

# Implementing an Online Museum & Archives



# Large Guns Ahead

**WARNING!**

**DISTURBING CONTENT**

**Viewer Discretion is Advised**

# Bay Street Armoury Victoria, B.C.



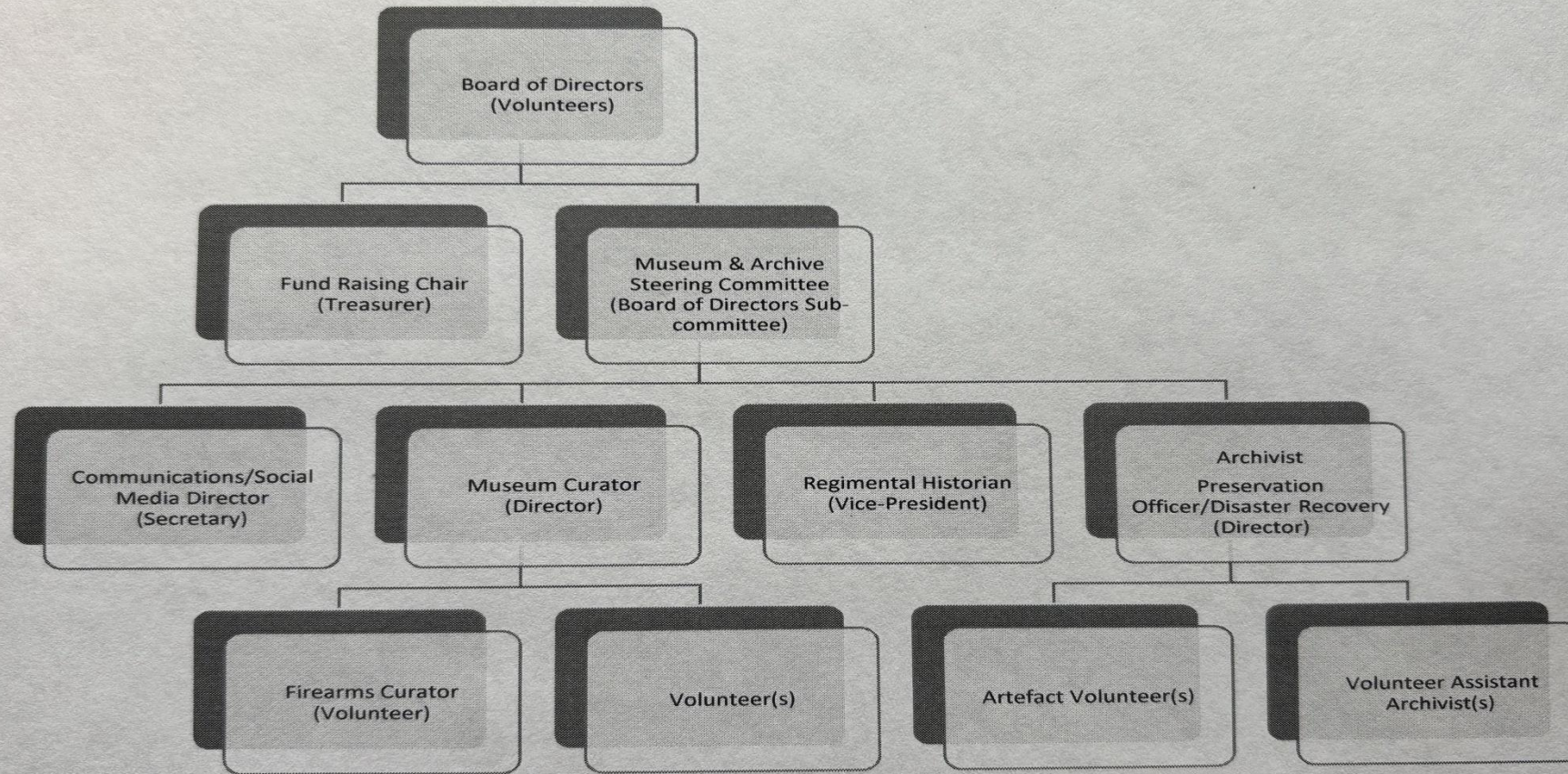
# Our Mission

To collect and preserve, for the benefit of present and future generations, the physical and documentary heritage of the:

- ▶ Lineage of the 5<sup>th</sup> (BC) Field Artillery Regiment, RCA (the 5<sup>th</sup>) and the men and women who served; and
- ▶ History of coastal defenses on the West Coast of Canada and the Pacific Northwest of the USA, in the context of Canadian Military and Social Heritage.



