

Archiving Shells

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Archiving of Shells

1. All shells must be cleaned before archiving (see Manual 2019-4).
2. Bags of shells are placed in appropriate size tubs based on their year and project.
3. Each tub is given a sequential identification number. See Molluscan Collection Manager for this number.
4. The tub (with identification number) is then placed on the Archive shelves in the Molluscan Ecology Collection Room (Andrews 116). Each position on the shelves has a letter and number to identify them. For example, the scallop shelf positions are K1-6 (top rows), L1 -6 (2nd rows), M1 – 6 (3rd rows), N1 – 6 (4th rows), and O1 – 6 (bottom rows). These shelf letter and number combinations help determine the location of each tub in the archive.
5. In order to find shells, one must look up the Species/Project/Year/Date/Contents in the “Molluscan Ecology Collection Binder” that is located in the archive room. Each tub is labeled on the outside and inside with the tow numbers from the samples that are contained in that tub. Below is an example of how the binder is set up. If we are looking for Tow Number 201805001 of *Placopecten magellanicus*, we can find it in location L3 in the collection room. Its tub number is 145.

Tub Number	Collection Location	Shell Type	Project	Year/Date	Contents
145	L3	Placopecten magellanicus	Scallop Density Survey	2018	Tows: 201805001, 201805002, 201805003, 201805004, 201805005, 201805006, 201805007, 201805008, 201805009, 201805010, 201805011, 201805012, 201805013, 201805014, 201805015, 201805017, 201805018, 201805019, 201805020, 201805021, 201805022

6. When removing and returning contents from each tub, each bag/item must be noted on the “Sign in/out Form” in the “Molluscan Ecology Collection Binder” as well as a form located inside the tub within a sheet protector.