



KON-TIKI ARCHIVE REPORT SERIES **VOLUME 12/2017**

MANUAL - Collections, Archives, Library

by **Reidar Solsvik**

THE KON-TIKI MUSEUM
THOR HEYERDAHL'S RESEARCH FOUNDATION

MANUAL COLLECTIONS, ARCHIVES, LIBRARY

KTM FIELD AND ARCHIVE REPORT SERIES VOL. 12

THOR HEYERDAHL'S
RESEARCH FOUNDATION

THE KON-TIKI MUSEUM
2017

Reidar Solsvik

1. INTRODUCTION.....	5
1.1 A BRIEF HISTORY OF MUSEUM COLLECTIONS.....	5
2. MISSION STATEMENT AND MANAGEMENT PLAN.....	8
2.1 REVITALIZATION PROJECT, 2005-2011	8
2.1.1 RENOVATION AND REORGANIZATION	9
2.2 MEASURES PLANNED AND UNDERTAKEN 2008-2010.....	10
2.2.1 DIGITAL DATABASES AND DIGITAL STORAGE CAPABILITIES.....	10
2.3 STATUS OF THE REVITALIZATION PROJECT AND FUTURE PLANS.....	20
2.3.1 STATUS 2012.....	20
2.3.2 PERIOD 2012-2017.....	21
3. OBJECTIVES FOR THE LIBRARY, COLLECTIONS AND ARCHIVES.....	23
3.1 OBJECTIVES OF AND PROCEDURES FOR CONSERVATION.....	23
3.2 OBJECTIVES FOR DIGITISATION AT THE ARCHIVES.....	23
3.3 VISIONS FOR THE DIGITALIZATION OF THE COLLECTIONS AT THE KON-TIKI MUSEUM..	23
3.4 POLICY AND GUIDELINES FOR ACCESS TO AND USE OF THE LIBRARY, ARCHIVES AND COLLECTION AT THE KON-TIKI MUSEUM	24
4. ARCHIVES AND COLLECTIONS AT THE KON-TIKI MUSEUM.....	25
4.1 LIBRARY, BOOK AND JOURNAL COLLECTIONS	25
4.2 DOCUMENTS COLLECTIONS.....	26
4.3 PHOTOGRAPHIC COLLECTIONS	26
4.3.1. THOR HEYERDAHL’S KON-TIKI-EXPEDITION (1947) COLLECTION.....	27
4.4 AUDIO AND FILM COLLECTIONS	28
4.5 MAP COLLECTIONS.....	28
4.6 THE NEWSPAPER CLIP COLLECTION	28
4.7 STORAGE OF OLD EXHIBITION AND PR MATERIAL	29
4.8 COLLECTIONS OF HISTORICAL ARTIFACTS	29
4.9 ETHNOGRAPHIC COLLECTIONS	29
4.10 COLLECTIONS OF ARCHAEOLOGICAL ARTIFACTS AND SAMPLES	30
4.11 NATURAL HISTORY COLLECTIONS	30
5. PHYSICAL ORGANIZATION OF STORAGE SPACES, LIBRARY, COLLECTIONS AND ARCHIVES.....	31
5.1 AT THE MUSEUM.....	31
5.1.1 BASEMENT.....	31
5.1.2 FIRST FLOOR (GROUND FLOOR).....	32
5.1.3 SECOND FLOOR	33

5.2 EXTERNAL STORAGE SPACE.....	35
5.3 COMMON STORAGE PROCEDURES.....	35
5.3.1 STORAGE SPACE, SHELFs, AND NUMBERING	35
<u>6. PROCEDURES FOR ACCESSION AND DEACCESSION</u>	36
6.1 PROCEDURES FOR ACCESSION AT KTM	36
6.2 PROCEDURE FOR DEACCESSION AT KTM.....	36
<u>7. GENERAL ORGANIZATION AND INVENTORY PROCEDURES</u>	37
7.1 LIBRARY PROCEDURES	37
7.1.1 ORGANIZATION OF INDIVIDUAL COLLECTIONS.....	37
7.2 DOCUMENTS	38
7.2.1 GENERAL ARCHIVAL KEY FOR THOR HEYERDAHL'S DOCUMENT ARCHIVE.....	38
7.2.2 ARCHIVAL KEY FOR THE EDWIN N. FERDON DOCUMENT ARCHIVE.....	39
7.2.2 ARCHIVAL KEY FOR THE BENGT EMMERIK DANIELSSON DOCUMENT ARCHIVE.....	40
7.3 PHOTOGRAPHS.....	41
7.3.1 GENERAL PROCEDURES FOR PHOTOGRAPHIC COLLECTIONS	41
7.3.2 PROCEDURES FOR DIGITIZATION OF PHOTOGRAPHIC COLLECTIONS.....	43
7.4 FILM AND AUDIO	45
7.5 MAPS	45
7.6 CLIPS.....	45
7.6.1 PROCEDURES FOR DIGITIZATION OF CLIPS COLLECTION.....	46
7.7 EXHIBITION AND PR MATERIAL	46
7.8 OBJECTS.....	46
7.8.1 ARCHAEOLOGICAL OBJECTS.....	46
7.8.2 ETHNOLOGICAL OBJECTS.....	47
7.8.3 HISTORICAL OBJECTS	47
7.8.4 ART.....	47
7.9 NATURAL HISTORY	47
<u>8. DIGITAL INVENTORY PROCEDURES IN PAST PERFECT 5.....</u>	48
8.1 DATABASE SOFTWARE	48
8.2 DEFINITION OF THE ACCESSION SCREEN IN PASTPERFECT 5.....	48
8.3 COMMON PROCEDURES	51
8.4 DEFINITION OF FIELDS IN PASTPERFECT 5	51
8.4.1 COMMON SPECIFICATIONS FOR ALL CATALOGUE SCREENS.....	51
8.4.2 SPECIFICATIONS FOR PASTPERFECT 5, OBJECTS CATALOGUE.....	58
8.4.3 SPECIFICATIONS FOR PASTPERFECT 5, PHOTOS CATALOGUE	67
8.4.4 SPECIFICATIONS FOR PASTPERFECT 5, LIBRARY CATALOGUE.....	68
8.4.5 SPECIFICATIONS FOR PASTPERFECT 5, ARCHIVES CATALOGUE	71
8.4.6 SPECIFICATIONS FOR PASTPERFECT 5, PEOPLE BIOGRAPHIES.....	76
8.4.7 SPECIFICATIONS FOR PASTPERFECT 5, EXHIBIT	77
<u>10. BIBLIOGRAPHY.....</u>	80

1. Introduction

The Kon-Tiki Museum opened its doors to visitors for the first time on May 15th, 1950. The Kon-Tiki raft and the story of its 8.000 km voyage across the Pacific, was on display in a small wooden building. The Kon-Tiki House, as it was named, only kept open on weekends and in the high season. The founders anticipated that they would have to close the museum down when public interest in the story diminished. However, the first summer visitors crowded the walkway around the raft in such numbers that one of the employees fainted from the heat in the building. Already the second year the museum extended their opening hours. Soon, the board initiated work on plans to build a permanent museum. The new museum building opened its doors on July 1st 1957, with its new archive rooms full of thousands of artefacts and samples collected by Thor Heyerdahl and the archaeologists on the Norwegian Archaeological Expedition to Easter Island and the East Pacific in 1955 and 1956.

This booklet is a first attempt to make a detailed presentation of the collections and archives found at the Kon-Tiki Museum and to formalize the guidelines and procedures with which we collect, organize, preserve, and present them. The main audience of this book is the staff at the Kon-Tiki Museum and visiting scholars. It describes all the procedures for new acquisitions, accession and inventory. I make a detailed presentation of our Past Perfect 5, the chosen software for our digital database, and a detailed definition of all the fields used for accession and the four main catalogues in this database. I go on to describes in detail the various storage spaces and storage rooms used by the museum and their location. The reader will also find many detailed guidelines and procedures for handling and digitalization of the collection.

The guidelines and procedures I present in this book is to a large extent created from scratch according to the general principles presented by Daniel B. Reibel in his *Registration Methods for the Small Museum. Third Editon* (1997) as well as previous practices at the Kon-Tiki Museum. I hope, of course, that the book is perfect and all the definitions and procedures are readable understandable, but I don't expect that they are. Multiple revisions of this book are therefore to be expected. So, if you make use of this book, please report back all ambiguous phrases, inconsistencies in the procedural logic, and printing errors to the curator of the museum.

1.1 A brief history of museum collections

Thor Heyerdahl donated the Kon-Tiki raft with some equipment and artifacts to the Kon-Tiki Museum though a Deed-of-Gift in 1950. In this deed-of-gift Heyerdahl stipulated that the proceeds of the museum should be used to further the museum and to establish a research fund.

The collections of c. 900 cave-stones from Easter Island and c. 700 adzes from Easter Island, Pitcairn, Rapa Iti, Raivavae, Mangareva, Nuku Hiva and Hiva Oa, were the beginning of the Kon-Tiki Museum's collections, archives and research department, today named Thor Heyerdahl's Research Foundation.

During the period from 1950 to 1985 the collections grew through donations and targeted, although, a bit random, collecting by museum staff. The most important additions were donated by Thor Heyerdahl from his archaeological expeditions to Ecuador and Galapagos in 1953 and to Easter Island and the East Pacific in 1955 to 1956, and his maritime experimental expeditions with Ra (1969), RaII (1970) and Tigris (1978).

In 1985, Thor Heyerdahl, Knut M. Haugland and Arne Skjølsvold founded the Institute for Pacific Archaeology and Culture History at the museum. Arne Skjølsvold became its first research director. From 1985 to 2001 the institute conducted a series of archaeological projects and collaborated with Thor Heyerdahl on the extensive excavations on Easter Island (1986-88) and the extensive excavations of the pyramidal area at Tucumé, Peru. The institute hired three, full-time researchers, archaeologist Paul Wallin (-2006); archaeologist Helene Martinsson-Wallin (-2006) and social-anthropologist Ingjerd Hoëm (-2008). The Institute for Pacific Archaeology and Culture History undertook archaeological and anthropological fieldwork in the Pacific from 1995-2008.

In 2001 the Kon-Tiki Museum and the University of Oslo, the Institute of Linguistics and the Museum of Culture History established the Oceania Project, partly funded by the two museums and by the Norwegian Science Council. The Oceania Project was a cross-disciplinary project engaging linguistics, social anthropology and archaeological investigations into the concept and history of identity in the Pacific. Archaeological field work that expanded the collections were undertaken on Easter Island, Huahine and Samoa.

Ingjerd Hoëm initiated and organized in collaboration with the University of Oslo, the multi-disciplinary research project *Identity Matters. Movement and Place*, between 2001-2008. In 2010 this department was rechristened Thor Heyerdahl's Research Foundation. These projects resulted in new collections of photographs and archaeological sample material from excavations on Easter Island, the Maldives Islands, Kiritimati and the Galapagos.

The backbone of the Kon-Tiki museum's photographic collections are the photographs from Thor Heyerdahl's various expeditions and archive work. The collections were formally donated to the museum along with his books and documents in 1983. An equal large collection of photographs arrived at the museum in 199x when the collections of Bengt Danielsson were donated to the museum. In addition, the museum also holds photographs collected by the museum, received as donations and photographs produced by the staff during their own research.

The Kon-Tiki Museum also holds several document archives. The far most important ones are Thor Heyerdahl's manuscripts, documents and correspondence archives donated to the museum in 1983, augmented by correspondence and documents collected by the museum. The museum also holds the manuscripts, documents and correspondence archives of Bengt Danielsson; the Pacific part of the manuscript, documents and

correspondence archives of Edwin N. Ferdon, donated to the museum in 2011, and Arne Skjølsvold.

From the early 1950s the Kon-Tiki Museum began collecting books and journals associated with the Pacific. The Kroepelien collection of Pacific literature was bought by the University Library of Oslo and stored at the museum in 1982. This collection of books is important both because of the many early voyagers' descriptions from the Pacific, but also because it was through this collection that Thor Heyerdahl first became familiar with Polynesian science and history. Thor Heyerdahl donated his private book collection to the museum in 1983. The museum also got most of Bengt Danielsson's book collection and in 200x Even Hovdhaugen, the former dean of the Faculty of Humanities at the University in Oslo donated his sizeable collection of books on linguistics.

All these various collections have been casually organized and catalogued. In the late 1980s Paul Wallin and Helene Martinsson-Wallin began cataloguing the artifact collection in a basic version of Apple's "Records", but the system has been functioning manually since only a printed version of the database have been available. They also organized most of Thor Heyerdahl's picture archives. In the mid-1990s the book collections catalogues were put into a custom-made FileMaker system.

In 2005 the museum decided to begin re-organizing and cataloguing their collections and archives and to digitize the photographic and documental collections of Thor Heyerdahl. The Past Perfect 4.0 software was chosen as the museum's database tool. One goal for this work is to establish standard procedures for handling, organizing, cataloguing and digitizing all the different collections and archives of the museum.

In 2005 the Kon-Tiki Museum got external funding to build a cold storage space for it's photographic, film and audio collections. An upgrading of a large part of the permanent exhibitions were also underway, with planned modification of the museum building that demanded a reorganization of storage spaces. This reorganization took place between the fall of 2006 and end of 2007. In the process, an external storage space at the old navy base in Horten was acquired in cooperation with the Norwegian Maritime Museum. This storage space was operational from October 2007 to early spring 2016, when the contents were transferred back to the museum and another external storage space in Bjørkelangen.

Because of this extensive reorganization of storage space and moving of collections, it was decided to begin a re-cataloguing of collections and digitize the existing catalogues in one common database. The software chosen for this was the Past Perfect 4.0 database from Museum Software (www.museumsoftware.com). A project aimed at digitizing the photographic collections of Thor Heyerdahl was also initiated.

2. Mission statement and management plan

The Kon-Tiki Museum collection and archives management plan outlines the institutional responsibilities and policies and procedures required to manage the development, care, documentation, and use of the library, document and photographs archives and the archaeological and historical artefacts collections. A collection management plan is a statement of the museum's professional standards and practices regarding proper management of its permanent collections. The collections and archives are central to the purpose of the museum and the museum must ensure that the collection is managed in a manner respectful of the donors, the local communities from which the artefacts originate and the public access to information contained in the collections and archives. The collection management plan will be reviewed and revised as needed to address current issues and standards.

Mission Statement

The primary task of the museum is to curate the collections, undertake or support research and inform the public of Thor Heyerdahl's life, work and ideas, with focus on running a museum. The museum's primary task is to curate the vessels and other objects from his expeditions and display them to the public. The museum should also undertake research and projects which is connected to Thor Heyerdahl's lifelong work and research area of interests.

2.1 Revitalization project, 2005-2011

From establishing a research institution at the museum in 1985, the focus was on the registration of information about collections and archives. From c. 1995 a targeted renovation of the museum has been undertaken with the most extensive works undertaken in the years 2005-2007.

In the autumn of 2004 the Norwegian Broadcasting Operation reported that the conditions for photos and film-rolls stored at the Thor Heyerdahl Archive were far from optimal. The report also stated that damage had taken place on some of the films and photographs. This led to an initiative of the Preus Museum, the National Centre for Photographic Conservation in Norway, to examine the film and photo archives and devise a preliminary report on how to conserve and maintain it.

This initiative led to the Kon-Tiki Museum receiving funds to undertake a reorganization of their film- and photographic archives; build a modern cold storage space for film and photographic material; and begin a digitalization project of these archives. A technical conservator of photographic material was hired and she finished the report "Forprosjekt for Kon-Tiki Museets fotosamling" (Preliminary project plan for the photographic collection of the Kon-Tiki Museum) in April 2006. Work on the reorganization, conservation and digitalization project started shortly after with the construction of a cold storage space in the second floor of the museum building.

Establishing a cold storage space for film and photographic material led to a reorganization of all the storage space at the museum for all archives and collections except the library. It was therefore decided to expand the revitalization project to include

all collections and archives. Archaeologist Reidar Solsvik was hired in the summer of 2006 to carry out this project and is today the museum's curator.

2.1.1 Renovation and reorganization

Renovation work, 2005-2011

A new roof-covering was laid-down on top of the library, to prevent water leaking.

Upgrading, and partly replacing the air-ventilation system of the museum, to get better control with air-circulation, temperature and humidity.

Most of the electrical system in the offices, exhibition areas, and in storage spaces has been replaced or upgraded relating to fire-prevention measures. All electrical installation and wiring has been removed from the Kon-Tiki raft and the reed boat Ra II for the same reasons.

In 2009 the museum invested in an automatic online-system called Hydro-Track for measuring temperature and humidity in the museum. A net of ten sensors are placed around the museum, exhibition and storage spaces that records temperature and humidity every hour, logging the data into an online database. These sensors automatically sends out an e-mail message if temperature or humidity falls or rises outside set ranges.

The Kon-Tiki Raft

The Kon-Tiki raft was chemically coated (precaution) by Jotun (which is the largest producers of paint and related chemical products in Norway) sometime in the 1970s. A humidifier system, installed beneath the raft to control the humidity, was in operation between c. 2001 and 2007. A regime is in place for detailed measurements to monitor shrinkage and expansion in the timber of the raft. [Sjekk 2012 rapport.](#)

The reed boat Ra II

The reed boat Ra II has undergone investigations for mould infestation. Mould-spores were found, but they will not develop as long as the humidity is kept low.

Organization of storage spaces

The museum invested in a new cold-storage space for photographs and film material in 2006-07, located in the room that previously had served as the small artefacts storage space. This provided the museum with a good opportunity to also reorganize the whole storage space plan of the museum archives and collections.

An external storage space for large artefacts and exhibition props was acquired, which freed up storage space in the museum. The movement of photographs and film material to the cold-storage space meant that new space opened-up in the secondary documents archive. An extensive operation was undertaken in which many of the collections and archives were moved to new locations, based on the most optimal temperature, humidity and safety for the individual collection and archive.

Library and main documents archive

The period from 1985 to 1995 saw several improvements to the library. The library space was sectioned off from the office space next to it and modern compact-shelves system was installed to increase the available volume. During 2006-12 library collections has been transferred to new database formats.

Photographic collections

During the three to six decades that photographic material had been stored at the Kon-Tiki Museum, deterioration in image-quality had occurred in some of the collections. The most damaging was fading of colour positives, in particular, Kodak chromes from the mid-1950s. There was also a safety concern with the photographic material on nitrate-base from the Kon-Tiki Expedition.

The Kon-Tiki Expedition photographs on nitrate-base, have been stored in appropriate archival-material and digitized to secure the material and is now stored in the cold-storage at the museum.

