

Photos -

Many photos have been taken of the items in the basement. If an item had an accession number and was photographed, a yellow sticky note was placed on the item. If there was a problem with the accession number or it had no accession number, the item was still photographed and assigned a bin location. A bright orange sticky note was placed on the item.

Most items have been added into PastPerfect from the ledger books except the last part of Book 1 (1974.71 - 1974.446 are still not added). Just to keep track of items, the items were assigned a temporary number beginning with T (example T110) and the photos were attached to it. Later the item can be combined with the accessions after they are added.

This was the procedure that I followed when photographing items:

1. Write item number, location, and description on the worksheet.
2. Take photograph of item (be generous! take several including labels and various views)
3. Tag item with either a yellow or orange sticky note.
4. Place the item in the assigned location

At the end of each day, upload the photos to the computer, in temp_photos folder on the C Drive in a folder created for that day's photos.

Later, all the locations were keyed into PastPerfect.

Next all the photos were cropped, accession numbers & location added to the bottom of the photos. Finally the photos were attached to the item in PastPerfect.

Bin Numbering System:

Digits not used: O “oh”, Q, I
if you see a “0” it is a zero not an “oh”
if you see a “1” it is a one not an “eye”

example:

B 0 A - C 7 D 0 1

These codes are keyed into the “container” field in PastPerfect [be sure to click “View Full Record” to see this location]

Code before the dash (-) defines the specific building, floor & room

Code after the dash (-) defines the specific section & shelf

The storage areas can continue to be keyed in other fields (there are lots of fields available in PastPerfect Location area)

example: B0A-C7D01

character #	1	2	3		4	5	6	7	8
location	B	0	A	-	C	7	D	0	1

First Character is Building Code:

B = Bank
F = Francis

Second Character is Floor Code:

0 (zero) = basement
1 (one) = first floor
2 = 2nd floor

Third Character is Room or Area, examples:

V = Vault
M = Military Room
L = Library area
0 (zero) = glass case
(see maps for additional areas)

Fourth Character is Aisle or Row (varies depending on the area)

if location is a glass case, the fourth & fifth characters are numbers

Fifth Character is the Section

Sixth Character is the Shelf

“A” is the bottom shelf, “B” is the second shelf from the bottom, etc.

“X” indicates top shelf

“Z” indicates floor area

Seventh & Eighth Character is a general location on the shelf

1	Bin	Old Access #	New Access #	Description	Notes
2	-				
3	-				
4	-				
5	-				
6	-				
7	-				
8	-				
9	-				
10	-				
11	-				
12	-				
13	-				
14	-				
15	-				
16	-				
17	-				
18	-				
19	-				
20	-				
21	-				
22	-				
23	-				
24	-				
25	-				
26	-				
27	-				
28	-				
29	-				
30	-				
31	-				
32	-				
33	-				
34	-				
35	-				
36	-				
37	-				
38	-				
39	-				
40	-				

B0A - C7F01	SA#7	Almanac
B1V- B2E	1	Amusements
B0A - D5N01		Ashtrays
B0A - D3H01		Badges
B0A - A3	SA#1	Bank
B0A - D3C01		Bank Bags
B1V- B2D	2	Banks
B0A - B8C01		Banks
B22- A8		Barber
B0A - B8C04	SA#5	Bicentennial Items
B0A - C7C02	SA#7	Books, School
B0A - C7C01	SA#7	Books, Small
B0A - B9	SA#4	Bottles
B0A - C7C01	SA#7	Boy Scouts
B0A - A2C		Business Equipment
B0A - A3B		Business Equipment
B0A - D5J01		Business Equipment, Small
B0A - A3	SA#1	Business, Office
B0A - D3L01		Business, Small Items
B21- A2		Businesses
B1V- B2B	4	Businesses
B1V- B2C	3	Businesses
B1V- B2D	2	Businesses
B21- A7		Buttons
B21- A8		Buttons
B0A - C7E06	SA#7	Calendar
B0A - D1A		Calendar
B0A - A7X	SA#21	Camera
B0A - D4R02		Cards, Business
B0A - C7D04	SA#7	Cards, Postcards
B1V- B2A	5	Civc
B1V- B3C	7	Civc
B1V- B3D	6	Civc
B21- A1		Clay County State Bank
B1V- B3B	8	Clinics
B0A - D4M01		Combs, Jewelry, Small Items
B0A - D4D01		Cups - Coolie
B0A - D4E01		Cups - Plastic
B0A - C7F02	SA#7	Dental
B22- A6		Dentist
B0A - C7F01	SA#7	Diaries
B0A - B8C03	SA#5	Doctor
B22- A5		Doctor
B0A - B8A01		Domestic - Crafted Items
B0A - B8A02		Domestic - Personal Toilet Articles
B1V- C14	14	empty
B1V- C15	15	empty
B1V- C16	16	empty
B1V- C17	17	empty

