

# +RE-ORG Ontario:

**Adventures in Storage Reorganization**

**La réorganisation des réserves: quelle aventure!**

**Brant Museum & Archives**  
**57 Charlotte Street, Brantford, Ontario**  
**Three-day Workshop**  
**March 24-26, 2014**



Canadian  
Conservation Institute

Institut canadien  
de conservation

**OMAAMO**  
ONTARIO MUSEUM ASSOCIATION  
ASSOCIATION DES MUSÉES DE L'ONTARIO



## **Organizers**

**Simon Lambert**, Preservation Development Advisor, Preservation Services Division, Canadian Conservation Institute (CCI)

**Kelly Johnson**, Learning and Development Officer, Client Relations and Professional Development Branch, Canadian Conservation Institute (CCI)

**Alicia Ghadban**, Intern, Preservation Services Division, Canadian Conservation Institute (CCI)

**Mary Collier**, Professional Development Program Manager, Ontario Museum Association (OMA)

**Lana Jobe**, Executive Director and Curator, Brant Museum & Archives

## **Course Participants**

### **Timmins Museum: National Exhibition Centre, Timmins**

**Karen Bachmann**, Director/Curator

**Roxanne Collins**, Programme Coordinator

### **Norfolk Arts Centre at Lynnwood National Historic Site, Simcoe**

**Deirdre Chisholm**, Director/Curator

**Carrie Kitzul**, Art Gallery Assistant

### **West Parry Sound District Museum (commonly Museum on Tower Hill), Parry Sound**

**Nadine Hammond**, Curator/Manager

**Marianne Bourgeois**, Collections Volunteer

### **Clarington Museums and Archives, Bowmanville**

**Charles Taws**, Curator

### **Collingwood Museum, Collingwood**

**Susan Warner**, Museum Supervisor

**Melissa Shaw**, Museum Assistant

### **Lambton Heritage Museum, Grand Bend**

**Laurie Webb**, Supervisor/Curator

**Luke Stempien**, Assistant Curator

## **Additional Participants**

**Brant Museum & Archives**

**Justin Butler**

**Nathan Etherington**

**John Jobe**

**Heather MacLeod**























**Tuesday, March 24**  
**(Day 1)**

# LIBRARY

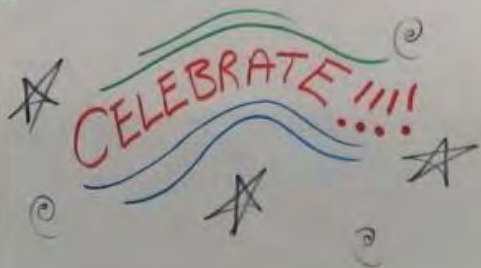
- REMOVE TRASH FROM LIBRARY
- RECONFIGURE LIBRARY
- CREATE AREAS FOR NC TEMP STORAGE
  - (1) STAYS ON GROUND FLOOR
  - (2) GOES TO BASEMENT
- BRING (2) N-C TO BASEMENT
- BUILD SOME WIRE SHELVING IN PROG. ROOM
- REMOVE "OLD" COMPACT SHELVING FROM ARCH. STORAGE
  - & BRING INTO PROG. ROOM
- SET UP AREA IN ARCH. STORAGE FOR COLLECTIONS WORK N-C

# ARCHIVAL

- SET UP "COLLECTIONS" AREA IN PROG. ROOM
- REMOVE TRASH → OUTSIDE & NC → LIBRARY
- MOVE TEXTILE RACK TO "COLLECTIONS" AREA
- MOP FLOOR IN ARCH. STORAGE
- ASSEMBLE WIRE SHELVING SECTION NEAR EXISTING ONE
- TRANSFER BOXES FROM EXIST. COMP. SHELVING TO NEW
- MOP FLOOR IN ARCH. STORAGE
- LAY TRACKS DOWN IN ARCH. STORAGE
- FILL SPACE WITH COMPACT SHELVING
- \*REPATRIATE\* ALL ARCHIVAL BOXES (Crib room, etc. education section)
- MOVE TEXTILE RACK TO "CRIB ROOM"

