

# Museum Collections Management Basic

January 22-26, 2018

Training Syllabus



## McClellan Training Center



# Memorandum

**Date:** December 21, 2017

**To:** Supervisor

**From:** Debbie Fredricks, Chief  
Training Section  
California State Parks

**Subject:** Employee Attendance at Formal Training

An employee from your office will soon be attending the formal training program described in the attachment. Please ensure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work. You can assist with capturing the full value of the training by taking the following steps:

### Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Specialist.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

### Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace.
3. Support the employee's use of the training at the work place.

### Three Months Following Training

1. Supervisor evaluates the effectiveness of the training on the employee's job performance and meets with employee to discuss the evaluation.

Thank you for your assistance in seeing that the full benefit of training is realized.



Debbie L. Fredricks  
Training Section Chief

Attachment  
cc: Participant

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***Mission Statement  
Training Section***

***The mission of the Training Section is to improve  
organizational and individual performance and productivity  
through consulting, collaboration, training, and development.***

**TRAINING SECTION STAFF**

Debbie L. Fredricks ..... Training Section Chief

Ann D. Slaughter ..... Mott Training Center Manager

Jack Futoran..... EMS and LFG Training Coordinator

Jeff Beach ..... Training Consultant

JD Dinnauer..... Training Consultant

Dave Galanti..... Training Consultant

Karyn Lombard..... Training Consultant

Sara M. Skinner..... Training Consultant

Jason Smith.....Academy Coordinator

Jeremy Alling..... Cadet Training Officer

Matt Cardinet..... Cadet Training Officer

Raymund Nanadiego..... Cadet Training Officer

Lisa Anthony.....Program Coordinator

Edith Alhambra ..... Assistant Program Coordinator

Alex Franck..... Assistant Program Coordinator

Jessica Kohls..... Assistant Program Coordinator

Nate Steffen..... Assistant Program Coordinator

Pamela Yaeger..... Assistant Program Coordinator

## THE MISSION

*of California State Parks is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.*



## FORMAL TRAINING GUIDELINES

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Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center and other locations including the Marconi Conference Center and the McClellan Training Center. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus, which outlines what you can expect from this training and what is expected of you. This syllabus details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS). Print a copy of the syllabus to bring with you to class. Read it before you arrive and review it following the program along with material you received at training.
2. **TRAVEL:** Arrange your travel to and from the training through your District or Office. (No reimbursement for travel expense - including per diem costs - will be approved for travel not specifically authorized in advance by the District Superintendent or Office Manager). Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.6.

The cost of your travel (airfare, mileage, rental car, etc.) is paid by your District or Office **to** and **from** the location of the training.

3. HOUSING: Hotel reservations are the responsibility of the participant and are eligible for reimbursement pursuant to the “allowable state rate” for Sacramento County on the Park Intranet website at [http://isearch/?page\\_id=1295](http://isearch/?page_id=1295) or [http://isearch.parks.ca.gov/default.asp?page\\_id=1216](http://isearch.parks.ca.gov/default.asp?page_id=1216)
4. ENROLLMENT CANCELLATION POLICY: To cancel participation in a course, the participant must have their District Superintendent or Section/Office Manager send an email to the Training Consultant assigned to the course requesting to remove the participant.
5. ADDRESS AND PARKING: McClellan Training Center/SMCC, 4940 Lang Avenue, McClellan, CA 95652 (also listed as Sacramento or North Highlands). The entry to the classroom is the last left door on the front side of the building. Park in front of or along the north side of the building, additional parking is available across the bridge adjacent to the service yard. Maps are included at the end of this syllabus.
6. MEALS: Restaurant maps are on the last page of this syllabus.
7. TRAVEL CLAIMS: Instructions on how to file a travel expense claims will be given prior to the last day of training. Training will reimburse those participants that meet the lodging and meal reimbursement requirements from lunch on the first day of training through lunch on the last day of training. Reimbursement rates and requirements can be found at the link: [http://isearch.parks.ca.gov/default.asp?page\\_id=1216](http://isearch.parks.ca.gov/default.asp?page_id=1216)
8. REFRESHMENTS: The only onsite food and beverages are from a vending machine. You are welcome to bring your own lunch and refreshments. There is a refrigerator, microwave and break room onsite that you may use.
9. TRAINING MATERIALS: A conference binder will be issued to you at the training session.
10. ATTENDANCE: Regular attendance is a critical course requirement and your participation is important to the success of this training. All absences, except those of an emergency nature, must be approved in advance by the Training Consultant.
11. CELL PHONES: As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during the program.
12. TELEPHONE: Your on-site coordinator is Karyn Lombard, phone (916) 657-0412.

