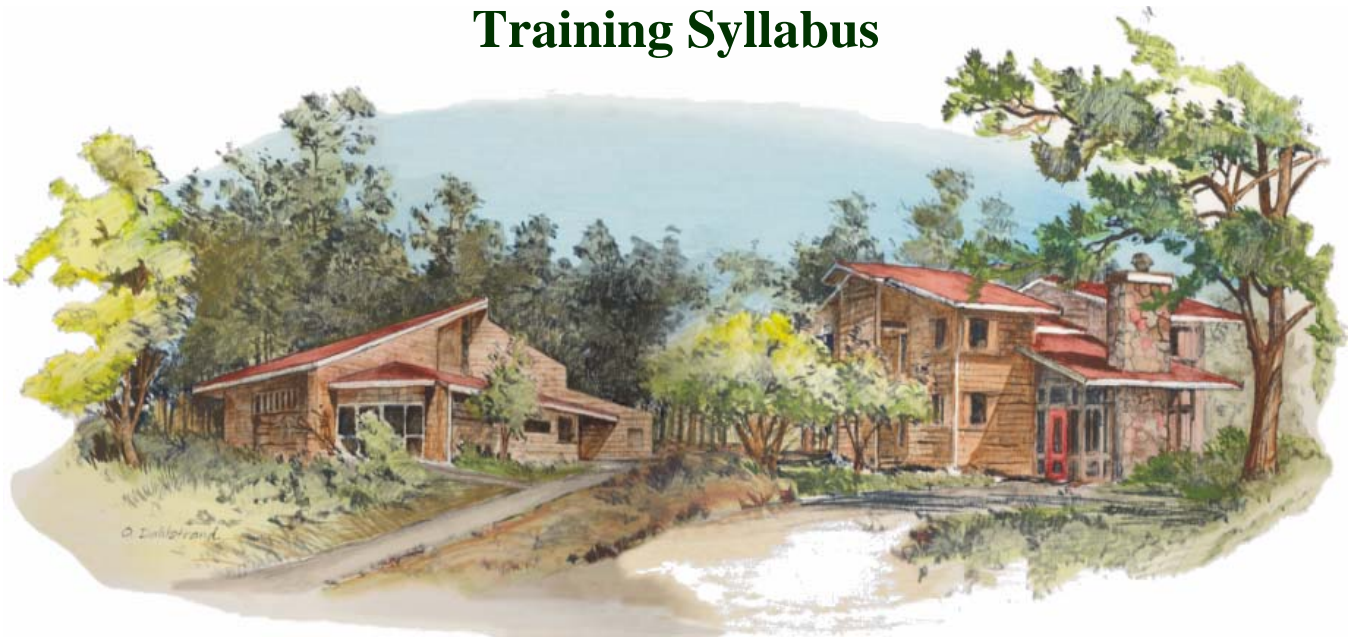


MUSEUM COLLECTIONS MANAGEMENT BASIC

October 22-27, 2006

Training Syllabus



William Penn Mott Jr. Training Center



Memorandum

Date: September 20, 2006
To: Supervisor
From: Department of Parks and Recreation
William Penn Mott Jr. Training Center
Subject: Museum Collections Management Basic

An employee from your office will soon be attending the formal training program described in the attached. Please insure 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.

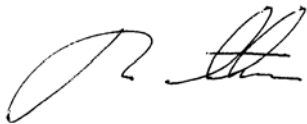
Immediately Following Attendance

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 and review the due date of the Post-Training Evaluation form.
3. Support the employee's use of the training at the work place.

Prior to Three Months Following Training

1. Employee after discussion with the supervisor login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.
2. Supervisor evaluates the effectiveness of the training on the employee's job performance and login to the ETMS to complete the Training Effectiveness Assessment form.

