

# The Museum System (TMS) Basic Group 4

May 17-20, 2016

Training Syllabus



## McClellan Training Center



## Memorandum

**Date:** April 28, 2016

**To:** Supervisor

**From:** Debbie Fredricks, Department Training Officer  
Training Section  
California State Parks

**Subject:** Employee Attendance at Formal Training  
The Museum System (TMS) Basic Group 4

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.



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 Fredricks ..... Department Training Officer  
Ann D. Slaughter ..... Mott Training Center Manager  
Jack Futoran..... EMS and LFG Training Coordinator  
Dave Galanti..... Training Specialist  
Kenney Glaspie ..... Training Specialist  
Karyn Lombard ..... Training Specialist  
Sara M. Skinner..... Training Specialist  
Jason Smith..... Academy Coordinator  
Matt Cardinet..... Cadet Training Officer  
Jeremy Alling..... Cadet Training Officer  
Lisa Anthony..... Program Coordinator  
Edith Alhambra ..... Assistant Program Coordinator  
Alex Franck..... 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 Specialist assigned to the course requesting to remove the participant.
5. ADDRESS AND PARKING: McClellan Training Center/SMCC, 4940 Lang Ave, 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: Please find the restaurant maps 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 Specialist.
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 Linda Walton, phone (916) 653-3578.

13. ADDRESS: McClellan Training Center/SMCC, 4940 Lang Ave, McClellan, CA95652 (also listed as Sacramento or North Highlands).

- Proceed to Exit 91 on I 80, Raley Blvd, exit north (south is Marysville Road, Del Paso Heights).
- Proceed to 2<sup>nd</sup> major intersection Main Ave (traffic light).
- Right on Main Ave, 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 get lost. Please use above bulleted directions to accurately locate the McClellan 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 AND PRE-TRAINING ASSIGNMENT

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 program syllabus prior to your arrival at the Training Center.
- \_\_\_\_\_ 2. Arrange your travel through your Unit/Office.
- \_\_\_\_\_ 3. Bring the following with you to training:
  - Program syllabus.
  - Professional business attire (**uniforms are not required for this program**).
  - Pens and pencils.
- \_\_\_\_\_ 4. Bring to training one or two objects designated as props or for “Hands on Use” at your park unit. You will practice cataloging them into TMS as a training exercise.

### Please note:

- Object(s) should be easily transportable, should not be fragile or require special handling, and would not cause a loss at your park unit if they were accidentally broken, lost, or stolen.
  - Information entered into the “training” TMS database during training will not appear in the “production” TMS database when you return to your park unit and begin working in TMS.
- \_\_\_\_\_ 5. Prepare a TMS/collections topic or problem for group discussion and suggestions to collectively reach a solution and/or establish the next steps for reaching resolution. (*Examples: How do I update locations in TMS? How do I run a report in TMS of everything in my park? How do I document an object that is missing in TMS? How do I document a “Condition Status” for an object in TMS?*)

## **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.



**THE MUSEUM SYSTEM (TMS) BASIC GROUP 4 – AGENDA**  
**May 17-20, 2016**

**Tuesday**  
**May 17**

1300-1330	Introduction and Orientation	Walton
1330-1430	TMS Overview TMS Modules How we use TMS Standard Data Entry Procedures DPR Activity Records in TMS	“ ” “ ” “ ” “ ” “ ”
	Navigating TMS Where to put Data - TMS fields we use What information goes in those fields Building Relationships in TMS	Walton/Moxley “ ” “ ” “ ”
1430-1630	How to Search for your Objects in TMS How to Create Object Packages for your Search Results How to find Reports and Run reports for your Search Results	Moxley “ ” “ ” “ ” “ ”
1630-1700	Discuss Pre-Training Assignment Questions	All

**Wednesday**  
**May 18**

0900-1000	<b>Objects Module:</b> Creating an Accession Record in TMS For General Collections For Archaeological Collections	Moxley “ ” “ ”
1000-1200	Creating an Object Record in TMS Entering Catalogued Data into TMS Using Standard Data Entry Procedures	“ ” “ ” “ ”
1200-1300	Lunch	
1300-1400	Accession and Object Records The Difference How they are Related and Why	“ ” “ ” “ ”

