

A Conservation Records Network (ACORN): Conservation Documentation at the Weissman Preservation Center, Harvard University



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INTRODUCTION

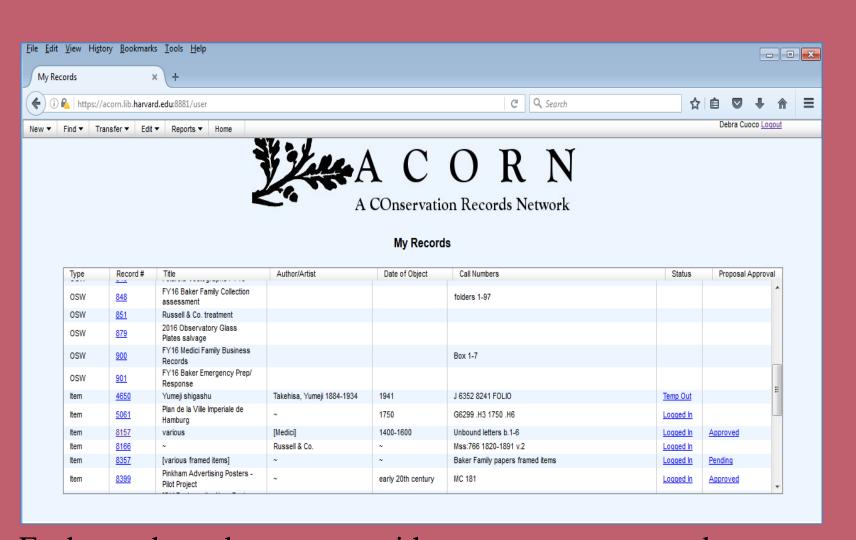
Conservation labs have struggled to design the best method possible to document their work and make it accessible for future generations. The Weissman Preservation Center (WPC) created a database to facilitate treatment documentation for the conservation lab. WPC treats special collections library and archive materials from the 70+ libraries that are part of Harvard University and includes millions of rare books, manuscripts, photographs, and objects. ACORN (A Conservation Records Network) runs on a LAMP stack, using Linux as the operating system, Apache as the web server that allows the PHP to run, and PHP which communicates with MySQL to get its data. ACORN was designed for two main purposes; as a registrarial tool to track object's movement in and out of the lab, and as a repository for all treatment documentation. It has since evolved to meet other preservation needs. An email communication system stores treatment approvals and conversations between conservators and collections staff. Non-treatment activities can be recorded in a separate module. This can

include exhibit prep, consultations, and environmental monitoring. The database structure is simple to use and versatile with changes to field values easy to implement. A built-in search engine makes information retrieval simple and can facilitate the gathering of statistics, including treatment hours for a specific object, the completed work for a project with multiple objects or activities, or how much time was spent consulting on the environmental needs in a given year. As a web-based system, ACORN allows Harvard Library users to access the data at various locations and is a sustainable paperless system. This poster will illuminate how the Weissman Preservation Center has developed a system of documenting preservation work that allows for documentation ranging from simple to highly complex; making it suitable for all types of conservation labs and activities.

