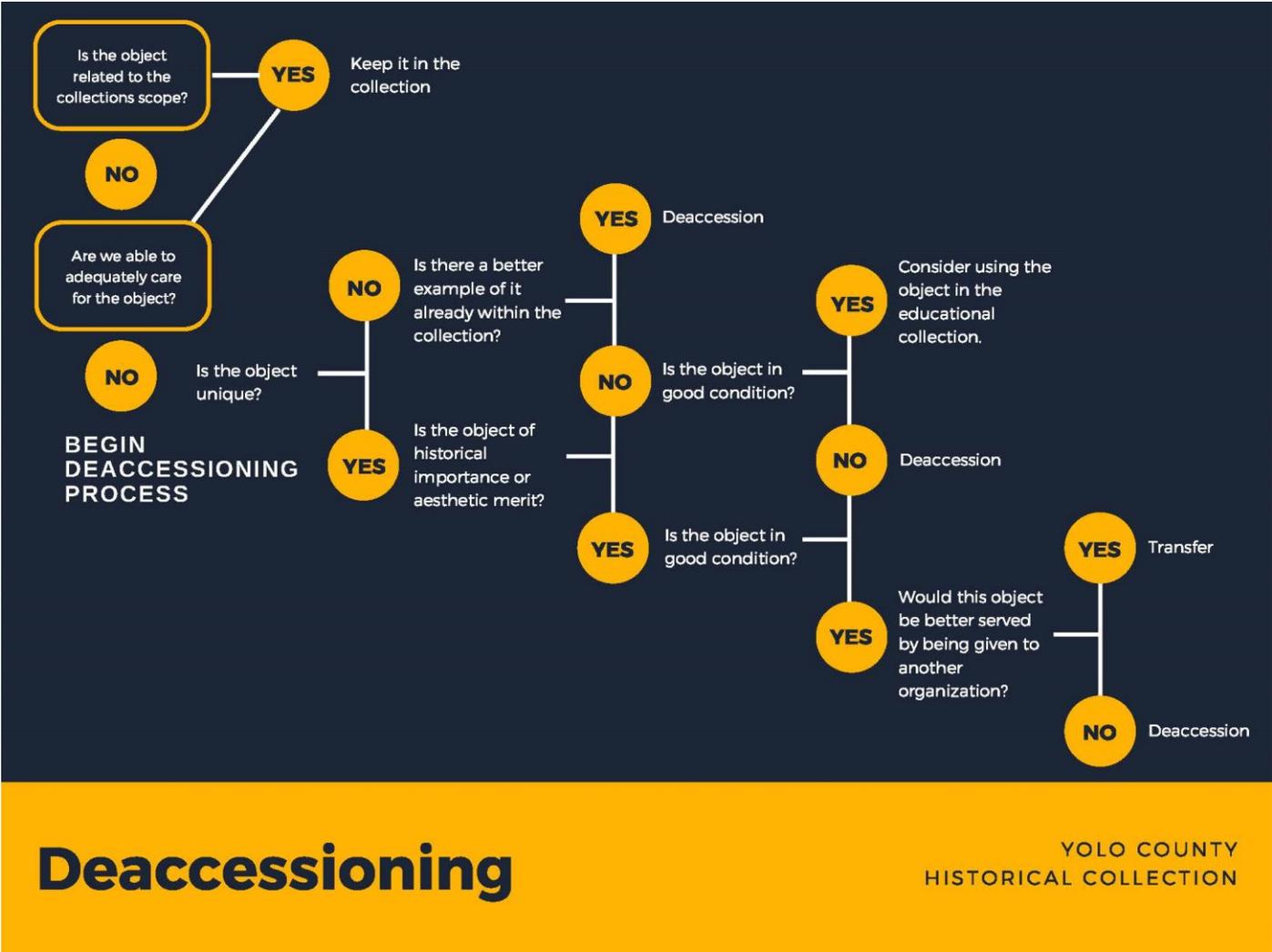


Yolo County Historical Collection Committee

Deaccessioning Decisions, Methods and
Collections Numbering

Deaccession Decision



Deaccession Method

Donor is notified of deaccession decision

Transfer to
another
institution

Transfer to
original
donor

Exchange
or Donation

Sell at
Auction

Destroy

Deaccessioning Methods

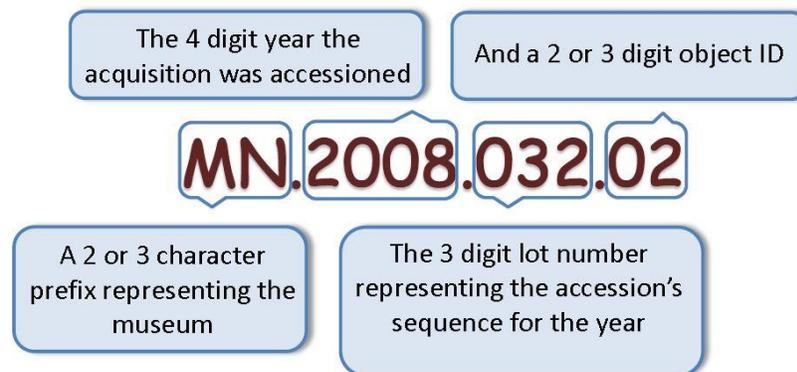
YOLO COUNTY
HISTORICAL COLLECTION

Collection Numbering

- ▶ A few notes on the current numbering of collection items.
 - ▶ All items start with YO1 this means Yolo County One and refers to the Historical Collection as Yolo County's first museum.
 - ▶ Some items are numbered with a C as in YO1-C136-12. This means 100 and then the number. This is shorthand for 100 was used because the number of accession records got to be too large.
 - ▶ Some items are numbered with 10x this means that there is no provenance information for this item. This is the classic story of items were dropped off at the doorstep of the museum and the items were accessioned.
 - ▶ Some items are numbered with 10i this means the gift was made by an internal donor to the YCHM organization, such as a purchase made for the collection.
 - ▶ Some items are part of a set but have individual numbers such as YO1-233-01, YO1-233-02. And some items are part of the set and have a, b or c components such as YO1-025-01a, YO1-025-1b. This was arbitrary and simply depended on various volunteers numbering items differently.
 - ▶ Some items are numbered with 2016.3.3 this is the correct way to number.

Collection Numbering

- ▶ This is collections numbering as it should be going into the future.
 - ▶ A good numbering system is easy to understand, flexible and most important expandable. The standard museum numbering system is as follows:
 - ▶ The Prefix of the museum (Y01)
 - ▶ The 4 digit year when the item was accessioned (2019)
 - ▶ The 3 digit lot number representing the accession sequence, otherwise known as the gift number (001 or 002, if it the first or second gift of the year)
 - ▶ The 2 or 3 digit object id number (this pertains to the individual object)



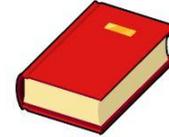
Collection Numbering

- ▶ An example of three donated books at the same time, by the same person would look like this...
 - ▶ Each item would receive the same museum id, year and lot number, but the object id would be different.

- ▶ When an object has more than one component or part but the pieces fit together, the letters a, b, c are used to show component parts and would look like this...



MN.2008.032 .01



MN.2008.032 .02



MN.2008.032 .03



MN.2008.032.01b

MN.2008.032.01a



MN.2008.032.02b

MN.2008.032.02a