Cameras and Photography Equipment
2022 Inventory

Following is a summary of the inventory process for the Heritage Acres cameras and photography equipment collection located in four cabinets on the mezzanine of the Michell Building.

Many of the items found did not have accession numbers. If the item could be located in the old inventory data, based on the description and if the old accession number was not on any other item, the old accession number was used. If the item could not be located in the old inventory data, it was assigned a new number as follows: 2022.nnnnn.sss, where nnnnn is the nomenclature† number and sss is a sequential number within that nomeclature.

In some cases, the old inventory descriptions were close to but not identical to un-numbered items. In those cases, a new accession number was assigned and the new accession number was placed in the *Acquisition-Notes* of the old entry along with a "Not Found" entry in the *Inventory-Notes*.

There were also some items with duplicate numbers in the old inventory data. In these cases, if the items were found, "a,b,c" etc. was added to the end of the accession number. Duplicate numbers for items that were not found are identified as "Duplicate #" in the *Acquisition-Notes* entry, along with a "Not Found" entry in *Inventory-Notes*.

There were also items with unique accession numbers that were not found. These are identified by a "Not Found" entry in *Inventory-Notes*.

Where there is more than 1 copy of an item, a note was added to the *Acquisition-Notes* entry as follows: "n of m" (e.g. 1 of 2), along with the accession numbers of the identical items.

The display status of an artifact is given in the *Location-Notes* as "On Display" or In Storage".

For future reference, when manipulating the old spreadsheet data for uploading to Catalogit, the following columns will match Catalogit headings (Nomenclature maps to Lexicon).

Accession Number (e.g. yyyy.nnnnn.sss, where yyyy is the year of aquisition, nnnnn is the nomenclature† number and sss is a sequential number),
Object/Artifact (e.g. Camera, Folding)
Nomenclature† (e.g. 10866),
Description (e.g. Kodak Duaflex IV Camera, Film 620, manufactured from 1947 to 1950 by Kodak Canada),
Location (e.g. 20.L.06.A – Michell),
Location-Notes ("On Display" or "In Storage")
Aquisition-Notes (not found or duplicate # or "n of m" and the accession numbers of the identical items),
Conditon Notes (e.g. rusted, missing parts etc.).

† Nomenclature for Museum Cataloging, see https://www.nomenclature.info/recherche-search.app?lang=en