# How We Are Organized





# Our Museum



# A Peek at Our Archives





# Library





# Presentation Outline



- ▶ Project Initiation
- ▶ Project Implementation
- ▶ Challenges
- ▶ Live Overview of System
- ▶ Next Steps
- ▶ Lessons Learned
- ▶ Questions and Answers

# Project Initiation - Loss of Space

General Layout 5RCA Library & Archives –  
400 suite

Paintings Photos (3k)	56 metres of paper based Archives	Badges, Buttons, Headress, Boots, comms	Uniforms
Rm 401 ~170 sq ft	Rm 402 ~170 sq ft	Rm 403 ~170 sq ft	Rm 404 ~170 sq ft

Artifacts  
(stored for rotation  
among museum  
displays)  
mainly metal or  
wood or leather

Rm 406  
~357 sq ft

Accession -  
Examination room for  
condition & conservation  
needs, to determine  
acceptability to 5RCAM

Rm 405  
~ 270 sq ft

General Library,  
Reference Library,  
Special Collections,  
Reading Desk,  
Computer Register  
(finding aide) &  
Admin area

Rm 407  
~ 549 sq ft

General Layout 5RCA Library & Archives –  
400 suite - west side

Preservation & Digitization Lab	Examination Room Badges, Buttons, Headress, Boots, comms	<del>Sorting area for Uniforms</del>
Rm 410 ~170 sq ft	Rm 411 ~170 sq ft	<del>Rm 412 ~170 sq ft</del>

Artifacts  
(stored for rotation  
among museum  
displays)  
mainly metal or wood or  
leather

Rm 408  
~270 sq ft

56+ metres  
of  
paper based Archives and 3k+  
photos, and  
500+ maps and charts,  
Framed pictures

Rm 409  
~ 357 sq ft

General Library,  
Reference Library,  
Special Collections,  
Accessions,  
Reading Desk,  
Computer Register (finding  
aide) &  
Admin area

Rm 407  
~ 549 sq ft



# Limited Building Access

## Not Very Welcoming





# Building Access Not Welcoming





# Project Initiation – Search Engine



# Project Management - Objectives

- ▶ Preservation
- ▶ Accessibility
- ▶ Space Reduction





# Objectives - Preservation

- ▶ Information
- ▶ Physical
- ▶ Organizational



Starting in 1873, the Regiment was re-equipped with the 9-pounder 8-cwt Muzzleloading Rifle. Each battery had four guns.

# Objectives - Accessibility

Who

Where

When

How

What



shutterstock

IMAGE ID: 2498849099  
www.shutterstock.com



# Objectives – Reduce Space

General Layout 5RCA Library & Archives –  
400 suite

Paintings Photos (3k)	56 metres of paper based Archives	Badges, Buttons, Headress, Boots, comms	Uniforms
Rm 401 ~170 sq ft	Rm 402 ~170 sq ft	Rm 403 ~170 sq ft	Rm 404 ~170 sq ft

Artifacts  
(stored for rotation  
among museum  
displays)  
mainly metal or  
wood or leather

Rm 406  
~357 sq ft

Accession -  
Examination room for  
condition & conservation  
needs, to determine  
acceptability to 5RCAM

Rm 405  
~ 270 sq ft

General Library,  
Reference Library,  
Special Collections,  
Reading Desk,  
Computer Register  
(finding aide) &  
Admin area

Rm 407  
~ 549 sq ft

General Layout 5RCA Library & Archives –  
400 suite - west side

Preservation & Digitization Lab	Examination Room Badges, Buttons, Headress, Boots, comms	<del>Padre</del>	Sorting area for Uniforms
Rm 410 ~170 sq ft	Rm 411 ~170 sq ft	Rm 412 ~170 sq ft	Rm 413 ~170 sq ft

