



COLLECTIONS RESEARCH FOR MUSEUMS

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

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