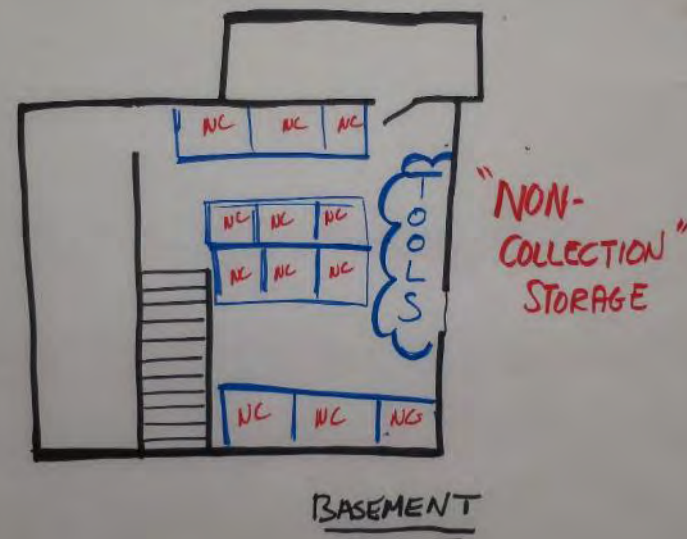
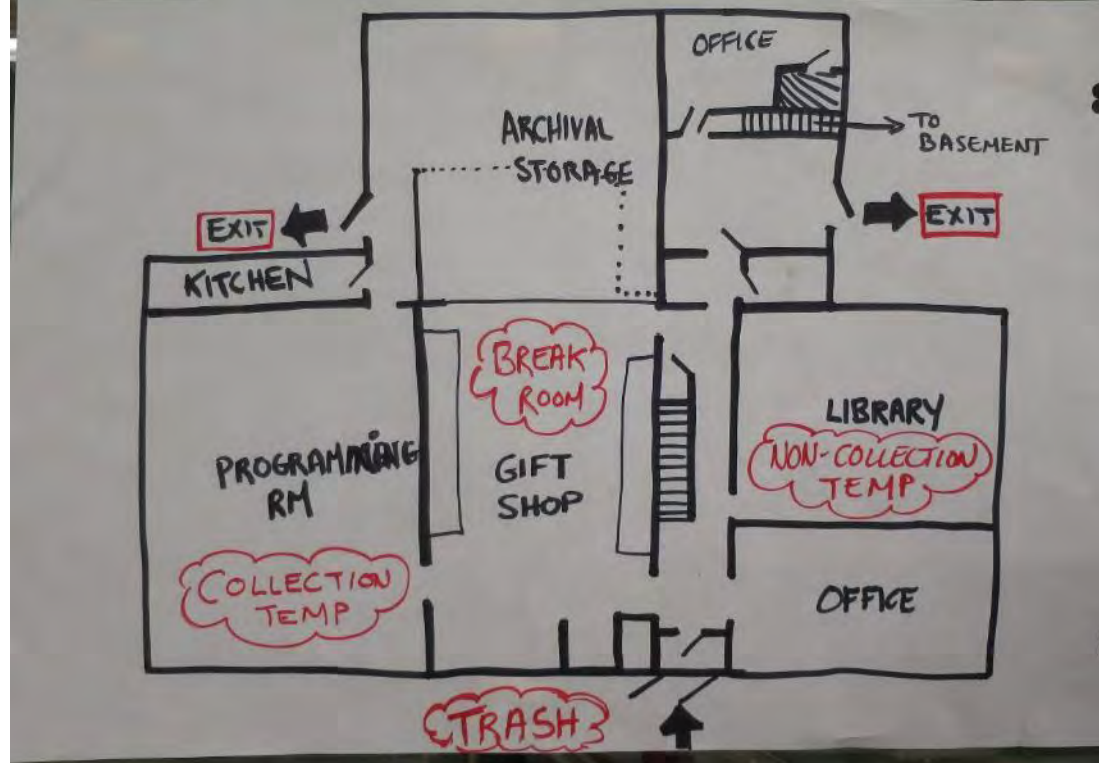
# BASEMENT

- REMOVE TRASH FROM BASEMENT
- RECONFIGURE BASEMENT
- REGROUP TOOLS & ORGANISE IN BASEMENT
- RELOCATE FIXED SHELVING FROM ARCH. STORAGE TO BASEMENT
- RELOCATE EMPTY ARCHIVAL BOXES FROM "METALS" ROOM TO BASEMENT
- RELOCATE NC IN "EDUCATION CORNER" TO BASEMENT
- RECONFIGURE "EDUCATION CORNER" BY INSTALLING "OLD" COMPACT SHELVING











## BASEMENT (3)

- Marianne
- Deirdre + JOHN (Triage)
- Charles
- Simon

## ARCHIVAL STORAGE

- Carrie - Roxanne - Nathan
- Azra - Mary + Lana (Triage)
- Laurie - Susan

## LIBRARY (4)

- Karen
- Melissa + JUSTIN (Triage)
- Nadine + Heather (Triage)
- Luke

























































RAIN WATER  
SHUT-OFF  
VALVE



















LIBRARY

REMOVE TRASH FROM LIBRARY

RECONFIGURE LIBRARY

CREATE AREAS FOR NC TEMP STORAGE  
(1) STAYS ON GROUND FLOOR  
(2) GOES TO BASEMENT

BRING (2) N-C TO BASEMENT

BUILD SOME WIRE SHELVING IN PROG. ROOM

REMOVE "OLD" COMPACT SHELVING FROM ARCH. STORAGE  
& BRING INTO PROG. ROOM

SET UP AREA IN ARCH. STORAGE FOR COLLECTIONS WORK N-C

SET UP "COLLECTIONS" AREA IN PROG. ROOM

REMOVE TRASH → OUTSIDE &amp; N-C → LIBRARY

MOVE TEXTILE RACK TO "COLLECTIONS" AREA

MOP FLOOR IN ARCH. STORAGE

ASSEMBLE WIRE SHELVING SECTION NEAR  
EXISTING ONE

TRANSFER BOXES FROM EXIST. COMP. SHELVING TO NEW

MOP FLOOR IN ARCH. STORAGE

LAY TRACKS DOWN IN ARCH. STORAGE

FILL SPACE WITH COMPACT SHELVING

\*REPATRIATE\* ALL ARCHIVAL BOXES (crit. room, etc.)  
(education section)