In 2007 a new cold storage space for photographs and film material was in operation, and furnished with metal shelves with non-corrosion surfaces. The cold storage holds a uniform temperature of 10 degrees Celsius. The photographic collections are repacked or will be repacked in acid-free cardboard boxes and polyester folders.

Film collection

Three to six decades of storage had caused some damage to individual rolls of film. It was also a safety concern that the film material from the Kon-Tiki Expedition was nitrate-base.

The nitrate-base film material was transferred to the National Institute of Film which has a special storage for this kind of material at the main archives of the Norwegian National Archives.

The rest of the film collection was in 2008 transferred to the National Institute of Film, part of the National Library. This institution has expert knowledge in film conservation and appropriate facilities for digitizing film.

2.2 Measures planned and undertaken 2008-2010

2.2.1 Digital databases and digital storage capabilities

In the period 1985-2008 there were several catalogues of collections at the Kon-Tiki Museum, some in digital format some on catalogue-cards. As part of the revitalization project commencing in 2008 the Past Perfect 5 database software was acquired to provide one digital database for all the collections and archives.

In 2009 the museum data-network was upgraded to 1 GB lines and a scalable database unit with initial 12 TB of storage capacity was installed to provide the infrastructure for future digitalization of the collections and archives.

The digital storage space is structured into three virtual hard-drives:

Akuaku	Photographs and film
Kon-Tiki	Library, documents, and clip-archive
Ra	Current museum correspondence, reports, exhibitions etc.

Below is the detailed folder-structure as it is by 10.10. 2017:

\\ktmthor\Akuaku (W:)

\Bilder_BD

- \BDIii
- \Gauguin hand
- \KTM_2013_022
- \KTMDA
- \MarquesasIslands
- \Privat

\Bilder_FA

- \199x_00x (HansHolen Bill Clinton KTM Pics)
- \200x_00x (Gift Yusif Mirza)
- \1956_044 (Excavation Marquesas 1956)
- \1963_001 (KTM Excavation Hiva Oa 1963)
- \1983_00x (Hans Holen Pics from Colla Micheri)
- \1991_001 (Various pictures of TH and KTM)
- \1997_002 (Pics from Raroia)
- \2000-001 (KTM Foundation Stone Ceremony)
- \2000_002 (Trip to Peru Intern)
- \2000_003 TH_University Hall (Aulaen)
- \2006_005 (NordiskFilmTHDocumentary)
- \2006_006 (SebraFilm_EasterIsland)
- \2006_007 (Tangaroa)
- \2007_009 (Cuba Teethes for dating)
- \2008_016 (Galapagos ceramics pictures)
- \2010_007 (Italian School Children)
- \2010_008 (TH visits School in Italy)
- \2010_10 (KT raft under transportation)
- \2011_006 (BasiaKoturbasz)
- \2011_009 (ReidarSolsvik 1993)
- \2011_010 (OlavHeyerdahl Young)
- \2011_011 (ThorHeryerdahlJr THLecture)
- \2012_AnvarSadat
- \2012_xxx Piloten i Afrika Ra2
- \2012_020 Restoration of Kon-Tiki 1949
- \2012_021 Portraits of Bengt Danielsson and KT Cinema
- \2012_027 Ra transport from Amsterdam

\2013_028 Tiki culture
\2013_031 Azerbaijan 2012
\2013_036
\2013_041 TH and G. Gjessing at Majorstueveien 8
\2014_007 Dale Bell documents
\2014_008 Bettina Heyerdahl from Colla Micheri, copies
\2014_028 Photos from Knut Haugland
\2014_030 Tucume. Possible Bettina Heyerdahl
\2014_031 Tucume. Gift traveling trio
\2015_003 KMHs ammunition
\2015_004 Viktor Yushchenko at KTM
\2015_014 Kon-Tiki transported through Langenbruck
\2015_015 Photos reed boats Jos van Anken
\2015_016 Easter Island, Ana Lola, Thor Heyerdahl, from J. Kloster
\2015_019 Club Kon-Tiki Novosibirsk
\2015-022 KTM Archive portal launch 04122015
\2016_020 Arhive work Johannes Stenberg
\2016_KnutMagneHaugland
\2016-010 Johan Kloster på Påskeøya med Jacquelin Rapu Tuki
\2016-016 Photo of Bengt Danielsson
\2016-021 MS Midnatsol Official Expedition Photos
\2016-023 MS Midnatsol 1609-1210 2016 KTM photos
\2016-033 Photos from Carlos Paoa Huki
\2016-034 Das Schilfboot aus Berlin
\2017_005 Photos from opening of Thor Heyerdahl exhibition 2014
\2017_014 THjr på Cuba
\2017_015 Yuri Senkevitsj i Latvia
\2017_017 International book fair, Havana, Cuba 2002
\2017_022 Various KTM 2006-07
\2017_026 Even Hovdhaugen_Pileni
\2017_038 Safi spring 2017 from Madani Ait Ouhanni
\2017-010_KT_Bookcovers from USSR
\ArneSkjølsvold
\EasterIsland (1955-56)

\1955

\2013_030 Ingvald Olsen Easter Island 1955-56
\2015-001 BW Prints Easter Island 1955-56 by A Skjølsvold
\RS1993_97

\Easter Island (1982)
\Easter Island (1986)
\Easter Island (1987)
\Easter Island (1988)
\Exp_Gen_Maritime

\2006_007 Tangaroa
\2013_044 Expedition Uru
\ExM_2006_Tangaroa
\ExM_2010_Kabang
\ExM_2010_Plastiki

\Exp_TH_KonTiki

\2016-027 Lee Alcott
\Aniversary 20 yrs
\The Kon-Tiki Effect

\Geo_EasterIsland
\Ktm artefact pictures
\Ktm excavations

\1963_001 KTM Excavation Hiva Oa 1963
\HivaOa_1963 Autona Pekia Tohua CSSmith
\Huahine_2003 Marae PWallin and RSolsvik
\Huahine_2004 Marae PWallin and RSolsvik

\Ktm museum

\2010_Arkivarbeid
\2013_005 Kathrine Sørland
\2013_006 People in front of the museum
\2013_007 Reed boat April 2003
\2013_008 Reed boat April 2003
\2013_009 May 2005
\2013_010 March 2004
\2013_011 Exhibition opening July 2004
\2013_11_28 DNA Seminar KTM
\2013_12 Bilder i utstillingen
\2013_013 Guimar February 2005
\2013_014 (2005)
\2013_015 Moai outside arrives 2005
\2013_016 Event 2005
\2013_017 Moai outside Ceremony June 2005
\2013_018 Moai outside arrives 2005
\2014-014 Tenerife
\2014-015 Event KTM Terje Ness
\2014-016 Hadeland Glassveerk
\2014-017 No Barriers 2000
\2014-018 No Barriers 2000
\2014-021 Event with Knut Haugland
\014-022 Event MB's office
\2014-023 Event Research Department. Christmas Office
\Party

\2014-025 TH signs a protocol
\2014-026 Young Halfdan Tangen Jr.
\2014-027 Party restaurant. Christmas Office Party
\2016_002 Various KTM events
\2016-025 Studietur til Colla Micheri 3108 til 0309 2016
\2017_035 EdRuscha at KTM 3105201
\2017_036 Finn Serck Hansen KTM
\2017_037 KTM Lysprosjekt 2017
\2017_NewYork_ExplorersClub_UlrikkeTheaBerg
\2017-033 70 yr anniversary Italian Embassy
\Albatross Travels press conference 2804 2009
\Eterna Reklame
\Fabio as whaleshark (2105 2009)
\Finn Otten
\FinnOgSam
\Hanoi09
\Knut Hauglands funeral
\KTM Office Christmas party 19xx
\KTM Mold in photo archive
\KTM Various photos from Maja Bauges archive
\KTM Various photos museum
\Paloma Persons
\Personalfest (office party)
\Personalfest 2010_05_18
\Persons
\Ra utstilling 2010
\Saaha
\Germany April 2013
\Unknown Year_NoBarriersSeminar_19

\Ktm exhibitions

\KTM_Exh_External
\KTM_Exh_KTMuseum

\Museet
\Rx_Miscellaneous
\THRF ResearchMuseumArchive (1950_2008)
\THRF_ArtefactsPictures
\THRF_Individuals
\THRF_PolynesianCeremonialSites_Base
\THRF_ThorHeyerdahl_RetouchedPhotos

\Bilder_TH

\1937_38_Fatuhiva_001_049
\1939-1940_BellaCoola_060_069
\1940_42_CampLittleNorway_050_059

\1942_45_LivBarnAmerika_070_075
\1942_1944_Uknown
\1947_KonTiki_100_199
\1953_Galapagos_200_299
\1955_EasterIsland_300_399
\1956_Marquesas Islands (Hiva Oa, Nukuhiva)
\1956_Pitcairn
\1956_Ravavae
\1956_RapaIti_400_499
\1962_001 T.H Moscow
\1964 Moscow from Isvestia (2013_040)
\1969_70_RaExpeditions_500_599
\1977_78_Tigris_600_699
\1981_002 T.H Moscow
\1983_84_Maldivene_700_799
\1988_90_TheKTMan_800_899
\1988_94_Tucume_900_999
\1993_2002_Tenerife
\1994-2002 Tenerife Guimar, Walter Leonardi, 2013-037
\2013_033 Portraits Thor Heyerdahl
\2013_039 T.H. Bulgaria 1962
\2013_042 (Album T.H Moscow)
\2014-037 (Photos from Ragnar Kvam Jr.)
\2017-011_KT_Russian_HandColored
\SebraFilm 2013
\TH_Publications_1700_1899
\TH_ResearchArchive_1900_1999
\X_Esker_Div_I_og_II
\X_External Sources

\Film

\Anth Films
\Arch Films
\Digitaliserte filmer 09102015
\Film arkiv 05 2007
\KTM Films
\KTM Short Films
\MExArchFilms
\News segments
\Russisk_Heyerdahl_film
\TH Films

\\ktmthor\KonTiki (X:)

\Archive Artefacts

\Archive Clip

\1900-09

\1919-29

\1930-39

\1940-49

\1950-59

\1960-69

\1970-79

\1980-89

\1990-99

\2000-09

\2010-2019

\Exp_1947_Kon-Tiki

\Exp_1955_56_Aku-Aku

\Exp_1969_70_Ra

\Exp_1977_Tigris

\Exp_Cartoons

\KTM_MediaArkiv

\Archive Documents

\Bengt Danielsson

\Edwin N. Ferdon

\1955-56_Ferdon_drawings_Orongo

\1955-56_Orongo_NB01

\1955-56_Orongo_NB02

\2012_010_0002(003)_0010_Boks_1076

\Ferdon Literature List

\Erik Hesselberg

\EH sings his songs

\Extract Kon-Tiki and I

\Erling Schjerven (not KTM)

\Knut Magne Haugland

\KTM

\Ola Bjørneby

\Thor Heyerdahl

\1900_By_Family

\1914_2002_THAppointmentNotebooks

\1914_2002_THDiplomas

\1914_2002_THDrawings
\1920-29 General
\1930-39 General
\1933_1946 Brev Thor_Liv_Allison_ThorSr (RK F_4001)
\1937_Fatuhiva
\1947_KonTikiExpedition

\1983_011_0001 Diary Handwritten
\1983_011_0002 Diary Typed
\1983_011_0003 Deck Log Book
\1983_011_0004 Food Log Book
\1983_011_0005 Notes on budget
\1983_011_0006 Notes on budget
\1983_011_0007 Notes on budget
\1983_011_0008 Notes on budget
\1983_011_0009 Film Log Book
\1983_011_0010 Watches Log Book
\1983_011_0011 Draft Deck Log Book
\1983_011_0031 Manuscript_Norwegian_Handwritten
\1983_011_0032 Manuscript_English_Handwritten
\1983_011_0033 Manuscript Kon-Tiki Norwegian Typed
\1983_011_0034 Manuscript Kon-Tiki Norwegian Typed
\1983_011_0035 Illustrations_Caption_Typed
\1983_011_0036 Manuscript_Notes
\1983_011_0037 Printed_manuscript
\1983_011_0038 Preparations
\1983_011_0039 Equipment
\1983_011_0040 Media
\1983_011_0041 Radio messages
\1983_011_0042 Reports
\1983_011_0043 Finance
\1983_011_0044 Members
\1983_011_0045 Post-Exp Comm
\1983_011_0046 Rapping Up Exp
\2006_003_0001 Radio Log Book TR

\1950-59 General (not KTM)
\1953_Galapagos
\1954_DektektivPolynesia
\1955_56 Easter Island

\8. Various (boks 10)
\8.1 Preparations (boks 4)
\8.2 Members (boks 1 og 2)
\8.4 Finances (boks 7,8 og 9)
\8.6- 8.11 Various (boks 5)
\8.9 Comm. during exp (boks 3)
\8.10 Comm. after exp. (boks 6)

\Commercials

\1959-66_TH_and_MaxPuelmaBunster
\1960-2002 General Correspondence External Sources
\1969_70_Ra
\1978_Tigris

\1978 Tigris dokumenter fra Yvonne Heyerdahl, via Bettina
og Ragnar Kvam. Ikke donert
\Asbjørn Hansen (fra Ragnar Kvam 09092014)
\Commercials

\1983_84 Maldives Islands
\1988-92 Tucumé
\1995_TH Interaktiv CD
\2000_2001_THLettersAndOpEd_Word
\2000_THLetters
\2007_TH Brev_60YearsAnniversaryKonTiki
\2014_036 (TH schedule, day-by-day, R. Kvam Jr.)
\KT Byggesett tegninger
\TH_Books

\THRF

\Archive Library

\Kroepelien
\TH Books
\THRF (Thor Heyerdahl Research Foundation)

\ktmthor\Ra (Y:)

\Administrasjon

\Korrespondanse
\KTM
\Organisasjon
\Personal
\Økonomi
\Åpne Brev

\Butikk

\Backup – undervisning
\Brev
\Dokumenter
\Jobb frivillig

- \Oppslag
- \Salg

- \Drift
 - \Anbud
 - \Avtaler
 - \Eiendom
 - \HMS
 - \Transport

- \Fagavdeling
 - \Arkiv
 - \KTM_Archive Categorizations
 - \KTM_Archival Premissions
 - \KTM_Archive Reports
 - \KTM_Archive Resources
 - \KTM_Collections
 - \KTM_Graphic
 - \KTM_Photograph
 - \KTM_Picture Sales
 - \KTM_Publications
 - \KTM_Web
 - \Forskning
 - \Kontakter
 - \Korrespondanse
 - \Prosedyrer
 - \Undervisning
 - \Utstilling
 - \Digitale utstillinger
 - \Eksterne utstillinger
 - \Faste utstillinger
 - \Flagg Standard
 - \Forslag til utstillinger
 - \Gamle utstillinger
 - \KTM Revita
 - \Midlertidige utstillinger

- \Felles

- \Markedsføring
 - \1_Kontor
 - \2_Markedsføring

- \3_Kommunikasjon
- \4_Formidling
- \5_Arrangementer
- \6_Arkiv-fra HTjr
- \7_FOTO
- \8_Overordnet
- \Annonser ferdig
- \Bilder formidling
- \Bilder presentasjon
- \Cruise OCN
- \Formidlingsmappe bilder
- \Presentasjoner fra M Biehl
- \Annonsering
- \Arrangementer
- \Brosjyrer
- \Diverse
- \Dokumenter
- \Media
- \Plakater
- \Prosjekter
- \Web

\Regnskap

2.3 Status of the revitalization project and future plans

2.3.1 Status 2012

Installation of a water-mist fire-prevention/fire-extinguishing system, 2010

In 2009 the Kon-Tiki Museum received funding to install a water-mist fire-prevention/fire-extinguishing system over the Kon-Tiki raft and the reed boat Ra II. The system will be installed in late 2010 and will be able to extinguish small fires and control larger fires during the response time of the fire-brigade. The system is a low-pressured water-mist system with a double fire-detection system based on vacuuming the air around the vessels and visual detection by lasers.

In autumn 2016 a valve male function in the automatic pressure system, was discovered – and repaired – during maintenance. It may be that the system would not have worked prior to this discovery.

Storage space and climate, 2010-2012

All collections and archives are located in permanent storage facilities after the reorganization that begun in 2008. The climate is under control for the majority of the collections and archives, with the exception of the secondary document archive, the small archaeological collections consisting of other materials than stone and the ethnographical collections. The temperature and humidity condition of all the exhibitions, collections and archives will be analysed in 2010-2011 and improved continuously. The exception is the

cold-storage for photographs and films which is in a controlled environment with a fixed temperature and humidity. The current temperature is held at 10 degrees Celsius.

2.3.2 Period 2012-2017

Repacking and digitizing the photographic collections, 2010-2015

Currently a major part of Thor Heyerdahl's photographic collections is repacked into acid-free card-board boxes or Secol Polyester albums that have passed the Photographic Activated Test. In addition, digitalization of parts of all these collections is undertaken and the Kon-Tiki Museum holds nearly 40.000 digital files. Repacking the rest of these collections are a priority for the future. All of Thor Heyerdahl's main expedition, as the Fatuhiva expedition, the Kon-Tiki voyage, the Aku-Aku 1955-56 archaeological expedition, the Ra expeditions, and the Tigris expedition is more or less completed. Registering these photos into our museum database software remains to be done.

The Bengt Danielsson photographic collection remains largely in original boxes and just a fraction of the collection is digitalized and entered into a database. Plans exist for the organization and digitalization of these collections but these plans are dependent on external funding and are not prioritized.

Organization of the Thor Heyerdahl document archive

All the manuscripts, papers, and speeches are re-packed and registered. All documents concerning the Kon-Tiki expedition is re-packed, registered, digitized, and transcribed. The digitized documents are available on the Kon-Tiki Museum archive portal. All documents concerning the Norwegian Archaeological Expedition to Easter Island and the East Pacific (Aku-Aku) 1955-56 is repacked, digitized, and registered. A lot more is sorted and repacked. A lot still needs to be done.

Organization of the Bengt Danielsson document archive

The document archive of Bengt Danielsson is a rich trove of information on his life and work, and it may be divided broadly into two topics. The first, his manuscripts, correspondence, and notes from his work in Polynesian ethnography. The second, manuscripts, correspondence, documents, and notes about political life in French Polynesia, focusing mainly on the nuclear test program carried out on Mururoa atoll in the Tuamotu group. Marie Therese Danielsson has contributed extensively to the latter and co-wrote the book *Mururoa – mon amour* (1974). The archives also contain his personal notes and correspondence. It may be nice to mention that one of these stacks of letters are the evidence of a life-long correspondence with his mother.

