



## Museums for America

Sample Application MA-255445-OMS-24  
Project Category: Collections Stewardship and Access

### Museum of the Shenandoah Valley

Amount awarded by IMLS:	\$250,000
Amount of cost share:	\$505,132

The Museum of the Shenandoah Valley will undertake a compact storage installation project to upgrade their storage units and shelving to accommodate their growing collections, increase collection accessibility, and provide for long-term preservation of the collections. The project will address the challenge of collections storage overcrowding. Staff will work with a collections equipment vendor who will manufacture and install compactible and stationary storage units. As a result, staff will be able to organize in-house exhibitions, complete gallery object rotations, and facilitate object study by scholars more effectively, and museum guests of all ages will have greater access to the collection.

Attached are the following components excerpted from the original application.

- Narrative
- Schedule of Completion
- Performance Measurement Plan

When preparing an application for the next deadline, be sure to follow the instructions in the most recent Notice of Funding Opportunity for the grant program to which you are applying.

### **Project Justification**

The Museum of the Shenandoah Valley (MSV) respectfully requests a grant of \$250,000 from the IMLS Museums for America program to support a *Compact Storage Installation Project*. The project will upgrade museum storage materials and shelving to best practices and standards to accommodate our growing collections, to increase intellectual and physical accessibility of the collection, and to provide for the long-term preservation of the collections we hold in the public trust. The funds requested are less than half of the total project costs. A private donor has been secured to cover the majority of the remaining costs on behalf of the MSV. Costs associated with staffing and supplies will be part of the museum's operating budget.

The MSV Collection is composed of seven sub-collections. These range from permanent outdoor sculpture; to decorative, fine, folk, and self-taught/outsider art from the Shenandoah Valley and around the world; to queer history and material life objects related to museum founder Julian Wood Glass Jr.; to rare manuscripts and ephemera related to early Euro-African colonization of the Shenandoah Valley; and papers related to the movement and actions of Founding Fathers and military leaders during the American Revolution. The collections are viewed by nearly 70,000 visitors annually, including thousands of students on school tours, and studied by scholars from across the country and across the Atlantic.

#### **• Which program goal/project category and associated objective(s) of Museums for America will your project address?**

The compact storage installation project corresponds to the Collections Stewardship and Access Museums for America goal and addresses Objective 3.2 (Rehousing).

#### **• How will your project advance your museum's strategic plan?**

Installing a compact storage system in the portion of the building currently used for collections storage advances the MSV's Strategic Plan Objective 3: "Increase collections, broaden access and serve as good stewards for our objects, buildings, and landscapes", and specifically fulfills action 3.2d "Develop and install compact storage system in existing MSV Collections Storage footprint." (See Strategic Plan Summary.) The compact storage installation project will fulfill all three aspects of this objective. It will allow us to continue to increase collections judiciously, following our Collections Development Plan. We will also broaden access by making the objects physically more accessible in compactible and stationary shelving, art racks, and cabinets, and in rolled textile storage. Finally, the project will enable us to serve as good stewards of our objects by having them housed in safe, museum-quality units.

#### **• What need, problem, or challenge will your project address, and how was it identified?**

The compact storage installation project will address the MSV collection storage challenge, identified by collection numbers (see Supporting Document 1), American Alliance of Museums accreditation on-site reviewers, and a storage assessment conducted in 2021 (summarized in Supporting Document 2). The MSV actively collects and exhibits examples of Shenandoah Valley material culture including furniture, paintings, decorative arts, and historical objects (2,842 objects as of June 2023) consistent with our mission to "preserve and enrich the cultural life and heritage of the Shenandoah Valley." In addition to the Valley collection, the MSV also cares for and exhibits our founder's extensive collection (3,103 objects), featuring British, American, continental European, and Asian paintings, works on paper, rare books, furniture, and decorative art spanning the 17th through the early 20th century. The MSV recently established the Glen Burnie Queer Studies Collection composed of daily life objects related to our founder and his partners (256 objects as of June 2023). Additionally, the MSV houses the R. Lee Taylor Miniatures Collection (5,533 objects), including multiple elegant miniature houses and their contents crafted by some of the most respected miniature artisans in the country, shepherded by Taylor (our founder's long-time partner) during his lifetime. The MSV's Gardens and Grounds collection of outdoor sculpture in both the formal gardens surrounding the Glen Burnie House, and on the new Trails at the MSV numbered 113 objects as of June 2023. Papers related to the Wood-Glass family as well as a few smaller ephemeral collections related to local and regional history make up the MSV's archival collection (12,140 objects total as of June 2023). There is also a small collection of architectural

