

MUSEO DE SAN JUAN



TIPS FOR ORGANIZING THE PHYSICAL SPACE

1

ORGANIZE BY LOCATION

- Separate documents from the Museo de San Juan and place those on the shelves for easy access for scholars and researchers

2

USE A CATALOGUING CLASSIFICATION SYSTEM

- Follow commonly used cataloguing systems such as the Library of Congress or the Dewey Decimal system

3

KEEP CONSISTENT ORGANIZATION

- Use the same organizational system throughout the entire collection to make materials easier to find

4

PLACE SMALL DOCUMENTS IN FOLDERS

- Archive smaller pieces such as newspaper clippings in folders and keep only one piece on display to help with clutter

5

MATCH PHYSICAL ARCHIVE TO DIGITAL ARCHIVE

- Use a clear naming convention that allows a piece to be cross located in both the digital and physical archives, such as MSJ-HIST-S__-1989