**THE MUSEUM SYSTEM (TMS) BASIC GROUP 4 – AGENDA**  
**May 17-20, 2016**

**Wednesday**  
**May 18**

1400-1500	<b>Loans Module:</b> DPR Activity Records: Incoming Loan – DPR926 Outgoing Loan – DPR928 Park to Park Transfers – DPR93 How to Create a Loan or Transfer How to Add Your Object Record It	Moxley  “ ” “ ” “ ” “ ” “ ”
1500-1600	<b>Shipping Module:</b> DPR Activity Records: Incoming Receipt of Objects – DPR927 Outgoing Release of Objects – DPR929 Create an Outgoing Release or Incoming Receipt How to Add your Object Record to It	“ ” “ ” “ ” “ ” “ ”
1600-1700	Pre-Training Assignment Discussion Q&A	All

**Thursday**  
**May 19**

0900-1200	Searching the database Using Query Assistant Searches: Classification, Object Name, Subject, Description, Date, Current Location, Geography Xrefs, Attributes How to Find and Run Reports for your Search Results	Moxley  “ ” “ ” “ ” “ ” “ ”
1200-1300	Lunch	
1300-1400	Changing Locations with Move Assistant How to move your object to a new location How to move a group of objects to a new location	“ ” “ ” “ ”
1400-1500	Why do we Perform Inventories of our Collections? Updating Locations of Objects of our Collections? Take pictures	“ ” “ ” “ ”

**THE MUSEUM SYSTEM (TMS) BASIC GROUP 4 – AGENDA**  
**May 17-20, 2016**

**Thursday**  
**May 19**

1500-1600	Note Condition	Moxley
	Storage Materials Needed	“ ”
	Using the DPR 933 – Collection Inventory Form	“ ”
	How to update locations in TMS	“ ”
1600-1700	Pre-Training Assignment Discussion	All
	Q&A	“ ”

**Friday**  
**May 20**

0900-1130	Review	Moxley
	How to Create an Object Record in TMS	“ ”
	How to Relate the Object Record to an Accession Record	“ ”
	Change Location for an object in TMS	“ ”
	Change Location for a group of objects in TMS	“ ”
	Search the database – what types of searches do you need to know how to do?	“ ”
	Reports – how to find them, how to use them	“ ”
1130-1200	Wrap Up/Evaluation	Walton
1200	Departure	All

## THE MUSEUM SYSTEM (TMS) BASIC

<b>PROGRAM OUTLINE</b>	<b>24 Hours</b>
Introduction, Orientation, Evaluation .....	1.0
Introductions to TMS .....	1.0
Pre-Training Assignment, Q&A .....	2.0
The Museum System (TMS) Basic Training:.....	17.0
Standard Data Entry Procedures.....	
Creating Accession and Object Records in TMS.....	
Creating Loans, Transfers, and Shipping Records in TMS.....	
Queries – Searching the Database.....	
Creating Object Packages .....	
Running Reports from search results .....	
Performing Location moves for one or many objects.....	
<b>Total Hours</b>	<b>21.0</b>

