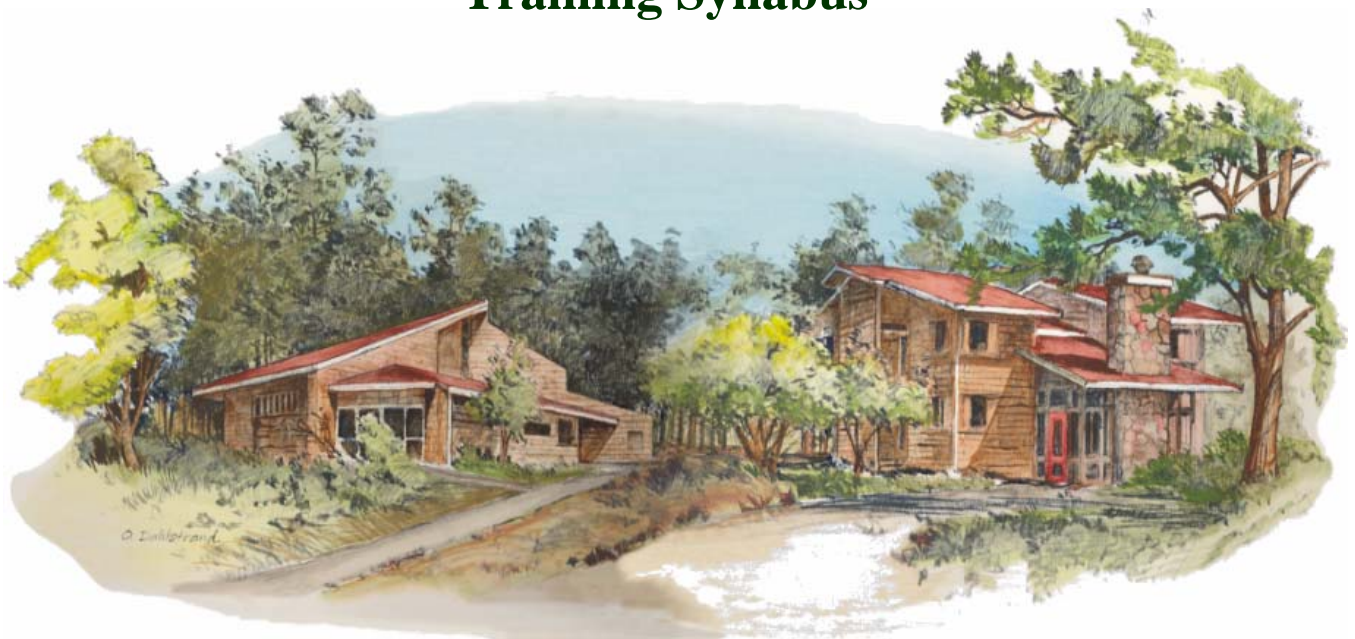


# Museum Collections Management Basic

October 19-24, 2008

Training Syllabus



William Penn Mott Jr. Training Center



# Memorandum

**Date:** September 11, 2008

**To:** Supervisor

**From:** Department of Parks and Recreation  
William Penn Mott Jr. Training Center

**Subject:** Employee Attendance at Formal Training

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.



Tina Williams  
Department Training Officer

Attachment

cc: Participant

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***Mission Statement  
Training Office***

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

## TRAINING CENTER STAFF

Tina Williams.....Department Training Officer  
Pat Bost .....

Office Manager  
Joanne Danielson .....

Academy Coordinator  
Chuck Combs.....Training Specialist  
Sara Skinner .....

Training Specialist  
Dave Galanti .....

Training Specialist  
Summer Kincaid.....Training Specialist  
Connie Breakfield.....Cadet Training Officer  
Matt Cardinet.....Cadet Training Officer  
Pamela Yaeger .....

Assistant Program Coordinator  
Edith Alhambra.....Assistant Program Coordinator  
Bill Spencer.....Assistant Program Coordinator  
Eric Marks .....

