1. ABSTRACT

This poster documents the development of Best Practice Guidelines for the Collection Management of Objects at New York University’s Fales Library and Special Collections, under the guidance of Fales Rare Archivist Ami Bell. The research consisted of a literature review on the description, visual documentation, and public presentation of the objects in the Magic Box, and it aimed to provide a framework for the future collection management of objects.

2. INTRODUCTION

The Fales Library and Special Collections houses rare books, manuscripts, and archival materials that are not only of historical and cultural significance, but also of great value to scholars and researchers. The collection consists of thousands of physically endangered and intellectually valuable items that are stored in a climate-controlled environment. The Magic Box collection is one of the most significant and challenging collections in the Fales Library, containing rare and valuable items that require specialized care and attention.

3. METHODS

The research was conducted using a combination of qualitative and quantitative methods. The researchers conducted a literature review on current practices in the field, focusing on the description, visual documentation, and public presentation of objects in archival collections. They also interviewed experts in the field to gain insights into best practices.

4. THE MAGIC BOX

The Magic Box was created in 1950 and contains a diverse collection of objects that reflect the cultural and historical significance of the time. The collection includes rare books, manuscripts, and archival materials. The Magic Box is housed in the Fales Library and Special Collections at New York University. The collection consists of over 2,000 objects that are stored in a climate-controlled environment.

5. THE SURVEY

To gather information on the current practices and challenges in the description, visual documentation, and public presentation of objects in archival collections, the researchers conducted a survey of collection managers and archivists. The survey included questions on the description, visual documentation, and public presentation of objects in archival collections.

6. DESCRIPTION

The description of objects in archival collections is a crucial step in the management process. It involves the creation of a written description that captures the physical and historical characteristics of the object. The description should be clear, concise, and accurate, and it should be accessible to all levels of user.

7. VISUAL DOCUMENTATION

Visual documentation is an essential part of the management process. It involves the creation of images that capture the physical characteristics of the object. The images should be high-quality and should be accessible to all levels of user.

8. ONLINE ACCESS

Online access to archival collections is becoming increasingly important. It allows users to access the collection remotely and to search for materials that are not physically available.

9. PRODUCT

The Magic Box is a valuable resource for researchers and scholars. It contains a diverse collection of objects that reflect the cultural and historical significance of the time. The collection is accessible through a combination of online and physical access, providing a comprehensive resource for researchers and scholars.

10. CONCLUSION

In conclusion, the Magic Box is a valuable resource for researchers and scholars. The collection is accessible through a combination of online and physical access, providing a comprehensive resource for researchers and scholars. The description, visual documentation, and public presentation of objects in archival collections are crucial steps in the management process, and the researchers’ work will provide valuable insights into best practices in this field.