



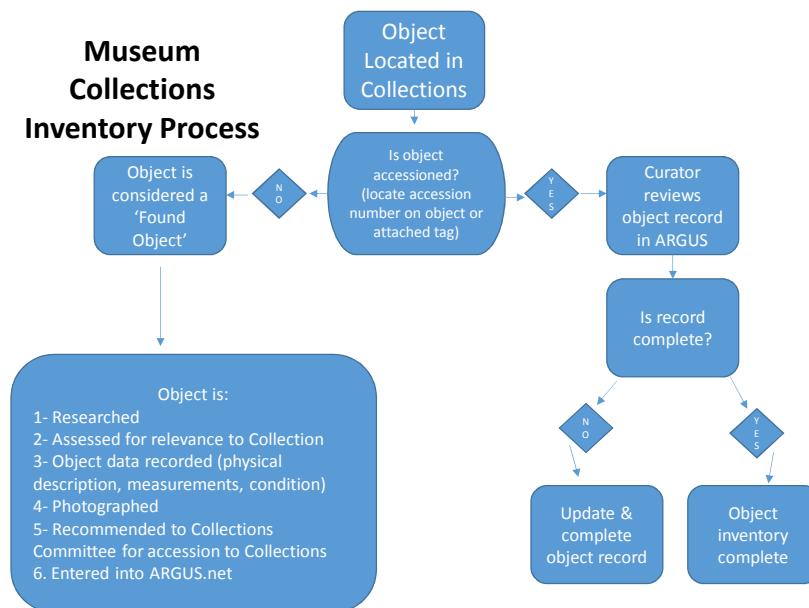
# Museum Collections Inventory Process

Riverside Metropolitan Museum

Metropolitan Museum Board  
February 9, 2016

RiversideCa.gov

## Museum Collections Inventory Process



## Sample accessioned object and ARGUS.net record (new system)

1. ARGUS.net is a collections database that collects comprehensive object data.
2. ARGUS.net records are not static, but are dynamic records that tell the story of an object's history and its activity as an accessioned object.
3. ARGUS.net records are updated with information such as conservation activities and loan history.
4. The following sample ARGUS.net record tabs are for a "Riverside California" quilt that was made in 1893.



3

RiversideCa.gov

## ARGUS.net Description Tab

ARGUS (User ID: brenda, DataSource: Argus SQL 2005) - [Object]

File Edit Column Browse Start Wizards Administration Utilities Window Help

Object ID: 4511-14

Object Name: quilt

Maker: Mrs. E. M. Sheldon

Locality Notes:

Locality: United States | California | Riverside

Subject: crazy | leaf | flower | butterfly | vine

Classification: bedding

Description: silk | cotton | velvet | plain weave | ribbed weave | twill | rings | embroidery | applique | crochet | macon | orange

Title: Riverside Citrus Heritage Quilt

Used: blanket | covering

Remarks: Riverside Citrus Heritage Quilt

Photo:

Image Info: I:\2000\20016\200161616.tif scanned 10/6/97 from original photo for 1992 exhibit poster | I:\2000\20016\200161616.tif scanned 10/6/97 from photo taken c1992

FT Description: Crazy quilt. Multi colored patches of silk, satin and velvet. Each patch embroidered or appliqued with leaves, flowers, butterflies or vines in combination or alone. Bordered in solid macon velvet and edged with orange crocheted triangle design. Backing is red satin. California poppies and pepper tree boughs are some of the plants embroidered on the quilt.

Inscription: "Riverside California"

Object History: Designed and made by Mrs. E. M. Sheldon, age 68, 1893. This quilt has been entered in many early local fairs and Orange shows - the ribbons were missing and never given to the museum.

Exhibition: "Patterns of Life 1710/1992 to 4/10/1992 at Riverside Municipal Museum and 6/3/1992 to 3/6/1992 at Museum of History and Art, Ontario.

Exhibition: Sendai, Japan "Riverside Municipal Museum: Treasures from the Native American and History Collections," 12/12/02- 2/2/03

Exhibition: "Quilt Stories", Riverside Metropolitan Museum, March 6, 2008-7 September 2008

Publication:



RiversideCa.gov

## ARGUS.net Location Tab

5



RiversideCa.gov

## ARGUS.net Condition Tab

6



RiversideCa.gov

## ARGUS.net Images Tab

7



RiversideCa.gov

## ARGUS.net Conservation Tab

8



RiversideCa.gov

## Unaccessioned Object Process

1. Identify object
2. Research object
3. Assess for relevance to collection
4. Record object data
  - a. Physical description
  - b. Take measurements
  - c. Assess object condition
  - d. Take photographs
5. Recommend to Collections Committee
6. Enter object information into ARGUS.net



9

RiversideCa.gov

## When will we be done?

Never... Collections inventory is an ongoing process



10

RiversideCa.gov