Old Collections & New Approaches

Modernization Efforts in the Medical Center Archives at NewYork-Presbyterian/Weill Cornell Medicine

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About the Medical Center Archives

NewYork-Presbyterian (formerly New York Hospital), 1771-

Weill Cornell Medicine, 1898-
Weill Cornell Medicine Qatar, 2001-

300+ personal papers and manuscript collections
Goals and Approaches

Goals
• Modernize existing systems and workflow.
• Effectively convey history of merger and changes to institutions, as well as relationship between institutions and individuals.
• Improve preservation and access to collections.

Approach
• Break down tasks and projects into manageable pieces.
• Build on activities already in motion.
Rehousing Project

**Long-term Goal**
Improve storage conditions for long-term preservation.

**Immediate Actions**
NEH-funded rehousing project as an opportunity for:
• Conduct deep-cleaning of the archives prior to rehousing.
• Gather additional information about the collection for improved intellectual control.
Preparing for a CMS

Long-term Goal
Migrate from Microsoft Access to a Collection Management System (CMS) to improve description, access, searchability, and navigation.

Immediate Actions
• Assign record ID and begin to identify record groups.
• Transform collection finding aids into spreadsheets for data cleanup and facilitate future import into CMS.
Looking Ahead

• Create **Record Groups** that will inform overall structure and relationship between collections.

• Conduct a **Collection Assessment** to allow for targeted approach to processing and collecting.

Student Classes. Faculty Teaching Lab, 1950s. Photo by Maclean Dameron.