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



Broc E. Stenman
Department Training Officer

Attachment

cc: Participant

TABLE OF CONTENTS

Formal Training Guidelines	1
Post-Training Assignment	4
Attendance Checklist.....	5
Pre-Training Assignments	6
Agenda.....	7
Program Outline	9
Performance Objectives	10
Location Maps.....	20

***Mission Statement
Training Office***

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

MOTT TRAINING CENTER STAFF

Broc Stenman Department Training Officer
Michael Green..... Assistant Department Training Officer
Joanne Danielson Academy Coordinator
Chuck Combs..... Training Specialist
Dave Galanti Training Specialist
Michelle Gardner Cadet Training Officer
Connie Breakfield..... Cadet Training Officer
Pat Bost Assistant Program Coordinator
Pamela Yaeger Assistant Program Coordinator
Bill Spencer Assistant Program Coordinator
Summer Kincaid..... Assistant Program Coordinator
Brian Petersen Program Assistant

THE MISSION

of the California Department of Parks and Recreation 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

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 Training Center. The Department strives to provide you with formal training of the highest quality. This fact demonstrates the commitment your Department has made to you in your service 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 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). You should print a copy of the syllabus to bring with you to class. Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.
2. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments (other than reading) which involve either individual or group efforts and resources. (Pre-training assignments, if any, are listed in the "Training Attendance Requirements" section.)
3. **TRAVEL:** Arrange your travel to and from Sonora 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.) Individuals are entitled to claim the Incidental Allowance as outlined in DAM 0410.5. **Car Pooling:** Please arrange to car pool with neighboring attendees to

the Sonora/Columbia area if possible. The Training Center vans will be transporting you to and from the training site on a daily basis.

4. **HOUSING:** Reservations have been arranged and rooms paid for at the Country Inn Sonora, 18730 Hwy 108, Sonora, CA. (See location map.) Housing will be assigned to you on a single room basis. Housing will be available from 4:00 p.m. on the date of arrival to 12:00 p.m. on Friday, October 27. This does not preclude staying somewhere else at your own expense. Please advise the Training Coordinator no later than two weeks before your scheduled arrival if you plan to stay at a different location. No animals are permitted. In the event of an emergency, staff must know your room assignment; therefore, you may not switch rooms without staff approval. Overnight guests are not allowed in the buildings unless they are registered. There is a pool that may be used from 8:00 a.m. to 9:00 p.m.
5. **MEALS:** You will be responsible for all meals and reimbursed at the state rate after submitting a Travel Expense Claim (STD 262) to the Mott Training Center. The Country Inn Sonora serves a complimentary continental breakfast and can provide suggestions for meals nearby.
6. **CLOTHING:** Uniforms are not required for this program. Because we are staying at a popular private facility and training at Columbia State Park, we may be interacting with the public. The image that we project as State Park professionals can have a lasting impact on the public. Your attire should be appropriate during on and off duty hours and reflect a professional image.
7. **REGISTRATION:** When you arrive at Country Inn Sonora, go directly to the Registration desk for check in and your room assignment. Early check in may be offered as rooms become available before 4:00 p.m. Rooms are equipped with a telephone. You will need to show a valid credit card to activate your phone. You will be responsible for all phone charges from your room, as well as any other charges to your room.
8. **COURSE LEADERS:** The formal training you will attend is developed and, for the most part, conducted by experienced state park employees in field and staff positions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.
9. **TRAINING CENTER STAFF:** A Training Center staff member has been assigned responsibility for your training group as well as for your training program. During the program, you may be asked to assist Training Center staff in the logistics of your training program (organizing field trip transportation, supervising classroom breaks, etc.). Center staff will do all within their power to make your training experience pleasant and meaningful.
10. **TRAINING MATERIALS:** Materials will be provided by your course leaders.

11. COLLEGE CREDIT: Most Training Center programs are accredited by Monterey Peninsula College for lower division credit. If you successfully complete an accredited program, you will receive either a letter grade or a credit/no-credit designation.
12. FAX: The Training Center's FAX number is 831-649-2824.
13. TRAINING LOCATION: Training will be conducted at Columbia State Historic Park, 22708 Broadway, Columbia, California 95310. Please refer to the location map and directions on the last page of this syllabus. **Important Note: Cell phone reception is poor-to-non-existent in the Sonora/Columbia area.**

POST-TRAINING ASSIGNMENT

Ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee. Then both the supervisor and employee should login to the Employee Training Management System (ETMS) and complete the Post-Training Evaluation form (an email will be sent to both employee and supervisor notifying them that the evaluation needs to be completed). Once you login to the ETMS, you will need to fill out the evaluation form before you will be able to do anything else.