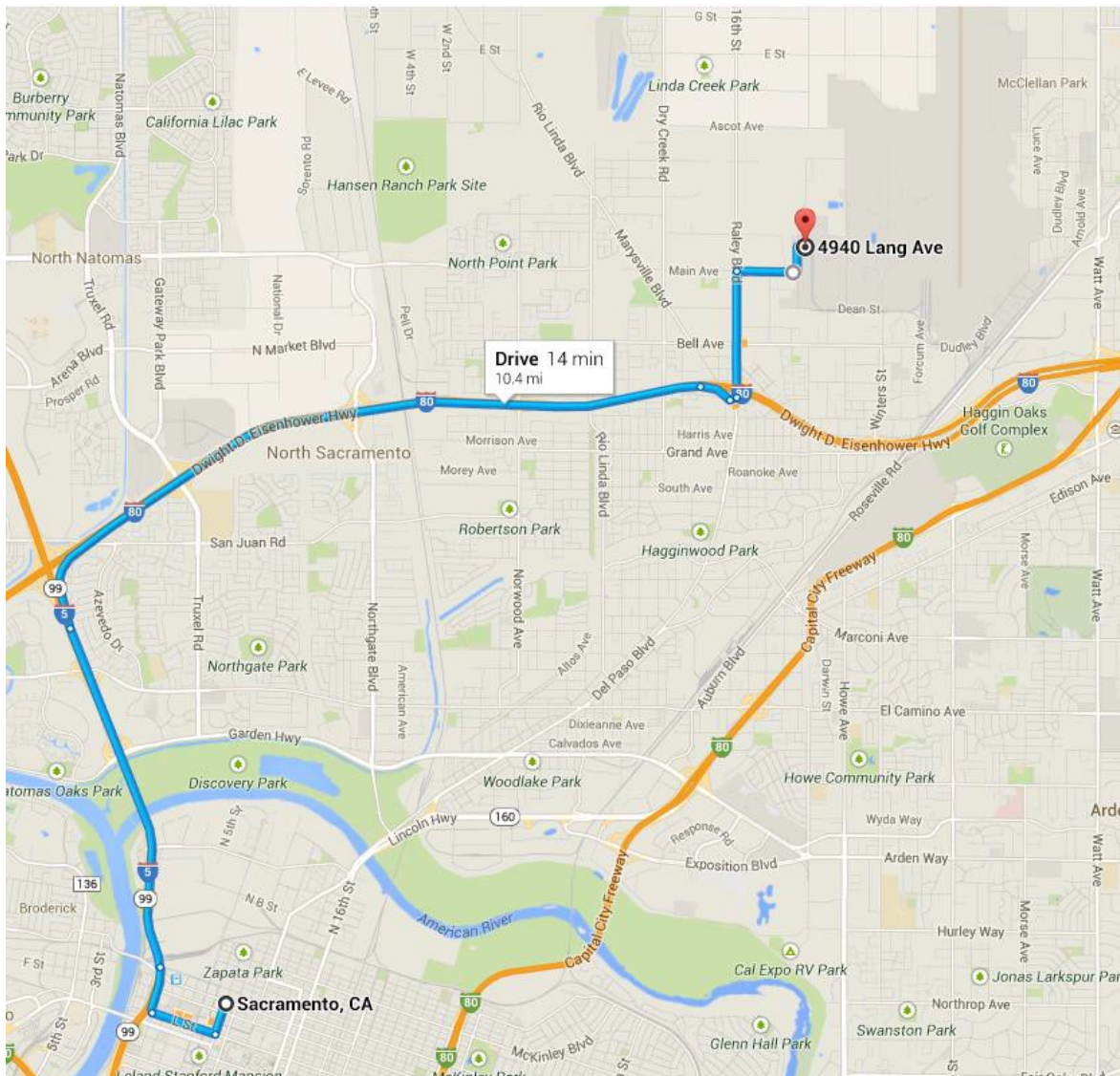
## **The Museum System (TMS) Basic Course Objectives**

**Purpose:** Provide DPR's museum collections staff in the Basic Standard Data Entry Procedures for our statewide collections management database (TMS) including proficiency in data entry, searching, and creating reports from data searches.

**Program Objectives:** By the end of the session, participants will:

1. Understand the organizational structure of TMS based on TMS modules and the relationships between those modules.
2. Understand the use of TMS data fields and know how to enter data into them correctly, based on our Standard Data Entry Procedures.
3. Demonstrate the ability to search the database efficiently:
  - a. To find Object Records (that belong to a particular Park Unit or District)
  - b. To find Archaeological Object Records (that belong to particular Park Unit or District)
  - c. To perform simple searches for Object Records based on data entry fields such as: Classification, Object Name, Object Number, Subject, Title, Description, Date, Current Location, Geography Xrefs, and Attributes within their Park Unit or District.
4. Understand the difference in TMS between an Accession Record and an Object Record for both general collections and archaeological collections.
5. Understand the TMS relationships between Accession Records and Object Records and DPR Activity Records, which include: Loans, Transfers, Outgoing Releases and Incoming Receipts.
6. Understand the importance of collection inventories, inventory methods, required information captured, and how to record location changes at a Park Unit or District accurately and correctly.
7. Become familiar with different types of Reports in TMS so that a search result can be captured into an appropriate report to make the data useful.
8. Resolve in class any TMS/collections issues related to a Park Unit or District.
9. Know who to contact for questions related to collections management.