remnants related to the MSV historic properties (6 objects). As of June 2023, the permanent collection totaled 23,993 objects. Approximately 24% (about 5,700 objects) of the total collection is currently on display in various exhibitions and installations, viewed on site by approximately 68,000 guests this past fiscal year visiting the galleries, gardens, or attending programs (ending June 20, 2023), including nearly 4,000 students on school tours. An additional 95,536 Trails users viewed art on the Trails at the MSV.

Prior to 2012, much of our founder's collection was displayed in the Glen Burnie House, a historic structure on the MSV campus (and our founder's "country" vacation home). In 2012, staff and contract art handlers evacuated the House of this collection, some of which had been brought there from his other four residences following his death in 1992. In fulfillment of phase one of our Master Plan, and a goal of the Strategic Plan at the time, the Glen Burnie House was renovated and reopened to the public in 2014 as both an interpretive and programming space. MSV staff and the Building and Master Planning Committee, which includes engineering, architectural, and preservation professionals, determined that the installation of appropriate environmental and security controls sufficient to safeguard and preserve the collection in the house was both unrealistic and cost prohibitive. Our founder's collection joined our ever-growing Valley collection in storage in the 2005 galleries building.

The main collections storage area is located on the second floor of the MSV galleries building. Photographs and a collections storage map in Supporting Document 3 show current conditions. The 2,792 square-foot space has painting racks on three walls (including one two-story tall segment), three pallet racks, five metal shelving units and additional platforms that house furniture and other household items and boxed ceramics and metalwork, numerous rolling metal Metro shelving units that hold boxed textiles, books, and smaller decorative arts objects, 13 flat file units (five drawers each) holding works on paper and smaller framed paintings, three museum-quality cabinets housing ceramics and small decorative arts, and a platform holding tall-case clocks. The rolling metal shelves serve as a makeshift "compact storage" system. However, the rolling shelves must be rolled out to access objects on the adjacent shelves and they strain to support the weight of some objects. To access paintings in the upper section of the two-story painting rack, multiple rolling shelves must be moved, and a Genie lift brought in. To access the highest paintings, a staff member must ride up in the lift, remove the painting from its hooks, balance it on the edge of the lift padded for this purpose, and manipulate the controls to lower the lift. This endangers the safety of the operating staff member as well as the painting. Featuring several paintings and pieces of case furniture, our current Founder's Gallery exhibition was organized in part to alleviate overcrowding in collections storage. Many large pieces of furniture are normally housed on pallets between the three stationery pallet racks. These objects must be removed to access other larger objects on the pallet racks, further endangering the furniture. Numerous contemporary Valley two-dimensional works are displayed in our elevator lobby and adjacent hallway, in stairwells accessible only by staff, and in hallways on the building first floor. None of these locations are ideal. They see a great deal of foot traffic and are not regularly patrolled by security staff. However, there is simply no room for these works in collections storage.

Thus, the collection has outgrown available storage, and the current storage configuration is overcrowded. Some agricultural tools and implements, household goods and accoutrements, industrial objects, and additional furniture are stored in four bays in a self-storage facility offsite. Objects stored in this rental facility are at risk from poor climate control, overcrowding, pest infestation, and sub-standard security. Additional boxes of ceramics (mostly tableware from our founder's collection) and metalwork are stored in bedrooms in the Glen Burnie House that are inaccessible to the public.

Over the past several years, with the arrival of a new Registrar/Collections Manager, Collections staff have reorganized collections storage to maximize available space and shelving and enhance the safety and long-term preservation of the objects. Staff rehoused smaller objects from plastic bins to new, acid-free blueboard boxes. (Our Registrar acquired these for free when a colleague sent out a notice of their having purchased too many for a project.) New metal museum-grade cabinets and flat files, also acquired at a discount through staff contacts, became the location for other objects. Additionally, the Curator of Collections has continued actively deaccessioning objects that are lesser quality duplicates, or objects from our founder's collection that were previously housed in one of his other residences and are not being used in exhibitions and programming. While these measures have helped improve and organize collections storage, cramped conditions remain, continuing to endanger the safety of objects and staff.