13. ADDRESS: McClellan Training Center/SMCC, 4940 Lang Avenue, McClellan, CA 95652 (also listed as Sacramento or North Highlands).
- Proceed to Exit 91 on I 80, Raley Boulevard, exit north (south is Marysville Road, Del Paso Heights).
  - Proceed to 2<sup>nd</sup> major intersection Main Avenue (traffic light).
  - Right on Main Avenue, ¼ mile, Main terminates on Lang Avenue.
  - Left on Lang Avenue along building row. Last bay by the flagpole is Parks lobby.
  - Park in front of or along the north side of the building, additional parking is available across the bridge adjacent to the service yard.

**Note:** Many people enter McClellan at Peacekeeper (east side of base, the training event takes place on the other side, separated by the air strip) and become lost. Use above bulleted directions to accurately locate the McCellan Training Center.

## **OTHER TRAVEL INFORMATION**

### Road Conditions

Caltrans Quick Map – Road conditions: <http://quickmap.dot.ca.gov/> or (800) 427-7623

CHP – Traffic incident information: <http://cad.chp.ca.gov/>

Maps with traffic speeds and accident reports: <http://www.sigalert.com/Map.asp>

Traffic, mass transit, and travel information: Dial 511

### Weather Conditions

National weather service: <http://www.weather.gov/>

Weather.com: <http://www.weather.com/>

### Traveling Preparedness

Winter driving tips and safety kit:

<http://www.dot.ca.gov/dist3/departments/mtce/drvgtip.htm>

Car safety and emergency safety kit: <http://www.ready.gov/car>

Roadside Emergency Kit: <http://www.ots.ca.gov/roadsideemergencykit.asp>

Transportation Security Administration (TSA) Guidelines:

<http://www.tsa.gov/traveler-information>

## PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training session at the McClellan Training Center, the following list is provided:

- \_\_\_\_\_ 1. Read and understand the Museum Collections Management Basic program syllabus prior to your arrival at the Training Center.
- \_\_\_\_\_ 2. Arrange your travel through your Unit/District Office.
- \_\_\_\_\_ 3. Bring the following with you to training:
  - Program syllabus
  - Professional business attire (**uniforms are not required for this program**).
  - Reusable coffee mug, refillable water bottle, notepaper, pens, and pencils

If you have any questions or need assistance, contact Training Consultant Karyn Lombard at (916) 657-0412 or [Karyn.Lombard@parks.ca.gov](mailto:Karyn.Lombard@parks.ca.gov).

## **POST-TRAINING ASSIGNMENT**

Prior to ninety days after the completion of this program, the employee and his/her supervisor should discuss the impact and assess the effectiveness this program has had on the employee.

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the employee, supervisor, and Training Section in providing a return on the training investment to the Department.

## **TRAVEL EXPENSE CLAIMS INFORMATION**

You will need to submit a Travel Expense Claim (TEC) in a timely manner after the class. As a reminder:

- Districts are responsible for your time, your travel to/from training, and incidentals
- Training covers meals and lodging (you will need a receipt from the hotel)
- For your claim: If you were in the hotel, select "Department Paid" and the following on CalATERS:
  - Charge to: "MCMB Group 5"
  - Select "Detail Accounting" and enter the following
  - Field one: 2017 (Fiscal Year)
  - Field two: Index Number (Your reporting location index number)
  - Field three: 14001 (PCA)
  - Field four: Leave blank
  - Field five: 067RES00 (Project Number)(This is the account and settings to charge your room and food)

If you receive error messages, contact Assistant Program Coordinator Pamela Yaeger at (831) 649-2954 or [Pamela.Yaeger@parks.ca.gov](mailto:Pamela.Yaeger@parks.ca.gov) at the Mott Training Center to have you added to the system.

**NOTE: List Ann D. Slaughter as an Additional Approver on your claim**



**MUSEUM COLLECTIONS MANAGEMENT BASIC GROUP 5 AGENDA**  
**January 22-26, 2018**

**Monday**

**January 22**

**Introduction to Museum Collections**

1300-1400	Orientation and Welcome	Fry/Hartzell
1400-1500	A Look at DPR Museum Collections	Peterson
1500-1700	Tour of Statewide Museum Collections Center	Cultural Resource Division Staff