After the collections arrived at the Kon-Tiki Museum, most of the archive material were unpacked, organized, and stored in the main library. The library section of Bengt Danielsson's collection, also in the main library, were catalogued in 2003 by Olaug Irene Andreassen in a FileMaker Pro 5.0 database. However, the archive was not described nor catalogued, since a substantial portion of the documents are in French.

In 2016 the Kon-Tiki Museum was contacted by O.E. Johannes Stenberg, who wanted to research Bengt Danielsson's archive connected to Tahitian politics and the French nuclear-testing on Moruroa. He offered to help cataloguing part of the archive during

October and November 2016, and his work forms the main part of this publication. A portion of the archive were catalogued in detailed and the rest was sorted in thematic groups, according to the archive classification devised by the museum and repacked in 68 numbered new archive boxes, and additionally 158 folders with sorted material, by Bengt and Marie-Thérèse Danielsson, were numbered.

Stenberg donated money towards a student scholarship, and during summer of 2017, Swedish student Anton Öhman, continued the work of re-packing and sorting the document archive. The result of this work is found in *Bengt Danielsson Archive preliminary catalogue 06.2017*, The Kon-Tiki Museum Field and Archive Report Series, Vol. 14.

Organisation and digitisation of the news clip archive

The Kon-Tiki Museum have a substantial clip-archive relating to Thor Heyerdahl's expeditions, work, and life. In addition, clips about the museum and related news have been collected.

The objective is to sort and digitize all these clips, but it is not a priority. Parts of the clip archive, from the 1930s to the 1950s, is re-sorted and re-packed.

On organisation and digitisation of archives in general

The vision of the museum is to digitize all photographic, document and clip collections, but plans for developing this work is dependent on additional funding and are not yet undertaken. As collections are digitized they will also be made available online through the Kon-Tiki Museum archive portal.

Another important task regarding the photographic archives is to collect information each individual photographs. This has already been done on the photos from the Kon-Tiki Expedition and the Expedition to Easter Island in 1955. Further information collection will be more important as the physical job of repacking and digitization is completed. The Kon-Tiki Museum will then prioritize this work, contacting local communities in which pictures are taken and talking to surviving members of the expeditions to collect more information on the photographs and the expeditions themselves.

3. Objectives for the library, collections and archives

3.1 Objectives of and procedures for conservation

All historical artefacts are expected to last the life expectancy of the museum and are mainly conserved through the control of temperature and humidity in the exhibition or storage area

The museum collections contain mainly archaeological artefacts in stone, ceramics, but also some of other materials and a few ethnographic artefacts. Very little, if any, specific conservation of objects has been done prior to the present. Humidity and temperature have been the main stabilizing tools. The objective is that all important archaeological and ethnological objects must be conserved after international museum standards.

All photographs and film material are preserved for posterity and are stored in a cold storage space with fixed temperature and humidity. The packing of photographs and film material follows the standard set by the Preus Museum 2004 report by conservator Jens Gould and by photographic conservator Antonia Ludvigsen Reime (April 2006). Almost the entire film material from Thor Heyerdahl's expeditions has been transferred to the National Film Institute, which is part of the National Library. Here, the material is preserved after national standards of conservation and digitalization.

All documents are preserved for posterity and are stored in acid-free containers following the standards of the National Archives of Norway.

3.2 Objectives for digitisation at the archives

It is a stated objective to make digital copies of all rare photographs and documents so handling of the originals by visitors to the archives are kept to a minimum. Priorities are determined based on rarity and state of preservation for the photographic archives and rate of rarity and rate of fading for the document archives.

3.3 Visions for the digitalization of the collections at the Kon-Tiki Museum

It is a stated vision of the Kon-Tiki Museum to digitize major parts of its collections and archives. This includes primarily the Thor Heyerdahl photographs collections; the Thor Heyerdahl document collections, with particular focus on his book and article manuscripts; the newspaper clippings archive; and the historical important part of the Bengt Danielsson collections. It is also important to the Kon-Tiki Museum that information about archaeological artefacts and scientific samples originating in the Pacific area are made digitally available for the communities in which these artefacts and samples originate.

As a beginning of this work, an agreement of collaboration is made between the Kon-Tiki Museum and the Community of Rapa Iti, French Polynesia, to work together for collecting information about the museum collection and making it available to the local community. Work has also begun on publishing information on all artefacts held in the

Kon-Tiki Museum from Easter Island, or Rapa Nui. A similar initiative was presented by the museum director to the governor of Rapa Nui in 2016.

3.4 Policy and guidelines for access to and use of the library, archives and collection at the Kon-Tiki Museum

The archives and collection at the Kon-Tiki Museum are accessible for all interested individuals in the opening hours of the museum and under control of the curator. Priority will be given to scholars, journalists and students with academic credentials.

Guidelines for access and use of library, archives and collections

1. The library, archives and collection have no regular opening hours. Appointments are made through the curator.
2. The library is open to all visitors.
3. Access to the document archives, digital photo archives and collections are mainly for researchers, students, journalists and writers.
4. Access to physical photographic collection are granted after a written application only. Due to the need for material to be acclimatized, minimum a 24-hours' notice must be given, in some cases longer: **Access to photo collections at KTM.**
5. Long-term access with a work-station must be done by written application: **Long-term access at KTM.**
6. All material will be brought by the curator, or curator assistant, to a work-station. No direct access to archives, photo archives, or collections will be granted.
7. Photocopying (or digitization or photographing) of documents must be cleared in advance and proper agreements must be signed: **Standard_agreement_Documents.**
8. Copying, in any form, of books from the Kröepelien Collection must be approved by the curator in each case.
9. No users will be allowed to make their own copies of photographic material from the photo collections. Copies can be ordered, but no specific time-frame can be given on the production of these copies.
10. Digital images of already digitized photographic material can be provided for research or commercial purposes after proper agreements have been signed: **Standard_agreement_Pictures.**
11. Digital copies of non-digitized material can be acquired at a fee after proper agreements have been signed and payments made: **Standard_agreement_Pictures.**
12. Visitors are advised that the indoor climate of the archive and related offices is not up to standards. Visitors with allergies should inspect the localities prior to long-term visits.
13. All material must be signed out and in.
14. The museum expects visitors to know how to treat archival material. Please tell us if You need an introduction to this topic.

Forms for access, copyrights and loan

Access to library and document archives at KTM	appendix 1
Access to photo collections at KTM	appendix 2
Long-term access at KTM	appendix 3
Standard_agreement_Pictures	appendix 4
Standard_agreement_Documents	appendix 5
Standard_agreement_Artefacts	appendix 6

4. Archives and collections at the Kon-Tiki Museum

The main part of the Kon-Tiki Museum collections and archives are constituted by donations from Thor Heyerdahl of equipment used on his expeditions, including the Kon-Tiki raft and the reconstructed reed boat Ra II; artifacts collected by Thor Heyerdahl, mainly through his archaeological expeditions to the Galapagos Islands in 1953 and to Easter Island and the East Pacific in 1955-56; and manuscripts, documents, correspondence and photographs from his expedition and work. The Bengt Danielsson's collection of manuscripts, documents, correspondence and photographs, and a library containing around 12.000 items are the two other main parts of the museum collections and archives. In addition to collections made by museum staff and the donation of Edwin N. Ferdon's manuscript and correspondence archive concerning the Pacific.

These 34 collections are further subdivided into material groups: photographs, film, audio, archives (containing manuscripts, documents and correspondence), artifacts, maps and scientific and natural historic collections. The artifact collections are groups under three collection headings: historical, ethnographical and archaeological.

4.1 Library, book and journal collections

The Kon-Tiki Museum has a large research library containing books, journals, and unpublished manuscripts collected from various sources. The most important are the Kroepelien Library owned by the National Library of Norway and deposited at the Kon-Tiki Museum since 1983. In addition, individuals like Thor Heyerdahl, Bengt Danielsson, Even Hovdhaugen, Edwin N. Ferdon, Ragnar Kvam Jr., and Pete Capelotti and others have donated books to the library. The museum also has a collection of various editions of Thor Heyerdahl's books published all over the world. Today the library has the following books and journal collections:

1. Kroepelien Rare Books Collection: This collection is formally owned by the National Library of Norway and contains a large collection of rare books and journals, mainly from early explorers to the Pacific.
2. KTM Thor Heyerdahl Book Collection: Contains books and manuscripts collected by Thor Heyerdahl for his research purposes, donated to the Kon-Tiki Museum in 1983.
3. KTM Bengt Danielsson Book Collection: Contains books, journals, and manuscripts collected by Bengt Danielsson for his research purposes.
4. KTM Even Hovdhaugen Linguistic Books Collection: Contains linguistic books and source material collected for his research purposes. This collection is shelved together with the KTM Research Foundation Book Collection.
5. KTM Research Foundation Book Collection: Contains books and manuscripts collected by the Kon-Tiki Museum for research purposes.
6. KTM Research Foundation Journal Collection: Contains research journals, focusing on the archaeological and anthropological research in the Pacific.
7. KTM Research Foundation Small Prints Collection: This collection contains smallprint collected by Thor Heyerahl, Arne Skjølsvold,
8. KTM Thor Heyerdahl Book Editions Collection: Contains many editions of Thor Heyerdahl's book published all over the world.

4.2 Documents collections

The Kon-Tiki Museum have several archives collections from persons associated with the institution, like Thor Heyerdahl, Arne Skjølsvold, and Knut Magne Haugland. The museum also have collections from people associated with Thor Heyerdahl's expeditions and work, like Bengt Emmerik Danielsson (participant on the Kon-Tiki expedition), Edwin N. Ferdon (archeologist on the 1955-56 expedition); Whilhelm Eitrem (help with various expeditions); and Arnold Jacoby and Ragnar Kvam (biographers). It also stores some of the documentation from the archaeological excavations done by researchers associated with the museum.

1. KTM Thor Heyerdahl Document Collection: Contains a sizeable portion of Thor Heyerdahl's manuscripts, diaries, personal calendars, log books, letters, and other documents collected by him.
2. KTM Bengt Danielsson Document Collection: Contains Bengt Danielsson's manuscripts and research notes, documents collected on Tahitian contemporary social and political histories, and various other archive material. A detailed catalogue of some of the document material is found in Bengt Danielsson Archive Preliminary Catalogue, KTM Field and Archive Report Series, vol. 14, by O.E. Johannes Stenberg, Anton Öhman and Reidar Solsvik.
3. Arne Skjølsvold Document Collection: Contains manuscripts, research notes, and letters from Arne Skjølsvold's work, in Norway, on Polynesian islands, in South-America, and on the Maldives Islands.
4. KTM Research Foundation Archaeological Fieldwork Documents Collection: Contains original documentation from archaeological excavations on various islands in Polynesia from 1955 to the present.
5. The Edwin N. Ferdon Documents Collection: Contains manuscripts, working notes, general documents and correspondence from Edwin N. Ferdon's research in the Pacific. A detailed catalogue of some of the document material is found in Edwin N. Ferdon Archive Detailed ICA Description, KTM Field and Archive Report Series, vol. 13, by Paloma Lopez Delgado, Marit Bakke and Reidar Solsvik.
6. The Knut M. Haugland Documents Collection: Contains mostly correspondence from his time associated with the museum. In addition, it contains papers and correspondence related to Haugland's position as a WW II resistance hero and director of the Norway's Resistance Museum.

4.3 Photographic collections

The Kon-Tiki Museum stores most of the photograph from Thor Heyerdahl's early expeditions, from Fatuhiva in 1937-38 to the Tigris expedition in 1977-78. The museum also has all of Bengt Danielsson's photographs from his life on Tahiti and his work and numerous travels in the Pacific. In addition, the museum has a sizeable collection of research photographs collected by Thor Heyerdahl and documentation photos from excavations done by researchers associated with the museum.

1. KTM Thor Heyerdahl Photography Collection: Contains photographs from many of his expeditions, like Fatuhiva (1937-38), Galapagos (1953), Easter Island and the East Pacific (1955-56); the Ra expeditions, and the Tigris expedition. In addition, it contains photographs collected by Thor Heyerdahl in connection with his research, and some private photographs.
2. KTM Bengt Danielsson Photography Collection: Contains most of the photographs taken by Bengt Danielsson and Marie Therese Danielsson during their travels and work, but also from their life on Tahiti.

3. KTM Research Foundation Photography Collection: Contains a large collection of research photographs collected by Thor Heyerdahl from many museum collections on Polynesian and South-American culture. It also contains documentation photos regarding archaeological excavations done by the Kon-Tiki Museum on various islands of Polynesia.
4. KTM Edwin N. Ferdon Photography Collection: Contains photographs made by Edwin N. Ferdon during his research on Easter Island and other islands in East Polynesia in 1955-56 and photographs taken on subsequent trips to the Pacific.

4.3.1. Thor Heyerdahl's Kon-Tiki-Expedition (1947) Collection

The collection of photos from the Kon-Tiki expedition in 1947 consists of c. 1.200 negatives (including multiple copies) in two different sizes. In addition, several hundred b/w prints were donated to the museum by the Knut M. Haugland's family.

The following search-terms can be applied to this collection:

Names	Heyerdahl, Thor Watzinger, Hermann Haugland, Knut Magne Raaby, Torstein Hesselberg, Erik Bryn Danielsson, Bengt Emmerik Hurum, Gerd Vold
Search terms in general	
Geographic	Peru Ecuador Pacific Raroia Tahiti USA Callao Naval yard (in Callao) Quito Quivedo (both for city and river) Altiplano mountain river beach island
Animals	llama donkey shark tuna dorado flying-fish pilot-fish snake-mackerel sea-bird
Persons	indian

	officer (Peruvian Navy) enlisted (Peruvian Navy) polynesian
Raft	Kon-Tiki-raft (whole, or large part of the raft, not unfinished) balsa (tree, wood) felling barking raft (not KT, only makeshift along river) logs (whole, or large part of main and secondary logs) construction provisions (provisions and provisioning) hut deck sail
Various	dinghy sailing guitar swimming (and diving) radio navigating filming washing-up sun-set weather

4.4 Audio and film collections

The Kon-Tiki Museums has a few small collections of Polynesian music, mainly collected by Bengt Danielsson, and a small collection of films and videos, mainly of Thor Heyerdahl's various films. Very little of the latter is original films. Most of the source material for Thor Heyerdahl's films has been transferred to the National Film Institute in Norway.

1. KTM Audio Collection:
2. KTM Film Collection:

4.5 Map collections

The Kon-Tiki Museum has two map collections. It stores some of the original documentation from archaeological excavations involving the museum from 1955. It also has a small collection of general maps, mainly of areas in South-America or Easter Island.

1. **KTM Research Foundation Archaeological Field Maps Collection:** Maps and plan drawings from archaeological excavations involving the museum from 1955.
2. **KTM General Maps Collection:** General maps from various parts of the world, mainly South-America and Easter Island.

4.6 The Newspaper Clip Collection

The Kon-Tiki Museum have an extensive clip collection. The earliest clips were probably collected by Thor Heyerdahl and his family, and by people involved in the Kon-Tiki expedition, mainly Thor Heyerdahl and Knut M. Haugland.

Sometime after the Kon-Tiki Museum was established, a professional clip bureaus were hired to collect newspaper articles from the Scandinavian countries. Newspaper clips from other countries have largely been collected and then donated to the museum by various people.

In later years the Kon-Tiki Museum itself has collected newspaper clips. In 2010 the museum hired Meltwater to digitally collect articles and writings on the following key words:

Kon-Tiki
Thor Heyerdahl
Easter Island

The Meltwater service was discontinued in 2017 because it's deteriorating qualities, in particular as related to excluding pay-for newspapers and journals.

4.7 Storage of old exhibition and PR material

The Kon-Tiki Museum have a small collection of old exhibition and public relations material. Collection practice is random in scope and limited by storage space.

4.8 Collections of historical artifacts

The Kon-Tiki Museum have several collections of historical artifacts, defined as artifacts collected from living persons, from recently diseased persons, or events that are non-ethnographic in character. This includes art-objects collected as art, and not as examples of a specific culture. The most important historical artifacts are of course the Kon-Tiki raft and the reconstructed reed boat Ra II, and artifacts from these voyages. Another important group of historical objects are medals and honors given to Thor Heyerdahl and a few of his personal possessions that are not owned by the family.

1. KTM Historical Artefacts Collection: Objects used or acquired during the sixty-years the museum has been operative.
2. KTM Kon-Tiki Artefacts Collection: The Kon-Tiki raft and objects used on this expedition, or directly related to the expedition.
3. KTM Aku-Aku Expedition Historical Artefacts Collection: Historical objects from the Norwegian Archaeological Expedition to Easter Island and the East Pacific in 1955-56.
4. KTM Ra Artefacts Collection: Objects used in the construction of, or on the voyage with, the reed vessel Ra.
5. KTM Rall Artefacts Collection: The reed vessel Ra II and objects used in the construction of, or voyage with, this vessel.
6. KTM Tigris Artefacts Collection: Objects from the reed vessel Tiris and other objects used in the construction of, or voyage with, the berdi-vessel Tigris.
7. KTM Thor Heyerdahl Artefacts Collection: Contains objects like TH's medal collection and a few personal items from his work and life.

4.9 Ethnographic collections

The Kon-Tiki Museum has a few, small ethnographic collections. The largest, is Thor Heyerdahl's collection of cave stones from Easter Island. The museum has also a small

collection of wooden sculptures from this island, in addition to a small collection of artefacts from the Pacific and South-America, collected by Thor Heyerdahl, the museum staff, or donated to the museum.

1. **KTM Ethnographic Collection:** Ethnographic objects from the Pacific and South America, mainly Easter Island.
2. **KTM Thor Heyerdahl Easter Island Cave Stone Collection:** Stone figurines, close to 1.000 items, carved by Easter Islanders in 1955-56 or some years prior to this.

4.10 Collections of archaeological artifacts and samples

The Kon-Tiki Museum has a collection of surface artefacts and archaeological excavations on Polynesian Islands. Most of these objects are from Easter Island and other islands in the Pacific. The museum also have a few artifacts from South- and Meso-America and the Republic of Maldives. The museum also stores scientific samples retrieved during archaeological excavations, mainly in Polynesia, from 1955 to the present.