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 training participant, supervisor, and Training Center in providing a return on the investment the Department has on training.

ATTENDANCE CHECKLIST

To assist you in preparation for your formal training session at the Columbia State Historic Park the following checklist is provided:

1. Read and understand the Museum Collections Management Basic syllabus prior to your arrival.

2. Bring the following to training:
 - Training syllabus

 - Uniforms are not required - business casual attire is appropriate

 - Coffee cup

PRE-TRAINING ASSIGNMENTS

1. Please gather the following materials, which are due by October 16, 2006, and mail or fax them to:

Department of Parks and Recreation
Mott Training Center
Attention: Michael Green
P.O. Box 699
Pacific Grove, California 93950
Fax: 831-649-2824

- A one-page description of collections-related work you have done in your park(s) within the last two years.
- A list of three collections challenges or questions you have about collections at your park unit.

GUEST SPEAKERS

**Beverly Perkins, Conservator, Balboa Art Conservation Center, and
California Preservation Program**

MUSEUM COLLECTIONS MANAGEMENT BASIC GROUP 1 – A G E N D A
October 22 – October 27, 2006

Sunday

October 22

1600-	Check-in at the Country Inn Sonora 18730 Hwy 108, Sonora, California	All
-------	---	-----

Monday

October 23

0800-0900	Introduction and Orientation to the Course	Jones/Green
0900-1000	What Do You Value?	Tucker
1000-1100	An Overview of DPR Museum Collections: What Do We Have, How Much, and Where Did It Come From?	Jones
1100-1200	Roles and Responsibilities of DPR Museum Collections Managers	Jones
1200-1300	Lunch	
1300-1400	Museum Security	Quist
1400-1500	One Block at a Time: Columbia's Renovation Projects	Columbia Staff
1500-1700	Living in the Past: The Challenge of Historic Site Occupation	Columbia Staff

Tuesday

October 24

0800-1000	DPR Museum Registration System: Documentation of Gifts, Loans, Transfers, and other Collection Activities	Yeung
1000-1100	Solutions: A Tour of the Tin Barn	Baker
1100-1200	The Museum Environment	Swiden
1200-1300	Lunch	
1300-1400	Current News for Collection Management in Parks	Grenbeaux
1400-1500	Integrated Pest Management	Swiden
1500-1600	Care and Handling of Museum Objects	Swiden/Metraux
1600-1700	Packing and Storage	Metraux

Wednesday

October 25

0800-1000	Electronic Cataloging and the Museum System	Yeung
1000-1100	Ethics and Professional Conduct	Grenbeaux
1100-1200	Legal Matters and Museum Collections: What You Need to Know	Hennum
1200-1300	Lunch	
1300-1400	Applying Catalog Numbers to Objects	Yeung
1400-1500	Museum Collections Facility Index, the MCFI	Ronning
1500-1700	Practical Exercise: MCFI Survey	Ronning

MUSEUM COLLECTIONS MANAGEMENT BASIC GROUP 1 – A G E N D A
October 22 – October 27, 2006

Thursday
October 26

0800-0900	Archival Collections: What Do You Know That's Worth Saving?	Yturralde
0900-1100	Scope of Collections Statement: Why You Need One and What It Can Do For You	Hennum
1100-1200	Put Your Knowledge to Work: Group Exercise	Yeung
1200-1300	Lunch	
1300-1500	Low-Cost Exhibit Improvements	Stiny/Renato Consolini
1500-1600	Preventive Conservation	Lefebvre/Smyth
1600-1700	Giant Eggs: Caring for Your Biggest Objects	Jones

Friday
October 27

0800-1130	In an Emergency: Disaster Preparedness and Response	Perkins
1130-1200	Wrap-up and Evaluations	Jones