**Tuesday**

**January 23**

**Museum Collections Care and Documentation, Day 1**

0800-0900	Protecting Yourself – PPE for Museum Collections Work	Tucker
0900-1000	Round-Robin Demonstrations Moving and Handling of Museum Objects	Valdez
	Introduction to Catalog Numbers and where to Look for them on Objects	Filice
1000-1100	Round-Robin Demonstrations: Cleaning and Storage – Dos and Don'ts, by Common Materials or Type Photographic Materials	Jorae
	Paper and Books	Tran
	Framed Artwork	Peterson
1100-1200	Round-Robin Demonstrations: Cleaning and storage – Dos and Don'ts, by Common Materials or Type Textiles	Khang
	Glass and Ceramics	Gladis
	Metal	Case
	Wood	George
1200-1300	<i>Lunch</i>	
1300-1700	Overview of Cultural Collections Databases used by DPR	
1300-1430	Introduction to Cultural Collections Databases Different Systems for Different Collections	Benites Aguilar/Martin/Benites
1430-1530	Museum Collections and TMS	Benites
1530-1700	Guided Exploration of Parks Online Museum Collections	Benites

**MUSEUM COLLECTIONS MANAGEMENT BASIC GROUP 5 AGENDA**  
**January 22-26, 2018**

**Wednesday**  
**January 24**

**Museum Collections Care and Documentation, Day 2**

0800-0900	Scope of Collections Statements; Accessions	Peterson
0900-1000	Understanding Catalog Numbers; Props and Z Numbers	Case/Filice
1000-1100	Multiple Numbers The Importance of Inventory	Case Khang/Fry
1100-1200	Introduction to Deaccession Deaccession Examples: Governor's Mansion	Fry/Khang Russo/Gladis
1200-1300	<i>Lunch</i>	
1300-1700	Field Trip to Sutter's Fort SHP and State Indian Museum Cleaning House Museums and Exhibits: Challenges and Solutions Group Discussion	Fry/Jenner/Masengale

**Thursday**  
**January 25**

**Protecting Museum Collections**

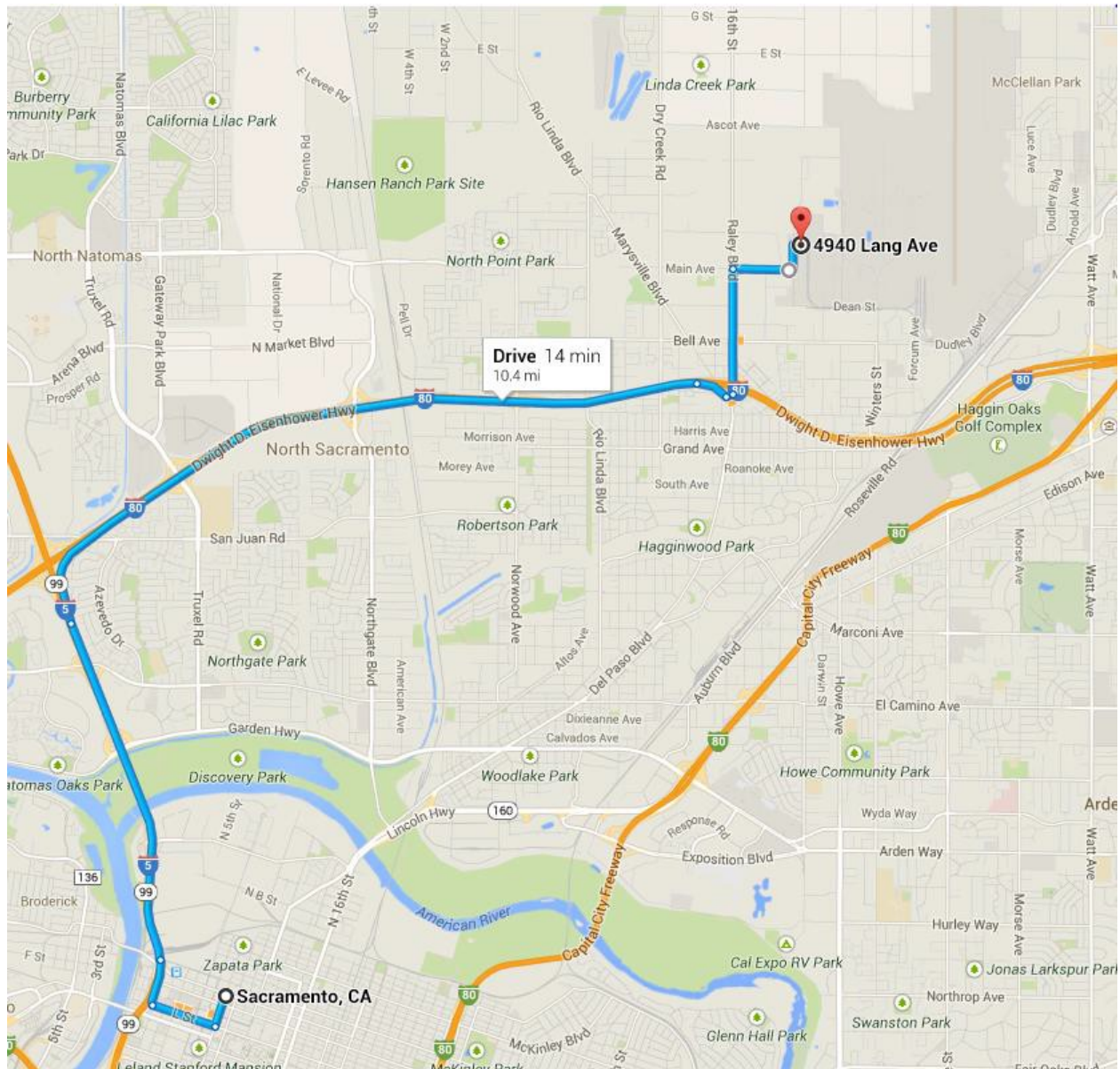
0800-0930	Museum Collections in Exhibits and Interpretation	Lopez/Valdez
0930-1030	Integrated Pest Management and Freezing for Infestations in Museum Objects	Fry/Case/ George/Khang
1030-1200	Museum Security	Grennan
1200-1300	<i>Lunch</i>	
1300-1430	Emergency Plans for Museum Collections	Hartzell/Elliot/ Barton/Peterson
1430-1600	Learning from Recent Disasters: Collections Evacuations from Two Perspectives	Bossarte/Quist/Dodge Case/Peterson/ Fry/McGuire
1600-1700	Learning from Recent Disasters: Group Discussion with Question and Answer from Trainees	Bossarte/Quist/Dodge Case/Peterson/ Fry/McGuire