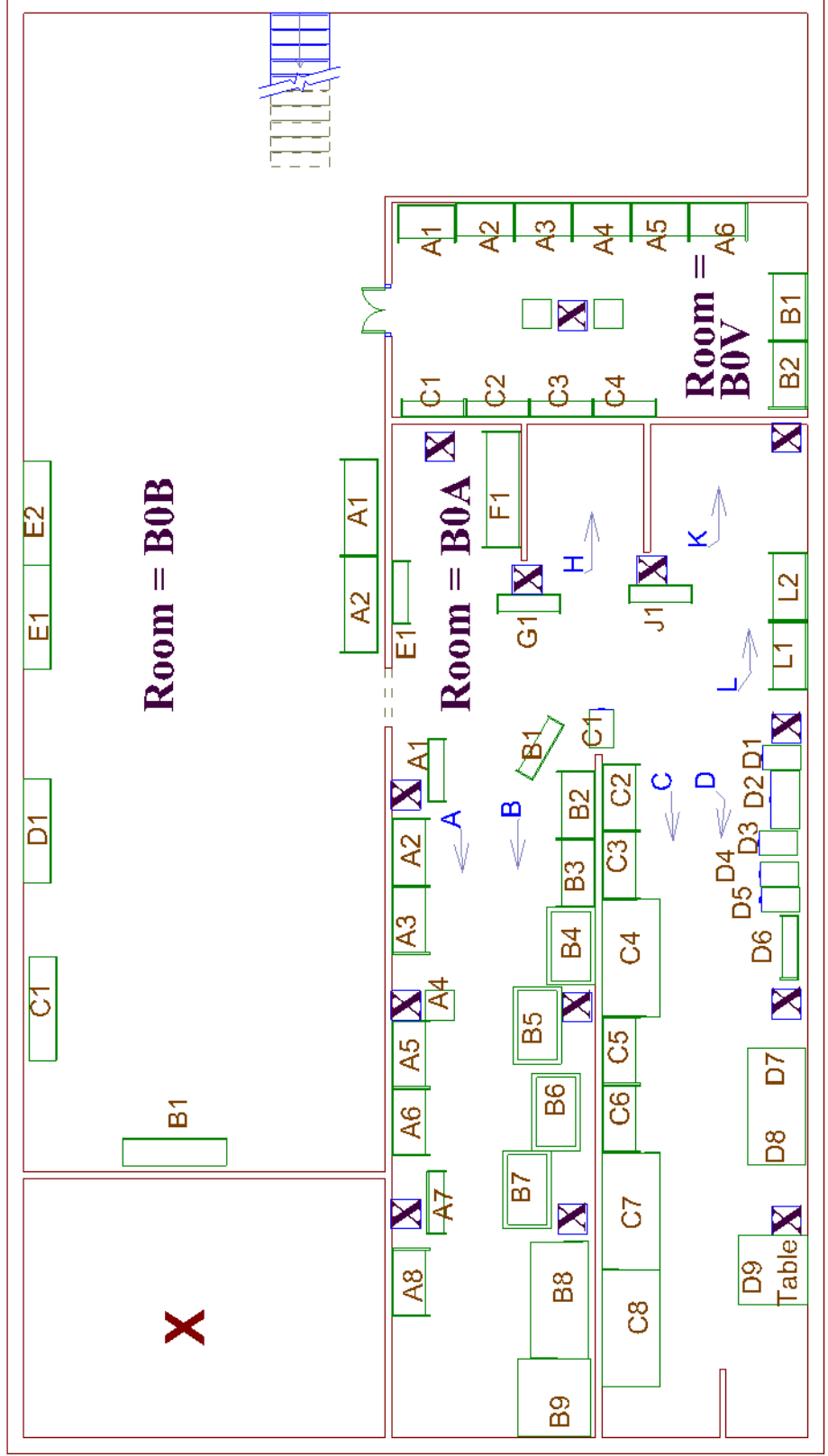
B1V- C4B	20	empty
B1V- C4A	21	empty
B21- A4		Envelopes
B0A - C7D03	SA#7	Eyeglasses
B0A - C7D02	SA#7	Fans
B21- A8		Fans
B0A - A6	SA#2	Farm Tools
B0A - A4A		Farm Tools
B0A - A4B		Farm Tools
B0A - A5A		Farm Tools
B0A - A5B		Farm Tools
B0A - A5C		Farm Tools
B0A - B8C05		Farm Tools, Small
B0A - C7A01	SA#7	Footwear
B0A - B8A05		Glasses, Drinking
B1V- B3A	9	Golf Course
B1V- B4D	10	Golf Course
B1V- B4B	12	Government - City
B1V- B4C	11	Government - City
B21- A6		Greeting Cards
B0A - C7E04	SA#7	Hair Care
B1V- B4A	13	Hotels
B0A - C7E05	SA#7	Household Misc
B0A - A8	SA#3	Housewares
B22- A7		Jeweler
B0A - D4M01		Jewelery, Combs, Small Items
B0A - C7E03	SA#7	Jewelry
B21- A3		Keychains
B0A - B8D01	SA#5	Keys
B0A - D5M01		Kitchen - Give-A-Ways
B0A - A5X	SA#2	Lake Maurer, Recreation
B0A - D3F01		License Plates
B0A - B9	SA#4	Light Covers
B22- A1		Locksmith
B21- A3		Match Books
B0A - D4R03		Match Books
B0A - C7D05	SA#7	Menu
B0A - A3	SA#1	Military
B0A - C7F06	SA#7	Misc
B0A - C7E02	SA#7	Music
B0A - A4C		Music, Entertainment
B0A - D5P01		Nails, Railroad
B0A - C7A04	SA#7	Navy
B22- A2		Oculist
B0A - B8B04		Ornaments, Christmas Tree
B0A - C7B06	SA#7	Oxen Shoe, Belt
B0A - B8F01	SA#5	Pasta
B0A - C7A03	SA#7	Patterns
B0A - D2A		Phonograph Records