In 2019, the MSV was accredited by the American Alliance of Museums. The Visiting Committee cited collections storage as “minor concern,” noting that “the current storage system is not ideal. There is a clear need for compact storage to enable access, provide flexibility, and increase usable space.” In their concluding narrative, the reviewers noted “the museum has its challenges with regard to ‘space’...especially in collections storage. Staff acknowledged the need for a compact space-saving storage system. Currently, art works and large quantities of furniture items and decorative arts are stored safely, but appear relatively inaccessible. If the museum’s goal is to continue to add [Valley objects] to the collection, it is difficult to imagine that there is any available space for storage.” The letter announcing the MSV’s accreditation also requested that we include progress on collections storage improvements in our three-year report.

In late 2021, Museum Specialist Alice Newton, a former Registrar and Collections Manager with the National Park Service, completed a collections storage assessment (not included here, as it is now substantially outdated; numbers summarized in Supporting Document 2). Most of her short-term recommendations have been put in place. Her assessment includes projections for collections growth along with several possible solutions to alleviating storage overcrowding, with compact storage being the most logical recommendation.

• **Who is the target group for your project and how have they been involved in the planning?**

The immediate target group for the project is the MSV’s four-person Collections and Exhibitions department. The Registrar/Collections Manager has led the compact storage installation planning process, working closely with the Curator of Collections. The two identified potential vendors, interviewed them (joined by other Collections/ Exhibitions staff), hosted one of the vendors for an on-site visit, and conducted a Zoom meeting with the other. The Registrar/Collections Manager also facilitated the storage assessment that helped inform the process.

• **Who are the ultimate beneficiaries for this project?**

In addition to Collections and Exhibitions staff, beneficiaries of the project include the MSV’s 200,000 annual site-wide guests, approximately 4,000 students on school tours on site annually, and scholars, students, and researchers (average 15 annually). Once the collection is more efficiently and safely stored and more physically accessible, staff will be able to curate in-house exhibitions and complete gallery object rotations more effectively. This in turn will ultimately benefit the MSV’s guests of all ages who will therefore have greater access to the collection. Exhibitions and displays of the Shenandoah Valley Collection aid area teachers in fulfilling curriculum requirements (Standards of Learning) related to Virginia history, while those from our founder’s collection fulfill similar requirements related to American and world history. Additionally, staff will be able to provide access to researchers whose work requires physical examination of individual objects. Shenandoah Valley material culture is an emerging field, but historically represents a national impact: many people of European and African origin moving westward traveled down the Great Wagon Road (roughly I-81 today) through the Valley. They brought with them European and African cultural traditions, often disseminating and synthesizing them by staying temporarily or permanently in the Valley. Others continued further west, carrying the Valley influence with them. Scholarship about Shenandoah Valley material culture, therefore, helps inform our understanding of American culture.

**Project Work Plan**

• **What specific activities will you carry out and in what sequence?**

Pre-award: The MSV solicited proposals from two vendors and selected Delta Designs Ltd. for their flexibility, cost-effectiveness, and positive feedback from other institutions that had utilized the company. Delta has provided a preliminary proposal and quote (see Supporting Documents 4 and 5), with final drawings to be completed once the schedule is confirmed and the deposit paid, initializing their timeline for completion.

We will store objects evacuated from collections storage on site in two galleries that will be closed for this purpose. Facilities staff will build a wall in one of the temporary storage galleries, allowing for emergency egress from adjacent galleries. (See Supporting Document 6.) Both galleries will be secured with locked doors. We will plan an “open storage” exhibition in two of the four rooms of our changing exhibition galleries that will also utilize objects from storage, focusing on paintings and large furniture. Activities will take place in the following sequence:

**September – December 2024:**

- Create a “move plan” outlining the order in which objects, shelving, cabinets, and flat files will be removed, and the new locations for objects once the new storage units are installed
- Finalize checklist, interpretation, and design for “open storage” exhibition based on programming and student tour needs