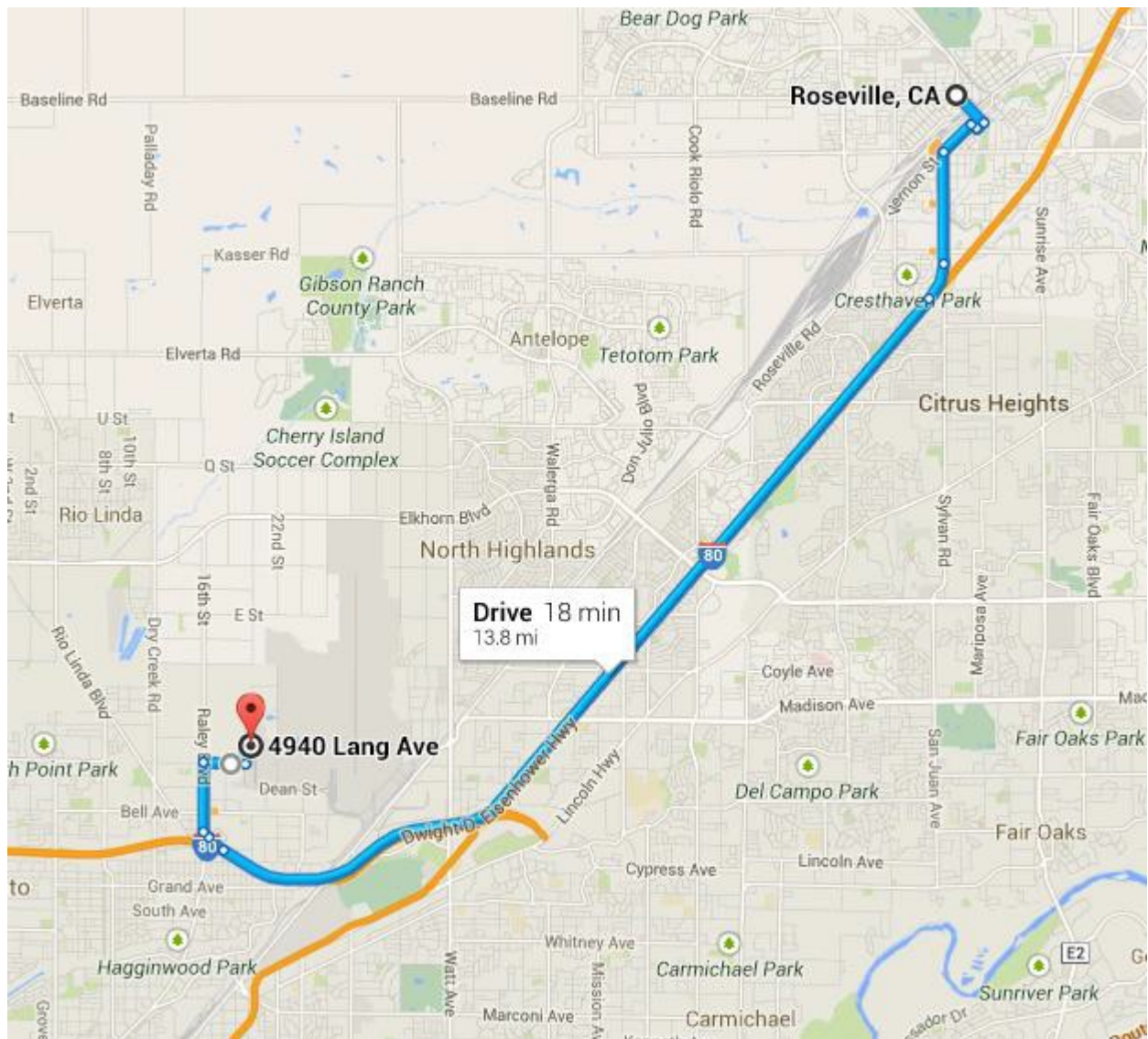
# Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



