

**WORKSHOP DESCRIPTION AND FEES**  
**WESTEND TRAINING CENTER**  
**COLLECTIONS MANAGEMENT IN TIMES OF CHANGE**

Collections Research for Museums and the Westend Training Center in Estes Park, CO are teaming up to offer a five-day workshop in Collections Management for small museums. This workshop will cover the basics of museum record keeping. The role of the mission statement as the foundation for the museum will be discussed along with the importance of establishing set policies and procedures. The terms ‘registration’ and ‘accession’ will be defined and the process discussed. The importance of creating a registration manual for the museum and what it should contain will be reviewed. Sample forms to support the various procedures will be available. Three common types of numbering systems will be discussed and the answer to the question “Why *do* museums put those little bitty numbers on all their artifacts and how do I do it?” will be revealed. Procedures for handling, measuring, and cataloging of all types of objects and materials will be discussed. Hands-on exercises and a tour of local museum facilities will round out the workshop.

Collections Management workshop:

**April 12 through 16, 2010**

The Registration fee of \$485.00 includes 6 nights dormitory-style housing at the Westend Center in Estes Park, CO, gateway to Rocky Mountain National Park.

Questions? Contact:

Collections Research for Museums  
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Toll Free: 1-877-757-7962  
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NAME: \_\_\_\_\_

INSTITUTION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

FAX: \_\_\_\_\_

Collections Management in Times of Change  
April 12 through 16, 2010  
**Paid registration due by April 2, 2010**

Mail Registration form with check or money order for \$485.00 made payable to:

Collections Research for Museums  
4830 E Kansas Dr  
Denver, CO 80246