B0A - D2B		Phonograph Records
B0A - D2C		Phonograph Records
B0A - D2D		Phonograph Records
B22- A3		Photographer
B0A - C7B02	SA#7	Photography
B0A - C2A		Photos in Frames
B0A - C2B		Photos in Frames
B0A - D3R01		Pictures, Small
B0A - B8B03		Plates, Commemorative (glass)
B0A - B8D05		Plates, Commemorative (metal)
B0A - B8F02	SA#5	Political
B0A - C7D01	SA#7	Printing Plates
B0A - C7C04	SA#7	Purses
B0A - D5H01		Railroad, Small
B0A - A5X	SA#2	Recreation
B21- A5		Regent Photos
B0A - C7C03	SA#7	Religion
B1V- C4D	18	Religion
B0A - A5	SA#2	Rocks & Arrowheads
B0A - B8D06	SA#5	Rocks & Arrowheads
B0A - B8F04	SA#5	Rocks & Arrowheads
B0A - B8F05	SA#5	Rocks & Arrowheads
B0A - B8F06	SA#5	Rocks & Arrowheads
B0A - B8E02	SA#5	Rocks & Arrowheads
B0A - B8E03	SA#5	Rocks & Arrowheads
B0A - B8E04	SA#5	Rocks & Arrowheads
B0A - B8E05	SA#5	Rocks & Arrowheads
B0A - B8E06	SA#5	Rocks & Arrowheads
B0A - D3N01		Rulers
B0A - C7B04	SA#7	Salt Shaker
B1V- C5D		School (1886-1920)
B1V- C5C		School (1922-1979)
B1V- C5B		School (1980-2007)
B1V- C5A		School (2007 -)
B0A - C7B03	SA#7	Sewing Patterns
B0A - C7F03	SA#7	Shaving
B0A - D1A		Sheet (9x11) Size Items
B0A - D4H01		Shells, Gun
B21- A4		Shoe Horns
B0A - A4	SA#22	Shoe Repair
B0A - D3K01		Signs, Desk
B0A - C7C06	SA#7	Silvers Family
B0A - D4R01		Slides, Glass
B0A - C7F05	SA#7	Smoking
B0A - B8A03		souvenirs
B0A - B8B06		Souvenirs - Foam
B0A - D4P01		Spoons, Commemorative
B0A - D3P01		Stamps, Business
B1V- C4C	19	Streets

B0A - A1		Temporary
B1V- C1		Temporary
B0A - C7F04	SA#7	Time Pieces
B22- A4		Tobacconist
B0A - D5L01		Tools, Small
B0A - C7B01	SA#7	Toys
B0A - B9A09		Toys, Large
B0A - D5G01		Toys, Small
B0A - A2	SA#1	Typesetting
B0A - C7F01	SA#7	Wallets
B0A - C7C05	SA#7	Wigs
B0A - C7A05	SA#7	World War I
B0A - C7A06	SA#7	World War II
B0A - C7E01	SA#7	Writing Material