Artifacts  
(stored for rotation  
among museum  
displays)  
mainly metal or wood or  
leather

Rm 408  
~270 sq ft

56+ metres  
of  
paper based Archives and 3k+  
photos, and  
500+ maps and charts,  
Framed pictures

Rm 409  
~ 357 sq ft

General Library,  
Reference Library,  
Special Collections,  
Accessions,  
Reading Desk,  
Computer Register (finding  
aide) &  
Admin area

Rm 407  
~ 549 sq ft

# Business Requirements

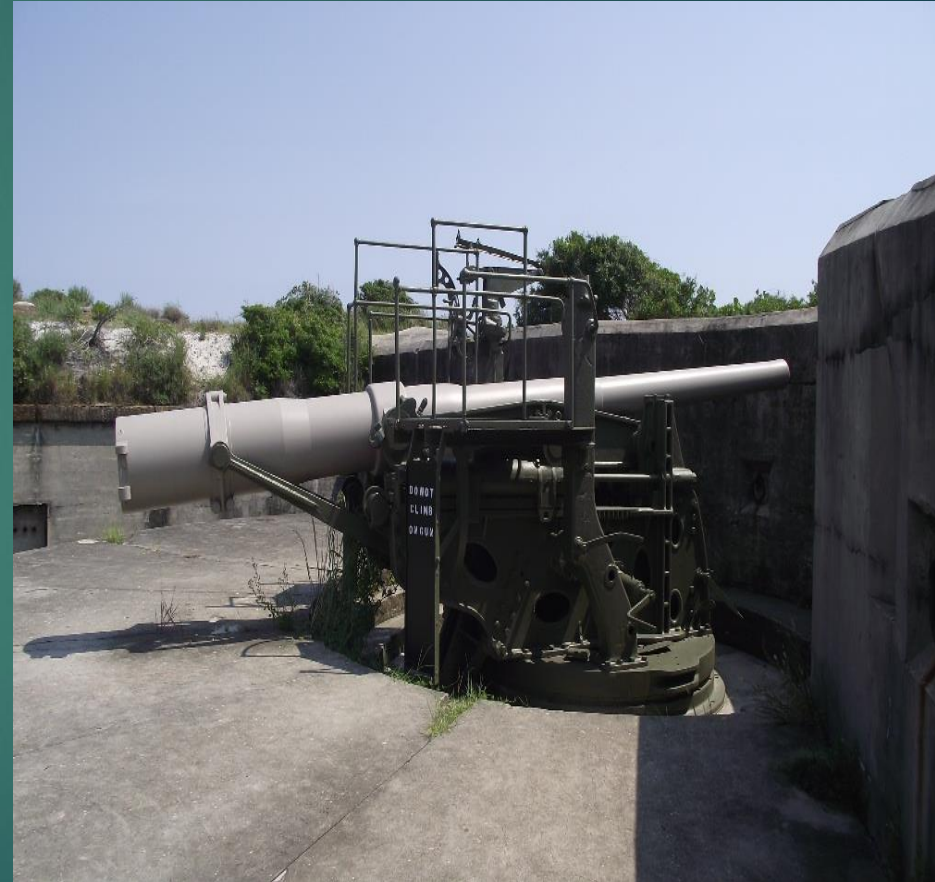


- ▶ Off the Shelf
- ▶ Cost
- ▶ Search Functionality
- ▶ Technical Support
- ▶ User Training
- ▶ Disaster Recovery
- ▶ Accessibility



# Software Evaluated

- ▶ TMS
- ▶ Lucidea
- ▶ Past Perfect
- ▶ Proficio Elements



- ▶ Cost
- ▶ Functionality
- ▶ Complexity?
- ▶ Training
- ▶ Support
- ▶ Accessibility





# Project Implementation - Policy Development

- ▶ Collections
- ▶ Lineage
- ▶ Deaccessioning
- ▶ Reference and Access
- ▶ Exhibition



# Project Implementation

## Getting Organized to Get Organized



FIG. 31.—8-inch railway mount, model of 1918, showing firing platform formed by crossties laid on H-beams.