1. **KTM General Archaeological Artefacts Collection:** Artefacts from surface collections and excavations on the Galapagos Islands, Polynesian Islands, South-America, and a few from middle-eastern countries.
2. **KTM Aku-Aku Expedition Archaeological Artefacts Collection:** Artefacts from surface collection and barter by the Norwegian Archaeological Expedition to Easter Island and the East Pacific in 1955-56.
3. **KTM Research Foundation Archaeological Samples Collection:** Earth samples, radiocarbon samples, and midden material from archaeological excavations, mainly in Polynesia from 1955 and to the present.

4.11 Natural history collections

The Kon-Tiki Museum has a small collection of human remains recovered from archaeological excavations on Easter Island and on Raivavae. The museum also has a small collection of corals from Polynesia and two collections of pollen samples collected on Easter Island in 1955-56 and on the Marquesas in

1. **KTM Research Foundation Human Skeletal Collection:** Human remains from archaeological excavation on Easter Island and on Raivavae in 1955-56.
2. **KTM Research Foundation Natural History Collection:** Pollen samples collected on Easter Island in 1955-56 and in the Marquesas; and a small collection of corals from Polynesia.

5. Physical organization of storage spaces, library, collections and archives

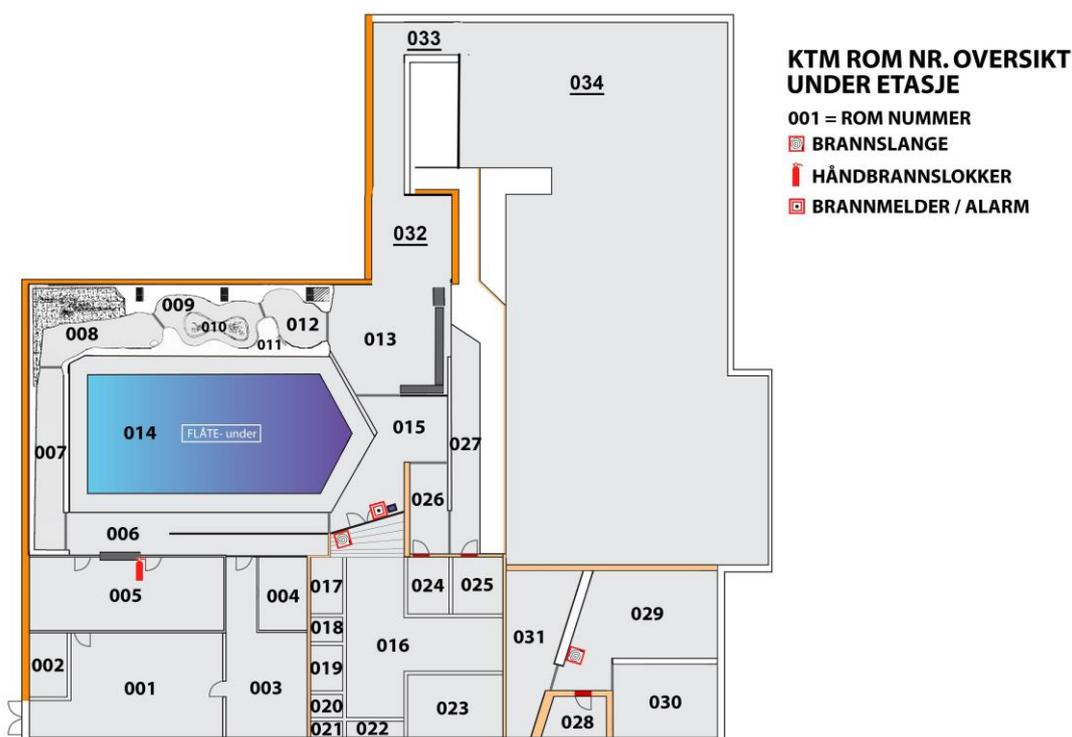
The museum is constructed with a basement and two main floors. Offices for the administration are located on level one, and the library and archives, with related offices, are located on level two. The larger artefacts in our collections, and the archaeological samples and science collections are stored in the basement.

Room numbering is executed in the following manner: All rooms are numbered sequentially from 01 to 99 with a prefix 0, 1 or 2, for the basement, level one and level two respectively. Rooms in the basement will be numbered 001; rooms at level one will be numbered 101 and on level two, 201 etc.

5.1 At the museum

5.1.1 Basement

The main storage space in the basement is the collection of rooms termed “the old workshop” or “gamle verkstedet” in Norwegian. This is rooms 016 to 023, all accessed through the door to room number 016.



Room 016 is the largest room and the main storage for large archaeological artefacts and all items of the KTM Thor Heyerdahl Easter Island Cave Stone Collection. In this room is also found the small collection of corals which is part of the KTM Research Foundation Natural History Collection.

Room 017: contains the KTM 1955-56 Expedition Historical Artefacts Collection.

Room 018: contains the Research Foundation Human Skeletal Collection and the pollen samples which are part of the KTM Research Foundation Natural History Collection.

Room 019 is currently used as a server-room and also contains old exhibition posters of small and medium size.

Rooms 020, 021 and 022 are reserved for the KTM Research Foundation Archaeological Samples Collection.

On the south end of the museum is room 031 which contains smaller pieces of the KTM Kon-Tiki Artefacts Collection; the KTM Ra Artefacts Collection; the KTM RaII Artefacts Collection, the KTM Tigris Artefacts Collection, and a few items of the KTM Ethnographic Collection.

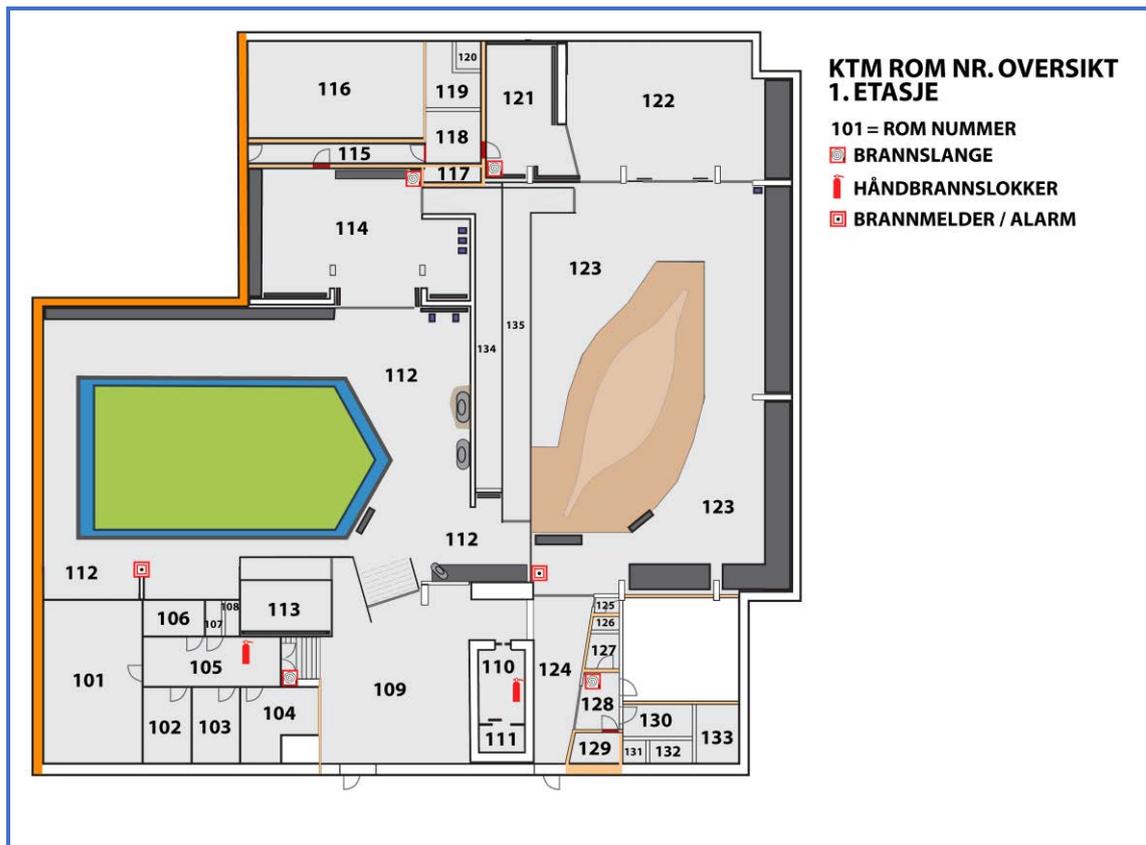
Rooms 005, 007, 008, 010, 013, 032 and 033 contain artifacts on display. In room 005 artefacts, like a photographic camera and a film camera, are on display next to the museum cinema room. In room 013, artefacts from the Aku-Aku 1955-56 Expedition Historical Artefacts Collection and the Research Foundation Natural History Collection, are on display. Rooms 007, 008, and 032 have Easter Island cave stones on permanent display from the KTM Thor Heyerdahl Easter Island Cave Stone Collection. Room 033 have sculptures from the KTM Aku-Aku 1955-56 Expedition Collection on display.

5.1.2 First floor (ground floor)

In Norwegian nomenclature, the floor at street level is called "first floor". This floor contains mainly exhibition space. The construction of the museum with a sloping floor in room 123 means that rooms 119-122 in principle are part of the basement, but because of the open access and continuous spatial layout it is defined as part of the first floor. Artefacts are on display in rooms 112, 114 and 123. Room 121 serves as storage for part of the Thor Heyerdahl Document Archhve, the Thor Heyerdahl Books Editions Collection, and some books from Thor Heyerdahl's book collection.

Room 101, the office of the museum director, contains a part of the KTM Thor Heyerdahl Book Editions Collection and also has a few artifacts on display for visitors.

Room 119 contains the stairs up to the second floor. Underneath the stairs there is made a permanent storage space for larger statue-fragments in stone from the Polynesia.



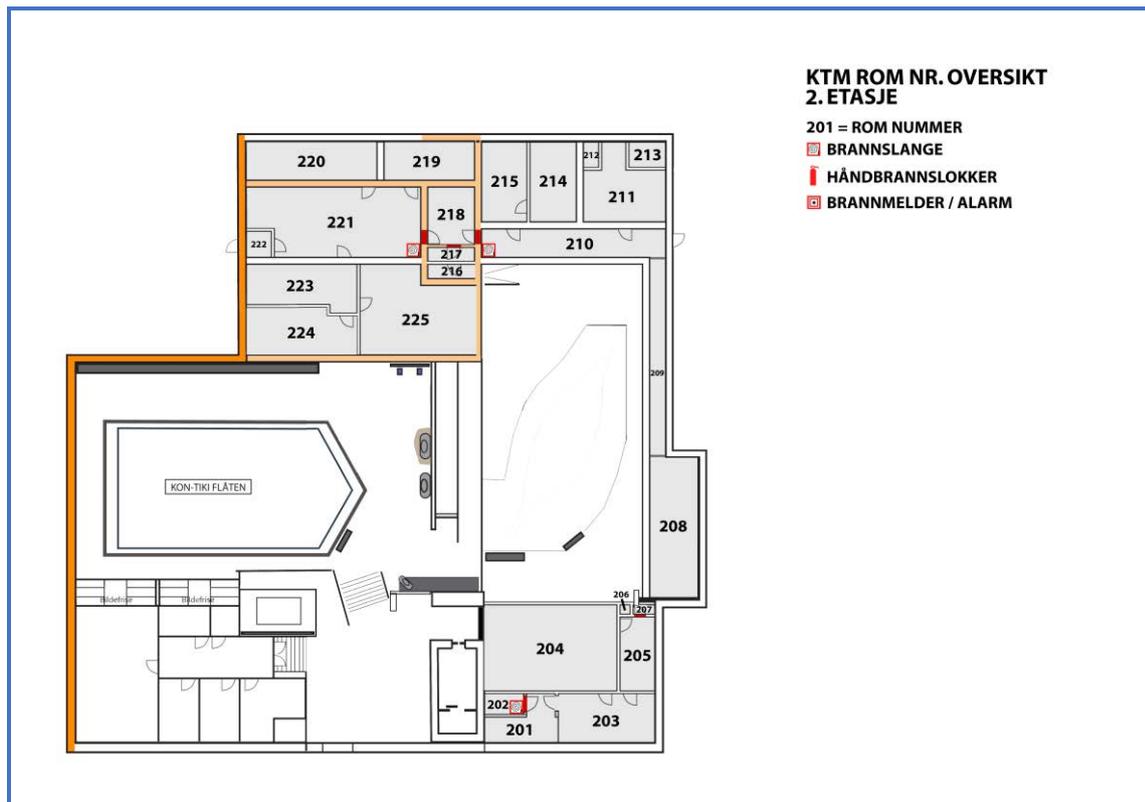
5.1.3 Second floor

Only the northeast, northwest and southeast corners of the building, colored grey on the map. It basically serves as storage spaces and offices for the research department called the Thor Heyerdahl's Research Foundation.

Room 204 serves as a general document archive for the later part of Thor Heyerdahl's documents archive, for Bengt Danielsson's documents archive and for Edwin N. Ferdon's documents archive. The south wall contains part of the KTM Thor Heyerdahl Book Editions Collection, the remaining collection is found in the director's office in room 101, and in room 121. There are also three cabinets, 204-01, 204-02, 204-03 containing ethnographic artifacts.

Room 208 have nine metal cabinets containing archaeological artifacts of stone, bone and shell, not iron nor wood. The reason for this is that the east wall is constructed out of one layer of "leca"-blocks, a large and porous brick. During heavy rains with winds from an easterly direction small amounts of water penetrate the wall, and the climate for fragile wooden and metal objects (or any other fragile material) are sub-optimal.

Room 210 have several wooden cabinets for the storage and display of ethnographical artifacts. Certain fragile archaeological artifacts may be stored here too.



Room 214 is the cold storage space for photographic and audio-visual material.

Room 211-213 makes up a small condominium Thor Heyerdahl used whenever he visited Oslo. Here are some sculptures from the KTM Thor Heyerdahl Easter Island Cave Stone Collection on display.

Room 221 contains the KTM Research Foundation Journal Collection.

Room 225 is the main library and serves as the main document archive, so it contains several archives and collections:

Kroepelien Rare Books Collection
 KTM Thor Heyerdahl Book Collection
 KTM Even Hovdhaugen Linguistic Books Collection
 KTM Research Foundation Book Collection
 Most of the KTM Bengt Danielsson Book Collection

KTM Thor Heyerdahl Document Collection
 Arne Skjølsvold Document Collection
 KTM Research Foundation Archaeological Fieldwork Documents

KTM Research Foundation Archaeological Field Maps Collection
 KTM General Maps Collection

The room also contains a few South American archaeological textiles and feather-works, and three rongorongo manuscripts acquired by Thor Heyerdahl on Easter Island in 1955-56..

Room 224 contains some historical artefacts in drawers.

Drawers B4-B6, C1-C6, D1-D6, E1-E4 part of the KTM Thor Heyerdahl Artefacts Collection.

Drawers A1-A6, B1-B3, F1-F6, and sections G through L contains artifacts from the KTM Historical Artefacts Collection. Sections A and B contains artifacts from Bengt Danielsson.

5.2 External storage space

The Kon-Tiki Museum has since 1950 collected and stored artifacts, documents and pictures from Thor Heyerdahl's expeditions and ethnographic and archaeological artifacts collected by Thor Heyerdahl or the museum itself. Parts of the museum have also functioned as a private store-house for various people, for instance Erik Hesselberg which stored balsa and bamboo wood and plated mats during the time he designed several "Kon-Tiki" cafes and restaurants.

Some of the ethnographical objects collected, like canoes collected by Thor Heyerdahl in Mangareva and Raivavae in 1956, and a jaganda-vessel from Brazil, are quite large. In 2013 the Kon-Tiki Museum also acquired a *kabang* from Thailand, which had been used in the Kabang 2010 – Nordic Origins Expedition. An external storage space for large objects were acquired by renting in collaboration with the Norwegian Maritime Museum, in the south part of hangar B (no. 14 on the map) at Karljohansvern, Horten. First transportation left for Horten Thursday 18. October 2007.

In 2016 the Norwegian Navy reclaimed the storage space, back and the arrangement with Norwegian Maritime Museum was discontinued. The two boats, and a few larger things were moved to an external storage space at Bjørkelangen. Left-over equipment from the Ra and Ra II expeditions, and the Aku-Aku expedition in 1955-56 are now back at the museum, stored in the newly built garage at the back-side of the museum.

5.3 Common storage procedures

All objects, documents, or books and journals are part of a *collection*. The collection is stored in one or several storage-spaces identified by *room-number* that refer to plan-drawings of the museum.

5.3.1 Storage space, shelves, and numbering

The Kon-Tiki Museum has one external storage space for large objects in Bjørkelangen. All smaller artifacts, documents and books/journals are stored in storage-spaces in the main museum building. The main building have been divided into three floors. Room-numbers are entered on plan drawings of the building, with a three-digit code: 000.

The first digit gives the floor number: 0 = Basement; 1 = First floor; 2 = Second floor.

i.e. KTM **101**, which is the office of the director.

The two last digits gives the room-number in a running series from 01-34 for the basement; 01-33 for the first floor; and from 01-25 for the second floor.

6. Procedures for accession and deaccession

Additions to our existing collections are welcomed if the museum have space for them. In cases where the museum are offered, or is considering to acquire, larger collections of books, photos, documents, or artifacts, the accession will be scrutinized more formally and a decision made by either the curator or the director.

Deaccession is a more complex process. This because, through deaccession the museum rid itself of collections that once were considered important to preserve or which have been the basis for exhibitions. When considering deaccession in which artifacts are repatriated or transferred to other museums, legal considerations should be undertaken. Therefore, all deaccessions must be decided by the board.

6.1 Procedures for accession at KTM

1. All donations are accepted for evaluation by both the director or curator.
2. In order to reject donations, the director and the curator both needs to agree.
3. The donations are registered through standard accession procedures.
4. When larger collections or donations are made, or when major costs are involved, the accession must be decided by the board.
5. Books for research or for the running of the museum can routinely be acquired either by the director or curator.
6. A list of new accessions is presented to the board every year at the first board meeting.

6.2 Procedure for deaccession at KTM

1. Prior to deaccession the case is presented to the board of directors. The presentation should state the reason(s) for, and consequences of, deaccession.
2. The initiative to deaccess can be made by all employees, but must be commented upon by the museum curator.
3. The board of directors makes the final deaccession regarding deaccession.
4. The objects are deaccessed through standard deaccession procedures in the current collections software.

7. General organization and inventory procedures

7.1 Library procedures

Thor Heyerdahl's Research Foundation have four main library collections and several smaller individual collections, and the organizing principles vary between collections.