MOVE TEXTILE RACK TO "CRIB ROOM"

REMOVE TRASH FROM BASEMENT

RECONFIGURE BASEMENT

REGROUP TOOLS &amp; ORGANISE IN BASEMENT

RELOCATE FIXED SHELVING FROM ARCH. STORAGE  
TO BASEMENTRELOCATE EMPTY ARCHIVAL BOXES FROM "METALS"  
TO BASEMENT ROOMRELOCATE N-C IN "EDUCATION CORNER" TO  
BASEMENTRECONFIGURE "EDUCATION CORNER" BY INSTALLING  
"OLD" COMPACT SHELVING

WIFI PW:

7522483519

ARCHIVAL

BASEMENT

CELEBRATE!!!!



**Wednesday, March 25**  
**(Day 2)**







BRANT COUNTY MUSEUM &



RECEIVED  
54

N7  
N3





















EXIT

NO FOOD  
OR DRINK  
IN THE ARCHIVES

































# BRANT COUNTY MUSEUM & ARCHIVES











MAIN WATER  
SHUT-OFF  
VALVE

Do Not Enter











## FINAL SPRINT

- ☐ FINISH BRINGING ARCH. BOXES INTO STORAGE
- ☐ BRING TEXTILE RACK UPSTAIR
- ☐ NUMBER SHELVES & RECORD LOCATIONS ON "SHEET"
- ☐ FIND HOME FOR "STRAY" RACKS (incl. edu. materials)
- ☐ MOVE PIANO INTO GIFT SHOP
- ☐ MOVE LAND RECLUTY BOXES
- ☐ DISMANTLE & MOVE DISPLAY CASES
- ☐ FINAL CLEAN

LIBRARY

ARCHIVAL

BASEMENT

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education section)

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**RE-ORG**  
BRANTFORD

Yay! ☺

★ CELEBRATE!!!! ★



**Thursday, March 26**  
**(Day 3)**







Shelf # 8

Drawer:  
A

Drawer:  
B

Drawer:  
C

Drawer:  
D

Drawer: E

Drawer: F

772

Shelf # 9

Drawer:  
A

Drawer:  
B

Drawer:  
C

Drawer:  
D

Drawer: E

Drawer: F

Shelf # 10

Drawer:  
A

Drawer:  
B

Drawer:  
C

Drawer:  
D

Drawer: E

Drawer: F

Shelf # 11

Drawer:  
A

Drawer:  
B

Drawer:  
C

Drawer:  
D

Drawer: E

Drawer: F

Shelf # 12

Drawer:  
A

Drawer:  
B

Drawer:  
C

Drawer:  
D

Drawer: E

Drawer: F

Shelf # 13

Drawer:  
A

Drawer:  
B

Drawer:  
C

Drawer:  
D

Drawer: E

Drawer: F

Shelf # 14

Drawer:  
A

Drawer:  
B

Drawer:  
C

Drawer:  
D

Drawer: E

Drawer: F

Shelf # 15

Drawer:  
A

Drawer:  
B

Drawer:  
C

Drawer:  
D

Drawer: E

Drawer: F

HOLLINGER

Gaylord

215  
ACID FREE

ection  
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lies

Dr

Dra

Draw  
D

Drawer: E

Drawer: F

















BRANT COUNTY MUS











LEGAL SIZE / FORMAT LEGAL

Audrey Scott



LIBRARY

REMOVE TRASH FROM LIBRARY

RECONFIGURE LIBRARY

CREATE AREAS FOR NC TEMP STORAGE

- (1) STAYS ON GROUND FLOOR
- (2) GOES TO BASEMENT

BRING (2) N-C TO BASEMENT

BUILD SOME WIRE SHELVING IN PROG. ROOM

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ARCHIVAL

BASEMENT

★ CELEBRATE!!!! ★

WIFI PW:

7522483519

# RE-ORG

BRANTFORD

Yay! ☺



Canadian  
Conservation Institute

Institut canadien  
de conservation

Shelf # 13

Drawer:  
A

Shelf # 12

Drawer:  
A

Shelf # 11

Drawer:  
A

Shelf # 10

Drawer:  
A

Shelf # 9

Drawer:  
A

Shelf # 8

Drawer:  
A

Shelf # 7

Drawer:  
A

Shelf # 6

Drawer:  
A

Shelf # 5

Drawer:  
A

# RE-ORG

SAVING COLLECTIONS IN STORAGE



ICCRM