**Friday**  
**January 26**

**Getting the Job Done**

0800-0900	The Museum Environment and MCFI / Using MCFI Data to Plan a Project	McGuire
0900-1130	Identifying Projects and Securing Funding	Hartzell
1130-1200	Required Online Survey Monkey and Evaluations	Fry

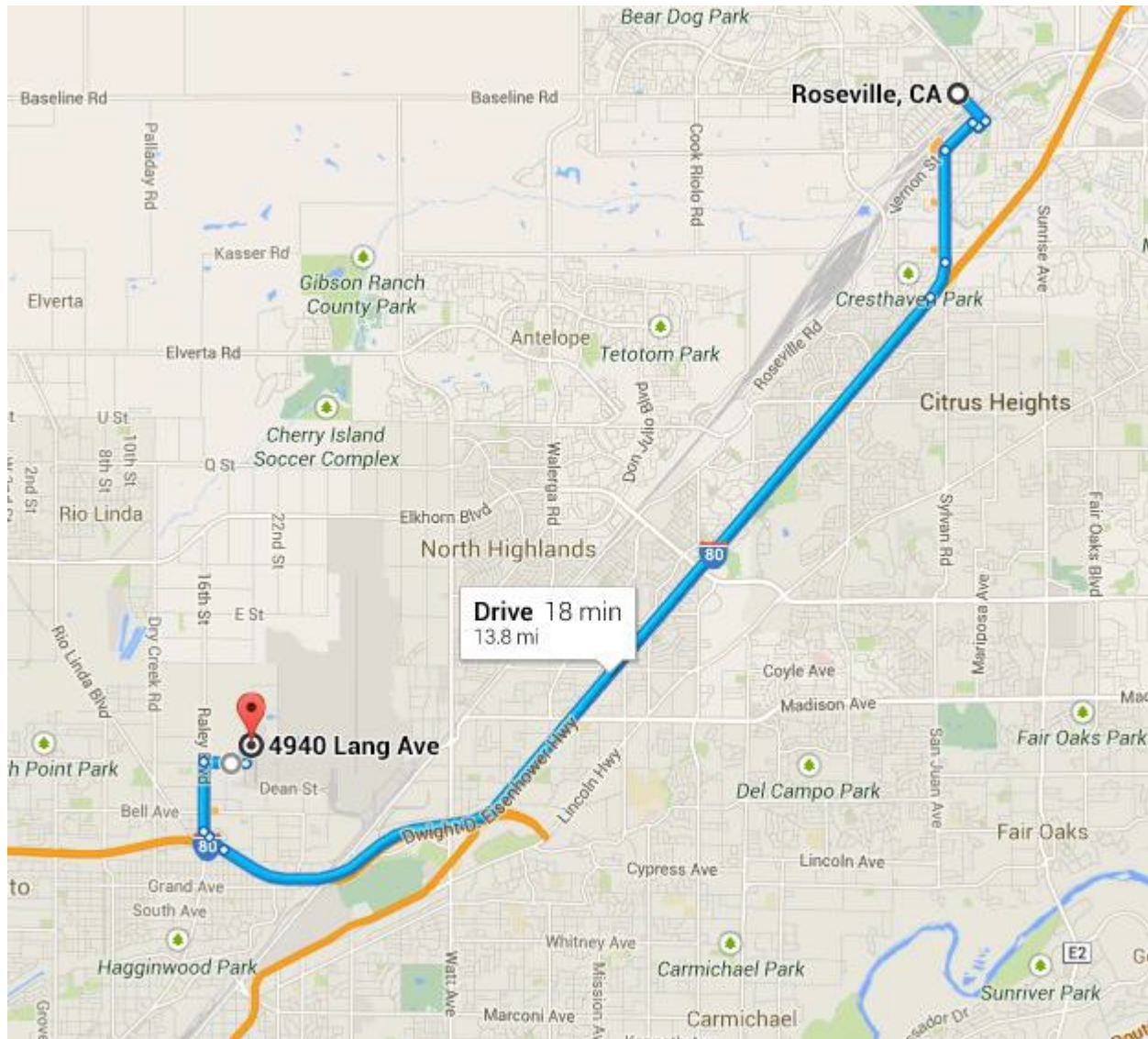
# Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