1. Books are stamped as belonging to the Kon-Tiki Museum.
2. All books, journal and small prints are given an *access number*. Donations are accessed according to standard procedures. Books bought by the museum is given access number "YEAR-001". Starting from 2017, the first accessnumber of the year, 001, is set aside for new books.
3. All books, journals and small-prints are given an *object identity* number.
4. Access and object identity number, on the format 2012-001-0001, is written on the title page above publisher or on the front page.
5. All new journals are inventoried by "series" and "volume", but individual articles and authors may be listed in the "Title Added Entries" and the "Author Added Entries" respectively.

7.1.1 Organization of individual collections

Kröpelien Rare Books Collection

This collection, owned by the University of Oslo Library, is organized by a running number prescribed by Bjarne Kröpelien, the founder of the collection.

KTM Thor Heyerdahl Book Collection

Shelved together with the KTM Research Foundation Book Collection by author.

KTM Bengt Danielsson Book Collection

Shelved separately, by Dewey-number.

KTM Even Hovdhaugen Linguistic Books Collection

Shelved together with the KTM Research Foundation Book Collection by author.

KTM Research Foundation Book Collection

Shelved by author.

KTM Research Foundation Journal Collection

Shelved by first letters in journal name, with exceptions of "The" and "Journal".

KTM Research Foundation Small Prints Collection

Boxed and shelved in five different groups:

- Articles written by Thor Heyerdahl. Organized by published year.
- Review articles of Thor Heyerdahl's books or theories, by author.
- Articles on Easter Island, by author.
- Articles on the Pacific, by author.

Articles concerning the rest of the world, by author.

7.2 Documents

A general archival key has been developed, with documents from the Thor Heyerdahl Archive, as example. Individual detailed archival keys and accompanying detailed ICA description-manual must be developed for each larger document collection.

7.2.1 General archival key for Thor Heyerdahl's document archive

1. Book manuscripts
2. Article manuscripts
3. Lectures, Speeches
4. Film Manuscripts
5. Drawings
5. Personal notes
7. Diaries
8. Expeditions
 - 8.1 Preparations
 - 8.2 Loggbooks etc.
 - 8.3 Equipment
 - 8.4 Members
 - 8.5 Information – Communications
 - 8.6. Finance /Tax / Donations
 - 8.7 Reports
 - 8.8 Radio Messages
 - 8.9 Invitations
 - 8.10 Etc.
9. Science and academies
10. Anti-Pollution campaign
11. One world
12. Prizes/Awards/Honours
13. Correspondence
 - 13.1 Editors – Publishers
 - 13.2 Film companies, Newspapers, TV, Radio.
 - 13.3 Friends (surname, date)
 - 13.4 Scientists (surname, date)
 - 13.5 General correspondence
 - 13.6 Membership (associations, unions, clubs etc.)
 - 13.7 Reviews, discussions
 - 13.8 Fan mail
 - 13.9 Radio cables – Telegrams
14. Economy (tax statement, bills, bank accounts etc.)
15. Books, pamphlets etc.

- 16. Miscellaneous
- 17. Permits – Attests
- 18. KTM Administration

7.2.2 Archival key for the Edwin N. Ferdon document archive

- 1. Book manuscripts
- 2. Article manuscripts
- 3. Lectures, Public Speeches
- 5. Drawings
- 6. Personal research notes
- 7. Diaries
- 8. Expeditions

- 8.1 Preparation
- 8.2 Logbooks, notebooks, etc.
- 8.3 Equipment
- 8.4 Members
- 8.5 Information – Communications
- 8.6. Finance /Tax / Donations
- 8.7 Reports
- 8.8 Radio Messages
- 8.9 Invitations
- 8.10 Etc.

9. Academics

- 9.1 Scientific articles by other authors
- 9.2 Applications for finding
- 9.3 Administration applications
- 9.4 Lectures /Course material
- 9.5 Student papers

12. Prizes/Awards/Honours

13. Correspondence

- 13.1 Editors – Publishers
- 13.2 Film companies, Newspapers, TV, Radio.
- 13.3 Friends (surname, date)
- 13.4 Scientists (surname, date)
- 13.5 General correspondence
- 13.6 Membership (associations, unions, clubs etc.)
- 13.7 Reviews, discussions

14. Economy (tax statement, bills, invoices, bank accounts etc.)

15. Books, pamphlets etc.

16. Miscellaneous

7.2.2 Archival key for the Bengt Emmerik Danielsson document archive

1. Book manuscripts
2. Article manuscripts
3. Lectures and speeches
4. Film Manuscripts
5. Drawings
6. Personal notes
7. Diaries

8. Expeditions

- 8.1. Preparations
- 8.2. Members
- 8.3. Equipment
- 8.4. Finance
- 8.5. Log books
- 8.6. Radio messages
- 8.7. Reports
- 8.8. Media (communications, press brief, etc.)
- 8.9. Communications etc. during the expedition
- 8.10. Communications etc. after the end of the expedition proper
- 8.11. Etc.

9. Science and academics

- 9.1 Anthropology, ethnology, archaeology
- 9.2 History

10. Environment

11. Politics

11.1 General

11.2 Nuclear tests

- 11.2.1 Journals and magazines
- 11.2.2 Press clippings
- 11.2.3 Correspondence
- 11.2.4 Governmental papers
- 11.2.5 Reports
- 11.2.6 Nuclear resistance movements
- 11.2.7 International nuclear issues
- 11.2.8 Health and environment
- 11.2.9 Own writings and the Bengt Danielsson affair
- 11.2.10 Miscellaneous

11.3 Independence movement French Polynesia

- 12. Prizes, awards, and honors
- 13. Membership (associations, unions, clubs etc.)

14. Correspondence

- 14.1 Editors and publishers (countries, company name)
- 14.2 Film companies, newspapers, TV, and radio (countries, company name)
- 14.3 Friends (surname, date)
- 14.4 Scientists (surname, date)
- 14.5 Nuclear testing
- 14.6 General correspondence
- 14.7 Fan mail
- 14.8 Reviews, discussions

15. Miscellaneous

- 15.1 Book reviews
- 15.2 Pamphlets etc.
- 15.3 Economy (tax statement, bills, bank accounts etc.)
- 15.4 Not classifiable

16. Newspapers and Journals

7.3 Photographs

7.3.1 General procedures for photographic collections

Files and naming of files

The archive format should follow the standard object-id system at the museum, supported by the Past Perfect 5 database software, a three-group number with four, three and four digits.

Standard no.: Year - Accession no. - Object no. 2012-001-0001

1. Four digits: Gives the year the object/collection was accessed at the museum.
2. Three digits: A consecutive numbering of groups of objects.
3. Four digits: A consecutive numbering of individual objects within each group.

Folders are then created with the appropriate Year-Accession number, i.e. 2012-001 under either the Bilder_TH (bilder = photos), Bilder_BD, or Bilder_FA (FA = research department) main folders, and a textual description are added to important groups of pictures. Each individual photos are given a object-id number within this folder.

i.e. Folder name: 1956_44 (Excavation Marquesas 1956)

i.e. File name: 1956_43_0002

Previous naming practices that are kept

Naming practices and numbering of photographs and slides were different prior to the revitalization project initiated in 2005.

Prior to 2005 only the slides from the Archaeological Expedition to Easter Island in 1955-56, the Ra and Ra II expeditions, the Tigris expedition, and a Thor Heyerdahl's/Research Foundation's slide archive had been organized and numbered. All other photographs, negatives and slides were collected in groups, but not numbered. Photographs that were used in marketing, or photos for sale were collected in individual folders. In some cases, a running number were used within each folder.

The 1955-56 Expedition, Ra and Ra II Expeditions, and the Tigris Expedition:
Slides in plastic album-pages with 20 pockets. Each album-page consecutively numbered. Slides had been organized in thematic groups prior to being put in folders. Slides were numbered 1-20 within each album-pocket, giving the slide number of i.e. 0756-14, where the first four digit refers to the album-pocket and the two last digit is the number of the slide in that pocket.

Thor Heyerdahl's/Research Foundation's research archive: Slides in plastic album-pages with 20 pockets. Each album-page consecutively numbered, the numbers following from the previous three collections. Slides are geographically organized.

The practice regarding these four collections was that necessarily not all pockets in each album-page contained a slide, if a geographical or thematic group ended before an album-page had 20 slides. Only the slides themselves were numbered and empty pockets in album-pages were not marked. Consequently, it is impossible to know if slides are missing from the end of album-pages. Slides are missing from albums, mainly from the expeditions.

Collection codes

Collection codes are given by a PREFIX (like Bilder or Photos) with INITIALS. There are three main photographic collections at the Kon-Tiki Museum:

Bilder_TH	KTM Thor Heyerdahl Photography Collection
Bilder_FA	KTM Research Photography Collection
Photos_BD	KTM Bengt Danielsson Photography Collection

Specific for the Thor Heyerdahl collection

The Thor Heyerdahl photographic collection have mainly been organized according to YEAR. That is, photographs are grouped according to EXPEDITIONS or EVENTS identified as to the year(s) when they took place.

Specific for the Research Foundation (FA) collection

Most photographs are organized according to ACCESS number. However, in relation to the museum and general activities, a THEMATIC system is also implemented:

Exp_Gen_Maritime	General maritime archaeological expeditions
Exp_TH_KonTiki	Thor Heyerdahl expeditions (i.e. the Kon-Tiki

KTM_Artefacts Pictures	expedition)
KTM_Excavations	Archaeological, ethnological and historic artefacts
KTM_Museum	Archaeological fieldwork
KTM_Individuals	Related to the museum building and activities
	Pictures of persons for archival identification

7.3.2 Procedures for digitization of photographic collections

The office 215 next to the cool-storage is the digitalization laboratory at the Kon-Tiki Museum. Equipment used:

1995-2005	Mac computer with AGFA SnapScan e40.
2005-2010	HP Pavillion Media Center computer with a LG L1900R-BF screen; one Epson F-3200 film scanner; one Epson Perfection 4990 Photo flatbed scanner.
2010-2012	HP Pavillion Media Center computer with a LG L1900R-BF screen; one Epson F-3200 film scanner; one Epson Perfection V-750 Pro flatbed scanner.
	After 2012 Dell computers have been in use. Same flatbed Epson Perfection V-750.

Color space and format

All photos are scanned and saved as uncompressed TIFF format files. The reference color-space is ADOBE 1998 format.

Resolution

Pictures and slides are generally scanned in a resolution suitable to their use so this definition only concerns archival files produced for preservation of photo collections.

Slides, whether 35 mm or 5x5 cm, that are part of archaeological illustrations are scanned in 3200 dpi with 24-bit color resolution.

Slides, whether 35 mm or 5x5 cm, that were photographed during one of Thor Heyerdahl's expeditions and are suited for exhibition or publication purposes are scanned in 4800 dpi with 24-bit color resolution.

Slides, whether 35 mm or 5x5 cm, that belongs to the classic Thor Heyerdahl photographs, like pictures from Fatuhiva and the Kon-Tiki expedition should be scanned in 4800 dpi with 48-bit color resolution or higher.

Prints must be scanned according to size, but such that they produce a file of 30-100 MB in size, and generally in 24-bit color resolution, even when it is black and white prints.

Original files and copies

All pictures are scanned in ADOBE 1998 color space and as uncompressed TIFF format files. This file is kept as the original scan and is not enhanced in any way except light and color correction done through the scanner software. One copy of a compressed TIFF format file or a JPG 12 format file is made and dust removal and cropping and other enhancements is performed on this file. When necessary a copy in small-format JPG file

is produced. A fourth 72-dpi file, of the enhances file, is also produced for use on web. The resulting file structure for all photograph collections are i.e.:

1947_KonTiki_100_199 [the numbers 100_199 gives the number on folders set aside for the Kon-Tiki Expedition]

100_KonTiki

Jpeg [contains compressed files suitable for small-scale printing]

Tif adjusted [finished adjusted (cropping, dust, etc) files]

Tif original [original uncorrected scanned files for archive]

Web [72-dpi files in max 10 cm width/height]

Procedures when scanning slides

All slides are scanned without glass frames, either directly as film or in paper/plastic frames with no glasses.

High resolution slides should be scanned using the EPSON Perfection 750 flatbed scanner, as this scanner has the best technical performance when it comes to contrast and white areas.

Practical procedure

1. Wipe the flatbedscanner clean with non-static cloth for each batch of scans.
2. Use canned-air to remove dust from both panels of the scanner.
3. Brush each slide with a brush to remove dust.
4. Use canned-air to remove additional dust from both sides of the slide. Be careful when using canned-air and keep a distance, because the low temperature of the air in the can can turn into liquid, spoiling the slide.
5. Adjust the frames of each slide.
6. Apply color correction if necessary.
7. Check the file name and location.
8. When scanning multiple photos or slides, check that they will be scanned in correct order.
9. Scan.

7.4 Film and audio

No detailed procedures are currently established for the Kon-Tiki Museum's physical film and audio collections.

DVD are located in room K-214, section IV-3 and IV-4.

VHS are located in room K-214, section III-3 and III-4.

Digital video is located on the server, \\ktmthor\Akuaku\Film

Anth Films	Anthropological films
Arch Films	Archaeological films
KTM Films	Films produced by or for the KTM
KTM Short Films	Film clips produced by KTM for YouTube etc.
MExArch Films	Maritime Experimental Films
TH Films	Films by or involving Thor Heyerdahl

7.5 Maps

No detailed procedures currently exist for the Kon-Tiki Museum map collections at present.

7.6 Clips

Clips are organized in NOMI KS3 A4 archival grade photo album clamshell-boxes with 4-rings (Order no. 652900, www.arkivprodukter.no).

A general approach has been to let each binder contain clips from a three-month period, when a whole year cannot be contained in one binder.

Each clip is mounted with BisonRoller Permanent rubber glue, on A4 acid-free album-pages (Order no. 101321, www.arkivprodukter.no).

Organization key:

Language

- larger languages spoken in several countries are filed together.

Norwegian
Swedish
Danish
English
French
German
Spanish
Other

Year
Month
Day
Continuous numbering

7.6.1 Procedures for digitization of clips collection

The clips collection is mainly related to Thor Heyerdahl, his life and work, but also focus on the museum and its activities. All clips are digitized after sorting according to the procedures described above. Most clips cannot be published on internet or used in a commercial fashion because of copyright issues. Clips are for this reason for museum and research use only. This is reflected in the way this material is digitized.

1. BW clips are scanned in 300 dpi and 8-bit B/W resolution.
2. Color clips are scanned in 300 dpi and 24-bit COLOR resolution.
3. Important photographs are also separately scanned in 600 dpi, 24-bit COLOR resolution with appropriate DESCREENING options.

7.7 Exhibition and PR material

Larger posters are stored in rooms 019 and 023. Smaller PR material is stored in room 224, I-1 to L-6.

7.8 Objects

All objects are determined to belong to one of the following categories:

1. Archaeological
2. Ethnological
3. Historical
4. Art.

All objects are accessed according to general procedures (chapter 6), and then marked with access number and object identity number

7.8.1 Archaeological objects

All items recovered from archaeological excavations except for sample-material for i.e. dating or soil samples. All items recovered as surface finds or trade that are probably pre-historic in origin.

Large archaeological objects: 016, 023 or 119.

Small archaeological objects: 208.

Fragile archaeological objects: 204, 224, 225 or 214 (cold storage).

7.8.2 Ethnological objects

All items collected as general examples of a culture or a cultural behavior.

Large ethnological objects: External storage and 023.

Small ethnological objects: 204 and 210.

Fragile ethnological objects: 214 (cold storage).

7.8.3 Historical objects

All objects collected to remember persons or events, except those collected as examples of a specific culture.

Large historical objects: 017 or 031.

Small historical objects: 204 or 224.

Fragile historical objects: 214 (cold storage).

7.8.4 Art

Art objects includes all artwork that is not classified as ethnographical in origin.

Art is stored in room 204.

7.9 Natural history

All organic items that are unprocessed, except for conservation, and which are not collected for specific dating purposes.

Natural history objects: 018, 021 or 204.

8. Digital inventory procedures in Past Perfect 5

All objects, whether artifacts, photographs, books, or documents of any kind, are catalogued after the same principle based upon the Three-number-system (Reibel 1997; chapter 6). This system is based upon:

1. The year the acquisition was made, a four-digit number.
2. A running acquisition number, chosen as a three-digit number.
3. A running object number within one acquisition, chosen as a four-digit number.

i.e. KTM **2012-001-0001**

8.1 Database software

Past Perfect 5, by Museum Software Inc., is the database tool used for all objects – historical, ethnographic, archaeological, natural history, and art – documents, books/journals, photographs, audio, and maps at the museum.



8.2 Definition of the accession screen in PastPerfect 5

Accession #: Number assigned to the accession. Year (four digits) + running number (3 digits).

Received as: What type of acquisition. The field is determined by an authority file:

<p>Collected by staff</p> <p>Donation</p> <p>Exchange</p> <p>Found in the collection</p> <p>Gift</p>	<p>Items collected in field by a member of staff for a specific research purpose</p> <p>Items given to KTM with full background information</p> <p>Item is a result of an exchange between KTM and another institution</p> <p>Item found in collection without tag</p> <p>Item given to KTM with limited background</p>
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Transfer of Title: Press to REVIEW letter: *Transfer of Title*.
Thank You letter: Press to REVIEW *Thank You letter*.
Restrictions: Note down any RESTRICTIONS connected with the item(s).
Entry no.: NUMBER of entry given to the item(s) in the *Temporary Custody* database.
View: Press to REVIEW the entry for the item(s) in the *Temporary Custody* database.
Contact id #: Identity NUMBER of contacts registered in the *Contacts File* list.
View: Press to REVIEW the entry for contact person in *Contacts File* list.
Add/View additional donors: Press to ADD/VIEW additional donors.

Add from Contact File: Press to ADD name and address from *Contacts File*.
Source: NAME of the person, company or institution; or title of the archaeological excavation from which the item(s) originate.
Contact: NAME of contact, if the item(s) originate from a company, an institution, or from an excavation.
Address: STREET ADDRESS of the institution or the contact person.
City: NAME of city, as part of the address.
County: NAME of region, if necessary, as part of the address.
PC: Postal CODE of the address.
Email: E-MAIL ADDRESS of the institution or contact person.
Country: COUNTRY, as part of the address.
Web site: WEB SITE of the institution or person.
Transfer of Title: Press to REVIEW letter: *Transfer of Title*.
Thank You letter: Press to REVIEW *Thank You letter*.

- There are two more set of fields with the same name and definitions.