Bank Basement = B0 (B=Bank, 0=basement)

East



North

South

X = Post [] = Floor Area

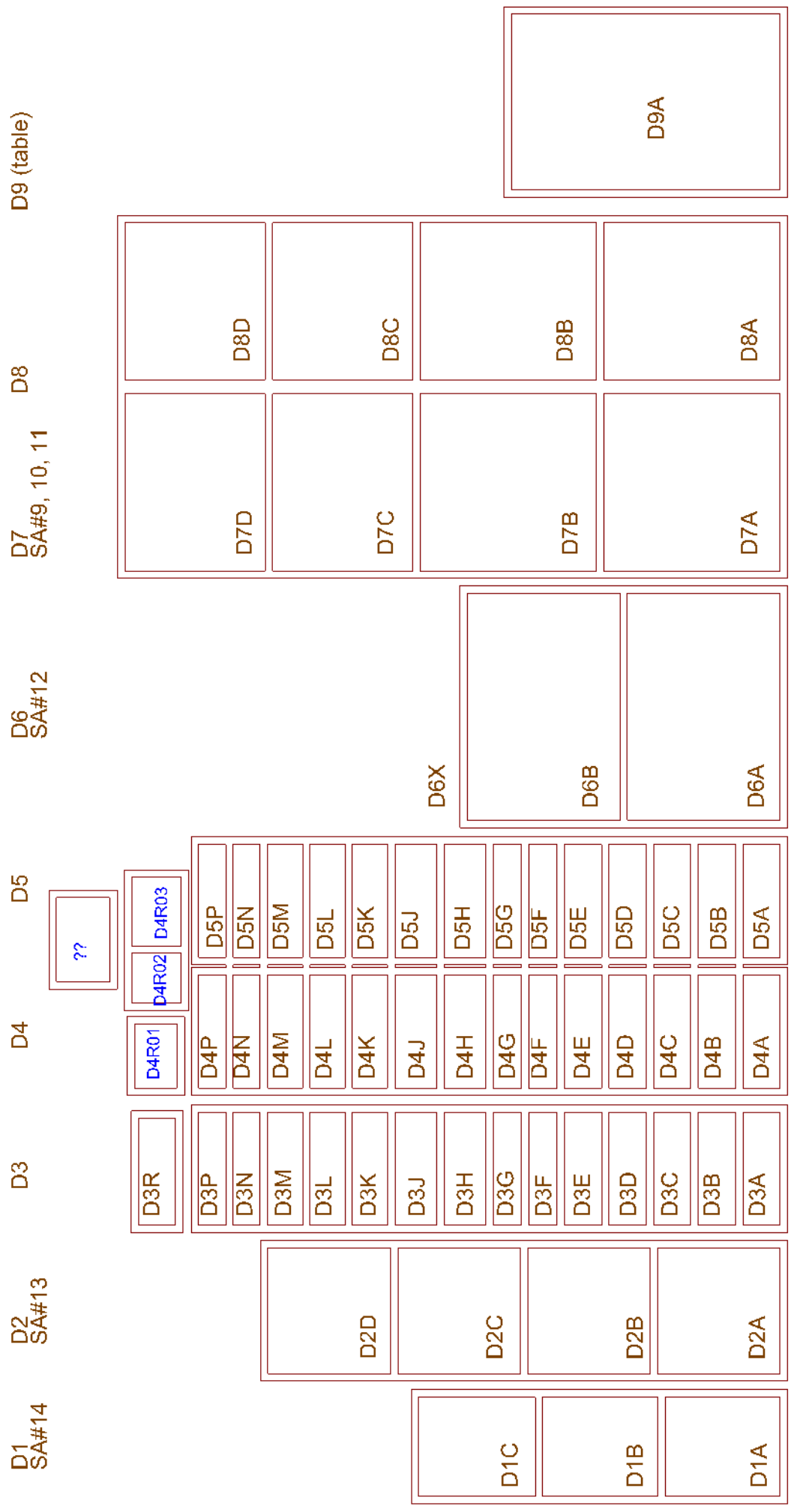
West

Bank Basement B0A-B8 ___ (old SA#5)