- ▶ Physical Preparation – the move
- ▶ Cleaning
- ▶ Skills Acquisition
- ▶ Equipment Acquisition
- ▶ Organizing the work space



# Challenges – Getting Organized To Get Organized

- ▶ Triage and Culling
- ▶ Repackaging
- ▶ Preserving
- ▶ Preliminary Survey



# Challenges – Access Issues





# Challenges – Physical Access



# Challenges – No Internet Access





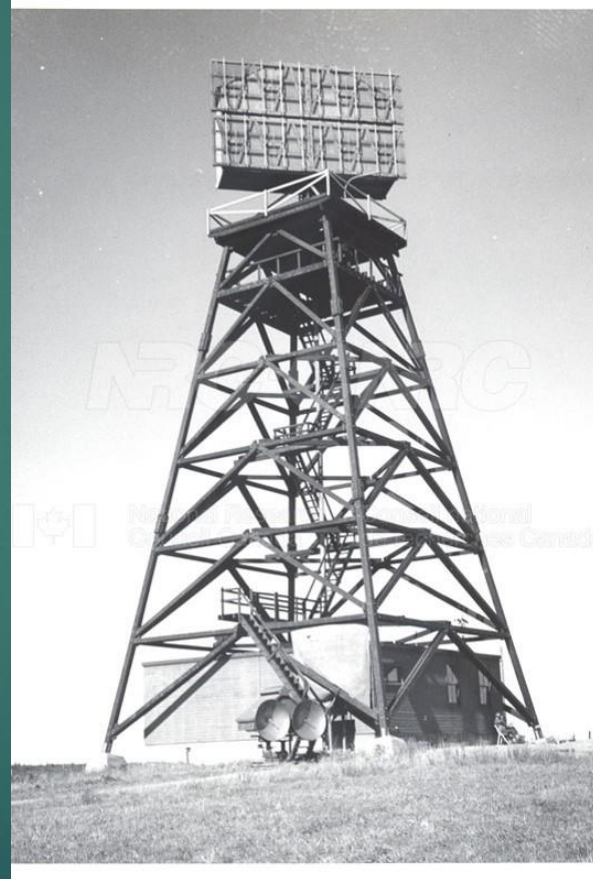
# Challenges - Funding



- ▶ NPF Nil
- ▶ Donations
- ▶ Scrounging
- ▶ Grants
- ▶ Accumulated Reserves

# Challenges – How are we going to access information

- ▶ Accessibility of Information is the KEY issue.





# Information Accessibility Library



- ▶ Author
- ▶ Title
- ▶ Dewey Decimal System
- ▶ Catalog Number
- ▶ Uniform Title
- ▶ Topic
- ▶ Personal Name
- ▶ Location

# Information Accessibility Objects/Artefacts



- ▶ Object Name
- ▶ Category
- ▶ Eminent Figure
- ▶ Catalog #
- ▶ Location



# How To Find Information Archives



- ▶ Collection #
- ▶ Creator
- ▶ Location
- ▶ Accession #

# How To Find Information

## Archives - Subjects

- ▶ Uniform Title
- ▶ Genre/Form\*
- ▶ Geographic Term
- ▶ Function
- ▶ Personal Name
- ▶ Occupation
- ▶ Topic Term



# Space Reduction Plan





# Live Overview of Online Collections

<https://5rcaarchives.rediscoverysoftware.com>

<https://www.5rcamuseum.ca>



- ▶ Archives provides detail
- ▶ Museum tells story

# Project Management - Objectives

- ▶ Preservation – of information
- ▶ Accessibility – of information
- ▶ Space Reduction



# Next Steps



- ▶ Additional Content
- ▶ Image Enhancement
- ▶ Documenting Procedures
- ▶ Grant Applications
- ▶ Continued Learning
- ▶ Marketing



# Next Steps



- ▶ Surveying, Triaging and Culling
- ▶ Preservation
- ▶ Conservation

# Lessons Learned/Tips Project Management

- ▶ Get organized to get organized. Then get organized.
- ▶ Perfection can be the enemy of achievement.
- ▶ Get started.