## From Sacramento, CA

- Take I-5 N for ~2.5 miles
- Take I-80 E towards Reno for ~5 miles
- Take the Raley Blvd/Marysville Blvd exit (exit 91)
- Make a left and head north onto Raley Blvd for 3 stoplights
- Make a right onto Main Ave. Main terminates at row of warehouses at Lang Ave.
- Make a left onto Lang Ave. We are located at 4940 Lang Ave, underneath a large State Parks logo and across the street from a white water tower.

## Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



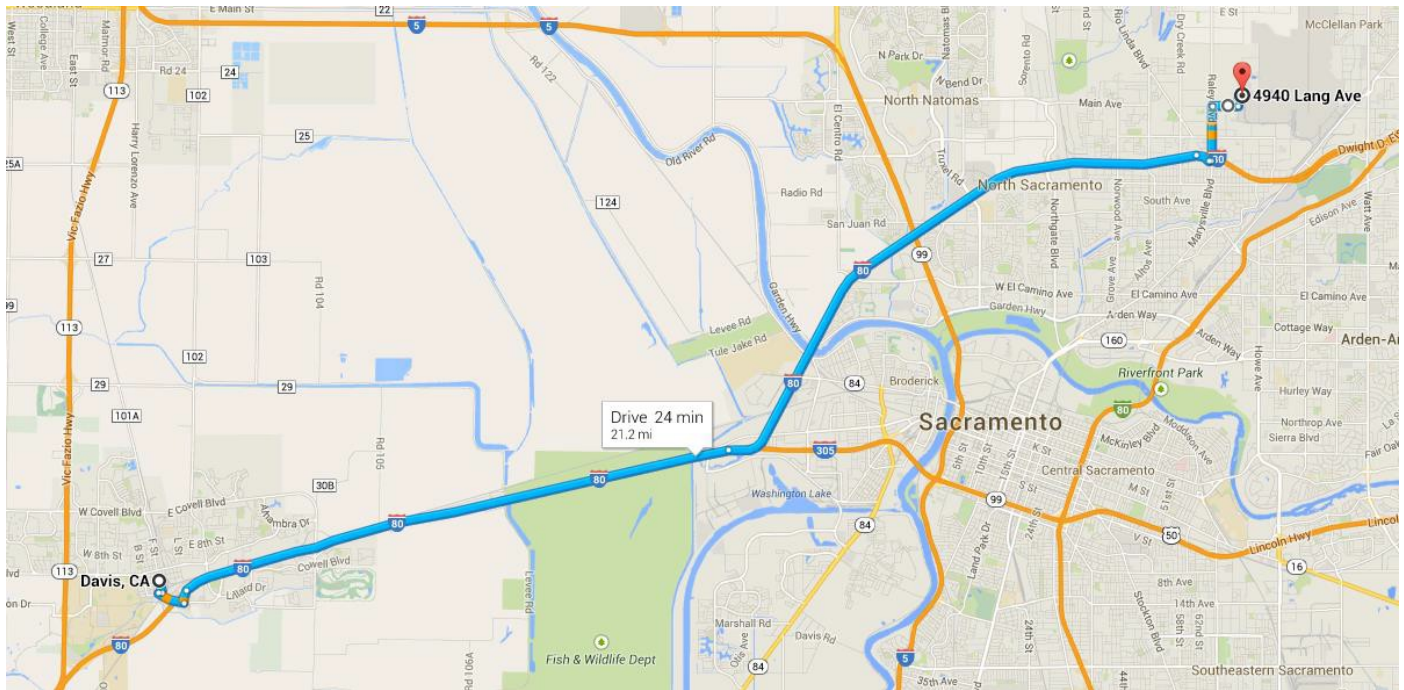
### From Roseville, CA

- Take I-80 W towards Sacramento for ~10 miles
- Take the Raley Blvd/Marysville Blvd exit (exit 91)
- Merge right and head north onto Raley Blvd for 2 stoplights
- Make a right onto Main Ave. Main terminates at row of warehouses at Lang Ave.
- Make a left onto Lang Ave. We are located at 4940 Lang Ave, underneath a large State Parks logo and across the street from a white water tower.



