

# Museum Collections Management for Curators and Designated Collections Managers Advanced - Group 1

January 12, 2015 – January 16, 2015

## Training Syllabus



McClellan Training Center and  
Statewide Museum Collection Center



# Memorandum

**Date:** December 19, 2014

**To:** Supervisor

**From:** Theresa Bober, Department Training Officer  
Department of Parks and Recreation  
Training Section

**Subject:** Employee Attendance at Formal Training  
Museum Collections Management for Curators and Designated Collections Managers  
Advanced – Group 1

An employee from your office will soon be attending the formal training program described in the attached. 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 Coordinator.
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 through consulting, collaboration, training, and development.***

## THE MISSION

*of the 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 Marconi Conference 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 (air fair, 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). Enter the classroom at the last door on the left end of the front side of the building. Parking is plentiful and free. Maps are included at the end of this syllabus.
6. MEALS: You will receive information on the first day of class about restaurants in the area. Instructions on how to file the required training office Travel Expense Claims will be given prior to the last day of training. Training will reimburse those participants that meet the meal reimbursement requirement from lunch on the first day of training through lunch on the last day of training. Reimbursement rate 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)
7. 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.
8. TRAINING MATERIALS: May be made available to you at both your unit and the McClellan Training Center. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for note taking and convenience in handling materials.
9. 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.
10. CELL PHONES: As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Please limit those calls to your breaks.
11. TELEPHONE: Your on-site coordinator is Ann Fry, cell phone (916) 275-0062.
12. ADDRESS: McClellan Training Center/SMCC, 4940 Lang Ave, McClellan, CA 95652 (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

- Left on Lang 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 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.

#### 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 program syllabus prior to your arrival at the Training Center.

\_\_\_\_\_2. Complete the following pre-training assignments:

See pre-training assignment on page 6 of the syllabus.

\_\_\_\_\_3. Arrange your travel through your Unit/Office.

\_\_\_\_\_4. Bring the following with you to training:

Program syllabus.

Professional business attire (**uniforms are not required for this program**).

Pens and pencils.

**MUSEUM COLLECTIONS MANAGEMENT FOR CURATORS AND  
DESIGNATED COLLECTIONS MANAGERS ADVANCED GROUP 1**

**PRE-TRAINING ASSIGNMENT**

PRE-ASSIGNMENT – Number 1

TOPIC: SUBMIT QUESTION to [Paulette.Hennum@parks.ca.gov](mailto:Paulette.Hennum@parks.ca.gov)

DUE DATE: **January 7, 2015**

Submit a brief description of a collections management challenge or problem you are facing and need some help with. Topics can include questions on ethical issues, deaccession dilemmas, TMS, policy and procedural matters, how to handle and store unusual collections etc.

A selection of these challenges (depending on the complexity of submissions) will be used in the Collections Clinic exercise. During the Clinic, teams of museum collections professionals (you!) will be assigned to analyze problems, determine ways to approach them and recommend potential solutions.

PRE-ASSIGNMENT – Number 2

TOPIC: READ REPORT

DUE DATE: January 12, 2015

Read the *Foresight Research Report: Collections and Assets in Museums* found at: [www.calmuseums.org/leadersofthefuture](http://www.calmuseums.org/leadersofthefuture) . Scroll down to the center of the page and access “Collections and Assets in Museums”.



**MUSEUM COLLECTIONS MANAGEMENT FOR CURATORS AND  
DESIGNATED COLLECTIONS MANAGERS ADVANCED GROUP 1**

**January 12, 2015- January 16, 2015**

**AGENDA**

**Monday**

**January 12**

8:00-12:00	Travel and Registration: <i>(Check-in at the hotel)</i>	All
12:00-1:00	<i>Lunch</i>	
1:00-2:00	Introductions and Agenda Review	All
2:00-4:00	Intro & Tour of Statewide Museum Collections Center	McGuire/Fry
4:00-5:00	Collections Clinic: Team assignments	Hennum