# Tips/Lessons Learned

- ▶ Learn By Doing
- ▶ Learn From Others
- ▶ 80/20 Rule
- ▶ 1 year Verses 5 years
- ▶ Take Better Photographs of Objects





# Lessons Learned/Tips



- ▶ Implement your online “module” with enough but not too much information.
- ▶ Verify what the user will see early
- ▶ Network/Ask for help

# Lessons Learned

## Digitization is Not the Objective

- ▶ DPI – how many?
- ▶ JPEG verses PDF verses TIFF
- ▶ Large Documents
- ▶ Improving the Image
- ▶ Metadata



# What Did It Cost - Equipment?

- ▶ Epson 13000XL - \$5,400
- ▶ Epson v850pro - \$2,300
- ▶ CZUR ET24 Pro Book Scanner - \$1,300
- ▶ Flat File Cabinets - \$5,800





# What Did It Cost – Software US\$

Implementation of PFTW:

Configuration - \$400 USD

PFTW Module - \$600 USD



# What Did It Cost – Software US\$

## Annual Licence:



Proficio Elements -  
\$1,560 USD

PFTW Module - \$600  
USD

# Questions?

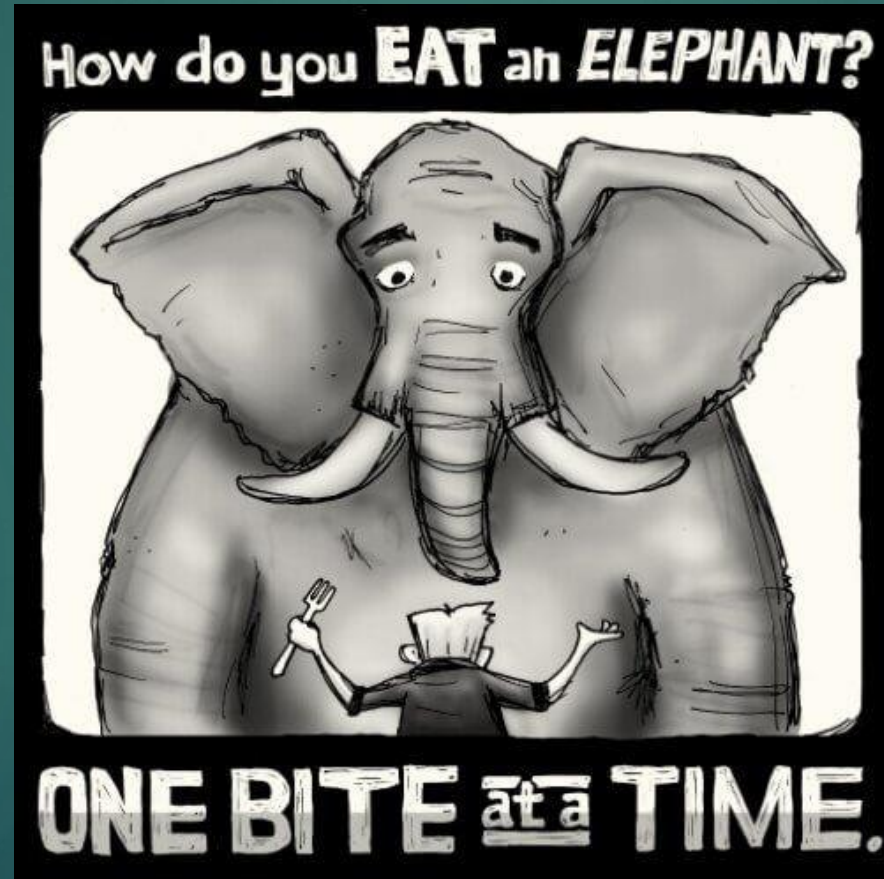
[Archives.5bcartyregtrca@gmail.com](mailto:Archives.5bcartyregtrca@gmail.com)



- ▶ 1 (250) 888 9174
- ▶ <https://5rcaarchives.rediscoveryssoftware.com>
- ▶ <https://www.5rcamuseum.ca>



# How Do You Eat An Elephant



# The 150<sup>th</sup> Anniversary of the Birth of General Sir Arthur Currie 05 December 2025

