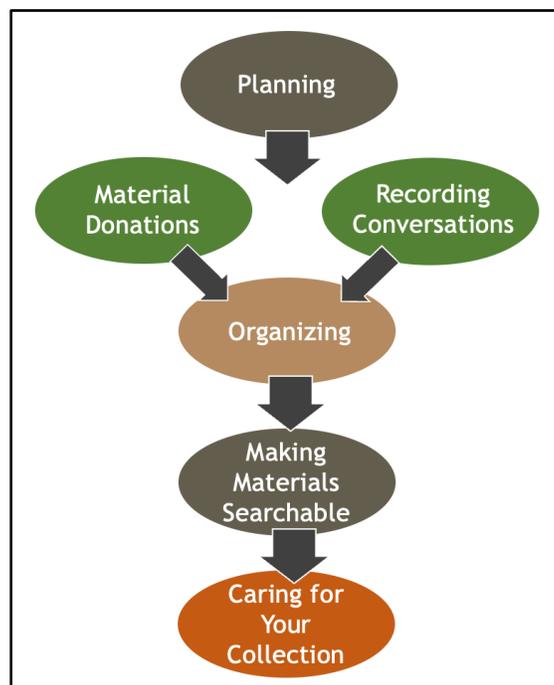


Chapter 5.1 Video Transcript

Intro:

MAKING YOUR COLLECTION SEARCHABLE

Both the previous chapter and this chapter are all about making things easy to find in your collection. This involves both having a collection that is well-organized and clearly labeled, and then making sure your collection is searchable by anyone using it. In the previous chapter, we addressed how to organize and label your collection, and how to store it both to preserve it and to make things easily findable. So now it's time to turn our attention to creating searchable data for each item.



As with the previous chapter, we will be drawing on guidelines that are used in library, archives, and museum work. We won't be outlining those guidelines in as much depth and detail as professionals would use, but enough to help you create a solid organizational structure for your materials. And again, 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 your way through: the first video—**What You Need to Know: Making Your Collection Searchable**—will provide you with some important background information on what searchable data we recommend you include, and why. Please watch this video first to inform your viewing of the second video.

In the previous chapter, we asked you to start entering information in Tab 3 of the spreadsheet, and in this chapter, we'll complete the remaining columns in Tab 3. This tab is the storehouse of information about the material in your collection. The second video—**Using the Spreadsheet**—will walk you through those remaining columns.

So, let's begin!