**Tuesday**

**January 13**

8:00-8:30	Infestation: Taking bugs out of the buggy	SMCC Staff
8:30-10:00	DOM 2000: Museum Collections Management Policy. What's new?	Dillard
10:00-11:00	Deaccession Policy: How and Why?	McGuire/ Carruthers Fry/Conrado
11:00-12:00	Deaccession: Case Studies and Discussion	Lew/Bossarte/Fry
12:00-1:00	<i>Lunch</i>	
1:00-2:00	Intro & Tour of Photographic Archives	Jorae
2:00-3:00	Resources: Funding and Support	Ptomey/TBD
3:00-5:00	Group Work: Collections Clinic	All

**Wednesday**

**January 14**

8:00-9:00	Tour of Archaeology Lab	Fitzgerald
9:00-10:00	Project Management (PM) Basics	Stall
10:00-11:00	PM case study-Adamson House	Brody/ Walton/ Fraser
11:00-12:00	PM case study – Bidwell Mansion	Fraser/ Walton/Bossarte

**MUSEUM COLLECTIONS MANAGEMENT FOR CURATORS AND  
DESIGNATED COLLECTIONS MANAGERS ADVANCED GROUP 1**

**January 12, 2015- January 16, 2015  
AGENDA**

**Wednesday  
January 14**

12:00-1:00	<i>Lunch</i>	
1:00-2:00	Special Events: Policies and Procedures	Brody
2:00-3:00	Special Events Strategies for Mitigating Damages	TBD
3:00-4:00	Here For the Long Haul: Protecting Objects and Long-Term Storage	SMCC Staff
4:00-5:00	Tribal Issues Update	Hartzell/Lindahl

**Thursday  
January 15**

8:00-9:00	Cooperating Associations Overview	Breece
9:00-10:00	Sierra District Cooperating Association: Case Study	Davenport/Doyle
10:00-11:00	Jack London Operating Partner: Case Study	Dodge
11:00-12:00	Cooperating Association & Special Events	TBD
12:00-1:00	<i>Lunch</i>	
1:00-2:00	The Departmental Archives: Standards and Access	Aguilar
2:00-4:00	Collections Clinic: Report from Groups	All
4:00-5:00	Course Evaluation	All

**Friday  
January 16**

08:00-11:30	Strategic Foresight: Guest Speaker	Eriksen
11:30-12:00	Session evaluation and wrap-up	Hennum
12:00-01:00	<i>Lunch</i>	
01:00-05:00	Travel	All

## **MUSEUM COLLECTIONS MANAGEMENT FOR CURATORS AND DESIGNATED COLLECTIONS MANAGERS ADVANCED GROUP 1**

### **INTRODUCTION AND ORIENTATION**

Purpose: Participants meet each other and program coordinators; review program content and logistics.

Performance Objectives: By the close of the session the participant will

1. Discuss the course content, expectations of class participation, and means of evaluation.

### **INTRODUCTION TO THE NEW AND IMPROVED STATEWIDE MUSEUM COLLECTIONS CENTER (SMCC): WHAT CAN WE DO FOR YOU?**

Purpose: Participants are informed of the mission of the SMCC, its enhanced preservation features and the expanded services it can provide.

Performance Objectives: By the close of the session the participant will

1. Observe the facility's enhanced physical improvements.
2. Identify the mission of the SMCC and recognize the services it offers to the field.

### **COLLECTIONS CLINIC**

Purpose: Teams of participants assess collections management problems submitted by the field.

Performance Objectives: By the close of the session the participant will

1. Analyze collections management problems.
2. Identify potential solutions.
3. Present team recommendations to the class.

### **INFESTATION!**

Purpose: Demonstrate how a recently discovered pest infestation was detected and managed.

Performance Objectives: By the close of the session the participant will

1. Recognize the signs of infestation and potential damage to museum collections
2. Identify appropriate responses to limit further damage to collections.

### **THE NEW DOM 2000: REVISED MUSEUM COLLECTIONS MANAGEMENT POLICY**

Purpose: Review recent proposed revisions to DOM 2000 (Museum Collections Management) and how and why they were made.

Performance Objectives: By the close of the session the participant will

1. Discuss proposed changes to DOM 2000.
2. Suggest additional changes or alternatives.

### **DEACCESSION DISCUSSION/CASE STUDIES**

Purpose: Review the Department's recently-revised deaccession policy and use case studies to determine how the policy has been implemented and if it is working.

