

This chapter is structured as seven paragraphs on resources (archives and publications) that are arranged in a logical order. As such they can be used as guideline for your research. In the annexes to this chapter, you will find concrete examples of how these resources can be used.

### *3.2 The Museum Archive*

First assemble information from files within your institution as indicated below. Together with the basic object information (material, date, dimensions, etc., see previous chapter) it will give you the basis for identifying and exploring additional resources. Information may be found in:

- Inventory book(s)/list(s)/card system(s): note down all available information: object name, description, dimensions, registered files, acquisition, and date of acquisition – was the object donated, given on loan, or purchased and from whom (note all previous owners and original provenance), etc.
- Condition reports of the object.
- Correspondence about the donation, about the loan, about the purchase (from a private or institutional collector, dealers, or auction house).
- Conservation files: sometimes during conservation, information becomes available about former use of (parts of) the object even prior to its accession by your institution.
- Minutes of board/curatorial meetings that discuss the collection and individual artifacts that were donated, loaned, or offered for purchase.
- Insurance of the collection or of individual objects. The insurance document may prove that an object was in the museum after a certain date. For instance, in Austria an object that came on the market was returned to its original owner because an insurance document was found that showed the object was still in the owner's possession in 1938.
- The present museum database.

### *3.3 The Community Archive*

- Inventories of synagogues and of Jewish communities.
- Board minutes may mention the donation of an object or the loan of an object to an exhibition.
- Loan agreements to exhibitions or other communities may be listed.
- Insurance documents.

### *3.4 Museum Publications*

Secondary sources (see 1.2) such as museum publications or other publications related to your institution often include clues that help to identify an object. Although descriptions of objects are often brief - especially in 19th and early 20th century publications – object descriptions may vary from publication to publication. Therefore note down details from the following publications, while keeping in mind it is important to check each edition: