeate wasps has been donated by a local expert who wished to add to our collection of Yorkshire specimens.</p>
Archaeological sites	3		Two accession numbers were issued to Archserve for archaeological sites at Newton Kyme Castle and Crayke Castle and one to York Archaeological Trust for work at the University of York.
Disposals	0	0	
Image Use Requests	21	105	Requests to reproduce images include those from Tate Britain for 'Balcony at the Alhambra' by Spencer Gore which will appear on a postcard and Tate Guide to accompany a forthcoming exhibition.
Loans In	3	19	Loans this quarter include those for the Tracey Emin exhibition. A loan for the re-opening of the South Gallery also arrived: 'Predella' a ceramic piece by Edmund de Waal.
Loans Out			Portrait of Nicholas Poussin' by Bernini was loaned to the Palazzo Barberini in Rome.
Conservation	6	34	The majority of work has been undertaken on works from the Fine Art collection in preparation for exhibitions including Marking Time, John Sell Cotman, Passed as Present and Sacrifice.

**Collections Management
January – March 2008**

	Transactions	Objects	Note
Acquisitions	4	8	Acquisitions included two ceramic items presented by the Friends of York Art Gallery, one by Paul Young and one by Mike Eden; both had been included in 'Spotlight on Slipware'.
Archaeological sites	3		Three accession numbers were issued to Northern Archaeological Associates Ltd for archaeological sites.
Disposals	1	2	Two Christmas gift tins - Lord Mayor of York Christmas gift tin, 1941 and Queen Mary's Christmas gift tin - were transferred to the Local History section of York Central Library as better examples are held in the collection.
Image Use Requests	45	281	Many Image Use Requests have been received, mainly from researchers. Works from the Gallery will be reproduced in 'Saint Mary's Abbey and King's Manor' by York Archaeological Trust and in a poetry anthology to be published in South Africa.
Loans In	14	239	This quarter loans have been received for 'Passed as Present', 'Chinese Reflections' and '1960s'.
Loans Out			Individual works have been loaned to the Museo Diocesano in Catania, Sicily; Tate Britain and the Palazzo Bricherasio in Turin; an entire exhibition 'Fairytale and Fantasy' has been loaned to Scarborough Art Gallery.
Conservation	2	3	A pot by Magdalene Odundo has been conserved prior to display. The wheels of the hansom cab in Kirkgate have also been conserved.