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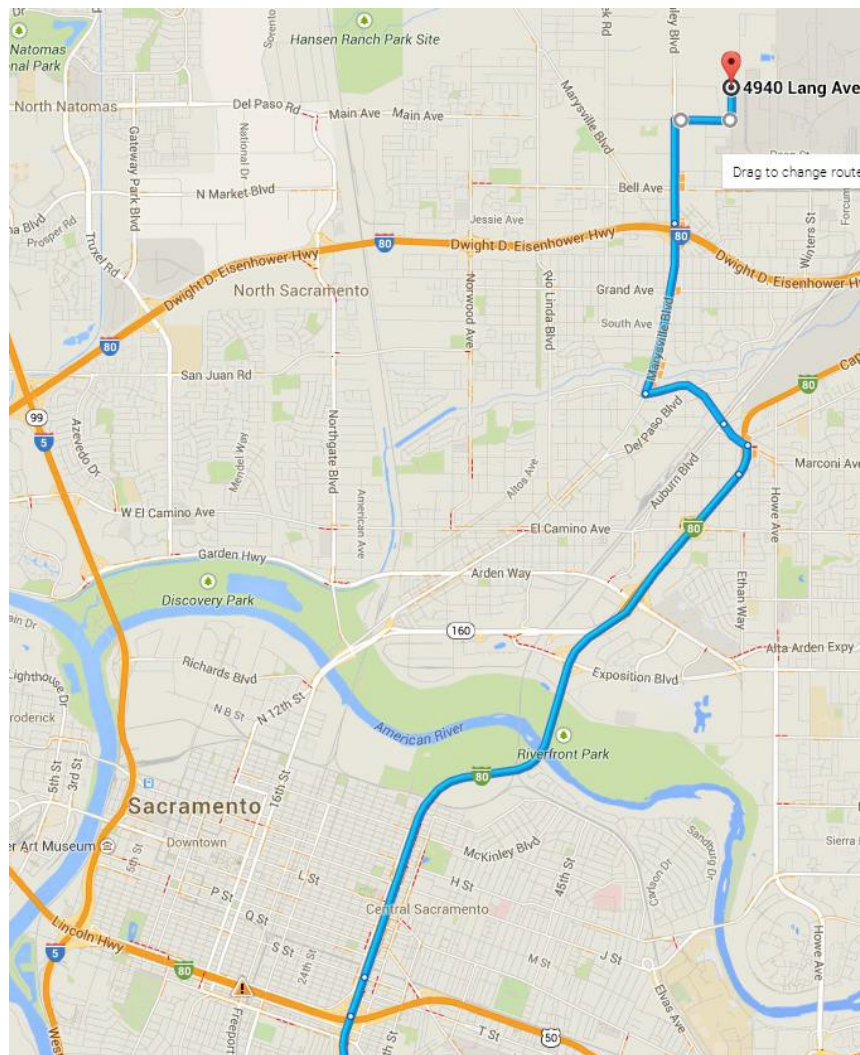
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## From Davis, CA

- Take I-80 E towards Reno for ~19 miles
- Take the Raley Blvd/Marysville Blvd exit (exit 91)
- Make a left and head north onto Raley Blvd for 3 stoplights
- Make a right onto Main Ave. Main terminates at row of warehouses at Lang Ave.
- Make a left onto Lang Ave. We are located at 4940 Lang Ave, underneath a large State Parks logo and across the street from a white water tower.