Performance Objectives: By the close of the session the participant will

1. Recognize recent revisions made to the deaccession policy.
2. Identify why the revisions were made to the deaccession policy.

### **THE NEW AND IMPROVED PHOTOGRAPHIC ARCHIVES**

Purpose: Tour the collections and find out about resources available in the PA in the new, improved environment at the SMCC.

Performance Objectives: By the close of the session the participant will

1. Discuss the PA's mission, holdings and collecting goals.
2. Describe the services offered by the PA.
3. Observe the enhanced housing and work areas.

### **RESOURCES FOR SUPPORT AND FUNDING**

Purpose: Introduce sources for various types of support and funding for museum collections management projects.

Performance Objectives: By the close of the session the participant will

1. Know about benefits associated with professional membership organizations.

2. Be familiar with several internship programs.
3. Recognize potential funding sources within DPR.

### **COLLECTIONS CLINIC – WORK TIME**

Purpose: Allow time for teams to analyze assigned scenarios and to brainstorm as a group.

Performance Objectives: By the close of the session the participant will

1. Work in teams to assess a given collections management scenario and propose an appropriate response or course of action.

### **HERE FOR THE LONG HAUL: PROTECTING OBJECTS AND LONG-TERM STORAGE**

Purpose: Present shipping crates and other packing methods developed for the move to the SMCC as viable long-term storage environments for collections.

Performance Objectives: By the close of the session the participant will

1. Recognize the features, costs, benefits and risks of retaining shipping crates for long-term storage.
2. Discuss the role that barcoding plays in this scenario.

### **UPDATE ON TRIBAL ISSUES**

Purpose: Provide participants with updated information regarding a variety of Indian issues related to museums and/or collections management.

Performance Objectives: By the close of the session the participant will

1. Identify the status of DPR's repatriation program, consultation efforts, Tribal Liaisons, California Indian Heritage Center.

### **COOPERATING ASSOCIATIONS: AN OVERVIEW**

Purpose: Inform participants about the Department's Cooperating Associations.

Performance Objectives: By the close of the session the participant will

1. Recognize how and why CAs are formed.
2. Recognize the variety and significance of their roles in State Parks and the complexity of these relationships.

## **STRATEGIC FORESIGHT: TECHNIQUES TO NAVIGATE CHANGE**

Purpose: Introduce concept of strategic foresight and examine how museum professionals can play a role in responding to, and preparing for, continual change.

Performance Objectives: By the close of the session the participant will

1. Recognize strategic foresight as a technique.
2. Identify emerging trends that will affect our work.
3. Identify ways in which futures-thinking can be successfully integrated into daily operations.

