Leeds Museums & Galleries

Setting up a basic museum database

The example below shows a simple layout for a museum database for the objects in a museum's collection.

These use specialist software, but a simple one can be created using spreadsheet software such as Microsoft Excel.

Each object in the database has a unique number to identify it.

Dropdown menus:

- Make it quicker to fill in the data.

- Ensure different curators are choosing from the same options, keeping the data consistent.

Item #	Item Description	Condition ▼	Material ▼	Collection ▼	Height cm	Width cm	Length cm
1	Pikachu toy	Good	Textile	Social History	20.0	15.0	15.0
2	Bronze age pot	Some damage	Clay	Archaeology	23.5	17.2	

Notes:
Museum databases will also include at least one image of the object, any other documentation associated with that object, date it was created, name of the person who donated it, among other details.