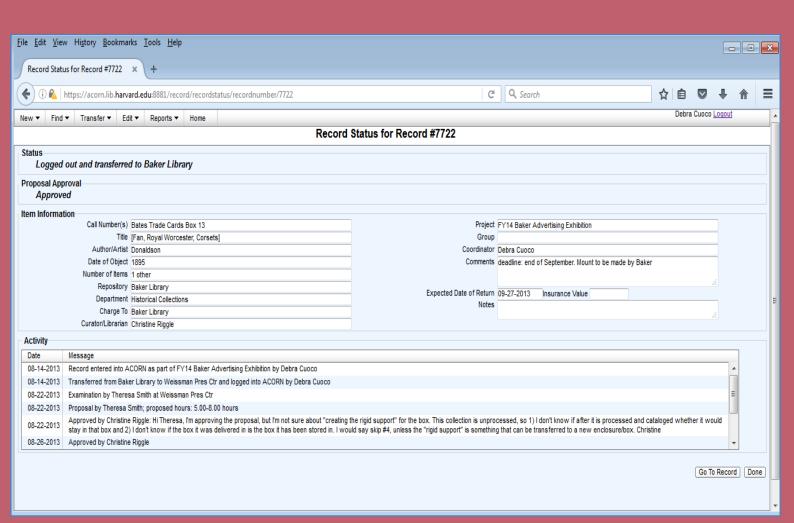


PRESERVATION TRACKING

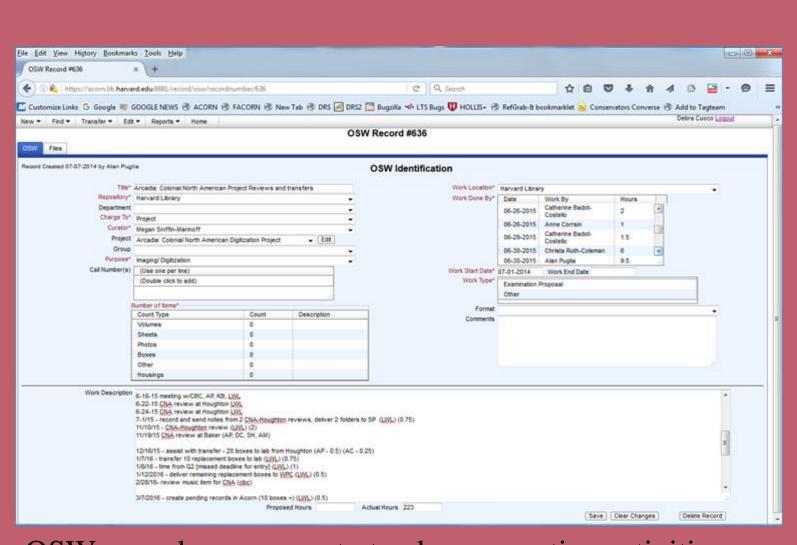
Preservation and Repository users can keep track of their current treatment and work records.



Each user has a home page with current treatment and preservation projects with hyperlinks to full records.



Each repository can access the status screen, showing identifying information, location, and treatment information.

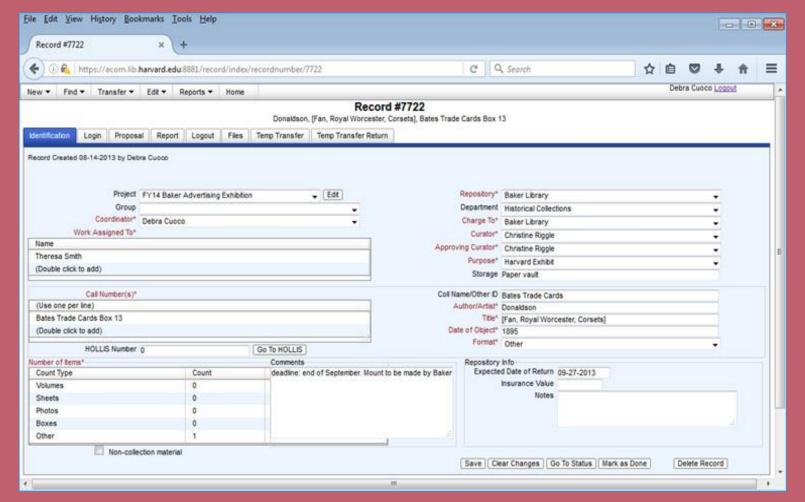


OSW records are a way to track preservation activities that may not be associated with a particular object.