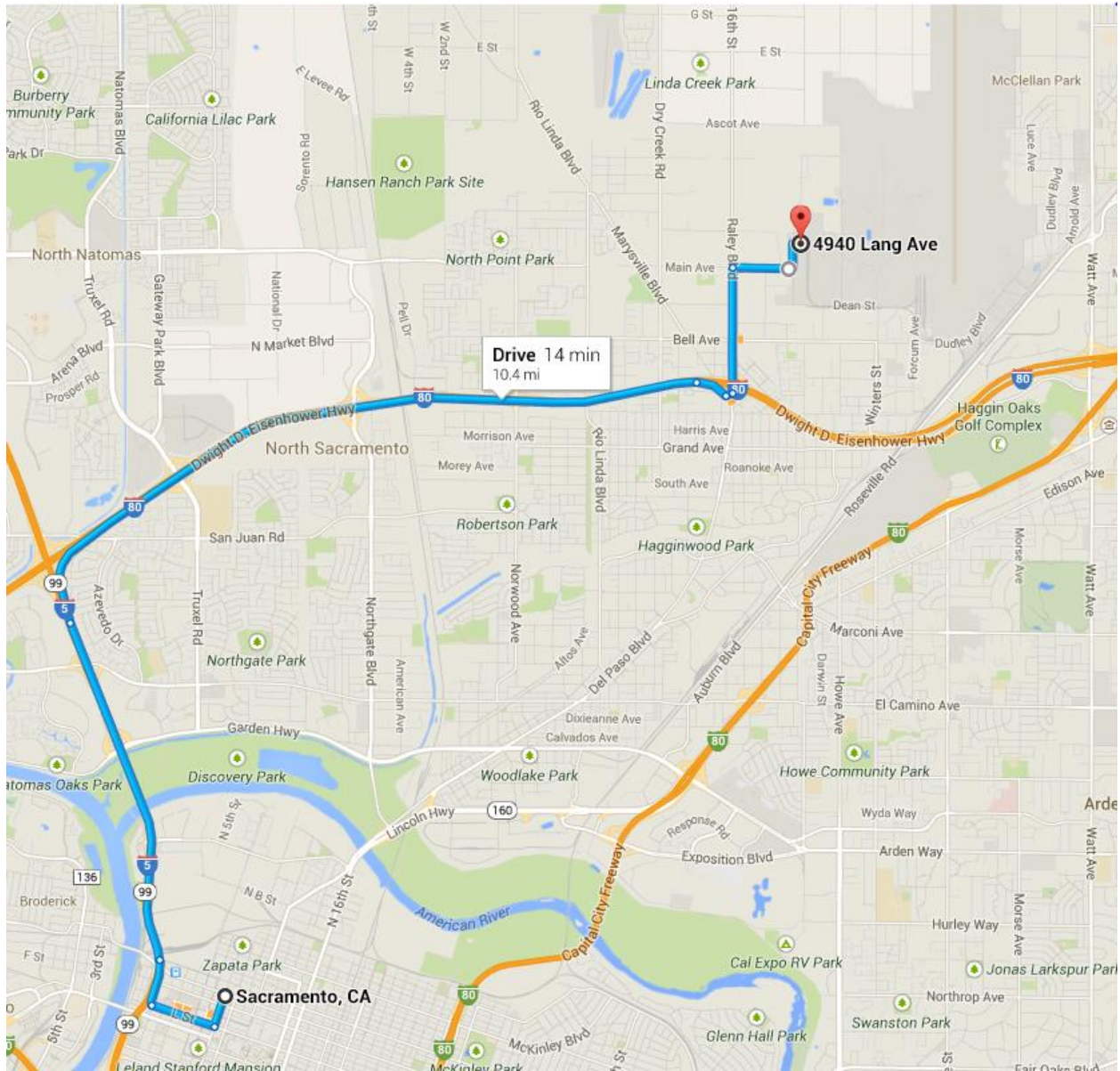
## **WRAP-UP AND EVALUATIONS**

Purpose: Participants will critique the presentation.