MUSEUM COLLECTIONS MANAGEMENT BASIC

PROGRAM OUTLINE	HOURS
<u>INTRODUCTION, ORIENTATION, CONCLUSION AND EVALUATION</u>	1.5
<u>MUSEUM COLLECTIONS MANAGEMENT</u>	27.5
What Do You Value.....	
An Overview of DPR Museum Collections	
Roles and Responsibilities of DPR Museum Collections Managers.....	
Scope of Collections Statements: Why You Need One.....	
Legal Matters and Museum Collections, What You Need To Know	
Museum Security	
Ethics and Professional Conduct	
DPR Museum Registration System: Documentation.....	
Applying Catalog Numbers to Objects.....	
The Museum Environment	
Integrated Pest Management.....	
Care and Handling of Museum Objects.....	
Packing and Storage	
Electronic Cataloging and the Museum System.....	
Museum Collections Facility Index, the MCFI	
Exercise: MCFI Survey.....	
Archival Collections: What Do You Know That's Worth Saving?.....	
Preventive Conservation	
Giant Eggs: Caring for Your Biggest Objects	
In an Emergency: Disaster Preparedness and Response.....	
Put Your Knowledge to Work: Group Exercise.....	
<u>MUSEUM COLLECTION MANAGEMENT IN THE HISTORIC ENVIRONMENT</u>	7
Current News for Collection Management in Parks.....	
Low-cost Exhibit Improvements	
One Block At a Time, Columbia's Restoration	
The Challenge of Historic Site Occupation.....	
Tin Barn Artifact Storage Space; the Controlled Environment.....	
Total Hours	36

MUSEUM COLLECTIONS MANAGEMENT BASIC

INTRODUCTION AND ORIENTATION

Purpose: Participants will meet each other and the program coordinators, review program content, and share expectations. Class registration materials will be completed.

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

1. Review the content of the course, expectations of class participation, and means of evaluation.
2. Complete Monterey Peninsula College registration forms and other Training Center requirements.

WHAT DO YOU VALUE?

Purpose: Participants will learn about the elements that make up “value” associated with physical objects.

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

1. Discuss the role that rarity, association with sites, events and people, maker and other elements play in creating “value” associated with museum objects.
2. Recognize the critical role that such information plays in museum collectionS management.
3. Review the importance of documenting and interpreting museum collections.

AN OVERVIEW OF DPR MUSEUM COLLECTIONS: WHAT DO WE HAVE, HOW MUCH AND WHERE DID IT COME FROM?

Purpose: Participants will review the variety, nature and number of objects collected by the Department, and the history and purpose of individual park collections.

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

1. Discuss the variety, distribution and size of museum collections within the State Park system.
2. Review the Department’s history of collecting and preservation.

ROLES AND RESPONSIBILITIES OF DPR MUSEUM COLLECTIONS MANAGERS

Purpose: To acquaint students with tasks, goals and roles within Museum Collections Management, and the chain of responsibilities.

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

1. Review his/her own collections management responsibilities.
2. Identify the roles and responsibilities of staff at the unit, District, Service Center and Cultural Resource Division levels in relation to the Department's Collections.
3. Identify DPR's policies and management goals for the Department's Museum Collections Program.
4. Identify resources available to assist them in carrying out their responsibilities.

ONE BLOCK AT A TIME: COLUMBIA'S RESTORATION PROJECTS

Purpose: Participants will tour a major historic site restoration and stabilization project, and learn of some of the techniques and materials used in such work.

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

1. Discuss the complexities of a major historic site renovation.
2. Demonstrate knowledge of pitfalls and legal requirements.
3. Discuss parameters for altering historic fabric and when sites must be adapted to meet current law.

MUSEUM SECURITY: THE BASICS

Purpose: Participants will understand the principles which guide security in museums.

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

1. Identify common security threats and common mitigation techniques.
2. Demonstrate knowledge of procedures for responding to suspected or real security breaches.
3. Discuss the collections manager's role in providing adequate security in the museum setting and know where and how to obtain assistance on security matters.

LIVING IN THE PAST: THE CHALLENGES OF HISTORIC SITE OCCUPATION

Purpose: To introduce participants to the Department's past challenges regarding collections policy and provide methods for effective museum collection techniques through professionalism and teamwork.

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

1. Demonstrate knowledge of the interests and skill-sets that need to be represented on a team, and understand how the various roles may overlap and interact.
2. Review challenges and legal requirements that must be met in occupying, protecting, stabilizing, restoring or altering historic sites and features.
3. Recognize the sometimes conflicting needs in preservation work, and demonstrate how to work toward solutions.
4. Recognize the value and importance of working symbiotically with other park professionals, and the role of contractors in providing specialized expertise.