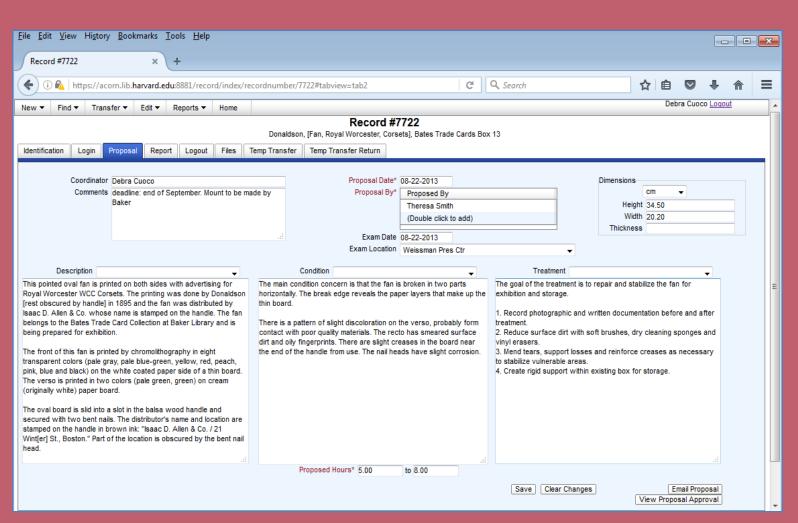


CONSERVATION DOCUMENTATION

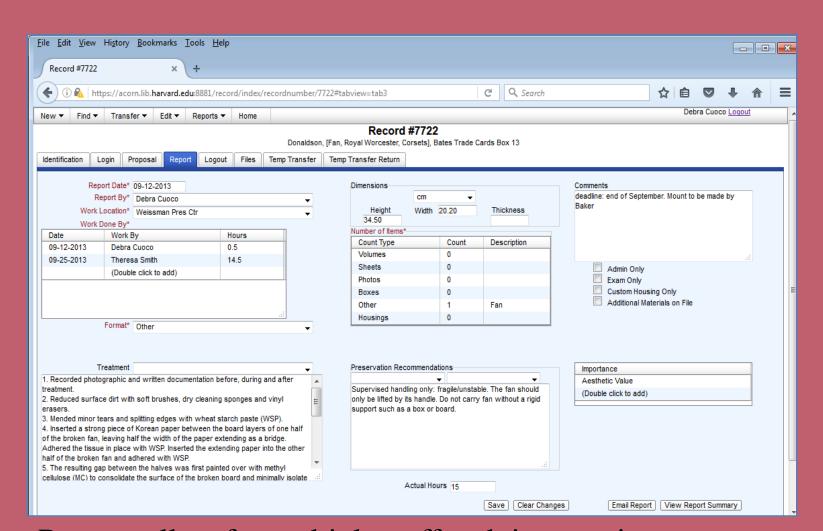
Proposals, reports, images, and supplemental documentation are linked together. ACORN saves all curatorial correspondence, including proposal approvals.



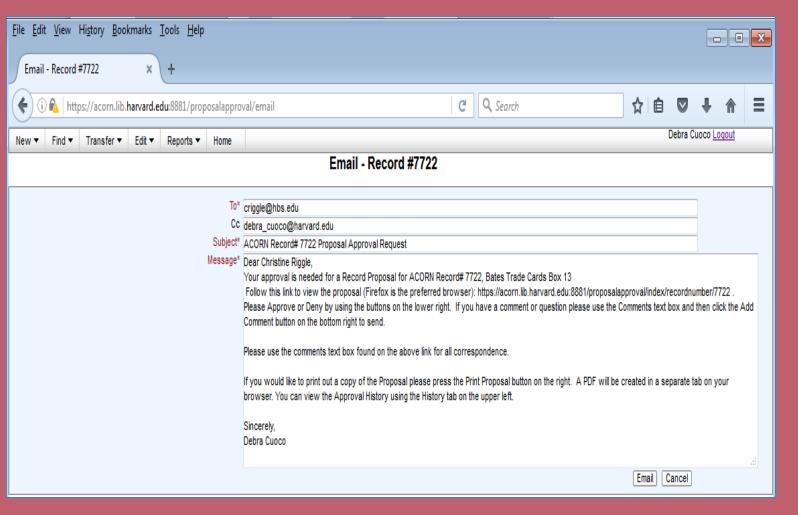
Identification tab contains data about an object, repository, project, and staff. Multiple objects may exist in one record.