Performance Objectives: By the close of the session the participant will

1. Evaluate the overall course content and presentation.

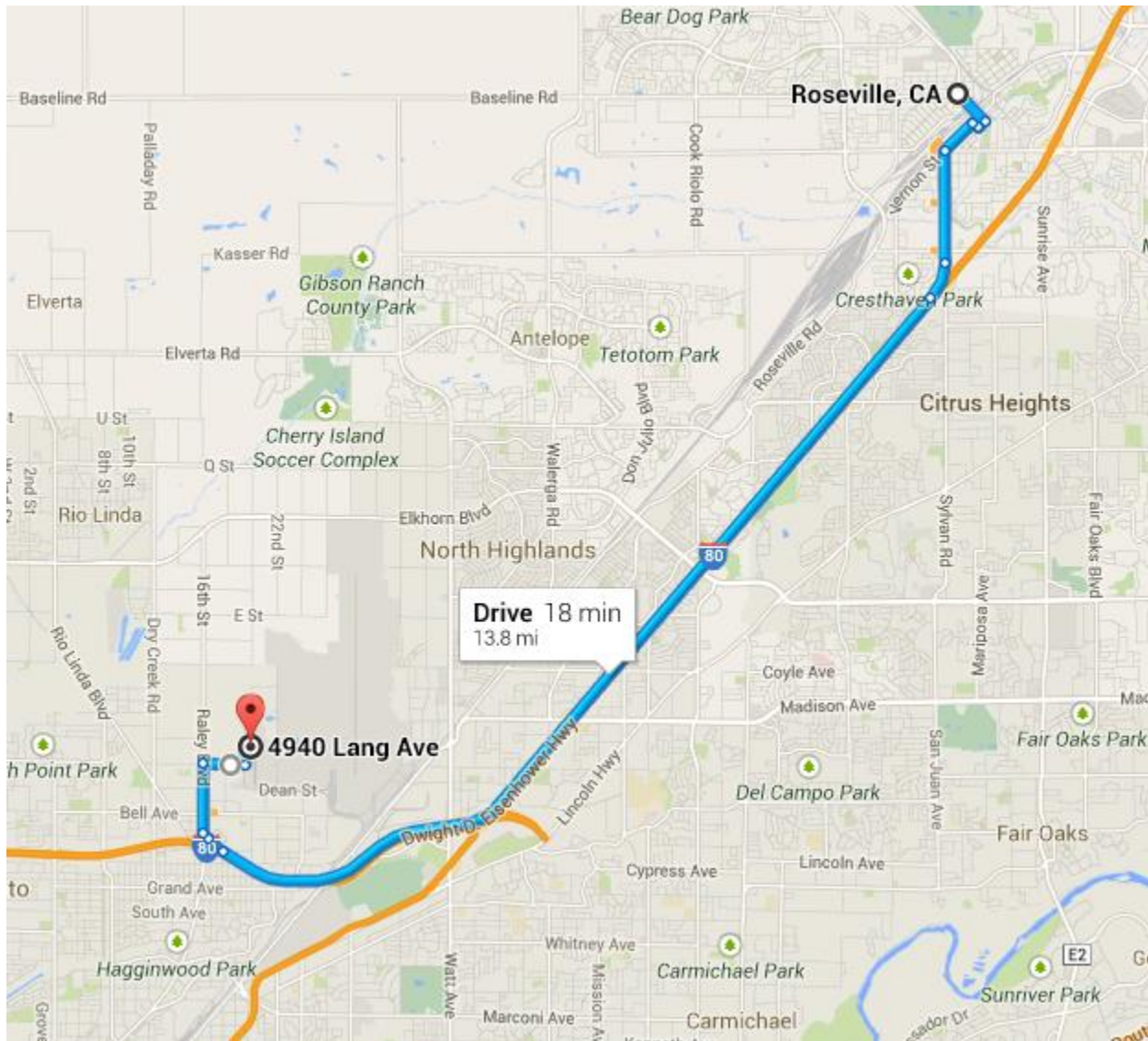
# Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



