

BENCHMARK BRIEFINGS

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SITE

The American Museum of the Moving Image
Astoria, NY

APPLICATION

Archival Materials Storage and Retrieval

EQUIPMENT

Lektriever® Electric Lateral File

SUMMARY

Replacing file cabinets saved 40% floor space and increased productivity



The museum uses the roll out drawers to access their hanging files. The collection is brought to the operator with a push of a button.

Lektriever Electric Lateral File Secures Museum Collection and Reduces Storage Area by 40%

By automating its moving image photographic collection with a Lektriever Electric Lateral File (ELF), the American Museum of the Moving Image in New York City has been able to reduce needed floor space by 40%, increase access to the collection, protect its irreplaceable photographs from the environment and provide a secure storage area that restricts unauthorized usage.

“The Lektriever ELF saves space, improves productivity, organizes our collection into a manageable system and provides increased security,” said Dana Nemeth, registrar curator of popular culture. She continued, “misfiled photo’s have been greatly reduced and are safe from dust, dirt and any potential water damage.”

The museum houses the nations largest permanent collection of moving image artifacts. The collection

numbers more than 95,000 artifacts that have been acquired from studios, artists and collectors from around the world. Among the artifacts are some 45,000 photos and slides, many of the photos dating from the silent screen era in the early 20th century.

In order to effectively manage this large collection, the museum installed a Lektriever ELF system from Kardex Remstar to replace the 12 four-drawer file cabinets previously used to store the valuable collection.

This Lektriever ELF system consists of an enclosed series of vertically rotating roll out hanging file drawers controlled by an electronic keypad. It provides more than 1,200 linear file inches of storage, saving approximately 40% of floor space compared to the vertical file cabinets and retrieves a photograph within seconds.



Easy to close and lockable doors provide increased security to the 45,000 artifacts stored in the Lektriever Electric Lateral File.

Improving Retrieval Efficiency

To meet the demand for photos used in exhibits and publications, Museum staff had to locate the correct file cabinet and then locate the photograph, spending time traveling between cabinets. Misfiles sometimes occurred when photos were replaced.

Now, photos and slides are placed in protective covers and filed alphabetically by production title. An index was created to cross-reference the photograph with the



rollout drawer location. When a photo is needed, the Museum staff simply review the index and key in the drawer location. The Lektriever ELF delivers the correct rollout drawer in seconds, at waist level, for easy location and removal. The Lektriever ELF is fully compliant with OSHA and ADA regulations.

"The Lektriever Electric Lateral File has had a very positive impact on the way we handle our collection," says Ms. Nemeth, "Not only is it safe and comfortable for the staff, our collection is housed in the best possible environment."

"Misfiled photo's have been greatly reduced and are safe from dust, dirt and any potential water damage."



The Lektriever Electric Lateral File saves the museum 40% of valuable floor space by maximizing wasted vertical space.