

Chapter 4.1 Video Transcript

Intro:

ORGANIZING YOUR COLLECTION

Welcome to Chapter Four: Organizing Your Collection.

In the last couple chapters, we talked about the various kinds of donations you might receive for your collection. Now, we're ready to talk about how to organize your collection, so this is where you'll want to pull in that person on your team who just loves organizing things and thinks it's really fun to create order out of chaos.



The primary goal here is to make things in your collection easy to find – easy for you, and easy for anyone using your collection. And there are tried and true ways to do that, used in library, archives, and museum work, so we'll be drawing on guidelines and principles from those professions. We won't go into as much depth as professionals would, but we'll provide enough for you to create a solid organizational structure for your materials. That said, if you have someone on your team who has that kind of knowledge and experience, they will be a great asset here!

There are two videos for you to work through: the first video—**What You Need to Know: Organizing Your Collection**—will provide you with some important background information on ways to organize your collection. We recommend you watch this video first to inform your viewing of the second video.

We'll also be starting to enter information in Tab 3 of the spreadsheet. Tab 3, used in this chapter and the next one, is entitled "Items in Your Collection". It's where you'll store all the searchable information about the material in your collection. The second video—**Using the Spreadsheet**—will walk you through the information that you'll be adding to Tab 3.

So, let's begin!