**December 2024:**

- Train additional MSV staff in object handling
  - Several non-Collections staff members have Museum Studies degrees and/or object handling experience/training. Collections staff will provide additional training to these supplemental staff members so that they can assist with the object move. Visitation data shows that the MSV has its lowest attendance in January and February. During this time, the Guest Services Manager and Assistant Manager, who both have experience with inventorying, will be available to assist with inventory, while colleagues from Education, Gardens and Grounds, and Facilities will assist with moving objects.
- Sign agreement and pay deposit with Delta Designs (signals 140 days from completion)
- With Delta Designs, review site conditions; review equipment proposed (further discussions regarding needs; further review of collections being stored; review equipment layout proposed: discussions regarding conservation, functionality, accessibility, safety)

**January 2025:**

- Install “open storage exhibition” focusing on paintings and furniture.
- Delta Designs submits final drawings for approval.

**January – February 2025:**

- Close gallery nearest to collections storage (Founders Gallery), begin moving objects into that gallery
- Close next adjacent gallery (Changing Valley 2), construct wall allowing for emergency egress

**January – April 2025:**

- Evacuate remaining stored collections into the two closed galleries (Founders, Changing Valley 2) using PastPerfect Inventory Manager included in the PastPerfect Web Edition.
  - Museum staff will evacuate Collections Storage shelf by shelf. One shelving unit at a time will be emptied of its contents, moved into a temporary storage location, and then refilled with its original contents. Objects will be moved on carts or by hand as necessary. Objects housed in extant cabinets and flat files will also be removed, the unit moved to its temporary storage location, and then refilled with its original contents. Museum staff will inventory the objects during the move using the digital tool of the Inventory Manager built into the PastPerfect Collections Management System Web Edition. (The MSV recently converted to the Web Edition in expectation of this project.) During the move, staff will note major condition issues on objects not currently packed in boxes and enter temporary locations in PastPerfect. Several paintings and pieces of large case furniture will be utilized in the “open storage” exhibition available for viewing by museum guests. The remaining paintings will be soft packed and placed in cardboard C-bins (purchased for a previous project), and the remaining furniture placed on furniture pallets or platforms.

**February 2025:**

- Open “open storage” exhibition (February 2025 forward)

**March 2025:** Delta Designs Ltd. completes production of units and begins shipping

**May 2025:** Delta Designs Ltd. delivers and installs all components

**June – September (October, November: contingency)**

- Rehouse collections in newly installed manually compactible and static shelving, cabinets, flat files, and painting racks using PastPerfect Inventory Manager.
  - MSV staff will organize objects by type and material based upon separate storage methodologies. They will move all large furniture into place on the shelving units and platforms first. Secondly, staff will

remove textiles from boxes and convert to rolled storage. Thirdly, staff will check hanging hardware on all paintings, mirrors, and framed works of art to be placed in the storage system. They will fix all loose hardware and update hardware as necessary. Fourth, staff will move remaining, smaller objects to drawers, cupboards, shelves, etc. Staff will assign storage locations to each object using the PastPerfect Inventory Manager as it is rehoused.

- Objects having no photo documentation in PastPerfect will be photographed simply with staff phones; more formal photography will take place as time permits.

**• What are the risks to the project and how will you mitigate them?**

There is a slight risk that we will not have enough staff or time to complete the evacuation of collections storage. To mitigate this risk, we will enlist supplemental staff from the MSV. Non-Collections/Exhibitions staff who have some object handling experience will receive additional training to assist with the deinstallation of current storage, which must be completely empty for Delta Designs to install the storage units. Various MSV staff personnel in the Education, Facilities, and Gardens and Grounds departments have backgrounds in museum studies or exhibitions and are sensitive to the requirements of object handling. Additionally, there is always a risk of objects being damaged during handling. Collections/Exhibitions staff will move the most fragile and complex collections, mitigating this risk.

The timing of the reinstallation of the compact storage units coincides with the time of year when individual and group (including school group) visitation increases substantially; the non-Collections/Exhibitions MSV staff who assisted with the evacuation of storage will not be available for the rehousing. However, we do not have installations or exhibitions planned or scheduled for the two galleries (Founders, Changing Valley 2) that will be closed to the public to serve as temporary storage. Those two galleries have traditionally housed exhibitions drawn from our collection. This will allow for additional time to reinstall objects in the new storage units. Additionally, as recommended by the collections assessment, we will create a “move plan” to assist staff in understanding the number of objects that need to be moved daily or weekly to accomplish the move in a timely manner.