## 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.

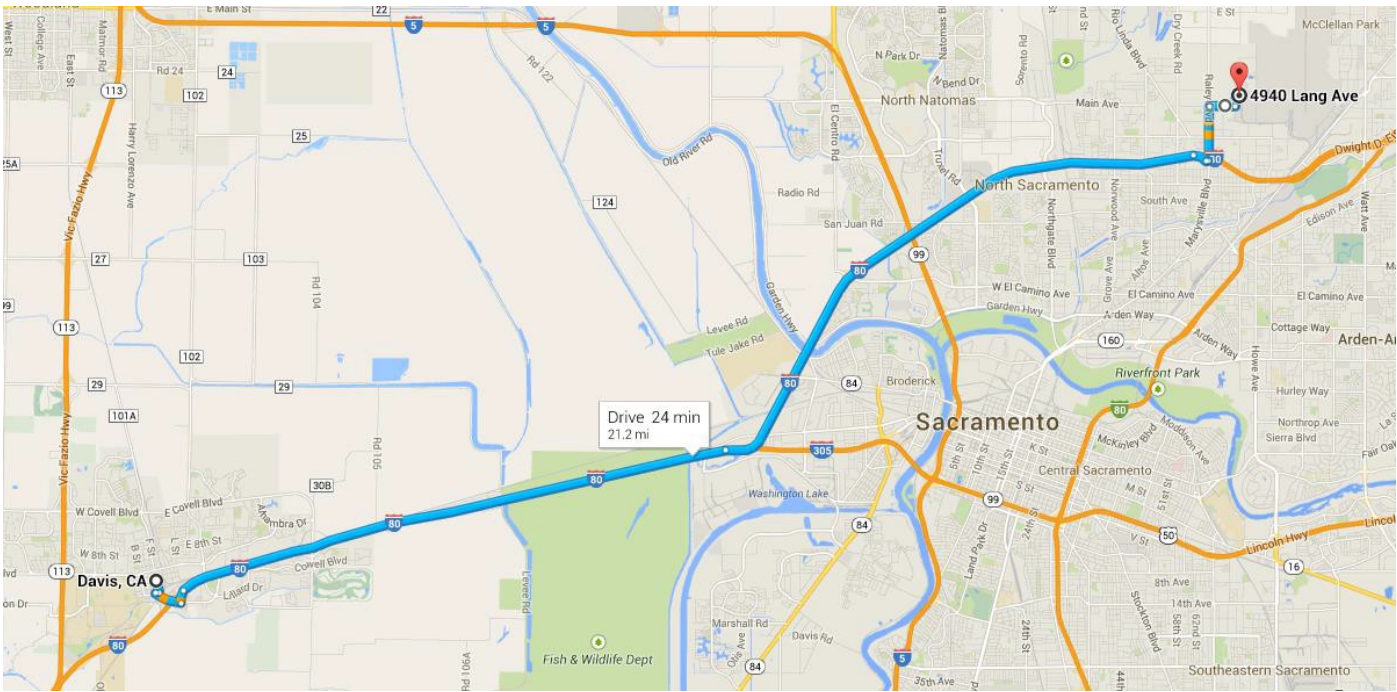
## Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