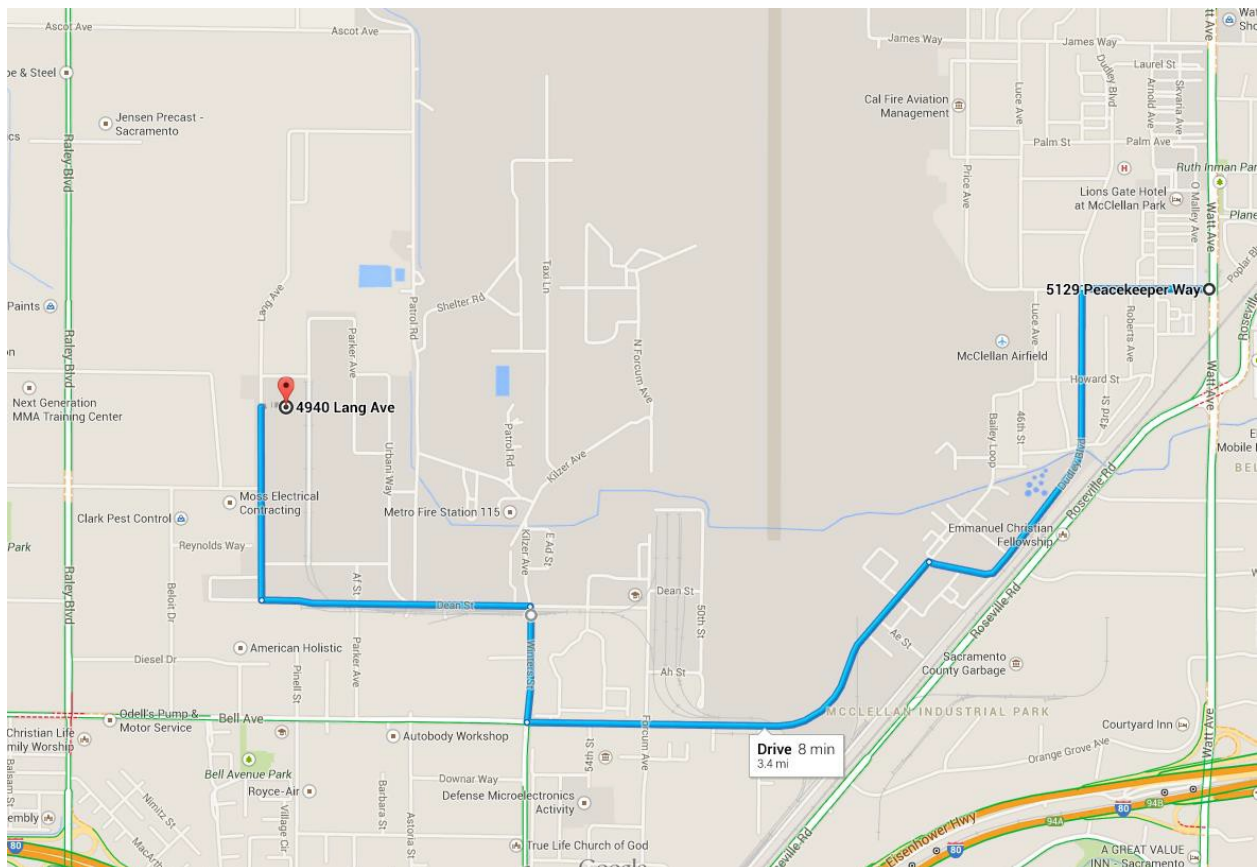
# Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



## **From CA-99 N, south of Sacramento**

- CA-99 N becomes I-80 E Business Route just southeast of downtown Sacramento
- Continue on I-80 E Business Route towards Reno for approx. 5 miles
- Take the Marconi Ave exit, stay in the left lane, turn left onto Marconi over an overpass
- Stay in left/forward lane (not the left turn lane), this lane becomes Arcade Blvd
- Take Arcade Blvd for 0.2 miles, through what looks like a residential area
- Turn right onto Marysville Blvd for 1.3 miles, through a mixed-use area
- Marysville Blvd becomes Raley Blvd when it passes over I-80, continue on for 0.8 miles
- Make a right onto Main Ave. Main terminates at row of warehouses at Lang Ave.
- Make a left onto Lang Ave. We are located at 4940 Lang Ave, underneath a large State Parks logo and across the street from a tall, white water tower.

# Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



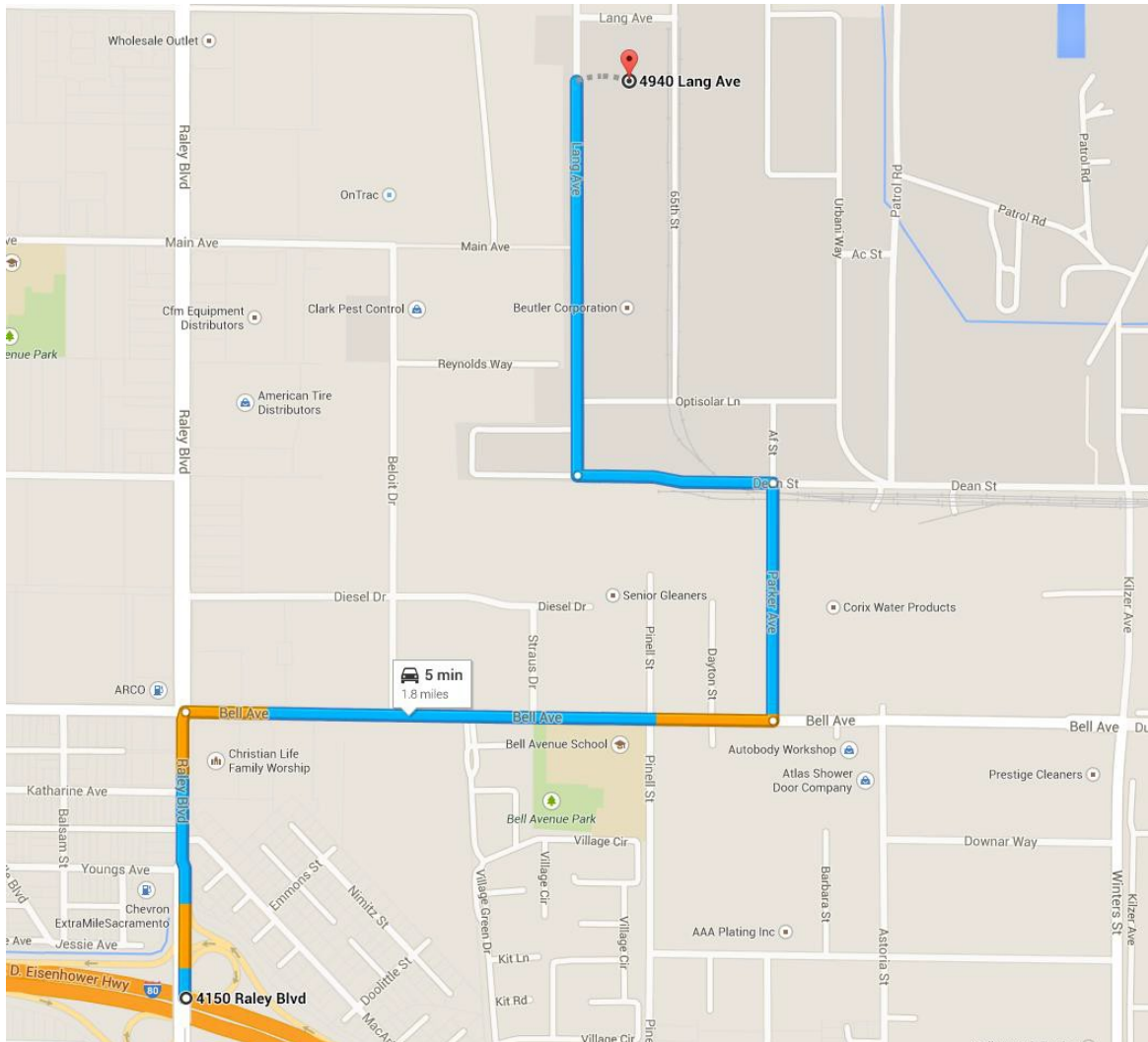
## **From Watt Ave / East side of McClellan Business Park**

- From Watt Ave, head west on (Peacekeeper Way, Palm Ave, James Way, or Freedom Park Drive – all of these cross Dudley Blvd)
- Turn left onto Dudley Blvd, heading south
- At intersection of Dudley Blvd and Dudley Way, turn left to stay on Dudley Blvd
- Turn right onto Winters Street at light
- After crossing railroad tracks, turn left onto Dean Street
- Dean Street turns right and becomes Lang Ave
- Follow Lang Ave to north end of warehouse row. We are located on the right, at 4940 Lang Ave, underneath a large State Parks logo and across the street from a white water tower.



# Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652

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## **AFTER HOURS (6PM-6AM) ACCESS TO SMCC**

### **DIRECTIONS FROM I-80 - EXIT 91 RALEY BLVD**

- 1. HEAD NORTH ON RALEY BLVD** (0.3 MI)

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  - 2. TURN RIGHT AT THE FIRST INTERSECTION ONTO BELL AVE** (0.6 MI)

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  - 3. TURN LEFT ONTO PARKER AVE** (0.3 MI)

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  - 4. TAKE THE 1<sup>ST</sup> LEFT ONTO DEAN ST** (0.2 MI)

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  - 5. TAKE THE 1<sup>ST</sup> RIGHT ONTO LANG AVE** (0.4 MI)

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  - 6. FOLLOW LANG AVE TO END OF WAREHOUSE ROW. FACILITY LOCATED AT 4940 LANG AVE.**
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- 1 - Aerospace Museum of California
- 2 - Freedom Park
- 3 - California Family Fitness Center
- 4 - The Village at McClellan Park
- 5 - Shell Gas Station/Circle K Market
- 6 - Drewski's Restaurant/Deli
- 7 - SAFE Credit Union
- 8 - BX/Commissary/Food Court
- 9 - McClellan Conference Center
- 10 - Lions Gate Hotel/O'Club Restaurant
- 11 - MCC Airport/Fixed Base of Operations
- 12 - McClellan Boat/RV Storage

