

A BROWNBAG  
DISCUSSION WITH  
GEORGETTE MAYO,  
AVERY'S PROCESSING  
ARCHIVIST  
TUESDAY, MARCH 31, 2026

“EVERYONE HAS AN  
ARCHIVE:”  
ORGANIZING AND  
INVENTORYING THE  
TREASURES YOU  
OWN”



# WHAT IS AN ARCHIVE?



# START WITH THE BASICS PRESERVATION...

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Avoid bright light sources or direct light.



Maintain a consistent room temperature (between 68-76 degrees Fahrenheit, and 73-78 degrees recommended for the summer) and moderate humidity 30-50% recommended to prevent mold, dust mites, and respiratory issues.



Keep objects clean and clean them with care.



Guard against insects and pests.



Avoid excess moisture.



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# ORGANIZING...

Know what you have!

Depending on your collection or hobby, organization can be as simple as sorting and categorizing

Locations: Where do you store your treasures?

If your collection is already sorted, ensure the materials you use are in good condition.

Clean your treasures: Before you proceed, research the best ways to clean.

Consult a conservation professional if you are not certain how to clean fine art, decorative objects and/or rare books.

# INVENTORYING: REASONS TO DO SO...

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Knowing what you have; preventing purchase mistakes.

Insurance policies and riders.

Writing your will.

For your family to know what you have, what you consider important.

Knowing what your parents and children hold and collect.

To potentially donate to an archive or museum.

# WAYS TO INVENTORY: DIGITAL INVENTORIES APPS

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iCollect Everything

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My Collection

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Tellico















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LibraryThing

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Open Wardrobe

Select predefined collection

 Art	 Audio CDs	 Bags
 Books	 Car Accessories	 Camping and outdoor equipment
 Cars	 Coins	 Electronic components
 Flower seeds	 Garden tools	 License plates
 Lingerie	 Medals	 Movies

Cars collection fields (15)

+ text     + number     + date     + picture  
 + link     + rating     + calculation     + copy

↕	Manufacturer	settings	⊖
	<i>mandatory text</i>		
↕	Year	settings	⊖
	<i>mandatory number</i>		
↕	Model	settings	⊖
	<i>mandatory text</i>		
↕	Fuel	settings	⊖
	<i>text</i> <i>one of: "Gas", "Diesel", ...</i>		
↕	Engine	settings	⊖
	<i>text</i>		
↕	Body Style	settings	⊖
	<i>text</i>		
↕	Doors	settings	⊖
	<i>number</i>		
↕	CCV	settings	⊖
	<i>text</i>		

11 Audio CDs records

Add    Display    Search

Display  List  Table    Save X

Group by Genre ▾ ↑ ⊖

Sort by Artist ▾ ↑ ⊖

Fields  Show all  Omit empty

Image  Full  Icon

**Pop (2)**  
 Album 25  
 Artist Adele  
 Year 2015  
 Price 11.88

Album Nena  
 Artist Nena  
 Year 1983  
 Price 14.64

**Rock (3)**  
 Album Born In The U.S.A.  
 Artist Bruce Springsteen

Accessible via  
desktop  
computer and  
mobile phones

Provides a way  
to take or use  
a photograph  
and connect to  
your item  
description

Portable via  
your mobile  
phone

Fun to use

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## DIGITAL INVENTORIES APPS: PROS

Do not rely on Artificial Intelligence (AI) to describe your artifact.

Does not provide a paper document.

Updates to platform might present a challenge.

Remembering or keeping track of another login password.

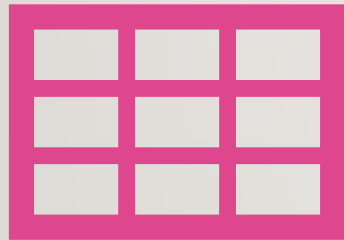
Raises privacy concerns; who else is viewing your collection?

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## DIGITAL INVENTORIES APPS: CONS

# COMPUTER INVENTORY

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Excel spreadsheet



Word document

# COMPUTER INVENTORY: EXCEL SPREADSHEET & WORD DOCUMENT

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## PROS

- You have control in creating the item descriptions
- Accessibility
- Easy to make photocopies

## CONS

- Need to be proficient in creating and using Excel
- Photographs have to be created and attached in some way
- Time consuming

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## INVENTORYING BY HAND:

Using a journal or composition notebook

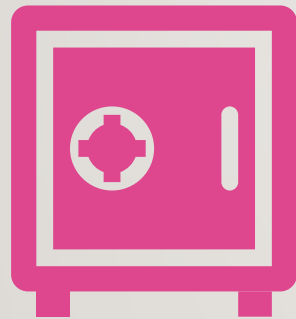
Obtain photographs from your phone using  
Free websites: “Free Prints”

### Pros:

- Affordable
- You have control over the description of your artifact
- Can make a family project
- Can create copies
- Can store in a home safe or safe deposit box

# WHERE TO KEEP YOUR HANDWRITTEN INVENTORY

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Safe deposit box-Bank vaults  
and/or home safe



Keep multiple paper versions  
with family/trusted friends

Collecting memories  
through your  
cherished treasures.



What is the story  
associated with your  
treasure?

Chronicling a narrative  
for your treasures to  
share with your family.

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REASONS FOR  
YOUR  
COLLECTION...

The background is a vibrant blue with a pattern of colorful speech bubbles in shades of red, yellow, pink, white, and dark brown. Each bubble contains a large, dark blue question mark. The bubbles are scattered across the frame, creating a sense of active discussion and inquiry.

# DISCUSSION: QUESTIONS, COMMENTS

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