Notes: General NOTES.
Setup multimedia links: Press to ACTIVATE the Multimedia Links wizzard.
Received: DATE when accession was received.
Accessioned: DATE when accession was put into the PastPerfect 5 database.
Inventoried: DATE when items in accession were inventoried.
Photographed: DATE when item(s) in accession was photographed. If multiple dates, only the first date is used.
Deed of gift sent: DATE when letter of transfer of title was sent.
Thank you letter sent: DATE when thank you letter was sent.
Deed of gift returned: DATE when letter of deed of gift was returned.
Review for deaccession: DATE when the object(s) was reviewed for deaccession.
Offered to other institution: DATE when object(s) was offered to another institution as part of a deaccession procedure.
Deaccessioned: DATE when deaccession was decided by the board.
Dataset:

8.3 Common procedures

Below follows the procedure for accession of all acquisitions and accepted donations:

1. Assign a year-and-accession number, with a brief description and necessary information about donors etc., noted down manually in the KTM Accession Protocol and signed.
2. A full accession is made in the Past Perfect 4.0 museum database; items marked and location determined.
3. For donations, Thank-You-letter and Deed-of-Gift is sent. Upon return of Deed-of-Gift, Past Perfect is updated and the original stored in the appropriate file cabinet.
4. Each item is inventoried in Past Perfect and questions about conditions and intervals of maintenance are determined.

8.4 Definition of fields in PastPerfect 5

8.4.1 Common specifications for all catalogue screens

Collection: Which COLLECTION the object belongs to.

Object ID: The object identity NUMBER, i.e. 2012-001-0001.

Other #: Used only if the object has a previous number from another collection.

Old #: Old object identity NUMBER, even if this is the same as the last four digit in the new object identity number.

Access#: The ACCESSION NUMBER for the group of artefacts the object belongs to, i.e. 2012-001.

Objectname: The classifying name for the TYPE of object, according to the Lexicon and Authority-files in PP-4.0, i.e. "Jar"; "Adze"; "Ceramics".

Category: The CATEGORY of the object according to the classification in the Lexicon in PP-4.0.

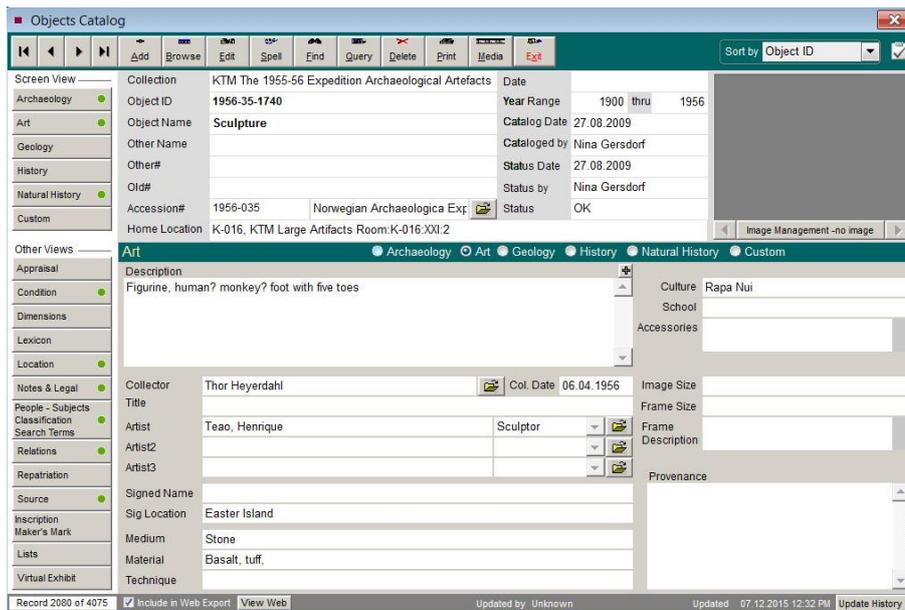
Sub-category: The SUB-CATEGORY of the object according to the classification in the Lexicon in PP-4.0.

Other name: Not used.

Source: NAME of which excavation or from which collection the object originate when it was incorporated in the Kon-Tiki Museum collections.

Received as: The TYPE of accession. Was the object a gift, a donation or collected by staff. The field is controlled by an authority file with the following categories:

Collected by staff	Items collected in field by a member of staff for a specific research purpose
Donation	Items given to KTM with full background information
Exchange	Item is a result of an exchange between KTM and another institution
Found in the collection	Item found in collection without tag
Gift	Item given to KTM with limited background information
Loan	Item is on loan from an institution or person
Long-term loan	Item is on long-term or permanent loan from an institution or person
Produced by staff	Item made by a member of staff
Purchase	Item bought by KTM
Transfer	
Unknown	No known information



All objects that have been acquired by members of staff is designated as "collected by staff".

"Produced by staff" should only be used on objects made by museum staff.

The distinction between "donation" and "gift" is between objects given by named persons; objects given to the museum without information as to the persons owning it should be termed a "gift".

Credit line: The CREDITS that third-parties must use when displaying objects or photographs of objects. Generally, it would be: "Courtesy of the Kon-Tiki Museum", but it could also be specific to individual donations. I.e. "Courtesy of Thor Heyerdahl"; "Courtesy of Even Hovdhaugen".

Date: DATE of the accession. The field is automatically filled out with information given through the accession catalogue.

Home location: ROOM NUMBER; SECTION and SHELF, or DRAWER NUMBER where the object is located. Information is displayed here through the "Location" tab.

Date: DATE the object was made, in the format Year-Month-Day. Only used if certain information is available. Only year, or only year and month can be given.

Year range: If exact YEAR (month and day) is not known, an estimated RANGE is given, i.e. 1835-1950.

Catalogued date: DATE when the object was inventoried.

Catalogued by: NAME of the person who inventoried the object.

Status date: DATE when the status of the object was checked.

Status by: NAME of the person who checked the status.

Status: What is the STATUS of the object? This field is controlled by an authority file with the following values:

Conservation	Item under conservation
Deaccessioned	Item deaccessioned
Lost	Item is known to have been lost/stolen
Missing	Item cannot be recovered
On loan	Item is on loan to another institution
OK	Item is part of collections and in good shape

Pending repatriation	Item is under consideration for repatriation
Repatriated	Item is returned to original owners or location
Restoration	Item under conservation
Restricted	Access to the item is restricted

"Conservation" and "Restoration" is used if the object is undergoing one of the two processes. The most common values are "Lost", "Missing" and "OK".

Setup multimedia links

Image management

Show grid:

Image:

Prior:

Next:

Image:

Acquire new image

Scanner:

File: Locates and connects the file to the record.

Image metadata

Caption: NOT USED.

Order: NOT USED.

Original object size: NOT USED.

Original object format: NOT USED.

Negative number: NOT USED.

Equipment used to acquire: NOT USED.

Software used to acquire: NOT USED.

Settings and resolution: NOT USED.

Grayscale or RGB: NOT USED.

Created by: NOT USED.

Created date: NOT USED.

Location of high-resolution archival image: FOLDER PATH-NAME of where the original image is stored online: W:\ - etc. -

High-resolution image file name (including path): Automatically given by PastPerfect 4.0

Copyrights: NOT USED.

Uncompressed file size: NOT USED.

Actual image file size: NOT USED.

Height: NOT USED.

Width: NOT USED.

Format: NOT USED.

Bit/pixels: NOT USED.

Image file name: NOT USED.

View EXIF information: NOT USED.

Fill new entries from last: FILLS new form with information from the previous form.

Restricted: NOT USED.

View detail notes: NOT USED.

Ok: PRESS when finished.

Image information:

Metadata: PRESS to open the metadata dialogue box.

Caption: PRESS to enter a caption for the image.

Order: PRESS to enter display order when using multiple picture for one entry.

Remove image:

Detach: Press to DETACH the image from the entry.

Delete: Press to DELETE the image from the PP4 folder.

Modify image: NOT USED.

Rotate: NOT USED.

Flip: NOT USED.

Mirror: NOT USED.

Crop: NOT USED.

Reduce size: NOT USED.

Red -: NOT USED.

Red+: NOT USED.

Green-: NOT USED.

Green+: NOT USED.

Blue-: NOT USED.

Blue+: NOT USED.

Light-: NOT USED.

Light+: NOT USED.

Save: NOT USED.

Cancel: NOT USED.

Print:

Preview: NOT USED.

Print: NOT USED.

Output:

Save:

Save as: NOT USED.

Display options:

Zoom: NOT USED.

Magnify (activate): NOT USED.

Start slide show: NOT USED.

Resize: NOT USED.

Watermark: NOT USED.

Description/People: NOT USED.

Exit: RETURN to the PastPerfect 4.0 screen.

Legal tab

Legal status: LEGAL status of the object, photo, book or document.

Repatriation type: TYPE of repatriation of object, photo, book or document.

Human Remains	All human remains
Object of Cultural Patrimony	All objects that are not "sacred object"
Sacred Object	Ritual and religious objects
Undetermined	Unknown or objects too small to identify

Detailed repatriation information: PRESS to enter detailed repatriation information.

Repatriation type: TYPE of repatriation.
Authorized by: NAME of the person authorizing the repatriation.
Date of notice in federal register: Not used.
Authorized date: DATE of when the repatriation was authorized.
Claimant/s: NAME of the claimant or claimants.
Disposition: DETAILED information about the repatriation.
Handling requirements: PROCEDURE for handling the object.
Notes: NOTES regarding the repatriation.

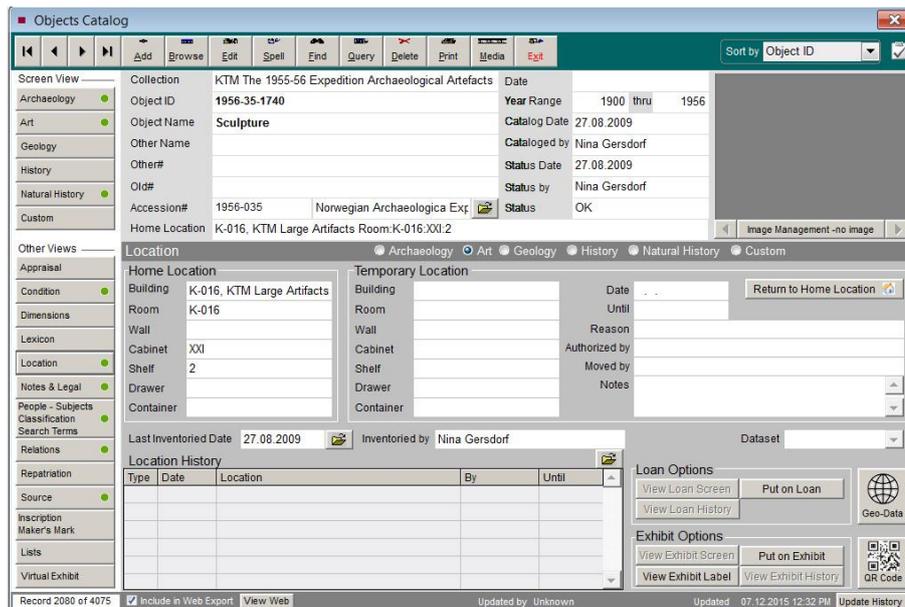
Related tab

Related publications: PUBLICATIONS that mentions the item or the excavation or collection of which it is a part.
Notes on related objects: NOTES on related objects.

Location tab

Home location/Building

Room: Designated three-digit ROOM NUMBER, see floor-plans. First digit gives the floor number, 0XX = basement; 1XX = first floor (første etasje); 2XX = second floor (andre etasje).
Wall: Generally not used.
Cabinet: NUMBER OF CABINETS or SECTIONS of larger shelf-construction, marked with running numbers 1, 2, 3, 4, 5 (Indian-Arabic numerals).
Shelf: NUMBER OF SHELF within cabinet/section from top to bottom in roman numerals.
Drawer: NUMBER OF DRAWERS from top to bottom within cabinet/section, Indian-Arabic numerals.
Container: NUMBER ON BOXES within cabinets/sections/drawers (Indian-Arabic numerals).
Inv. date: DATE when the inventory was undertaken.
Inv. by: NAME of the person who undertook the inventory.



Temporary location/building

Room: Designated three-digit ROOM NUMBER, see floor-plans. First digit gives the floor number, 0XX = basement; 1XX = first floor (første etasje); 2XX = second floor (andre etasje).

Wall: Generally, not used.

Cabinet: NUMBER OF CABINETS or SECTIONS of larger shelf-construction, marked with running numbers 1, 2, 3, 4, 5 (Indian-Arabic numerals).

Shelf: NUMBER OF SHELF within cabinet/section from top to bottom in roman numerals.

Drawer: NUMBER OF DRAWERS from top to bottom within cabinet/section, Indian-Arabic numerals.

Container: NUMBER ON BOXES within cabinets/sections/drawers (Indian-Arabic numerals).

Date: DATE when the item was moved.

Until: DATE when the item should be returned to its permanent location.

Authorized by: NAME of the person who authorized the move.

Reason: REASON for moving the item to a temporary storage location.

Moved by: NAME of the person who moved the item.

Notes: General NOTES on the temporary storage.

Loan history: REVIEW the loan history.

Put on loan: PP4.0 mark the object as "On loan".

Dataset:

Exhibit history: REVIEW the exhibit history.

Put on exhibit: PP4.0 mark the object as "On exhibit".

View exhibit label: REVIEW the exhibit label for the item.

Condition tab

Condition: CONDITION of the item, controlled by an authority file:

Good	Condition as good and no immediate deterioration to be expected
Fair	Condition is OK
Poor	Condition is unsatisfactory and immediate deterioration to be expected
Not rated	Condition not determined
Stable	Item is stable
Unstable	Item is unstable and in need for conservation or close monitoring

Date: DATE when the item was assessed.

By: NAME of the person who did the assessment.

General condition notes: General NOTES.

Maintenance scheduling:

Start date: DATE when the maintenance scheduling begins.

Period: PERIOD for how often the item should be inspected and undergo maintenance. This field is controlled by an authority file:

Quarterly	Inspected and maintained every 3 months
Six months	Inspected and maintained every 6 months
Yearly	Inspected and maintained once a year
Two year	Inspected and maintained every two years
Five year	Inspected and maintained every five years
Never	No need for maintenance

Maintenance notes: NOTES from maintenance process.

Add new report: ADDS a new maintenance report.

View detailed reports: REVIEW detailed maintenance reports.

Appraisal tab

Date: DATE when the item was appraised.

Appraiser: NAME of the person undertaking the appraisal.

Acquisition value: Appraised VALUE of the item.

Minimum value: LOWER ESTIMATE of item value.

Maximum value: HIGH ESTIMATE of item value.

Add new appraisal: ADD a new appraisal.

View details, edit, or delete: REVIEW details.

Preview: PRESS to preview.

Print: PRESS to print.

General appraisal notes: General NOTES.

Insured value: Insurance VALUE of the item.

Premium: COST of the insurance premium.

Policy #: ID NUMBER of the insurance policy.

Company: NAME of the insurance company.

Representative: NAME of the representative from the insurance company.

Phone no.: PHONE NUMBER for the switch-board of the insurance company.

Policy exp. date: EXPIRE DATE of the insurance policy.

People, classification, subjects, search terms tab

People: NAMES of people that are associated with the entry in the format: Last, Personal.

View biographies: PRESS to view the biographies of the peoples entered.

Classification: CATEGORY into which the entry is classified.

Subjects: The SUBJECT to which the entry belongs.

Search terms: SEARCH TERMS, both predetermined and geographical.

Notes tab

Notes: General NOTES on the item, that do not fit any of the other fields.

Display value: Controlled by an authority file:

Excellent	Excellent
Good	Condition as good and no immediate deterioration to be expected
Fair	Condition is OK
Poor	Condition is unsatisfactory and immediate deterioration to be expected
Restricted	Item is restricted in some way

Custom tab

Objects field 1 to Objects field 22:

- These field are generally not in use at KTM.

8.4.2 Specifications for PastPerfect 5, Objects catalogue

Description: A short and objective DESCRIPTION of the object.

Dimensions: Choose between in/oz, cm/gr, or ft/lbs. KTM uses CM/GR.

Height: HEIGHT of the object in CM.

Width: WIDTH of the object in CM.

Length: LENGTH of the object in CM.

Depth: DEPTH of the object in CM.

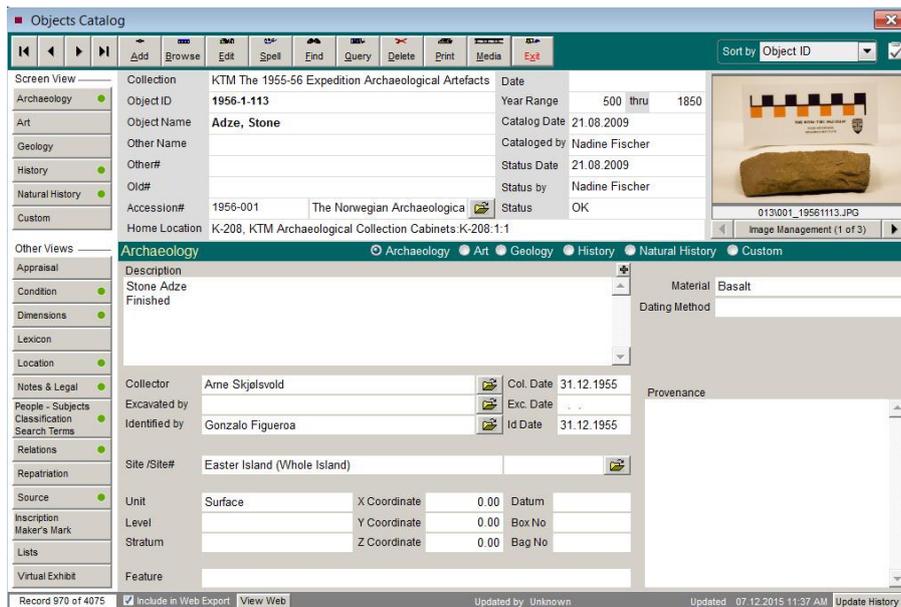
Diam.: DIAMETER of the object in CM.

Circum.: CIRCUMFERENCE of the object in CM.

Weight: WEIGHT of the object in gr.

Count: NUMBER of items.

Dimension details: More DETAILED NOTES or MEASUREMENTS of the object that does not have their own fields.



Archaeology tab

Collector: NAME of the person who collecting the object.

Coll date: DATE when the object was collected.

Excavated by: NAME of the person who excavating the object (here: the person in charge of the excavation).