Top							
B8X01							
B8G01							
Pasta B8F01	Political B8F02	Edit Text... B8E03	Plastic Drawer Rocks & Arrowheads B8F04	Plastic Drawer Rocks & Arrowheads B8F05	Plastic Drawer Rocks & Arrowheads B8F06		
Edit Text... B8E01	Rocks & Arrowheads B8E02	Rocks & Arrowheads B8E03	Rocks & Arrowheads B8E04	Rocks & Arrowheads B8E05	Rocks & Arrowheads B8E06		
Keys B8D01	Edit Text... B8D02	Edit Text... B8D03	(No Drawer) B8D04	(No Drawer) B8D05	Rocks & Arrowheads B8D06		
Edit Text... B8C01	Edit Text... B8C02	Doctor B8C03	Bicentennial Items B8C04	Edit Text... B8C05	Edit Text... B8C06		
Edit Text... B8B01	Edit Text... B8B02	Edit Text... B8B03	Edit Text... B8B04	Edit Text... B8B05	Edit Text... B8B06		
Edit Text... B8A01	Edit Text... B8A02	Edit Text... B8A03	Edit Text... B8A04	Edit Text... B8A05	Edit Text... B8A06		

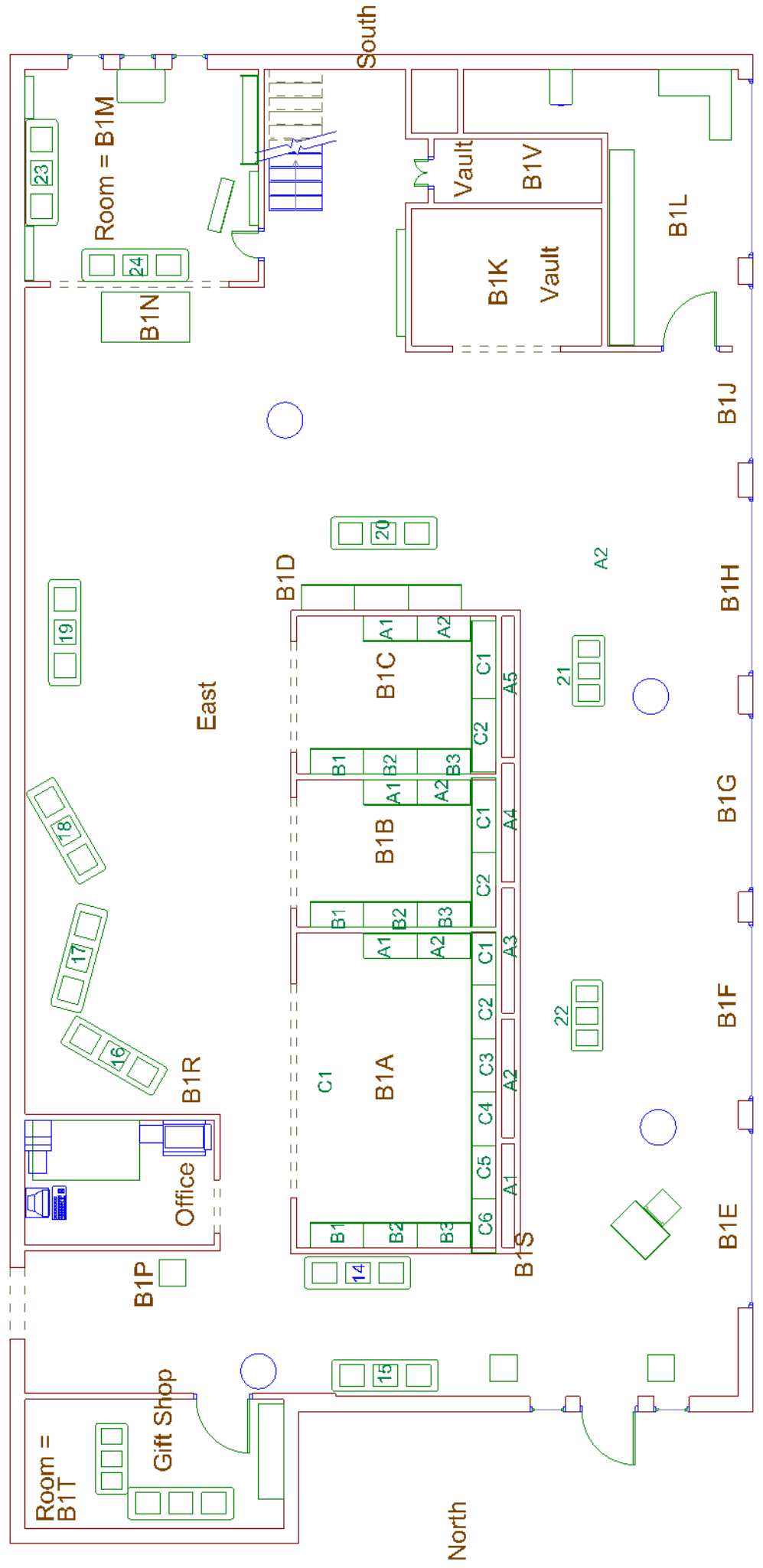
Bank Basement B0A-C7 ___ (old SA#7)

