



## Best Practices for Cataloguing Artefacts

A good detailed inventory of your collection saves you time and helps for the exhibition development. How to catalogue artefacts, the forms involved, and resources available for this process will be the focus of this workshop. How to clean, to number and to store the objects will also be addressed along with completing condition reports.



### **Participants to the workshop will:**

- Review the process of cataloguing artefacts, including the required historical and storage research
- Review the resources available through professional resources
- Review the Nomenclature
- Review what the harmonization of the Parks Canada Descriptive and Visual Dictionary of Objects with the Nomenclature will mean
- Review how to complete condition reports combined with hands-on experience
- Clean objects in preparation for cataloguing and condition reporting
- Understand the importance of detailed catalogue and condition reports for creating exhibits