Assistant Program Coordinator

## 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

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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 and, most recently, the Two Rivers Training Facility in Sacramento. 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. The syllabus outlines what you can expect from this training and what is expected of you. It also 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. **TRAINING LOCATION:** The training for this program will occur at the Docent Building at Empire Mine State Historic Park located at 10791 East Empire Street, Grass Valley, CA 95945. Directions to the park are provided on page 6 of this syllabus.
2. **SYLLABUS:** The syllabus is now accessible on the Employee Training Management System (ETMS). 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.
3. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading and other assignments in preparation for classroom sessions. Time will be provided

during working hours to accomplish any assignments which involve either individual or group efforts and resources. (Pre-training assignments are listed in the "Training Attendance Requirements" section.)

4. TRAVEL: Arrange your travel to and from 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.) Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.1. The Training Office does not have the capability to provide transportation to or from the Sacramento International Airport.

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.

5. HOUSING: **The Training Office has reserved rooms at the Northern Queen Inn for those participants who will need lodging. You will need to call Eric Marks at 916-319-9653 before September 26, 2008 to secure your lodging. Please state that you are with the Department of Parks and Recreation Museum Collections Management Basic Group 2, and confirm your lodging request. Directions to the Northern Queen Inn can be found on page 5 of this syllabus.**

Your accommodations will be paid for by the Training Section. You may choose to stay in another facility; however, securing lodging at another location will be at the participant's own expense. Housing will be available from 3:00 p.m. on the date of arrival until 12:00 noon on the date of departure. If you need to cancel or change your reservation, you must contact Eric Marks directly. When you arrive at the Northern Queen Inn, go directly to the front desk for your room key.

6. HOUSING CANCELLATION POLICY: **Hotel lodging, registration and associated fees will be charged to the employee's District or Office if a training cancellation is received with less than 72 hours notice.**
7. MEALS: Meals are arranged at the discretion of the participant. The Training Section will reimburse the cost of your meals at the current per diem rate. Send a Travel Expense Claim (Std. 262a) to Mott Training Center for approval and processing. (The Training Center will reimburse meals starting with dinner on the first day and ending with lunch on the last day.)
8. CLOTHING: **Field uniforms are not required.** Professional business attire should be worn.
9. BREAK TIMES: Participants will be given break times throughout the training day to make telephone calls, etc. Please be considerate of your fellow Department employees and other groups working in adjoining spaces by not requesting from them special use of telephones, copiers, fax equipment, etc. In addition, please be

considerate of your fellow employees' work schedules by limiting your visitation to other Department offices during breaks or before or after formal training. Loud conversations, laughter, etc. should not be conducted in the training, hallway or break areas at any time.

10. **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. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.
11. **TRAINING OFFICE STAFF:** Dave Galanti (916-319-9659) has been assigned responsibility for your training group as well as for your training program. During the program, you may be asked to assist the instructing staff in the logistics of your training program; please work with staff to help make your training experience pleasant and meaningful.
12. **TRAINING MATERIALS:** Training materials may be made available to you at both your unit and the training site. 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. **Bring your own pens and pencils.**
13. **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.
14. **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.
15. **TELEPHONE:** Limit phone calls during classroom hours to urgent business or emergencies
16. **COLLEGE CREDIT:** Most Training Office 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.
17. **MPC STUDENT ID:** **If you have filled out an MPC application before, you have already been issued a student ID number to use in lieu of your SSN on future applications. You can obtain your MPC ID number by going to their secure website and providing your SSN number (no name required) and birthdate.**