DPR'S MUSEUM REGISTRATION SYSTEM: DOCUMENTATION

Purpose: To review the Department's registration system for museum collections; procedures for gifts, loans, deaccessions, transfers, and temporary custody; the creation of object records; and the recording of inventories.

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

1. Discuss correct procedures for acquiring objects and documenting legal title.
2. Perform preliminary assessments of loan requests.
3. Review methods for registering and documenting individual objects.
4. Review methods for documenting transfers of objects within DPR and note current locations.
5. Review specific techniques for creating a photographic record of museum objects.
6. Discuss a strategy for setting-up or reconciling museum collection records at participant's own park.

SOLUTIONS: A TOUR OF THE TIN BARN

Purpose: To show participants a high quality museum artifact storage facility, and how it was created within a historic building.

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

1. Review the important systems, from work space to climate control, security to shelving.
2. Discuss the pros and cons of creating an envelope environment within a historic structure.
3. Discuss why a well-designed facility is an integral part of a successful collection management program.

THE MUSEUM ENVIRONMENT

Purpose: To provide an understanding of the impact of environmental conditions on museum objects, and important steps to take to minimize or eliminate damaging factors.

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

1. Review the affects of humidity, UV, temperature, off-gassing and other risks to museum objects.
2. Identify basic strategies to prevent damage and the importance of sound exhibit and storage design.
3. Identify sources for materials and assistance in providing improved environmental conditions for collections.

WHAT'S COMING UP FOR COLLECTIONS MANAGEMENT IN DPR

Purpose: To provide participants with the latest directions and upcoming work in collections management, and afford them the opportunity to ask questions of the Chief of Museum Collections.

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

1. Discuss trends, initiatives, Deferred Maintenance and other matters affecting museum collections managers throughout the state.

INTEGRATED PEST MANAGEMENT

Purpose: To provide an overview of pest problems in collections, identify typical threats, and learn appropriate actions and preventive measures to take to protect the collections.

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

1. Identify the signs of the most common pest problems.
2. Review appropriate measures to prevent and correct such problems.
3. Discuss when and where to turn for help in serious situations.

CARE AND HANDLING OF MUSEUM OBJECTS

Purpose: To acquaint participants with proper procedures to safely handle and care for museum objects.

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

1. Recognize the steps to take before handling objects to prevent physical injury.
2. Identify the procedures to follow to prevent damage and loss of the objects.
3. Review techniques to use to safely move different kinds of objects.

PACKING AND STORAGE

Purpose: To acquaint collection managers with safe materials, products and techniques to use in packing and storing collection objects.

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

1. Identify dangerous materials and situations to avoid, appropriate storage systems and containers, and safe materials to use in packing and storing museum collections.
2. Discuss techniques and organizational methods of packing and storing objects to minimize deterioration and damage.

ELECTRONIC CATALOGING AND THE MUSEUM SYSTEM - TMS

Purpose: Participants will be introduced to TMS, the software program used for museum collections management by DPR.

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

1. Discuss TMS and identify its strengths and limitations.
2. Review the benefits of statewide TMS.
3. Identify the role of Museum Services in providing technical support and other assistance needed by TMS users.

ETHICS AND PROFESSIONAL CONDUCT

Purpose: To review codes of ethics developed by professional organizations. Discuss ethics as they apply to individuals, conflicts of interest and guidelines for ethical conduct.

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

1. Discuss the prevailing ethical standards of the museum profession.
2. Identify the correct procedure to follow if there is a potential conflict of interest.

LEGAL MATTERS AND MUSEUMS: WHAT YOU NEED TO KNOW

Purpose: To acquaint participants with the legal issues affecting collections and museums, and how to avoid common problems.

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

1. Evaluate the legal requirements and issues affecting acquiring, de-accessioning, storing, lending, and exhibiting museum objects.
2. Review the resources available to help them when legal issues arise.

APPLYING CATALOG NUMBERS TO OBJECTS

Purpose: To provide an opportunity to practice the application of catalog numbers to non-museum objects and develop skill and technique in application.