Top									
C7X01									
C7G01									
Diaries, almanacs, wallets C7F01	Dental C7F02	Shaving C7F03	Time Pieces C7F04	Smoking C7F05	Misc C7F06				
Writing Material C7E01	Music C7E02	Jewelry C7E03	Hair Care C7E04	Household Misc C7E05	Calendar C7E06				
Printing Plates C7D01	Fans C7D02	Eyeglasses C7D03	Souvenir Cards & Postcards C7D04	Menu (empty) C7D05	No drawer C7D06				
Boy Scouts C7C01	Small books & School books C7C02	Religion C7C03	purses (no drawer) C7C04	wigs (no drawer) C7C05	Silvers Family C7C06				
Toys C7B01	Photography C7B02	Sewing Patterns (cardboard box) C7B03	salt shaker belt (not named) C7B04	No Drawer C7B05	Oxen shoes belt (not named) C7B06				
Footwear C7A01	No Drawer C7A02	Patterns C7A03	Navy C7A04	World War I C7A05	World War II C7A06				



Basement - Aisle D (B0A-D) D2A

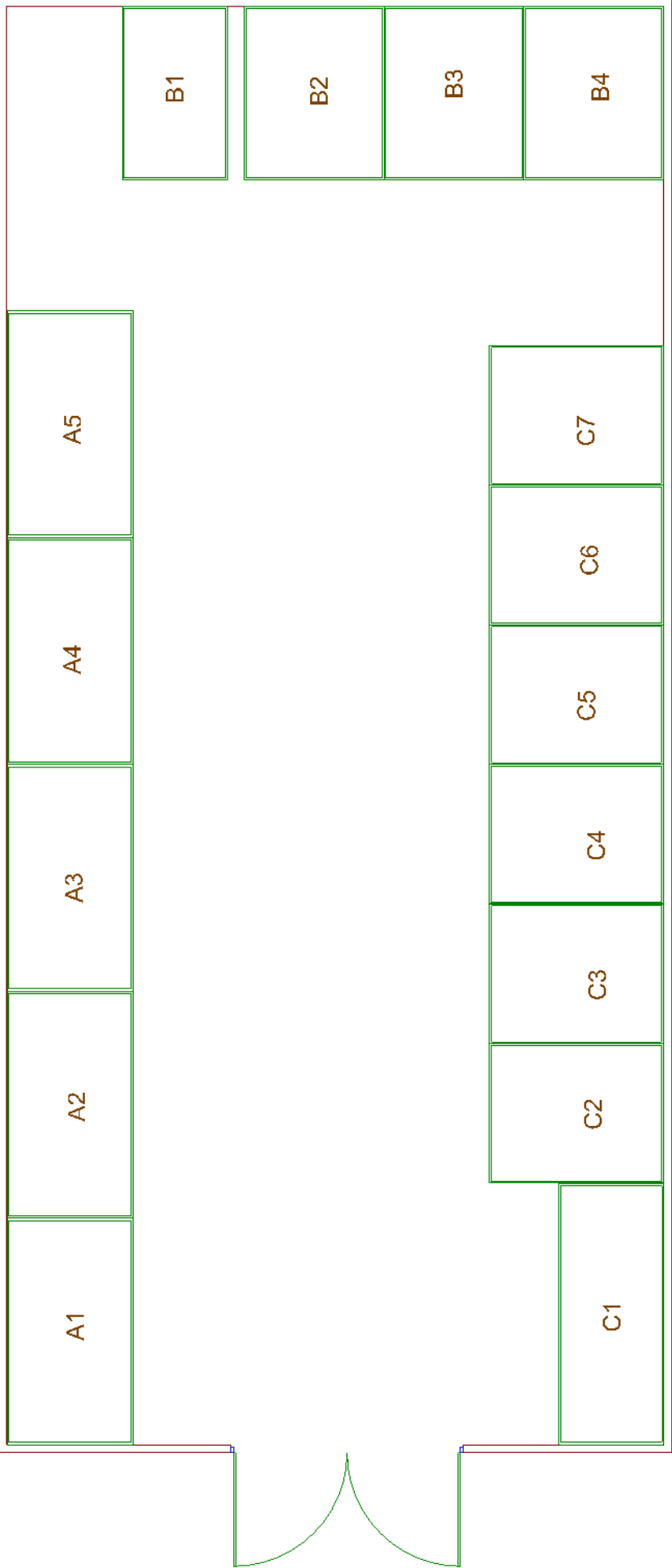
Bank First Floor = B1



B1Z = Bank, First Floor, Case (Z = All Cases)
 Still Available: B1W, B1X, B1Y

First Floor Bank Vault - B1V

South



East

North

East

Display Table #21 & #22 in Bank Main Lobby

#21

B21-A4 Envelopes Misc Shoe Horn	B21-A3 Match Books Keychains	B21-A2 Various Businesses	B21-A1 Clay County State Bank
B21-A5 Regent Photo	B21-A6 Greeting Cards	B21-A7 Buttons	B21-A8 Fan Buttons

South

#22

B22-A4 Tobacconist	B22-A3 Photo- grapher	B22-A2 Oculist	B22-A1 Locksmith
B22-A5 Doctor	B22-A6 Dentist	B22-A7 Jeweler	B22-A8 Barber

North

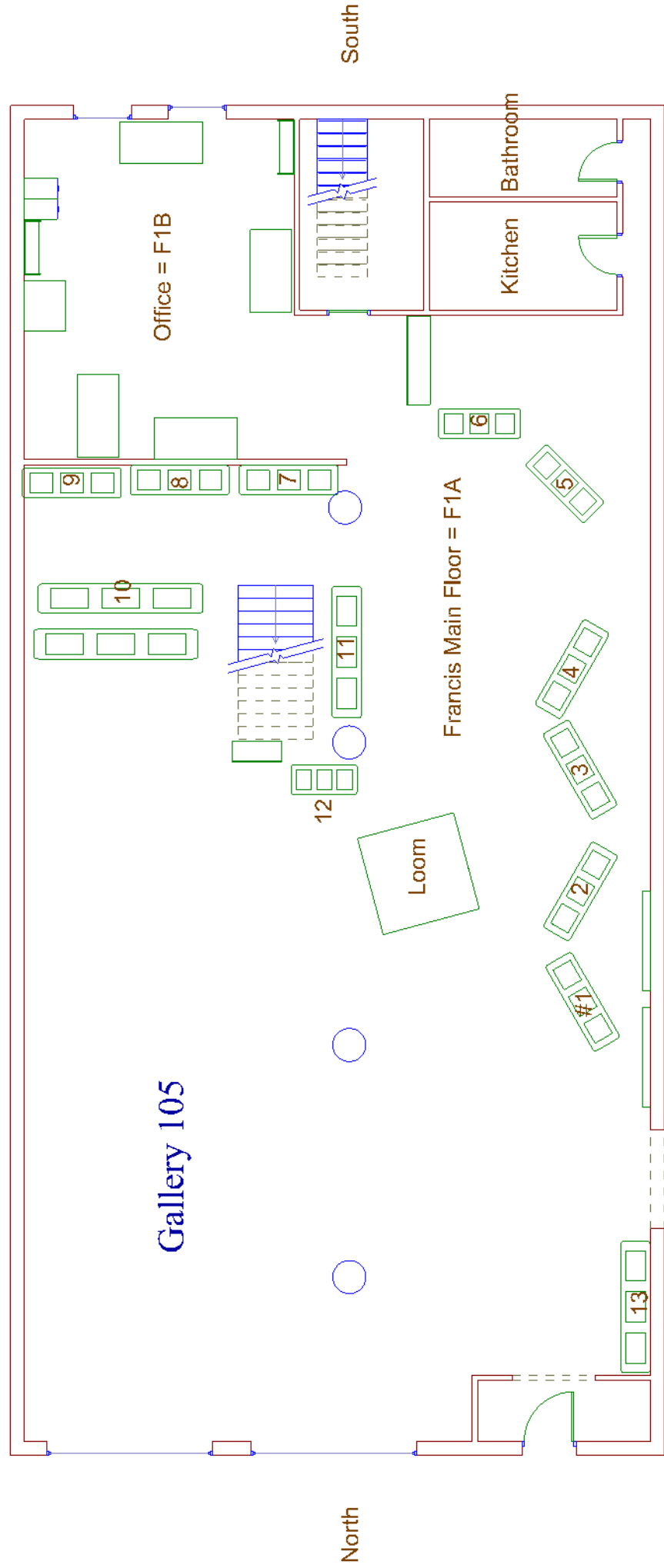
Bank First Floor Library
Shelves on East Side (B1L)