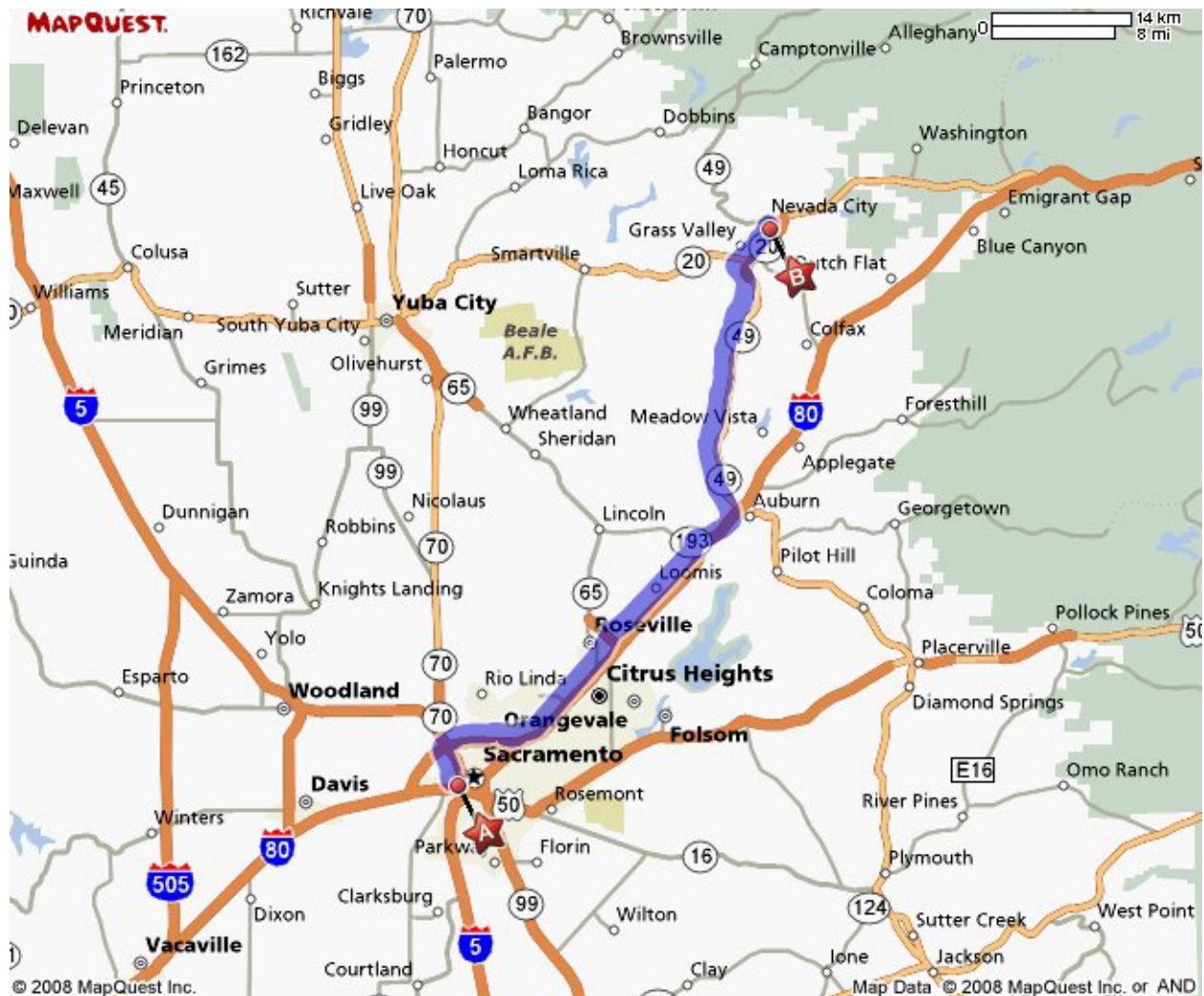
<https://autobahn.mpc.edu/scripts/autobahn.exe/Execute?Application=WebReq&Program=REPORT-SR-FIND-SSN>

**Newcomers to training will still need to provide their SSN on the first MPC application only, after which a student ID number will be assigned and available at the web address above within a few weeks of the program's conclusion. You can store your MPC ID numbers in your ETMS Profile for future reference.**

## DRIVING DIRECTIONS

### Sacramento to Northern Queen Inn:

Take I-80 east towards Reno (about 25 miles). Take the CA-49 exit towards Grass Valley/Placerville. Turn left at CA-193/CA-49. Continue to follow CA-49 (about 27 miles). Take Exit 185B to merge onto Sacramento Street toward Nevada City (about 0.2 miles). Turn right at Railroad Avenue. Arrive at the Northern Queen Inn, 400 Railroad Avenue, Nevada City, CA 95959





## DRIVING DIRECTIONS

### Northern Queen Inn to Empire Mine State Historic Park:

Start out driving northwest on Railroad Avenue toward Sacramento Street. Turn left onto Sacramento Street. Merge onto CA-20 W/CA-49 S via the ramp on the left. Take Exit 182A toward CA-174/Colfax. Turn left onto Bennett Street. Turn slightly right onto Ophir Street. Ophir Street becomes CA-174. Turn right onto East Empire Street. End at Empire Mine State Historic Park. 10791 E. Empire Street, Grass Valley, CA 95945. At the main entrance you will be directed to the Docent Building.