### 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.

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

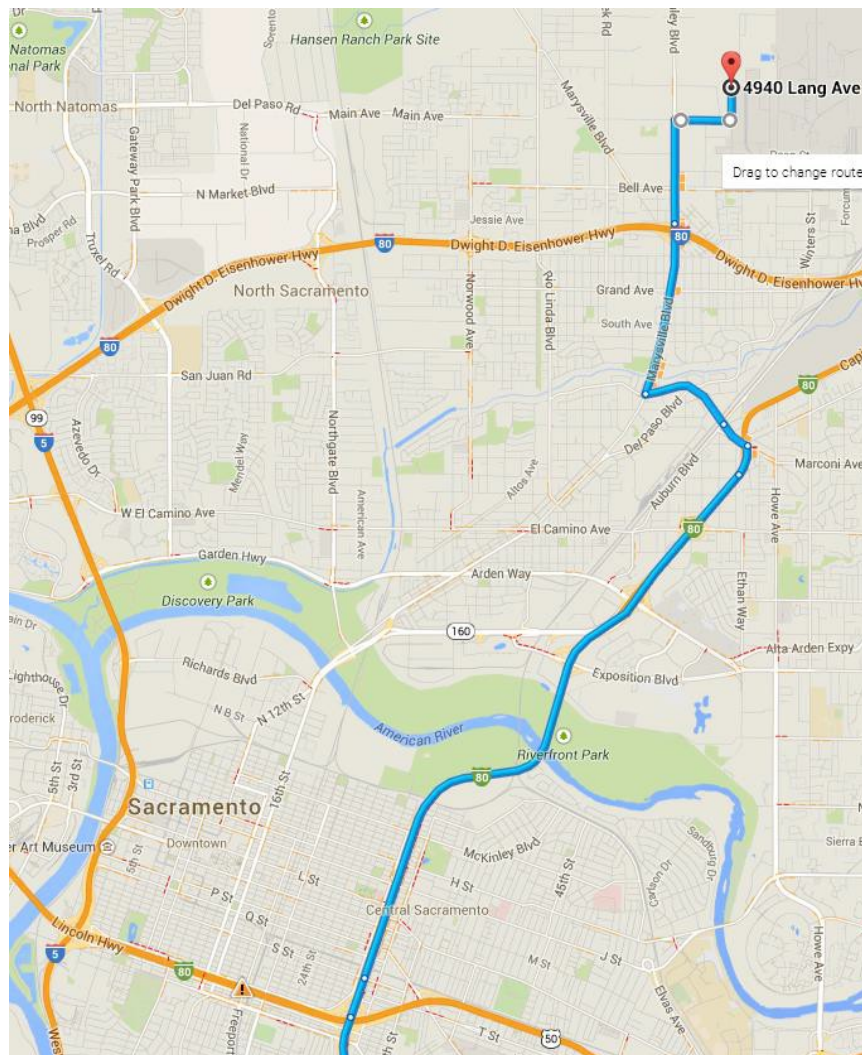


## From Davis, CA

- 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.



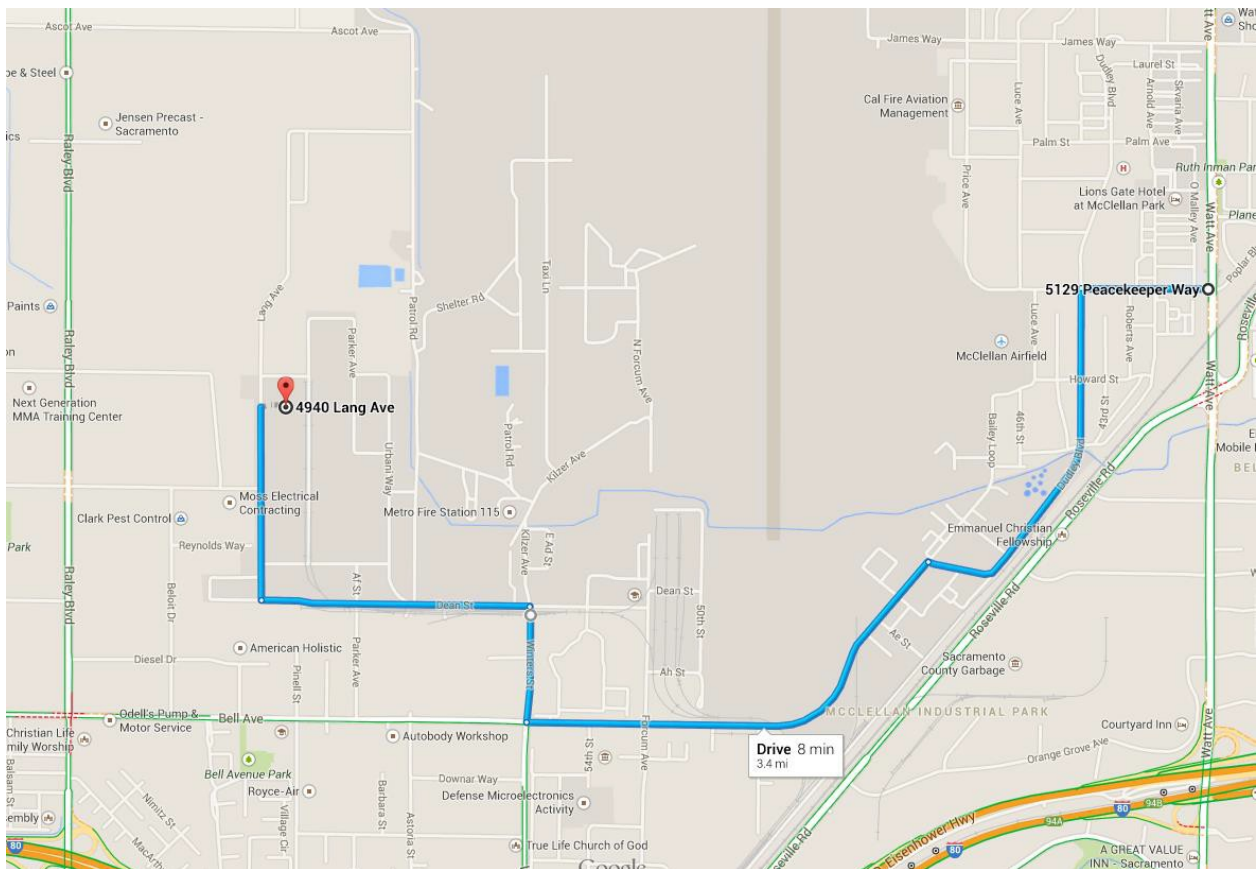
# Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



