

Collections Management in Times of Change
Collections Research for Museums
Westend Training Center

BASIC RECORDS KEEPING

POLICY

Mission Statement

Collections Policy

Acquisition Policy

Practical exercise: create a mission statement, collections policy and acquisition policy for a fictitious museum

REGISTRATION

What is Registration?

Registration Manual

Individual forms

NUMBERING SYSTEMS

Types of numbering systems

Why is numbering objects important?

Appropriate materials for numbering objects

Placement of numbers on objects

Practical exercise: choose a numbering system for our fictitious museum and accession a series of practice objects

MUSEUM PROCEDURES

HANDLING

Why is it important to pay attention to proper handling of objects?

How do you handle different types of objects?

Transporting objects

Supplies needed for handling and transporting objects

CONSERVATION AND STORAGE

Condition reports and surveys

General care for various types of objects

Special considerations

INVENTORIES

Why are periodic inventories important?

How to do an inventory?

Practical exercise: create an inventory of a selected area of the center

CATALOGING

Why is cataloging so important?

Measuring

Describing

Standard questions to answer about an object

Research

Brief overview of cataloging specific types of objects

Practical exercise: Cataloging

ARCHIVES

What are archives and why are they important/unimportant for the small museum?

Do you have archival material in the museum?

How to manage archival material

Why should you care?

Practical Exercise: Archival Cataloging