## **PROGRAM ATTENDANCE CHECKLIST**

To assist you in preparation for your formal training session the following checklist is provided:

1. Read and understand the Museum Collections Management Basic syllabus prior to your arrival.
2. Complete the pre-training assignment (see below).
3. Bring the following to training:
  - Training syllabus
  - Uniforms are not required - business casual attire is appropriate
  - Pens and pencils
  - Coffee cup

**If you have questions or need assistance, contact Dave Galanti, Program Coordinator:**

**Phone:** 916-319-9659  
**Fax:** 916-319-9656  
**Email:** dgalanti@parks.ca.gov

## **PRE-TRAINING ASSIGNMENTS**

Please gather the following materials, **which are due by October 6, 2008**, and send them via U.S. Mail or email to:

Wendy Franklin, Manager, Museum Services  
Archaeology, History and Museums Division  
P.O. Box 942896  
Sacramento, CA 94296  
[wfran@parks.ca.gov](mailto:wfran@parks.ca.gov)

1. A brief description of the museum collections in your park, sector, or district.
2. Two questions or issue statements related to the collections you manage.
3. Your park unit's approved Scope of Collections statement, if available.

## **POST-TRAINING ASSIGNMENT**

Prior to 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).

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.

**MUSEUM COLLECTIONS MANAGEMENT BASIC GROUP 2**  
**October 19-24, 2008**

**Sunday**  
**October 19**

1500- Check-in at Northern Queen Inn  
400 Railroad Avenue, Nevada City, CA

**Monday**  
**October 20**

0800-0900	Introduction and Orientation to the Course	Galanti/Jones
0900-1000	An Overview of DPR Museum Collections: What Do We Have and Where Did It Come From?	Jones
1000-1100	Why Museum Collections Matter	Lamb
1100-1200	Roles, Responsibilities and Ethics for Collections Managers	Franklin
1200-1300	Lunch	
1300-1500	Living in the Past: The Challenge of Managing Collections at Historic Sites	Hurley/ Felton/ Dillard
1500-1600	Museum Security	Baker
1600-1700	Scope of Collections Statement: Why You Need One and What It Can Do For You	Hennum

**Tuesday**  
**October 21**

0800-0900	Scope of Collections Exercise	Hennum
0900-1000	Care and Handling of Museum Objects	Swiden/Metraux
1000-1100	The Museum Environment	Swiden/Metraux
1100-1200	Conservation 101	J. Alkons/K. Alkons
1200-1300	Lunch	

**MUSEUM COLLECTIONS MANAGEMENT BASIC GROUP 2**  
**October 19-24, 2008**

1300-1400	The Fine Art of Conservation	J. Alkons/K. Alkons
1400-1500	Applying Catalog Numbers to Objects	Swiden/Metraux
1500-1600	Integrated Pest Management	Swiden/Metraux
1600-1700	Solutions: A Tour of the Map Room Archives	Polanich

**Wednesday**  
**October 22**

0800-0900	Current Issues in Collections Management: Answering Your Questions	Franklin/Jones
0900-1000	The Angora Fire: Evacuating Your Park	Polanich
1000-1100	Fire Suppression in Wildland Urban Interface	Harrison
1100-1200	Travel to South Yuba River State Park	
1200-1300	Lunch	
1300-1400	Demonstration of Thermo-gel	Harrison/Jones
1400-1500	Giant Eggs: Moving Your Biggest Objects	Jones
1500-1600	Travel Back to Empire Mine State Historic Park	
1600-1700	Museum Collections Facility Index (MCFI)	Ronning/Morikawa

**Thursday**  
**October 23**

0800-0900	MCFI Exercise	Ronning/Morikawa
0900-1000	The Museum System (TMS)	Yeung
1000-1100	Museum Registration Part 1: Documenting Gifts and Loans	Fry
1100-1200	Museum Registration Part 2: Transfers, Deaccession and Other Collection Activities	Carruthers

**MUSEUM COLLECTIONS MANAGEMENT BASIC GROUP 2**  
**October 19-24, 2008**

1200-1300	Lunch	
1300-1400	Put Your Knowledge to Work: Museum Registration	Fry/Carruthers
1400-1500	Anoxic Fumigation	Valdez/Stiny
1500-1600	Building Your Exhibit Team	Stiny/Consolini
1600-1700	Legal Matters and What You Need to Know	Hennum