## 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.

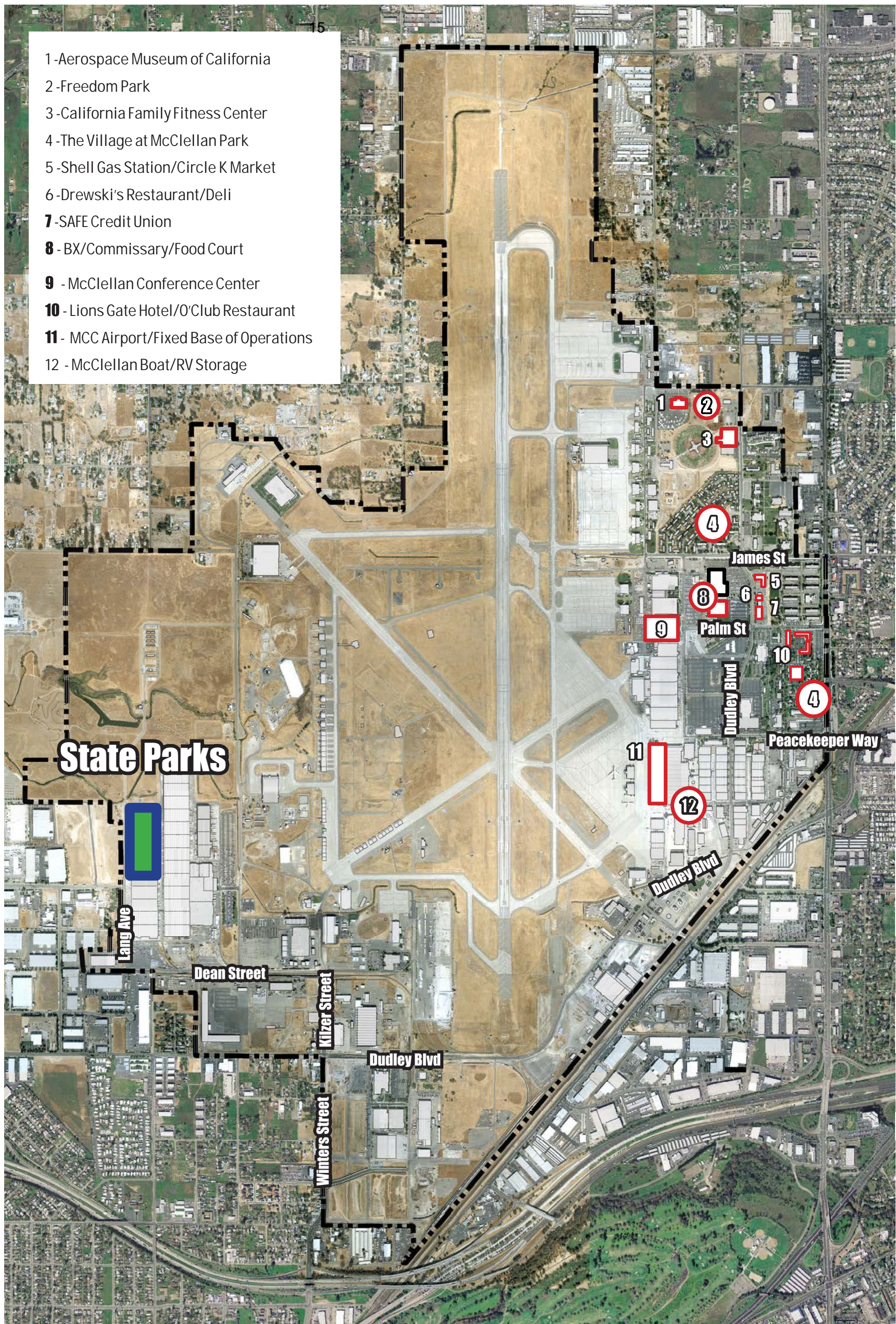
# Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



## **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.

- 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



# State Parks