Although MSV collection objects are marked or tagged with accession numbers, the possibility exists that an object could become disassociated from its number. Occasionally, we also find objects that are not marked/tagged with an accession number. With recent updates and upgrades to our PastPerfect CMS, staff can search by object description, materials, or other fields, using their phones or laptops, making it likely that “orphan” objects could be quickly reconciled. We are currently completing inventory of all stored collections so that all objects will be accounted for prior to beginning the project. Staff are also in the process of reconciling “found in collection” (FIC) objects so that by the time the project begins, those objects will either have been added to the collection or deaccessioned. There is still a possibility that additional unprocessed objects will be found but the process of evacuating storage should allow staff to identify these outliers and assign FIC numbers.

There is also minor risk of a supply chain disruption causing delays to Delta Designs’s installation of the units, as happened at a sister institution during the pandemic. Given the flexibility of the end date, as the temporary storage galleries are not slated for other installations, and rehousing being completed by MSV staff, this may cause a delay, but not likely a major risk to the project, and not one that would extend the project beyond the grant period.

**• Who will plan, implement, and manage your project?**

The project will be planned, implemented, and managed by MSV staff. Registrar/Collections Manager Lauren Fleming, with assistance from Collections and Exhibitions colleagues, will plan the project, including creating a move plan and schedule to ensure the project remains on track according to the schedule of completion. She will also manage the project. Ms. Fleming joined the MSV staff in 2019 and immediately set to work organizing collections storage for greater object safety and maximum storage efficiency; with the Collections and Exhibitions Assistant, Jaime Witham, Ms. Fleming also cleaned up catalogue data in the collections management database in PastPerfect, ensuring current object locations are accurate. Prior to joining the MSV staff, Ms. Fleming conducted a collection move when the museum in which she worked at the time had to evacuate collections due to hurricane damage to a storage area. Alice Newton, a retired Registrar/Collections Manager and Museum Specialist in the Conservation

Museum of the Shenandoah Valley (MSV) Compact Storage Installation Project  
IMLS Museums for America FY 24 - Narrative

Division of the National Park Service, with decades of experience planning and overseeing compact storage projects and collections moves will assist with planning and implementing the project. Also assisting Ms. Fleming in implementing the move will be MSV Collections and Exhibitions Assistant Jaime Witham who, in her previous position as a contract employee at London's British Museum, assisted staff in moving the entirety of their Oceanic collection from one building to another. Also implementing the project will be Exhibition Designer and Preparator Carla Leen, who has been with the MSV for five years, during which she has been responsible for installing and maintaining exhibitions, and Curator of Collections Nick Powers, now in his tenth year with the MSV. With over 35 years of museum experience, Deputy Director of Arts & Education Nancy Huth will be the project director, completing administrative tasks, overseeing communications and reporting, and assisting as needed. Staff from Delta Designs will assemble and install the new storage units.

• **What time, financial, personnel, and other resources will you need to carry out the activities?**

We anticipate the project will take 14 months, including planning the move, finalizing the equipment with Delta Designs, training staff, evacuating storage, installing the new units, and rehousing the objects, photographing as needed and noting new locations in PastPerfect. Time will be an important resource in completing the project. The flexibility of the completion date – as no exhibitions are currently scheduled for the galleries that will be used for temporary storage – should alleviate time constraints during rehousing.

In addition to the funds being requested from IMLS, an MSV donor has committed to covering remaining costs associated with the installation. Using operating funds, we will also need to purchase materials for properly rehousing objects, including tubing for rolled textiles, tissue paper, Tyvek, shelf-lining foam, and cotton tape, along with a small number of pallets and mobile metal shelving units for use while objects are in temporary storage.

Personnel will include the four Collections and Exhibitions staff, the Deputy Director of Arts & Education, as well as supplemental staff from other departments, including two to four staff members from the following departments: Education, Facilities, and Gardens and Grounds (for moving larger objects), and Museum Store/Guest Services (to assist with inventory). All will be trained in object handling.