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

1. Successfully apply catalog numbers to a variety of materials.
2. Demonstrated how to avoid common pitfalls of application methods and materials.

MUSEUM COLLECTION FACILITY INDEX: THE MCFI

Purpose: To acquaint collection managers with the Museum Collection Facility Index form, its purpose and use in DPR.

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

1. Discuss why the form is used, their role in completing it, and how it fits into the Department's Mission.
2. Anticipate the many questions, demonstrate how to answer them accurately, and how to ensure consistency in their annual survey.

EXERCISE: DOING A MCFI SURVEY

Purpose: To provide practice for the participants in accurately completing the MCFI survey form.

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

1. Evaluate a museum collection facility area by using the MCFI form.
2. Successfully complete a MCFI survey.

ARCHIVAL COLLECTIONS: WHAT DO YOU KNOW THAT'S WORTH SAVING?

Purpose: To introduce participants to the issues and challenges of managing archival collections.

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

1. Differentiate between archival and non-archival materials.
2. Identify some major differences in the way archival materials are acquired, cared for, and preserved.
3. Recognize some of the major issues relating to the "archives of the future."

GIANT EGGS: TAKING CARE OF YOUR BIGGEST OBJECTS

Purpose: To teach participants the key skills involved in protecting and preserving extremely large museum objects.

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

1. Recognize the minimum environmental requirements for storing or exhibiting large objects.
2. Discuss the most common threats to their survival.
3. Review how to have such objects moved safely and conserved appropriately.
4. Discuss the critical role interpretation plays in their survival.

SCOPE OF COLLECTIONS STATEMENTS: WHAT THEY ARE AND WHY YOU NEED ONE

Purpose: Participants will understand the primary purpose of a Scope of Collections Statement, and be familiar with ones prepared for sample historic units.

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

1. Discuss the value of and need for a Scope of Collections Statement.
2. Identify a Scope of Collections Statement from historic units.
3. Discuss how to avoid common mistakes and pitfalls in preparing these documents.

LOW COST EXHIBIT IMPROVEMENTS

Purpose: To acquaint collection managers with low cost exhibit improvements.

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

1. Review techniques for concealing or enhancing details in functional design considerations.
2. Discuss the importance and advantages of using various materials in exhibit applications.

PREVENTIVE CONSERVATION

Purpose: Participants will understand the meaning of “conservation” in a museum setting.

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

1. Identify the difference between conservators and restorers, conservation and restoration.
2. Review where and how to find qualified conservators.
3. Anticipate what to expect when contracting for conservation work.
4. Review methods for obtaining funding for conservation and what paperwork is required.

PREPARING FOR THE WORST: DEVELOPING COLLECTION PRIORITIES

Purpose: To acquaint collection managers with the principles of disaster preparedness, and setting priorities in collection rescue and triage.

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

1. Discuss with the elements that dictate priorities in preservation and rescue.
2. Review the principals of disaster preparedness in collection management.

IN AN EMERGENCY: DISASTER PREPAREDNESS AND RESPONSE

Purpose: To acquaint collection managers with the elements of a disaster plan, response priorities, resources to have on hand and where and who to ask for help in a disaster.

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

1. Identify the key ingredients of a disaster plan, resources and materials to have ready, and community and professional resources to contact before disaster strikes.
2. Discuss how to activate the plan, the critical actions to take when disaster strikes, and how to ensure recovery and mitigation measures evolve quickly and efficiently.

WRAP-UP AND EVALUATIONS

Purpose: Participants will review the course and evaluate its content.

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

1. Complete an evaluation form on specific sessions.
2. Complete an evaluation form on the overall course content and presentation.

PUT YOUR KNOWLEDGE TO WORK - GROUP EXERCISE

Purpose: To provide practice in selecting appropriate forms, filling them out, and completing other necessary documents used in museum collection management.

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

1. Evaluate typical situations and outline the approach and strategy to accomplish DPR collection management tasks.
2. Complete appropriate forms for basic acquisition and loan activities.

Location Map



Country Inn Sonora
18730 Highway 108
Sonora California
209-984-0315

<http://www.countryinnsonora.com>