**Friday**  
**October 24**

0800-1130	In an Emergency: Disaster Response Planning	Quist/Franklin
1130-1200	Wrap-up and Evaluations	Jones

## **MUSEUM COLLECTIONS MANAGEMENT BASIC**

### **PROGRAM OUTLINE HOURS**

**INTRODUCTION, ORIENTATION, CONCLUSION AND EVALUATION ..... 1.5**

#### **MUSEUM COLLECTIONS MANAGEMENT**

An Overview of DPR Museum Collections .....	1.0
Why Museum Collections Matter .....	1.0
Roles, Responsibilities and Ethics for Museum Collections Managers.....	1.0
Museum Security .....	1.0
Scope of Collections Statements: Why You Need One and Exercise .....	2.0
Care and Handling of Museum Objects.....	1.0
The Museum Environment.....	1.0
Conservation 101 .....	1.0
The Fine Art of.....	1.0
Introduction to Cataloguing.....	1.0
Integrated Pest Management .....	1.0
Current Issues in Collection Management.....	1.0
The Angora Fire: Evacuating Your Park .....	1.0
Fire Suppression in the Wildland Urban Interface .....	1.0
Demonstration of Thermo-gel .....	1.0
Giant Eggs: Caring for Your Biggest Objects.....	1.0
Museum Collections Facility Index, The MCFI.....	1.0
Exercise: MCFI Survey.....	1.0
The Museum System: TMS .....	1.0
DPR Museum Registration System: Gifts and Loans .....	1.0
Transfers, Deaccession and Other Collection Activities .....	1.0
Put Your Knowledge to Work: Museum Registration.....	1.0
Anoxic Fumigation .....	1.0
Legal Matters and What You Need to Know.....	1.0
In an Emergency: Disaster Response Planning .....	3.5
Travel .....	2.0

#### **MUSEUM COLLECTION MANAGEMENT IN THE HISTORIC ENVIRONMENT**

The Challenge of Managing Collections at Historic Sites .....	2.0
Building Your Exhibit Team .....	1.0
Solutions: A Tour of the Map Room Archives .....	<u>1.0</u>

**Total..... 36.0**



## **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 each participant will

1. Be familiar with 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.

### **AN OVERVIEW OF DPR MUSEUM COLLECTIONS: WHAT DO WE HAVE 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 each participant will

1. Have an awareness and appreciation for the variety, distribution and size of museum collections within the State Park system.
2. Discuss the Department's history of collecting and preservation.

### **WHY MUSEUM COLLECTIONS MATTER**

Purpose: Participants will be introduced to the Archaeology, History and Museums Division Chief, and gain an appreciation for the importance of museum collections in our culture. This session will introduce the participants to the role of the museum collections manager, and the role of the Archaeology, History and Museums Division Chief in preserving, defending, and advocating for museum collections.

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

1. Describe what museum collections provide to our culture.
2. Appreciate the importance of the designated museum collection manager.

3. Recognize the role of the Archaeology, History and Museums Division Chief in preserving, defending, and advocating for museum collections.

### **ROLES, RESPONSIBILITIES AND ETHICS FOR MUSEUM COLLECTIONS MANAGERS**

Purpose: To acquaint students with tasks, goals and roles within museum collections management, and the responsibilities assigned to superintendents, curators, and designated museum collection managers. To acquaint students with DPR's standards of conduct and codes of ethics developed by professional organizations as they apply to individuals, conflicts of interest and guidelines for ethical conduct.

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

1. Define his/her own collections management responsibilities.
2. Discuss and identify the roles and responsibilities of staff at the unit, District, Service Center and Archaeology, History and Museums Division levels in relation to the Department's collections.
3. Be aware of DPR's policies and management goals for the Department's Museum Collections Program.
4. Discuss the prevailing ethical standards of the museum profession.
5. Describe the correct procedure to follow if there is a potential conflict of interest.

### **LIVING IN THE PAST: THE CHALLENGES OF MANAGING MUSEUM COLLECTIONS IN HISTORIC SETTINGS**

Purpose: To acquaint collections managers with the roles and team members that may affect managing their collections at historic sites.