A1F	A2F	A3F	A4F
A1E	A2E	A3E	A4E
A1D	A2D	A3D	A4D
A1C	A2C	A3C	
A1B	A2B	A3B	A4B
A1A	A2A	A3A	

North

South

Francis First Floor = F1

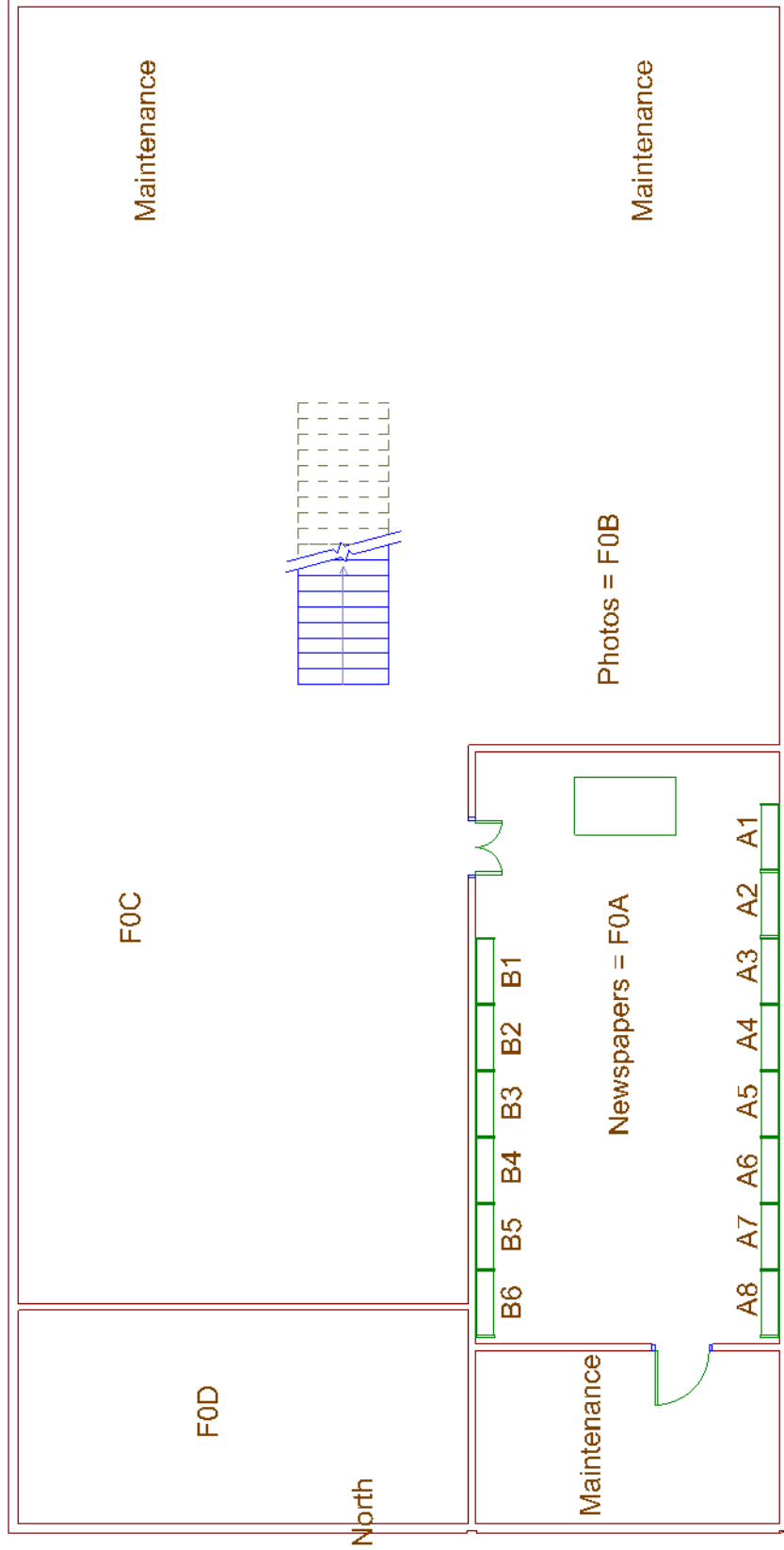


F1Z = Francis, First Floor, Case (Z = All Cases)

Francis Basement = F0

East

South



West

North