• **How will you track your progress toward achieving your intended results?**

The project manager will conduct meetings at the beginning of each week to outline the necessary work for the week, based on a percentage of the collection that must be relocated that week, and track this on an internal Outlook calendar. On a daily basis we will communicate informally as a group in the morning to map out the day's activities. The project director will also compare progress against the schedule of completion. If progress is insufficient, additional supplemental staff will be added to help expedite the evacuation or rehousing process.

**Project Results**

• **What are your project's results and how will they address the identified need, problem, or challenge?**

The compact storage installation project will address the identified challenge of overcrowding in collections storage and result in collections being stored more safely, ensuring their preservation, and fulfilling the MSV mission to "preserve and enrich the cultural life and heritage of the Shenandoah Valley." Collections will also be more accessible, allowing for greater ease and efficiency of gallery object rotations, curating and installing exhibitions, and object study. Shenandoah Valley material culture is a relatively under-studied but developing area. Ease of access to collections will ultimately result in greater dissemination of scholarship, information, and interpretation of Valley objects, benefiting our constituents understanding of their history and culture. Additionally, American and British painting and furniture (the focus of our founder's collection) remains an active field of study and of ongoing interest for exhibitions. (Scholars of English painting from both Britain and America have been among our most recent visitors to Collections Storage). As our founder was a gay man, the MSV also interprets the growing field of queer history primarily through our Queer Studies Collection, of which we currently display only a small fraction, and which includes objects relating to our founder's daily life and that of his partners.

The new units will allow room for growth of the collection, especially in Shenandoah Valley paintings, an area identified in our Collections Development Plan as one for particular growth. Rough calculation of current storage

capacity in comparison to overall capacity once the project is complete suggests that the compact storage installation project has the potential to approximately double current square footage consumed by objects in collections storage. (See proposed layout in Supporting Document 4.) With the many shelves available in the new units, we anticipate being able to bring the items stored in the Glen Burnie House to the main collections storage area. We are in a very active process of deaccessioning items stored off-site with the result that most of the remaining items will also be brought back to the main galleries building.

• **How will the knowledge, skills, behaviors, and/or attitudes of the target group change as a result of your project?**

The new storage units will allow Collections staff and outside researchers to enhance and disseminate their knowledge of Shenandoah Valley material culture and of English/American paintings, furniture, and decorative arts (our founder's collection) by more readily facilitating access and study of the collections. The target group of Collections/Exhibitions staff will experience positive attitudes toward working with the collection due to the new ease of access and improved safety. Ultimately, museum guests (including individuals and student groups) will experience a greater range of exhibitions and installations that will be more readily drawn from the stored collections, as well as programs inspired by the same.

• **What products will result from your project?**

The product that will most directly result from the project will be greater organization and enhanced stewardship of stored collections following the highest standards of museum best practices. Greater accessibility of collections, enhanced safety of staff and objects, and increased capacity for stored collections will be additional products of the project. Increased capacity will enable us to continue to collect important Shenandoah Valley objects. With greater accessibility to the collection, another product will be improved learning opportunities for our constituents through exhibitions and installations drawn from, and programs inspired by, the collections.

• **How will you sustain the benefit(s) of your project beyond the conclusion of the period of performance?**

To ensure that the new units remain sufficient from a capacity and object accessibility standpoint, we will continue our program of deaccessioning duplicates of lesser quality objects from all collections, and items from our founder's collection from his other residences that are not used in exhibitions and programming. As part of our stewardship objective, we will be conducting appraisals of various categories of our collection (paintings, Valley furniture, etc.) over the next several years. The new storage units will allow us to access collections safely and efficiently, facilitating the appraisal process. In turn the appraisals will help designate additional objects for deaccession, freeing up additional space in the units. Our collections are a rich resource for temporary, semi-permanent, and permanent installations illuminating the history and culture of the Shenandoah Valley, America, and beyond, through objects—for visitors of all ages, from young students to established scholars. We will sustain the benefits of the compact storage installation project by continuing to utilize collections objects for exhibitions, installations, and programs. As the new units will expand our capacity to collect, we will also sustain the benefits of the project by continuing to acquire and steward important Shenandoah Valley objects into the future.