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

1. Identify the interests and skill-sets that cultural specialists provide, and understand how the various roles may overlap and interact with the collection manager's duties.
2. Discuss some of the challenges and legal requirements that must be met in occupying, protecting, stabilizing, restoring or altering historic sites and features to accommodate museum exhibits and special events.
3. Recognize the risks of displaying and using museum objects in a historic setting.

## **MUSEUM SECURITY: THE BASICS**

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

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

1. Be able to identify common security threats and common mitigation techniques.
2. Describe 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.

## **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 each participant will

1. Discuss the value of and need for a Scope of Collections Statement.
2. Be familiar with Scope of Collections Statements from other units.
3. Describe the basic steps for drafting a SOCS for their unit.

## **SCOPE OF COLLECTIONS STATEMENTS EXERCISE**

Purpose: To provide guided practice in writing a Scope of Collections Statement.

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

1. Work with a small group of class participants to analyze the need for a Scope of Collections Statement for a fictional park.
2. Develop a strategy for writing a SOCS for his/her own unit(s).

## **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 each participant will

1. List the steps to take before handling objects to prevent personal injury.
2. Describe the procedures to follow to prevent damage and loss of the objects.
3. Recognize techniques to safely move different kinds of objects.
4. Discuss basic housekeeping practices for museum objects.

## **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 each participant will

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

## **CONSERVATION 101**

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

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

1. Describe the difference between conservators and restorers, conservation and restoration.
2. Discuss the meaning of preventative conservation and learn what steps they can implement on their own.
3. Identify where and how to find qualified conservators.
4. Discuss what to expect when contracting for conservation work.

## **THE FINE ART OF CONSERVATION**

Purpose: Participants will be exposed to the specialized techniques and materials used to conserve fine art.

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

1. Recognize appropriate techniques and materials used in conservation of a variety of art works including paintings and works on paper such as drawings and prints.
2. Describe some basic preventative conservation methods they can use.
3. Appreciate the role that professional conservators play in caring for the public's historic resources.

## **INTRODUCTION TO CATALOGUING**

Purpose: To provide an overview of the cataloguing process and an opportunity to practice the application of catalog numbers to non-museum objects.

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

1. Discuss the principles of describing objects through the cataloguing process and the importance of applying catalog numbers.
2. Successfully apply catalog numbers to a variety of materials.
3. Describe how to avoid common problems in application methods and materials and placement of the numbers.

## **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 each participant will

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

## **SOLUTIONS: A TOUR OF THE MAP ROOM ARCHIVES**

Purpose: To show participants an archives storage facility, and how space was adapted within a historic building.

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

1. Be exposed to the important systems, from work space to climate control, security to shelving.
2. List 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.

## **CURRENT ISSUES IN COLLECTIONS MANAGEMENT: ANSWERING YOUR QUESTIONS**

Purpose: To address the questions and issues raised by the class participants in their pre-training exercises. To apply knowledge and skills gained in the class to collection management issues specific to the participants' park units.

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

1. Discuss the range of collection management issues with California State Parks.
2. List what resources to consult for answers to questions regarding the duties of designated museum collection managers.

## **THE ANGORA FIRE: EVACUATING YOUR COLLECTIONS**

Purpose: Using the Angora Fire as a case study, explore the role of the collections manager when collections are threatened in an emergency situation and understand the critical planning and response needed in a crisis.

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

1. Discuss how the Sierra District collections staff responded to the threat of fire at Emerald Bay State Park.
2. Recognize the necessary steps to take to protect museum collections in an emergency.

## **FIRE SUPPRESSION IN THE WILDLAND URBAN INTERFACE**

Purpose: Introduce participants to the available options for protecting historic structures from wildfire, including vegetation management, water, Class A foam, and Class A gel.

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

1. Discuss the Department's responsibility for protecting historic and non-historic facilities from wildfire.
2. Identify the characteristics of Class A foam and gel and their advantages and risks.
3. Describe how Class A foam or gel could be used to protect a State Park facility.

## **THERMO-GEL SYSTEMS AND DEMONSTRATION**

Purpose: Introduce participants to thermo-gel Class A gel, and a self-contained delivery system in a historic structure with collections.

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

1. Discuss the properties of Class A gel and see it work.
2. Become familiar with a self-contained gel delivery fire suppression system, understand why it was chosen for this particular location, and when it might be an appropriate solution for a DPR park unit.
3. Identify other types of gel delivery systems and understand when they might be an appropriate alternative.