## 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



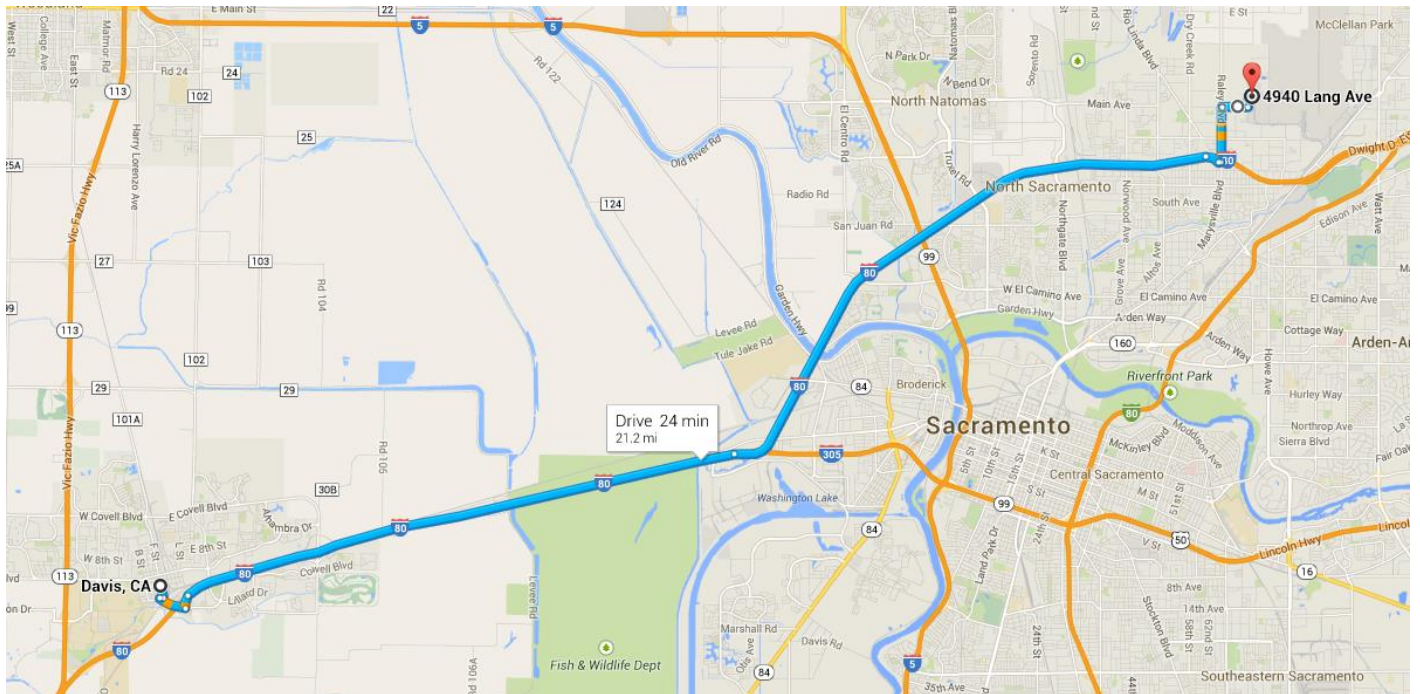
### From Roseville, CA

- 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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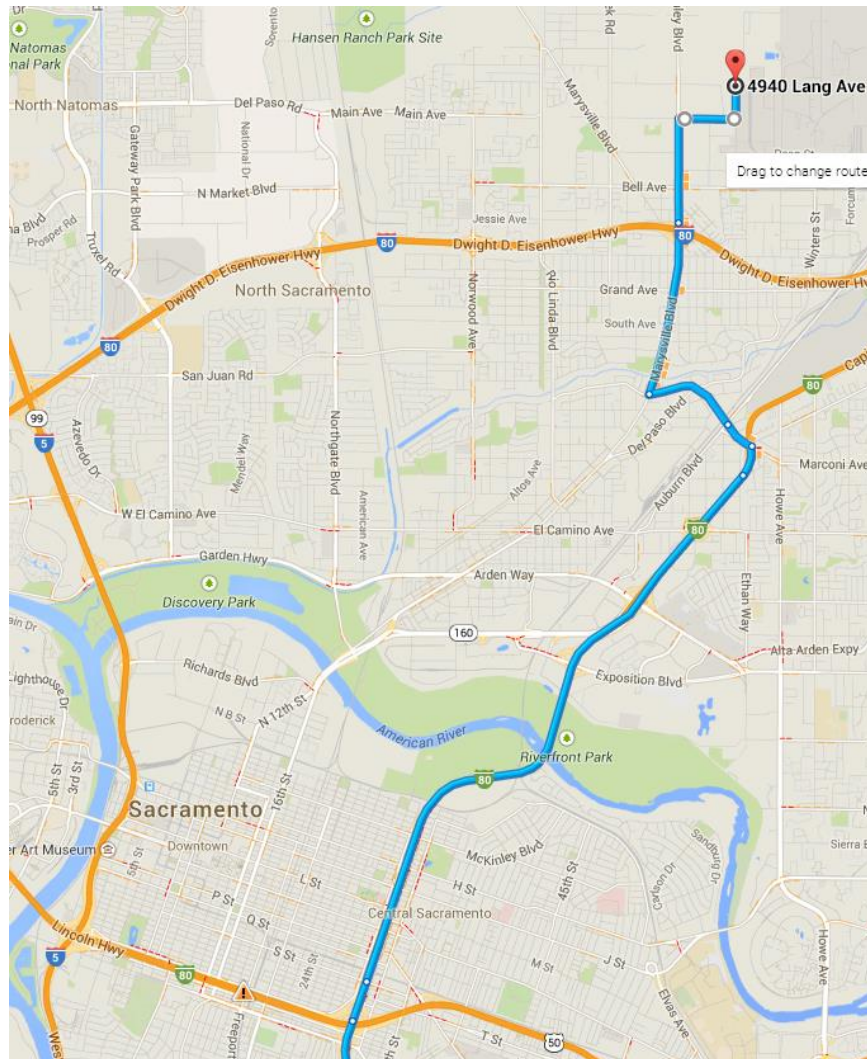
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## From Davis, CA

- 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.