Proposals have open text fields. Users can save commonly used text within their individual profile.



Reports allow for multiple staff and time entries.



Proposals and reports are emailed to curators through ACORN and electronically approved.

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		Proposal Approval & Report Info Donaldson, [Fan, Royal Worcester, Corsets], E		
				Return to Record
Proposal Approval	History Final Report Summary	/ Files		
Date	Activity	Comments/Details	Author	
		treatment estimate was 5-8 hours.) Theresa		^
2013-08-26	Approved		Christine Riggle	
2013-08-26	Comment Added	Dear Christine, Thanks for letting me know this may not be the permanent housing for the fan. In that case, I'll probably do something very simple, like cut a piece of foam to support the fan. I won't attach it to the box so you can reuse/discard as necessary when the fan is cataloged and put in its final housing. Theresa	Theresa Smith	
2013-08-22	Approved	Hi Theresa, I'm approving the proposal, but I'm not sure about "creating the rigid support" for the box. This collection is unprocessed, so 1) I don't know if after it is processed and cataloged whether it would stay in that box and 2) I don't know if the box it was delivered in is the box it has been stored in. I would say skip #4, unless the "rigid support" is something that can be transferred to a new enclosure/box. Christine	Christine Riggle	=
2013-08-22	Proposal Submitted	Submitted to Christine Riggle for approval	Theresa Smith	_
	Comments*			criggle@hbs.edu theresa_smith@harvard.edu,debra_cuoco@harvar

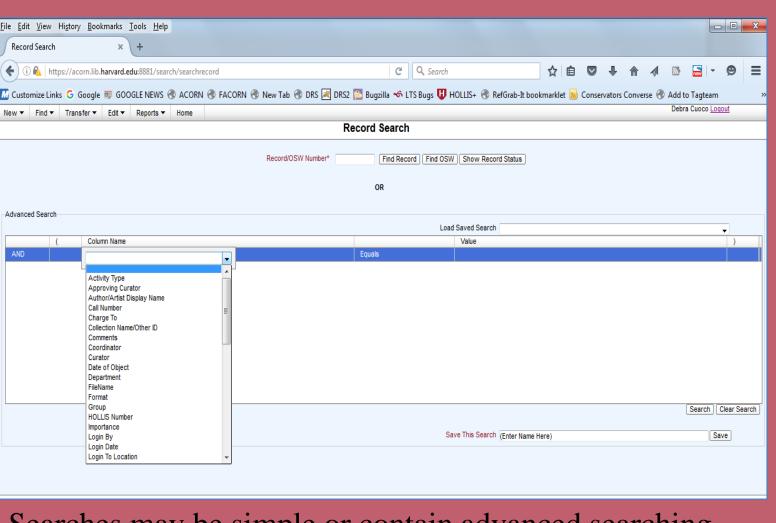
History of approval and correspondence is saved in ACORN.

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Images are easily dragged and dropped into the record.



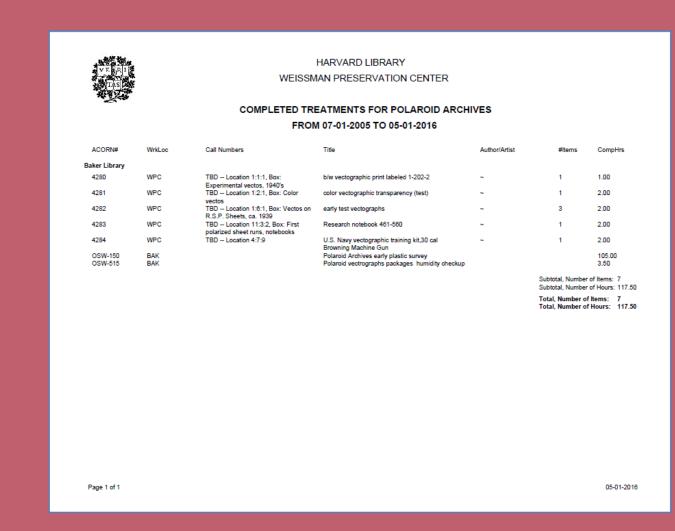
Simple and advanced searching is available.