• **For Collections Stewardship and Access projects: How will the care, condition, management, access to, or use of the museum collections and/or associated data that define the focus of your project improve?**

The new units will include multiple manually compactible rows of pallet racks, multi-shelf and drawer storage cabinets, cantilevered rolled textile storage for the MSV's substantial collections of quilts and coverlets, over 40 compactible racks on which to hang paintings and other two-dimensional works, and numerous open shelves to store boxed collections of ceramics, silver, and other small objects. Our extant flat files will also be utilized for works on paper. The new units will allow staff to easily access objects without having to move other rolling racks or pieces of furniture out of the way, or use a lift to access framed paintings, reducing dangers inherent in object handling. The units will also allow for greater care and maintenance of the objects. We will be able to reach painting frames to dust them. The top shelves of units will be covered so that dust, bugs, and friable fire suppressant material from the ceiling will not fall directly on to objects. Ease of access will facilitate more efficient management and care of the collection and use of the collection in exhibitions, installations, and programming.





**Applicant Name: Museum of the Shenandoah Valley**  
**Project Title: Compact Storage Installation Project**

<b>Performance Measure</b>	<b>Data We Will Collect</b> (e.g., counts, costs, weights, volumes, temperatures, percentages, hours, observations, opinions, feelings)	<b>Source of Our Data</b> (e.g., members of the target group, project staff, stakeholders, internal/external documents, recording devices, databases)	<b>Method We Will Use</b> (e.g., survey, questionnaire, interview, focus group, informal discussion, observation, assessment, document analysis)	<b>Schedule</b> (e.g., daily, weekly, monthly, quarterly, annually, beginning/end)
<b>Effectiveness:</b> The extent to which activities contribute to achieving the intended results	<p><b>Example:</b> At the end of each month, using a report prepared by the registrar, we will compare the cumulative count of rehoused objects against the total number proposed for the project.</p> <p><b>Example:</b> At the end of each project year, our external consultant will present results of the ongoing observation-based evaluation and compare them against our intended project results.</p>			
	<p>During storage evacuation, at the beginning of each week, using data generated by the PastPerfect Inventory Manager and prepared by the registrar or her designee, we will compare the number of objects moved or current storage units emptied against the total number to be emptied/moved and adjust as necessary by enlisting additional supplemental staff. During rehousing of stored collections in new units, using data generated by the PastPerfect Inventory Manager and prepared by the registrar or her designee, we will compare the number of objects moved against the total number to be moved.</p>			
<b>Efficiency:</b> How well resources (e.g., funds, expertise, time) are used and costs are minimized while generating maximum value for the target group	<p><b>Example:</b> Twice per year, we will assess our expenditures for program supplies on a per-person-served basis.</p> <p><b>Example:</b> Each quarter, we will calculate the dollar value of volunteer hours contributed to the project as recorded in our online volunteer management system.</p>			
	<p>At the completion of the rehousing, we will compare the amount of consumed space to that available for future collections growth. On a bi-monthly basis, we will calculate the dollar value of volunteer hours contributed to the project; at the completion of the project, we will calculate the savings of using our own trained supplemental staff vs. hiring outside art movers. On a bi-monthly basis we will reevaluate processes to assess overall efficiency through conversations with participating staff.</p>			
<b>Quality:</b> How well the activities meet the requirements and expectations of the target group	<p><b>Example:</b> At the beginning, the mid-point, and end of the project, we will administer a satisfaction survey to staff who have participated in the training.</p> <p><b>Example:</b> We will gather opinions about our online services through questionnaires provided to every 20<sup>th</sup> user.</p>			
	<p>At the end of the project, we will conduct listening sessions with collections and exhibitions staff to solicit their assessment of the success of the project</p>			
<b>Timeliness:</b> The extent to which each task/activity is completed within the proposed timeframe	<p><b>Example:</b> Every six months, our Project Director will assess the fit between our proposed Schedule of Completion and actual activity completion dates.</p> <p><b>Example:</b> Each quarter, each project partner will submit to our Project Director a templated report showing their progress on meeting project milestones.</p>			
	<p>Every month, our project director will compare the proposed schedule of completion and actual activity completion dates, adjust as necessary, and communicate with project staff and senior staff to ensure transparency.</p>			