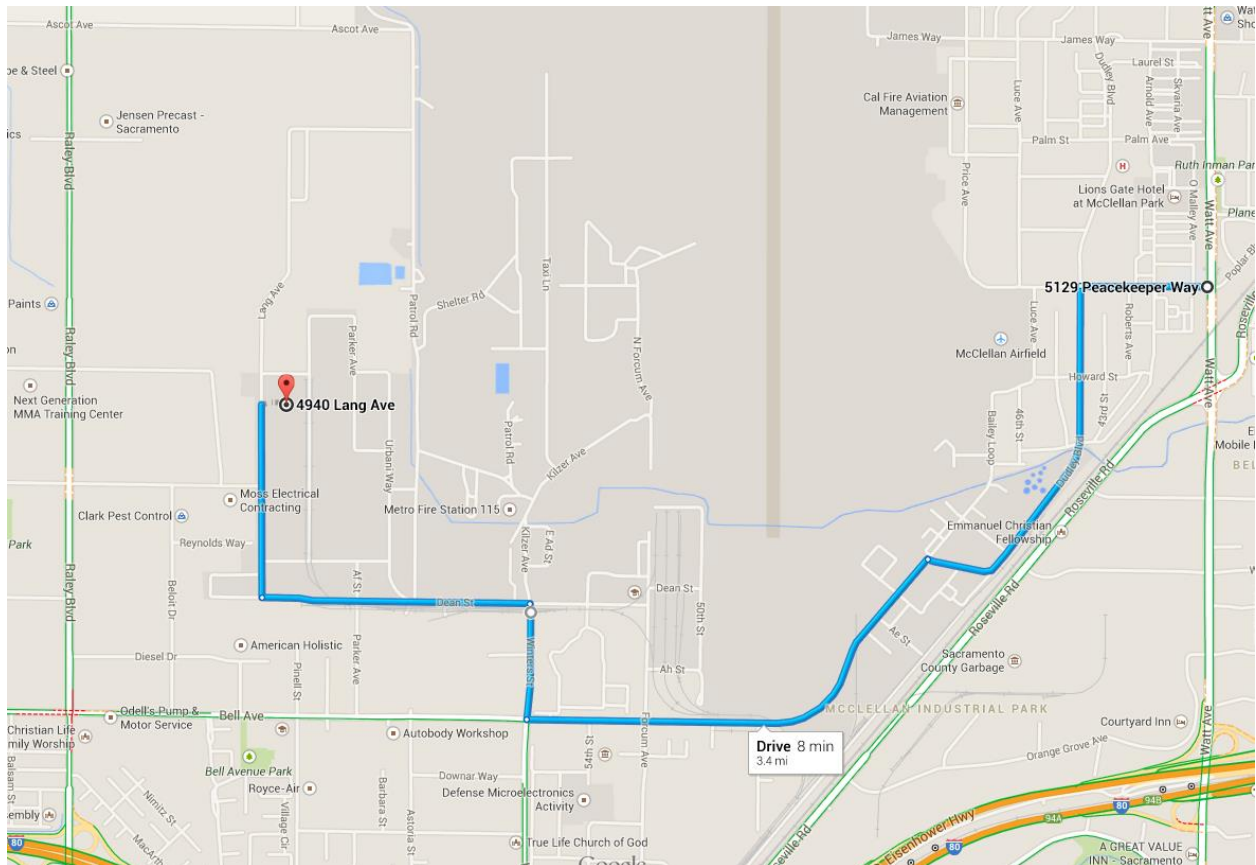
# Directions to California Statewide Museum Collections Center 4940 Lang Avenue McClellan Park, CA 95652



