



# COLLECTIONS RESEARCH FOR MUSEUMS

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## Two-week collections management course Course Outline

### Day 1 & 2

#### Record Keeping

##### Policy

Collections policy

Loan policy

Deaccession policy

##### Forms

Accessions

Catalog

Donor

Forms related to loan, deaccession, and collection policies

##### Procedures

General handling and measuring

Procedures related to collections, loan & deaccession policies

General Accession/Registration/Cataloging

Inventory procedures

Coordinating an inventory with existing records

Numbering systems: options

Photographic documentation of collections

##### Computerization

Choosing a system that fits the museum's needs

### Day 3

Discussions on the proper methods of marking, handling, measuring, cataloging, care and storage of:

Textiles and clothing

### Day 4

Discussions on the proper methods of marking, handling, measuring, cataloging, care and storage of:

Baskets and netting

#### Day 5

Discussions on the proper methods of marking, handling, measuring, cataloging, care and storage of:

Leather (horse gear, containers, clothing, accessories, rawhide, tanned)

Taxidermy, Natural History specimens

#### Day 6

Discussions on the proper methods of marking, handling, measuring, cataloging, care and storage of:

Pottery, China/Porcelain, Glass, Toys: Dolls

#### Day 7

Discussions on the proper methods of marking, handling, measuring, cataloging, care and storage of:

Metal, Weapons, Historic Tools, Machinery, Coins, Toys: Vehicles, Personal Accessories, Hunting/Fishing, Appliances

#### Day 8

Discussions on the proper methods of marking, handling, measuring, cataloging, care and storage of:

Wood, Furniture, Musical Instruments, Prehistoric Tools: Bone

#### Day 9

Discussions on the proper methods of marking, handling, measuring, cataloging, care and storage of:

Stone, Prehistoric Tools, Fossils, Rocks/Minerals, Weapons, Personal Accessories: Pipes

#### Day 10

Discussions on the proper methods of marking, handling, measuring, cataloging, care and storage of:

Art, Paper/Books, Photographs/Slides/Video, Audio