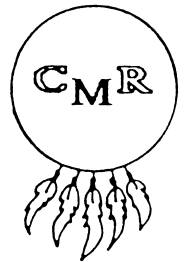


# *Collections Research News*

WINTER 2004/2005



## **NEW TRAINING OPPORTUNITIES FROM COLLECTIONS RESEARCH FOR MUSEUMS**

### **ONLINE TRAINING CLASSES**



Collections Research for Museums has teamed up with the Northern States Conservation Center to offer two new classes:

#### **The Basics of Museum Registration**

**2005 Schedule: July 10 through August 6, 2005**

#### **Collections Management: Cataloging Your Collections**

**2005 Schedule: September 18 through October 15, 2005**

Check the Museum Classes Online website at [www.museumclasses.org](http://www.museumclasses.org) or contact us for more information. Other classes are available. See schedule on page 2.

### **HANDS-ON TRAINING SEMINARS IN ESTES PARK, COLORADO**



Collections Research for Museums has teamed up with the Westend Training Center in Estes Park, Colorado for a 3 to 4 day workshop in Collections Management for Small Museums entitled Collections Management in Times of Change paired with a 1 day Grant Writing Workshop

#### **Collections Management in Times of Change**

**2005 Schedule: May 31 through June 2, 2005  
October 17 through 20, 2005**

#### **Grant Writing Workshop**

**2005 Schedule: June 3, 2005  
October 21, 2005**

Check the Westend Training Center Website at [www.westendtc.org](http://www.westendtc.org) or contact us for more information. Other training opportunities are available. See schedule on page 2.

**2005 MUSEUM CLASSES ONLINE  
SCHEDULE**

**February 14 through March 11:** MS 104: Introduction to Preservation Principles (Helen Alten, Instructor)  
**February 21 through March 18:** MS 205: Disaster Planning I: Introduction to Disaster Preparedness Planning (Terri Schindel, Instructor)  
**March 7 through April 1:** MS 302: Fundraising for Collections Care (Helen Alten, Instructor)  
**March 21 through April 29:** MS 206: Disaster Planning II: Writing a Disaster Preparedness Plan (Terri Schindel, Instructor)  
**March 28 through April 22:** MS 209: Collections Policies (new course - Cherie Cook, Instructor)  
**April 4 through May 13:** MS 201 Storage for Infinity: An Overview of Museum Storage Principles (Helen Alten, Instructor)  
**May 9 through June 3:** MS 208 Applying Numbers to Collection Objects: Materials and Methods of Object Numbering (Helen Alten, Instructor)  
**July 10 through August 6, 2005:** MS 103: The Basics of Museum Registration (Peggy Schaller, Instructor)  
**September 5 through 30:** MS 210: Integrated Pest Management (new course - Gretchen Anderson, Instructor)  
**September 18 through October 15:** MS 207: Museum Collections Management: Cataloging Your Collection (Peggy Schaller, Instructor)  
**September 19 through October 21:** MS 201 Storage for Infinity: An Overview of Museum Storage Principles (Helen Alten, Instructor)  
**October 3 through October 28:** MS 205: Disaster Planning I: Introduction to Disaster Preparedness Planning (Terri Schindel, Instructor)  
**October 31 through December 16:** MS 206: Disaster Planning II: Writing a Disaster Preparedness Plan (Terri Schindel, Instructor)  
**November 7 through December 2:** MS 208 Applying Numbers to Collection Objects: Materials and Methods of Object Numbering (Helen Alten, Instructor)

**WESTEND TRAINING CENTER  
2005 SCHEDULE**

**Grant Writing:** January 7 through 9; February 16 through 17; March 4 through 6; March 11 through 13; April 8 through 10; June 3, October 21

**Collections Care/Preventive Conservation:** February 12 through 15; April 11 through 15  
**Disaster Preparedness and Response Planning:** May 6 through 9  
**Collections Management in Times of Change:** May 31 through June 2; October 17 through 20

**FILEMAKER® PRO CATALOGING  
TEMPLATES NOW AVAILABLE  
FROM CRM**

Collections Research for Museums can now assist small museums with computerizing their collection documentation using off-the-shelf database software. Our current specialty is FileMaker® Pro databases.

Collections Research for Museums has created a collection database using the commercial software FileMaker® Pro. Cataloging templates are available for object collections, photographic collections and archival collections.

We will customize a cataloging screen for those of you who have specialized collections. We can also connect your database to an imaging system to allow photographs of the collection to be incorporated into the database.

This is an opportunity for small museums to computerize their collection records using a very user friendly database software. Contact us for details and pricing.

Training is available for our database and in general FileMaker Pro techniques.

For more information, give us a call at (303) 757-7962.

**SERVICES**

Collections Research for Museums offers **classes for small museums in Cataloging and Collections Management.** The course is designed

for those museums which have small, non-professionally trained or volunteer staffs. It covers the basics of marking, handling, measuring, and cataloging, plus general care and storage for all types of objects and materials.

The course is individualized to suit the needs of each museum. Classes are given on site at the museum and utilize the museum's own collection.

The course is priced according to length and may include up to 10 people.

A list of suggested reference material, general supplies, and suppliers is provided, along with samples of cataloging worksheets for ethnographic/historical/art, geological, natural history, and photographic collections.

If you would like more information on topics covered and costs, give us a call at (303) 757-7962 or drop us a line.

We also offer a variety of **other services** to museums, large and small. These **range from simple inventories to complete and thorough cataloging of collections.** Feel free to contact us for more information. We provide a **free initial consultation.**

Also, if you need help preparing your NAGPRA summaries or inventories, we can help. Give us a call.

*(Collections Research News is a service of Collections Research for Museums, Inc, 4830 E Kansas Dr, Denver, CO 80246 (303)757-7962, Toll free: 1-877-757-7962, email: schaller@rmi.net. Questions, comments or story suggestions are always welcome.)*

**REMEMBER US FOR  
CATALOGING/COLLECTIONS  
MGMT HELP OR TRAINING**

4830 E. Kansas Dr. Denver, CO 80246  
(303) 757-7962

**COLLECTIONS RESEARCH**  
for MUSEUMS