Exca date: DATE when the object was excavated.

Identified by: NAME of the person who identifying the object.

Ident date: DATE when the object was identified.

Site: NAME of the excavation site.

Site #: NUMBER of the site excavated.

Unit: Excavation UNIT.

Level: Excavation LEVEL, depth from surface (bs) or from a set level/datum (bd).

Stratum: Excavation SPIT: i.e. 0-10 cm bs, 10-20 cm bs; or stratigraphic layer by number/letter.

X-coordinate: X-COORDINATE of the excavation (usually N-S) where the object was found.

Y-coordinate: Y- COORDINATE of the excavation (usually E-W) where the object was found.

Z-coordinate: Z- COORDINATE (depth) of the excavation where the object was found.

Datum: DATUM at the site/Pre-determined level at the site from where Z-coordinates (depths) are measured.

Box number: NUMBER of the box the object is stored in.

Bag number: NUMBER of the bag the object is stored in.

Feature: TYPE OF FEATURE the object was retrieved from. Only used when the object was found in a feature i.e. fire, earth-oven, post-hole.

Material: Main MATERIAL the object is made of/in.

Dating technique: If the object has been dated, which DATING TECHNIQUE was used. I.e. 14C; 14C-AMS; TLS; Uranium-Strontium; Tree-ring dating etc.

Provenance: What is the OWNERSHIP HISTORY of the object.

Repatriation details: DETAILS of repatriation when the museum have decided to send the item back to its original owners or location.

Art tab

Collector: NAME of the person who collecting the object.

Coll date: DATE when the object was collected.

Title: TITLE of the art piece.

Artist: NAME of the artist making or responsible for the art piece.

Type of artist:

Artist 2: NAME of the second artist making or responsible for the art piece.

Type of artist 2:

Artist 3: NAME of the third artist making or responsible for the art piece.

Type of artist 3:

Signed name: NAME or ACRONYM signed on the art piece.

Sig location: WHERE on the item have the artist signed.

Medium: The MEDIA from which an art object or photograph are made of, in decreasing order separated by /.

Material: MATERIAL(S) the object is made of in decreasing order separated by /.

Technique: Which TECHNIQUE is the art piece made of, i.e. painting technique, sculpting technique etc.

Culture: The CULTURE of which the artist belongs. An authority file gives names of American Indian cultures.

School: The ARTISTIC-SCHOOL the artist belongs to.

Maker's mark notes: DESCRIPTION of any maker's mark on the object.

Inscription details: Detailed TEXT of any inscription on the object.

Accessories: Field for EXTRA information on the art object.

Frame desc.: DESCRIPTION of the frame of the art work.

Frame size: SIZE of the frame on an item (i.e. painting, picture, diploma).

Image size: SIZE of the image, when the item is a painting or image.

Provenance: What is the OWNERSHIP HISTORY of the object.

Geology tab

Collector: NAME of the person who collecting the object.

Coll date: DATE when the object was collected.

Identified by: NAME of the person who identifying the object.

Ident date: DATE when the object was identified.

Site: NAME of the excavation site.

Site #: NUMBER of the site excavated.

Varieties: VARIATION of the minerals that may occur.

Occurrence: DESCRIPTION of the geological conditions under which a rock or mineral is formed.

Texture:

Formation: DESIGNATION of the geological formation from which the sample is collected.

Litho facies.: DESIGNATION of the subdivision of a geological stratigraphic unit.

Member: DESIGNATION of a geological subdivision of subordinate rank.

Assem. zone: DESIGNATION of a bio-stratigraphic unit that is defined by a group of associated fossils.

Mineral and Rocks.

Rock type: TYPE of rock (i.e. igneous, metamorphic, sedimentary). The field is controlled by an authority file:

Igneous
Metamorphic
Sedimentary

Chemical comp.: DESIGNATION of the chemical composition of the rock/mineral.

Crystal system: DESIGNATION of the crystal system of the rock/mineral. The field is controlled by an authority file:

Cubic
Tetragonal
Hexagonal
Orthorhombic
Monoclinic
Triclinic
Isometric
Anhedral/Euhedral
None

Specific gravity: The SPECIFIC GRAVITY of the rock/mineral.

Hardness: HARDNESS of the rock/mineral. The field is controlled by an authority file:

Talc
Gypsum
Calcite
Fluorite
Apatite
Orthoclase
Quartz
Topaz
Corundum
Diamond

Luster: The LUSTER of the fresh surface of the mineral. This field is controlled by an authority field:

Metallic
Resinous
Pearly
Vitreous
Silky
Glassy
Waxy

Streak: The diagnostic MARK left by a mineral as it is scratched across a hard, rough surface.

Fracture: NATURE of the surface when a mineral is broken.

Rocks

Origin: The ORIGIN of the rock. This field is controlled by an authority file:

- Intrusive
- Extrusive
- Pyroclast
- Lava/Ash
- Mountain ranges
- Base of crust
- Contact aureoles
- Thrust zones
- Transitional/Water
- Continental
- Marine
- Marine/Evaporates
- Marine/Freshwater
- Post-depositional
- Extra-terrestrial
- Terrestrial

Grain size: The GRAIN SIZE of the rock. This field is controlled by an authority file:

- Very fine
- Fine
- Medium
- Course
- Very course
- Crystalline
- Crptocrystalline

Classification: The CLASSIFICATION of the rock type. This field is controlled by an authority file:

- Acid
- Basic
- Intermediate
- Ultrabasic

Color: The COLOUR of the rock. This field is controlled by an authority file:

- Light
- Medium
- Dark

Fossils: Enter the TYPE of fossils that are present in a rock sample. This field is controlled by an authority file:

Plants
Invertebrates
Vertebrates
Rare
None
Combination

Pressure: This field is controlled by an authority file:

Low
Low-moderate
Moderate
High

Temperature: The general TEMPERATURE at which a metamorphic rock was formed. This field is controlled by an authority file:

Low
Low to moderate
Moderate
Moderate to high
High

Surface process: DENOTE the changes in surface of rock samples due to environmental processes. This field is controlled by an authority file:

Weathering
Stream action
Marine action
Glacier action
Wind action
Not apparent

History tab

Collector: NAME of the person who collecting the object.

Coll date: DATE when the object was collected.

Site: NAME of the site from where the object originate or where found.

Site #: NUMBER of the site.

Pl. of origin: NAME of the place in which the item originate.

Event: A NAMED OCCASION associated with an object.

Material: Main MATERIAL the object is made of/in.

Found: NAME of the place the object was found.

Made: NAME of the person who made the object.

Used: Describe HOW the object was used.

Owned: NAME of the last owner of the object.

Title: NAME or a DESIGNATION that name the object.

Artist: NAME of the artist making or responsible for the art piece.

Type of artist:

Maker's mark/notes: DESCRIPTION of any maker's mark on the object.

Inscription details:

Provenance: What is the OWNERSHIP HISTORY of the object.

Natural history tab

Collector: NAME of the person who collecting the object.

Coll date: DATE when the object was collected.

Prepared by: NAME of the person who preparing the object (here: the person in charge of the excavation).

Prep date: DATE when the object was prepared.

Identified by: NAME of the person who identifying the object.

Ident date: DATE when the object was identified.

Preservation method: METHOD OF PRESERVATION of the item.

Site: NAME of the excavation site.

Site #: NUMBER of the site excavated.

Habitat:

Skeletal elements:

Kingdom: This field is controlled by an authority file:

Animalia (Animals) [Dyreriket]
Plantae (Plants) [Planteriket]
Monera (Prokaryotes) []
Protista (Protists) [Protistriket]
Myceteae (Fungi) [Soppriket]
Lichenes (Lichens) []

Phylum: This field is controlled by an authority file:

Annelida (Segmented Worms)
Annelida (Segmented Worms)
Brachiopoda (Brachiopods)
Bryophyta (Bryophytes)
Chordata (Chordates)
Coelenterata (Coelenterates)
Coniferophyta (Conifers)
Cycadophyta (Cycads)
Echinodermata (Echinoderms)
Ectoprocta (Byozoans)
Entoprocta (Entoprocts)
Equisetophyta (Horsetails)
Filicophyta (Ferns)
Ginkgophyta (Ginkgo)
Gnetophyta (Joint-Firs)
Hemichordata (Hemichordates)
Lycopodiophyta (Fern Allies)
Mesozoa (Mesozoans)
Mollusca (Molluscs)
Nematoda (Round Worms)
Platyhelminthes (Flat Worms)
Porifera (Sponges)
Urochordata (Chordata Sub-phylum)
Vertebrata (Chordata Sub-phylum)

Class: This field is controlled by an authority file:

Amphibia (Amphibians)
Amphineura (Chitons)
Angiosperma (Flowering plants)
Arachnida (Spiders)
Aves (Birds)
Bivalvia (Bivalves)
Cephalopoda (Octopus, squid)
Chilopoda (Centipedes)
Crustacea (Crustaceans)
Diplopoda (Millipedes)
Gastropoda (Snails, limpets)
Insecta (Insects)
Mammalia (Mammals)
Osteichthyes (Bony Fishes)
Reptilia (Reptiles)
Scaphopoda (Tusk shells)
Trilobita Trilobites)

Order: This field is controlled by an authority file:

Agnostida (Small trilobites <10 mm)
Artiodactyla (Even-toed ungulates)
Carnivora (Carnivores)
Cetacea (Whales)
Chiroptera (Bats)
Edentata
Falconiformes
Gaviiformes
Insectivora (Insectivores)
Lagomorpha (Hares, pika, rabbits)
Marsupialia (Marsupials)
Passeriformes
Pelecaniformes
Perissodactyla (Odd-toed ungulates)
Phacopida (Trilobites)
Piciformes
Pinnipedia (Seals, walrus, sea lions)
Placopida (Trilobites)
Primates
Psittaciformes
Rodentia (Rodents)
Sirenia (Dugong, manatees)
Tinamiformes

Family: This field is controlled by an authority file:

Antilocapridae (Pronghorn)
Bovidae (Bison, cow, sheep, goat)
Canidae (Wolf, fox, & relatives)
Cervidae (Deer & relatives)
Coryphodontidae
Dugongidae (Dugong)
Equidae (Horse)

Felidae (Cat)
Hominidae
Mustelidae (Skunk, weasel, mink)
Odobenidae (Walrus)
Otariidae (Eared seal, sea lion)
Phacopidae (Trilobites)
Phocidae (Earless seal)
Procyonidae (Raccoon)
Rhinocerotidae (Rhinoceros)
Strombidae (Conch)
Suidae (Pig)
Tapiridae (Tapir)
Trichechidae (Manatee)
Ursidae (Bear)
Viverridae (Mongoose)

Sub-family: The SUB-FAMILY of the biological specimens. This field is controlled by an authority file:

Canis Lupus
Sapiens

Genus: The GENUS of the biological specimens. This field is controlled by an authority file:

Canis
Felis
Phacops
Procyon

Species: TYPE of species.

Sex: SEX of the biological specimens. This field is controlled by an authority file:

Male
Female
Unknown
Hermaphrodite

Age: AGE of the specimens at death.

Era: This field is controlled by an authority file:

Cenozoic
Mesozoic
Paleozoic
Precambrian

Period: This field is controlled by an authority file:

Quaternary
Tertiary
Neogene
Paleogene

Cretaceous
Jurassic
Triassic
Permian
Carboniferous
Pennsylvanian
Mississippian
Devonian
Silurian
Ordovician
Cambrian

Epoch: This field is controlled by an authority file:

Holocene
Pleistocene
Pliocene
Miocene
Oligocene
Eocene
Paleocene

Stage: This field is controlled by an authority file:

Maastrichtian
Campanian
Santonian
Coniacian

8.4.3 Specifications for PastPerfect 5, Photos catalogue

Description: DETAILED, but short and precise description of the photograph and the motive.

Print size: SIZE in cm of the physical print.

Film size: SIZE in cm of the physical positive or negative film.

Slide #: INTERNAL number as noted on the slide.

Neg #: NUMMER på negativ (hvis det finnes et negativ assosiert med printet).

Frame #: RAMME nummer for negativet.

Dimension details: DETAILS of the dimension of the photograph.

Title: TITLE of the picture. In general, a short version of the description.

Photographer: NAME of the person who took the picture.

Studio: NAME of the studio where the photograph was taken (if it was created in a studio)

Place: NAME of the place where the photograph was taken. This field has an associated authority file with place names that should be used to keep a consistent naming practice.

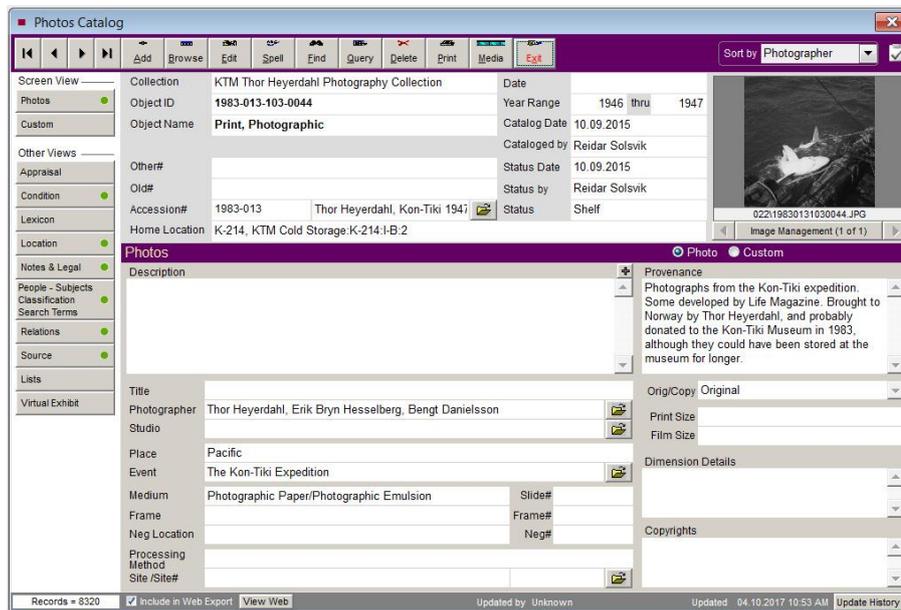
Event: EVENT that occasioned

Medium: RECORD the media (material) from which a photograph is made. This field has an associated authority file with types of media that may be used.

Frame: DESCRIPTION of the frame associated with a photograph.

Neg. loc.: Enter the LOCATION of the negative, if a negative is associated with a photograph.

Processing method: The TYPE of capturing/developing process of the photograph. This field has an associated authority file with name of processes that should be used to keep a consistent naming practice.



- Albumen Print
- Ambrotype
- Bromide Print
- Calotype
- Carbon Print
- Chloride Print
- Crystallotype
- Cyanotype
- Daguerreotype
- Dry Plate
- Gelatin Dry Plate
- Glass Positive
- Hyalotype
- Japan varnish
- Mezzotint

Site: NAME of the site where the photograph was taken. Particularly important in connection with photographs from i.e. archaeological excavations.

Site #: The NUMBER of the site where the photograph was taken.

Provenance: What is the OWNERSHIP HISTORY of the object.

Copyrights: Record INFORMATION on restrictions and copyrights.

Origin/Copy: Designate the photo as the ORIGINAL or as a COPY.

8.4.4 Specifications for PastPerfect 5, Library catalogue

Summary: SUMMARY of the article, journal or book in question. Not generally used.

Site: Not used.

Site #: Not used.

Physical description: DESCRIPTION of the physical appearance of the book.

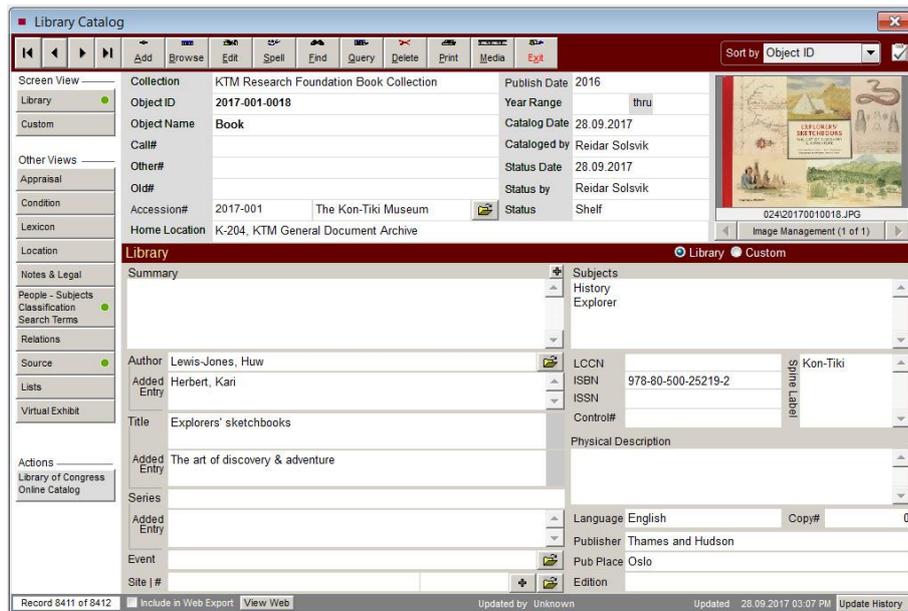
LCCN: NOT USED. Library of Congress Catalogue Number.

ISBN: ISBN NUMBER.

ISSN: ISSN NUMBER.

Control #: NOT USED.

Language: LANGUAGE the text is written in. This field is controlled by an authority file. The file can only contain a certain number of languages, so it is necessary to adjust it from time to time. Currently this is the list:



Arabic
Bulgarian
Chinese
Croatian
Danish
Dutch
English
Finnish
French
German
Hungarian
Icelandic
Indonesian
Italian
Japanese
Latvian
Norwegian
Polish
Portuguese
Rapanui
Romanian
Russian
Spanish
Swedish

Turkish
Ukrainian

Author: NAME of the person WRITING or EDITING the text, in the format "Surname, Given Name". In case of editor(s) "(ed)" or "(eds)" are appended to the name.

Title: TITLE of the book, journal, paper, thesis or manuscript.

Series: TITLE of the book-series or NAME of the journal.

Edition: VOLUME and NUMBER of book-series or journals (Indian-Arabic numerals).

Subjects:

Spine label: 3 FIRST LETTERS of the author-surname.

Publisher: NAME of the publisher.

Pub place: NAME of the city in which the book where published.

Copy #: NUMBER of copies if more than one. Only used with the Thor Heyerdahl Books Editions Collection.

Event: Not used.