Searches may be simple or contain advanced searching parameters.

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	<u>7991</u>	<u>Done</u>	493	~	Medici Family	Medici Family Business	08-25-2014	Debra Cuoco	Baker Library	Kelli Piotrowski	Kelli Piotrowski; Kelli Pi	20.5
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Advanced searches are exportable as CSV files. Searches may be saved to individual profiles.

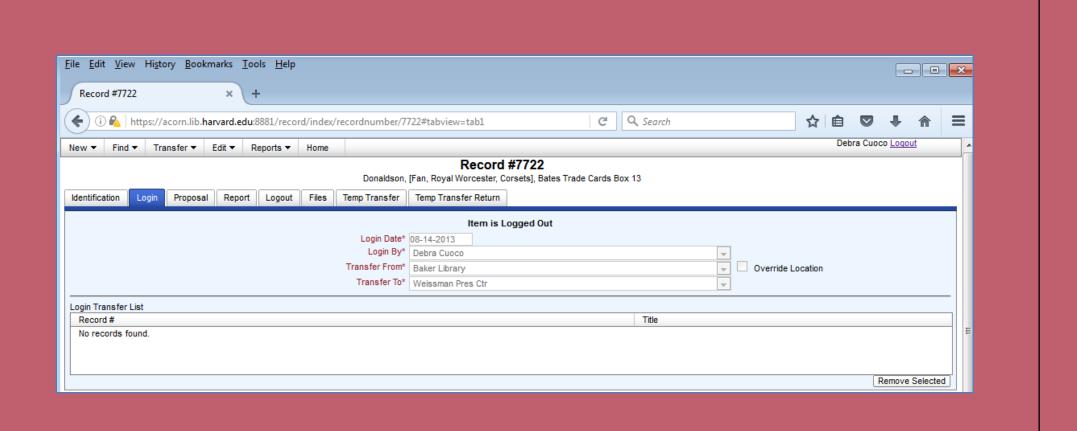


Some statistics are available as custom PDF reports..



REGISTRARIAL FUNCTIONS

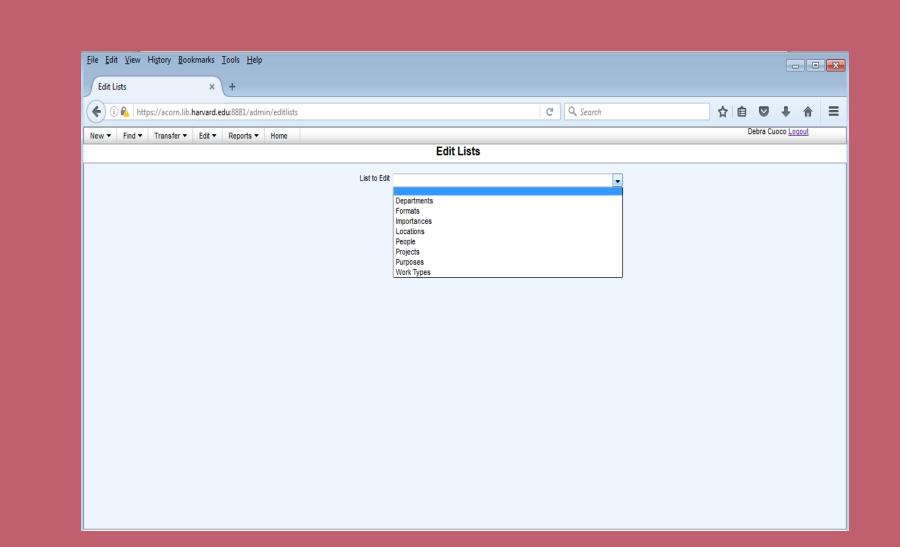
Items are logged in and out from repositories or other locations.





ADMINISTRATIVE FUNCTIONS

Users, drop down lists, and vocabulary are editable.



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