## 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

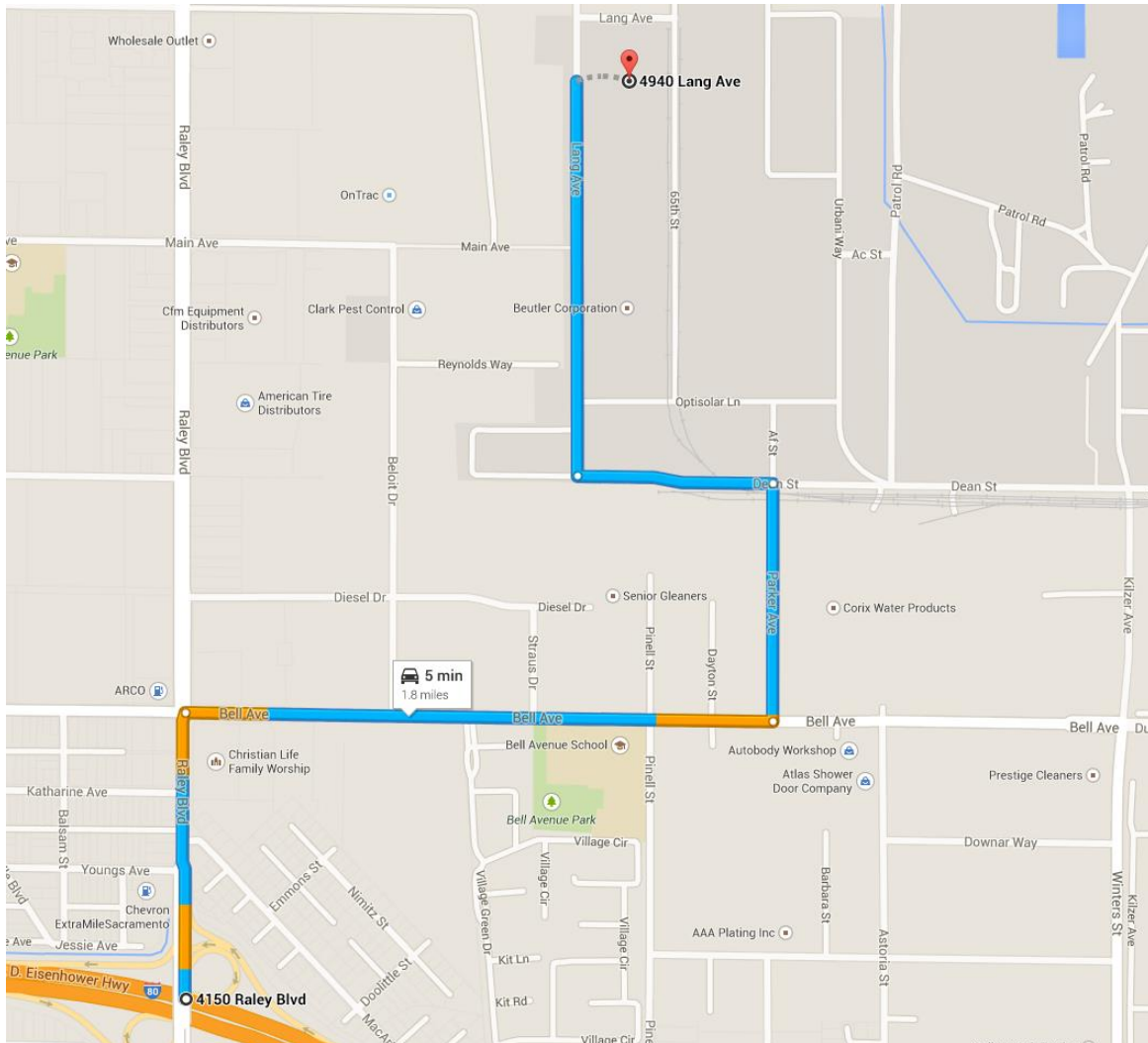


## **From Watt Ave / East side of McClellan Business Park**

- 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.**
-