Title added entries: ADDITIONAL TITLES. Used regarding edited volumes or journals.

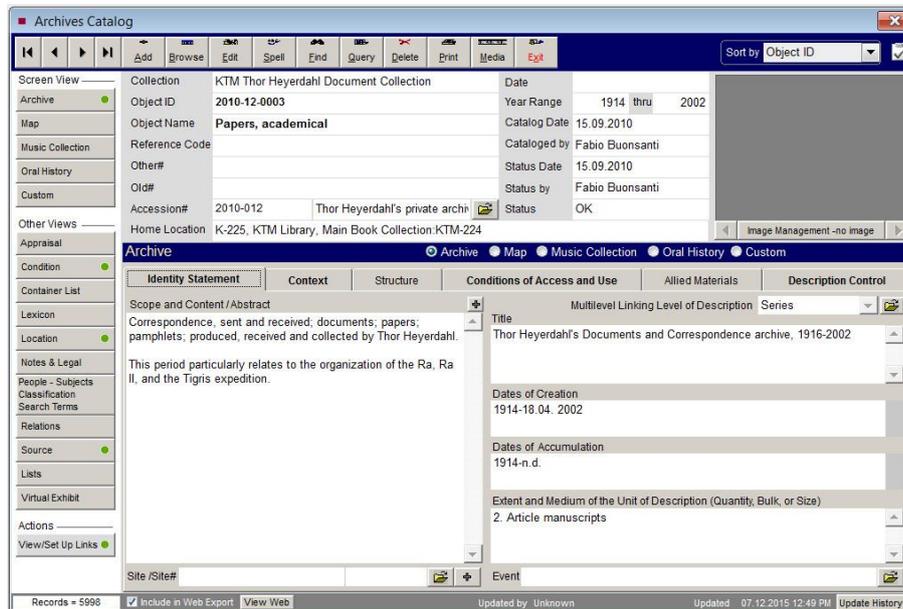
Author added entries: ADDITIONAL AUTHORS. Used regarding edited volumes or journals.

Series added entries: ADDITIONAL SERIES TITLES. Used regarding edited volumes or journals.

8.4.5 Specifications for PastPerfect 5, Archives catalogue

Event: The EVENT that the collection originated from.

Container list tab



Sorted by: Choose how the entries are SORTED. This field is controlled by an authority file:

Container
Date
Entry
Folder
Location
Title

Add/edit

Date: DATE when the item was created.

Container:

Folder: IDENTITY NUMBER of the folder the document is stored in.

Location: LOCATION of the item (usually the box).

Creator: NAME of the person who created the item.

Title: TITLE of the item.

Subjects: SUBJECTS into which the item can be classified.

Description: Short DESCRIPTION of the item.

Archive tab

Scope and content/abstract: SCOPE and CONTENT of the fonds/collection, series, sub-series or folder.

Site: Not generally used.

Site #: Not generally used.

Identity statement

Reference code: REFERENCE CODE as stated in the detailed ICA-manual for the collection to which the document belongs.

Format: NO KTM xxxx-xxx(xxx)-xxxx-xxxx

NO KTM 2012-010(001)-003-0002

NO KTM Year of accession-accession number-series number(sub-series number)-folder number-item number.

Multilevel linking/Level of description: LEVEL of description adopted. This field is controlled by an authority file:

Folder
Fonds/Collection
Item
Series
Sub-series

View/setup links: PRESS to view/enter the hierarchy of the item.

Parent information

Object ID: OBJECT ID number of the parent item.

Level: LEVEL of the parent item.

This record

Object ID: OBJECT ID number of the current item.

Level: LEVEL of the current item.

Title: TITLE of the item.

Dates of creation: DATE(S) when the collection, series or item was created.

Dates of accumulation: DATE(S) when the collection, series or item was collected.

Extent and medium of the unit of description: CATEGORY and QUANTITY of the collection, series or items.

I.e. 8.2 Logbooks, notebooks, etc.: 1 box (with 5 folders in it).

Context

Name of creator: NAME of the person behind the collection or series.

Other creators: NAME of other persons involved in creating the collection or series.

Administrative/Biographical history: DESCRIPTION of how the collection came about.

Archival history: DESCRIPTION of the history of the collection.

Structure

Appraisal, destruction and scheduling information: INFORMATION on appraisal, destruction and scheduling of processes related to the collection.

Disposition: WHAT has been done to the collection.

Date: DATE of the disposition.

Accruals: DETAILS of expected future deposits or transfers.

System of arrangement: INFORMATION on how the collection HAS BEEN and IS organized, or any CHANGES to this system.

Conditions of access and use

Conditions governing access: Any CONDITIONS for access to the collection.

Conditions governing reproduction/copyright: CONDITIONS for reproducing the documents in the collection.

Language/scripts of material: Which LANGUAGE is the documents created in.

Physical characteristic and technical requirements: INFORMATION on physical detail of the material in the collection and what, if any, TECHNICAL APPARATUSES must be used to utilize the information in the documents.

Finding aids: NAME of any finding aids to the collection.

Allied materials

Existence and location of originals: WHERE can originals be found, if they exist outside the collection.

Existence and location of copies: WHERE are copies of the collection or items found.

Related units of description in this repository: Give OBJECT ID number of any allied materials, i.e. photographs, directly connected to the item.

Associated material in other repositories: DESCRIPTION of documents or material in other museums/archives that are intimately connected to the collection.

Description control

Archivist name: NAME of the person who do the inventory.

Archivist's notes: NOTES of the archivist as to the organization, categorization or inventory of the item.

Rules of conventions: DESCRIPTION of the protocols/standards, either local or international, used to describe the material.

Date(s) of descriptions: DATE of when the protocols/standards (archival key) was prepared or revised.

Map tab

Scope and content/abstract: SCOPE and CONTENT of the collection.

Area/region: AREA or REGION covered by the map.

Projection: PROJECTION SYSTEM used in the map.

Insets:

Publisher: NAME of the publisher issuing the map.

Pub. place: PLACE where the map was issued.
Pub. date: DATE when the map was issued.
Language: LANGUAGE used on the map.
Size: PHYSICAL SIZE of the map.
No. sheets: NUMBER of sheets making up the map.
Medium: MATERIAL from which the map is constructed.
Scale: SCALE of the map.
Longitude West: The westernmost LONGITUDE of the map.
Longitude East: The easternmost LONGITUDE of the map.
Latitude North: The northernmost LATITUDE of the map.
Latitude South: The southernmost LATITUDE of the map.
P. meridian: Which PRIME MERIDIAN is used by the map.

Music collection tab

Scope and content/abstract: SCOPE and CONTENT of the collection.
Genre: State the GENRE of the music. The authority list is generally not used for this field.
Recording label: NAME of the record company.
Recording media: This field is controlled by an authority file.

1" Open Reel
Beta
Beta max
Cassette tape
Compact disc
Digital recording
DVD
VHS
Videotape

Album title: TITLE of the album (cassette, CD, etc.).
Group: NAME of the band, ensemble or orchestra.
Primary artist: NAME of the artist.
Instrument: Main INSTRUMENT used.
Other artists and instruments: NAME(S) of other artist(s) and SECONDARY instruments.

Add/edit track list

Track #: TRACK NUMBER.
Length: LENGTH, in minutes, of the track.
Media ID: REFERENCE CODE of the track as stated in the detailed ICA-manual for the collection to which the media belongs.
Song title: TITLE of the track.
Composer: NAME of the composer of the track.
Group: NAME of the band or ensemble creating the track.
Conductor: NAME of the conductor on the format: Last, Personal.
Orchestra: NAME of the band, ensemble or orchestra creating the track.
Artist 1: NAME of the artist, on the format: Last, Personal.

Instrument: INSTRUMENT of artist 1.
Artist 2: NAME of the 2. artist, on the format: Last, Personal.
Instrument: INSTRUMENT of artist 2.
Artist 3: NAME of the 3. artist, on the format: Last, Personal.
Instrument: INSTRUMENT of artist 3.
Artist 4: NAME of the 4. artist, on the format: Last, Personal.
Instrument: INSTRUMENT of artist 4.
Artist 5: NAME of the 5. artist, on the format: Last, Personal.
Instrument: INSTRUMENT of artist 5.
Artist 6: NAME of the 6. artist, on the format: Last, Personal.
Instrument: INSTRUMENT of artist 6.
Artist 7: NAME of the 7. artist, on the format: Last, Personal.
Instrument: INSTRUMENT of artist 7.
Artist 8: NAME of the 8. artist, on the format: Last, Personal.
Instrument: INSTRUMENT of artist 8.
Artist 9: NAME of the 9. artist, on the format: Last, Personal.
Instrument: INSTRUMENT of artist 9.
Artist 10: NAME of the 10. artist, on the format: Last, Personal.
Instrument: INSTRUMENT of artist 10.

Oral history tab

Scope and content/abstract: SCOPE and CONTENT of the collection.
Restrictions: State any RESTRICTION on the collection/item.
Narrator's name: NAME of the narrator on the format: Last, Personal.
Id #:
Interviewer: NAME of interviewer on the format: Last, Personal.
Interview place: The PLACE where the interview took place.
Date: The DATE when the interview took place.
Length of interview: LENGTH of the interview.
Donor form signed: DATE when the donor/release form was signed.
View/print donor release form: PRESS to view/print the donor release form.
Transcriptionist: NAME of the person transcribing the interview on the format: Last, Personal.
Transcript location: The PLACE where the transcription took place.
Transcription date: DATE when the transcription was made.
Transcript review: DATE when the transcription was reviewed.
Recording media: This field is controlled by an authority file.

1" Open Reel
Beta
Beta max
Cassette tape
Compact disc
Digital recording
DVD
VHS
Videotape

Media quantity: NUMBER of recordings made.

Add/edit recording list

Media ID: REFERENCE CODE of the track as stated in the detailed ICA-manual for the collection to which the media belongs.

Side: A or B side of the recording.

Start time: TIME CODE for the recording in question.

Subject: SUBJECT of the recording.

8.4.6 Specifications for PastPerfect 5, People Biographies

Full name: NAME of the person on the format: Last, Personal.

First name: PERSONAL name.

Last name: FAMILY name.

Other names: Not generally used.

Born: DATE of birth.

Where: PLACE of birth.

Died: DATE of death.

Where: PLACE of death.

Mother: NAME of mother on the format: Last, Personal.

Father: NAME of father on the format: Last, Personal.

Spouses: NAME of spouse on the format: Last, Personal.

Children: NAME(S) of child or children on the format: Last, Personal.

Places and/or geographical areas of interest:

Titles and honors: TITLES and HONOURS given to the person.

Relationships: PLACES where the person have lived permanently.

Education: Name any specialized or higher EDUCATION.

Role: The ROLE of the person related to the Kon-Tiki Museum and its collections. This field is controlled by an authority file:

Nationality: CITIZENSHIP, current or at death.

Publications: Important PUBLICATIONS.

Image management: PRESS to add, change or delete image(s).

Occupation/sphere of activity: All OCCUPATIONS held by the person and give the period in YEARS the person held these occupations.

Notes: NOTES.

View catalogue records: PRESS to view catalogue records associated with the person.

People Biographies

Sort by Name

Haugland, Knut Magne

First Name Knut Magne Last Name Haugland

Role TH Exp Member

Spouses Haugland, Ingeborg (Prestholdt)

Born 23.09.1917 Where Tinn, Telemark, Norway

Died 25.12.2009 Where Oslo

Mother Vegheim, Gunnhild

Father Haugland, Olaf Olsen

Nationality Norwegian

Publications

Occupation, Sphere of Activity Worked for Salve Staubo A/S Radiofabrikker (radio production) before the war.

Education

Titles and Honors

Relationships 1947, Kon-Tiki Expedition

Notes https://no.wikipedia.org/wiki/Knut_Haugland
https://nbl.snl.no/Knut_M_Haugland
<http://www.telegraph.co.uk/news/obituaries/military-obituaries/special-forces-obituaries/6901543/Knut-Haugland.html>

Places and/or Geographical Areas of Residence

Record 267 of 854 Include in Web Export Updated by Unknown Updated 24.08.2015 01:01 PM

8.4.7 Specifications for PastPerfect 5, Exhibit

Start: DATE when the exhibition is opened.

End: DATE when the exhibition will be closed.

Exhibit name: TITLE of the exhibition.

Curator: NAME of the curator (Given Name Surname).

Title: JOB TITLE of the curator.

Installer: NAME of the person organizing the installation of the exhibition.

Title: JOB TITLE of the person organizing the installation of the exhibition.

Advisory board: NAME of people serving on an advisory board for the exhibition (Given Name Surname).

Email: EMAIL ADDRESS to the leader of the advisory board.

Purpose: WHAT OBJECTIVE are set with the exhibition.

Location: WHERE is the exhibition located. Usually a room-number with 3-digits.

Transport: HOW is the exhibition transported.

Staff required: HOW many persons are needed for making the exhibition.

Security: WHAT SECURITY MEASURES are taken regarding the exhibition.

Fire preventions: FIRE PREVENTION MEASURES taken regarding the exhibition.

Restrictions: Any RESTRICTION on the exhibit.

View all:

Current:

Past:

End this exhibit: PRESS to end this exhibit.

Home: Home phone NUMBER of the person responsible.

Work: Work phone NUMBER of the person responsible.

Fax: Fax NUMBER of the institution responsible.

Cell/Pager: Cell NUMBER of the person responsible.

Climate control requirements

Humidity: HUMIDITY RANGE of the exhibit.

Temperature: TEMPERATURE RANGE of the exhibit.

Light level: LIGHT LEVEL RANGE of the exhibit.

Other: Not generally used.

Notes: NOTES.

Setup multimedia links: Not used.

Visitor traffic

Expected: NUMBER of visitors expected.

Actual: NUMBER of visitors seeing the exhibit.

Total cost: TOTAL COST for the exhibition in NKr.

Total revenue: REVENUE of the exhibit in NKr.

Track details in Excel: Excel sheet of the BUDGET.

Dataset: Not used.

View shipping and insurance information: PRESS to view shipping and insurance information.

The screenshot shows the 'Exhibits' software interface. The main window displays details for 'Exhibit# 1'. The exhibit name is 'Easter Island cave permanent', the curator is 'Reidar Solsvik', and the installer is 'Erika Sarden Johansson'. The start date is '28.04.2007'. Below this, there are fields for 'Email', 'Home Phone' (9887 9836), 'Work Phone', and 'Fax'. A table titled 'Exhibit Includes 52 Catalog Records' is visible, listing object IDs, names, titles, and descriptions. An image of the exhibit is shown in the top right corner.

ObjectID	Object Name	Title	Description / Summary
O 1956-1-1074	Part of Moai eye (iris)		Part of Moai eye (iris)
O 1956-1-1084	Statuette		Statuette
O 1956-1-303	Adze, Stone		Stone Adze
O 1956-20-1039	Adze handel		Adze handel
O 1956-32-0179	Homo Sapiens		ulna, dexter, missing distal end.
O 1956-32-0180	Homo Sapiens		
O 1956-32-0181	Homo Sapiens		
O 1956-32-0182	Homo Sapiens		
O 1956-32-0183	Homo Sapiens		strongly indicated muscular attachment
O 1956-32-0184	Homo Sapiens		strongly indicated muscular attachment
O 1956-32-0185	Homo Sapiens		Pateological change, could be from stress upon the spinal.
O 1956-32-0186	Homo Sapiens		strongly indicated muscular attachment, could be a pateological chan
O 1956-32-0187	Homo Sapiens		strongly indicated muscular attachment

Shipped from: NAME of institution shipping the exhibit.

Shipped to: NAME of the institution receiving the exhibit.

Ship date: DATE when the exhibit is shipped.

Arrival date: DATE when the exhibit is supposed to arrive.

Transportation Borrower/Lender: MARK who is paying for the transport.

Form of transportation: HOW is the exhibit transported (by car, train, air freight, boat, etc.).

Crate types: Not used.

Number of crates: NUMBER of crates shipped.

Crate list: LIST of each crate.

Shipping and insurance notes: NOTES on the content for shipping and insurance.

Primary carrier: Primary COMPANY transporting the exhibit.

Additional carriers: Additional COMPANIES transporting the exhibit.

Handlers: NAME of the persons handling the transport at the carrier company.

Insured by Borrower/Lender: MARK who is paying for the insurance.

Insurance company: NAME of the insurance company.

Policy #: NUMBER of the policy.
Insurance representative: NAME of the representative for the insurance company on the format: Last, Personal.
Phone no.: Phone NUMBER of the insurance representative.
Premium: PREMIUM in NKr. of the insurance.
Insured value: VALUE in NKr. of the insured objects.
Policy exp. date: DATE when policy expires.

Add item: PRESS to add item to the exhibit.

Select catalogue, Objects/Photos/Archives/Library: MARK the catalogue in which the item is inventoried.
Objectid: OBJECT ID of the item.
Objectname: NAME of the item.
Browse by Objectid/Objname: CHOOSE how to browse the records.
Artist: Not used.
Title: Not used.
Home location: STORAGE LOCATION of the item.
Description: DESCRIPTION of the item.
Add this item: PRESS to add the information on the item to the exhibit.

Edit, delete, return, or view details for items: PRESS to edit, delete, return or view details for items.

Edit exhibit labels: PRESS to edit exhibit labels for the items.

Text 1: TEXT to appear on the exhibit.
Text 2: TEXT to appear on the exhibit.
Text 3: TEXT to appear on the exhibit.
Text 4: TEXT to appear on the exhibit.
Object id: OBJECT ID of the item.
Object name: NAME of the item.
Date: DATE of creation.
Artist: NAME of the artist who made the object or artwork on the format: Last, Personal.
Title: TITLE of the artwork or photograph.
Descrip: DESCRIPTION of the item.
Credit: Not used.

Image management: As noted above.

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Parr, Mary; Hilton, Richard; Danner, James
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(Huahine and Mo'orea)

Paul Wallin and Reidar Solsvik, 2003, 113 pp

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Te Ana, Maeva, Huahine, French Polynesia, August 2002

Reidar Solsvik, 2003, 23 pp

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Vaitoa, Savai'i, Samoa (September 12. to October 10.), 2002

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Helene Martinsson-Wallin, 2003, 29 pp

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Structures on Land Fareroi, Te Ana, Tehu'a, Tearanu'u and Tetuatiare in Maeva,

Huahine, Society Islands, French Polynesia, 2003

Paul Wallin, Eric Komori and Reidar Solsvik, 2004, 114 pp

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Society Islands, French Polynesia, October and November 2004

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Richard T. Callaghan, 2009, 19 pp

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