

ANNEX 3

**Retrospective Documentation
Progress April – June 2006**

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	N/A	557	N/A	Working on the prehistoric collections (non lithics)
Costume and textiles	370	158	N/A	N/A	Recording of items relating to shopstock (haberdashery etc)
Decorative Arts	257	301	N/A	N/A	Work continues on the Ismay ceramics collection.
Fine Art	N/A	63	N/A	N/A	Recording of framed works on paper and location audit for items moved in stores.
Military history	68	227	N/A	N/A	Recording of campaign medals
Science	N/A	N/A	8254	N/A	Includes location audits for 2992 petrology and biology specimens. In addition, volunteers have completed location audits for 3856 entomology and 1406 palaeontology specimens.
Social history	251	578	N/A	N/A	Including Kirkgate shop settings – pharmacy, scientific instruments shop, coppersmiths, police station and pawnbrokers.
Collections Management	N/A	4124	N/A	336	The Collections Manager has been entering Adlib records for archaeology collections on show at the Yorkshire Museum and the Collections Assistant has been assisting Social History staff with entering records for objects in Kirkgate. In addition she has entered 336 records created as part of the DCF funded

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	Manual	Adlib	Access location audit		
					retrospective project. The Registrar has checked and confirmed 2810 records into the Adlib database from earlier systems and uploaded 28,411 records created by DCF funded cataloguers into the review database for checking before loading them into the live database.
Total	946	5451	8811	336	

**Retrospective Documentation
Progress July – September 2006**

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		
Costume and textiles	290	150	N/A	N/A	Recording of items relating to shopstock (haberdashery etc)
Decorative Arts	N/A	64	N/A	N/A	Work focussed on preparation for two exhibitions – the Japanese exhibition at the Art Gallery and Ceramic Safari at the Yorkshire Museum.
Fine Art	N/A	700	N/A	N/A	Recording of works on paper and of Japanese prints which are now on show at the Art Gallery.
Military history	105	106	N/A	N/A	Manual records on armour updated and Adlib records for foreign medals and groups entered.
Science	N/A	N/A	3223	N/A	Includes accession records for 2552 petrology specimens and 122 lichens and 549 scientific instruments. In addition, volunteers have completed records for 385 petrology specimens.
Social history	290	44	N/A	N/A	Adlib records for objects on display in shops in Kirkgate. Manual records made for truncheon collection and updated for Princess Mary Court displays.

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	Manual	Adlib	Access location audit		
Collections Management	N/A	8495	N/A	1054	The Collections Manager has been entering records from earlier projects and DCF Adlib records for military collections at the Castle Museum, and the Collections Assistant has been entering DCF Adlib records for Social History collections. The Registrar has checked and confirmed 8210 records into the Adlib database from earlier systems.
Total	685	9559	3223	1054	

**Collection Management
April – June 2006**

	Transactions	Objects	Note
Acquisitions	2	20	Volcanic specimens were added to the Geology collection including a presentation box of ash and rock samples from Vesuvius, ash from Mount St Helens, along with specimens from Mexico and Mt Kilimanjaro.
Archaeological sites	1		One accession number was issued for work at 53 Piccadilly, York.
Disposals	0	0	
Image Use Requests	20	105	Rheinisches Landesmuseum Trier have reproduced images of Yorkshire Museum material being loaned for their forthcoming Constantine exhibition. Numerous fossilised insects have been photographed for use at Bolton Museum to support a display of material loaned from the geology collection.
Loans In	2	115	A significant loan this quarter was the exhibition <i>Tom Bendhem: Collector</i> from the Contemporary Art Society consisting of 113 works.
Loans Out	8	76	Numerous coins were loaned to the National Trust at Beningbrough Hall for an exhibition to mark the Year of the Portrait. Works have been loaned from the fine art collection to The Lowry, Salford Quays, Norwich Castle Museum & Art Galley and the Bowes Museum. A Victoria Cross was loaned to the Guards Museum, London to commemorate the 150th anniversary of the medal.
Conservation	0	0	

**Collections Management
July – September 2006**

	Transactions	Objects	Note
Acquisitions	8	8	<p>The Friends of York Art Gallery funded the purchase of an etching by Julian Trevelyan and helped fund the purchase of a ceramic dish by Tomimoto Kenkichi. 'Reflections- Ellerton Meadow' a coloured lithograph by Mark Hearld commissioned by the Yorkshire Wildlife Trust was also acquired.</p> <p>Five household objects dating from the 1950s were acquired by the Social History team.</p>
Archaeological sites	0	0	
Disposals	0	0	
Image Use Requests	23	70	<p>Several pockets and patchwork pieces from the Costume and Textile collection have been requested for various projects.</p> <p>Works from the Fine Art collection are being reproduced in forthcoming exhibition catalogues for which they are being loaned and researchers have also made several requests.</p>
Loans In	1	22	Works were borrowed for the <i>Icons and Idols</i> exhibition at York Art Gallery.
Loans Out	6	69	<p>Numerous Viking objects previously on loan to the Australian National Maritime Museum, Sydney have transferred to a second venue - Auckland Museum, New Zealand. A range of Roman glass has been loaned for display at Malton Museum.</p> <p>Three pockets have been loaned for the exhibition 'Pockets of History' at the Museum of Costume, Bath.</p> <p>Paintings have been loaned to the Millennium Galleries, Sheffield, the Museo Civico</p>

			Archeologico, Bologna and Compton Verney, Warwickshire.
Conservation	1	1	The ceramic rim of a Moulés earth closet has been sent for conservation.