

# metalraxstorage



## Electronic Barcoding

## General Information

Many institutions are turning to more hi-tech ways to track, store and retrieve their items. But what options are available when you are dealing with fragile and valuable items?

### Physical Image Catalogue

This is best used when you can't actually attach a barcode label to an item due to its fragility or value. A picture of the item is taken and a location barcode put on the shelving where it is stored. The image is then electronically loaded into a database where it is stored with the corresponding barcode. So, when an audit is due or you need to retrieve the item, you can see a physical image of the item and scan it using the barcode on the shelving. An example of this type of catalogue can be seen in the supermarket when you are buying loose fruit and vegetables – a picture of the particular item gets scanned into the till as it would be ludicrous to individually price and tag each apple, onion or potato for example!

### RFID Tags

Radio Frequency Identification tags are best used when you only need to get within a certain distance of the object. The tag would need to be placed somewhere on/near to the item EG on the frame of a painting and the scanner will pick up the radio frequency transmitted from the tag.

### Moving Collections

When moving collections wholesale from one building to another crates/boxes/packing material can have barcodes added to them. The items can be scanned when they leave the old building and scanned when they go into the new building. EG The Ashmolean Museum moved their collection out of the old building and into the John Radcliffe Hospital Gibson building for storage. As items went into storage they were bar coded and scanned, then re-scanned when they moved into the new installation.

Each item or object would be assigned a unique ID/tag as it is scanned and added to the database system. You could then store any type of information against this ID EG images, text or emails. All information loaded into the database will enable you to manage and track the artefacts/objects whereabouts and condition for example.

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