## **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 each participant will

1. Discuss the minimum environmental requirements for storing or exhibiting large objects.
2. List the most common threats to their survival.
3. Describe how to have such objects moved safely and conserved appropriately.

4. Discuss the critical role interpretation plays in their survival.

### **MUSEUM COLLECTION FACILITY INDEX: THE MCFI**

Purpose: To acquaint collections managers with the Museum Collection Facility Index form, its purpose, and the annual requirement for its completion.

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

1. Discuss the purpose of the MCFI survey and how it helps accomplish the Department's mission.
2. Describe the collection manager's role in conducting the survey, how to answer questions accurately, and how to ensure consistency in the 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 each participant will

1. Evaluate a museum collections facility area using the MCFI survey form.
2. Use the MCFI survey to identify and prioritize deficiencies in the museum collections facility area.

### **ELECTRONIC CATALOGUING AND THE MUSEUM SYSTEM (TMS)**

Purpose: To introduce participants to TMS, the museum collections management software used by DPR.

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

1. Discuss TMS and how it is used to manage DPR's museum collections.
2. Describe their responsibilities in becoming TMS proficient in their roles as designated collections managers.
3. Discuss the role of Museum Services in providing technical support.



## **MUSEUM REGISTRATION PART 1: DOCUMENTATION OF GIFTS AND LOANS**

Purpose: To review the Department's procedures for documenting gifts and loans, including the documentation of objects in temporary custody of the park unit.

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

1. Discuss the importance of complete and accurate documentation.
2. List correct procedures for acquiring objects and documenting legal title.
3. Be able to perform preliminary assessments of loan requests.
4. Practice how to complete incoming and outgoing loan documents.

## **MUSEUM REGISTRATION PART 2: DOCUMENTATION OF TRANSFERS, DEACCESSIONS AND OTHER COLLECTION ACTIVITIES**

Purpose: To review the Department's registration system for museum collections; procedures for deaccessions, transfers, and authorization for hands-on use.

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

1. Discuss the importance of complete and accurate documentation.
2. Describe how to document transfers of objects within DPR.
3. Identify the criteria for hands-on use of an object and how to obtain authorization.
4. Explain how to propose an object for deaccession.

## **PUT YOUR KNOWLEDGE TO WORK: MUSEUM REGISTRATION**

Purpose: To obtain hands-on practice with the Department's registration system and forms for museum collections activities, including: gifts, loans, deaccessions, transfers, authorization for hands-on use, and temporary custody.

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

1. Complete a sample document for a gift, loan, deaccession, transfer, authorization for hands-on use, and/or temporary custody.
2. Know how to use the Museum Collections Management Handbook to determine the correct form for each type of activity.

3. Develop a strategy for setting-up or reconciling museum collection records at the participant's own park.

### **ANOXIC FUMIGATION**

Purpose: To demonstrate the technique of anoxic fumigation as a treatment for pest infestation of an artifact.

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

1. Identify the principles of anoxic fumigation as a treatment for pest infestations.
2. Discuss the methods and materials used in anoxic fumigation.
3. Describe what type of artifacts can be treated with anoxic fumigation.

### **BUILDING YOUR EXHIBIT TEAM**

Purpose: To acquaint collections managers with the roles and responsibilities required for designing and installing an exhibit.

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

1. Describe the key roles in designing and installing an exhibit.
2. Identify appropriate roles for a collection manager or curator in the exhibit process.
3. Describe how the roles interact, the talents and skills that are needed, and the importance of pre-planning, good preparation, and thorough communication.

### **LEGAL MATTERS AND MUSEUMS: WHAT YOU NEED TO KNOW**

Purpose: To acquaint participants with some legal issues that affect collections and museums including: NAGPRA, intellectual property, and public information requests.

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

1. Discuss the legal requirements and issues affecting a range of museum collections management functions.
2. Describe the resources available to help when legal issues arise.

## **IN AN EMERGENCY: DISASTER RESPONSE PLANNING**

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

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

1. Describe the key ingredients of a disaster plan, resources and materials to have ready, and community and professional resources to contact before disaster strikes.
2. Complete a sample risk assessment survey for their park unit collections.
3. List the elements that dictate priorities in collections preservation and rescue.
4. Discuss how to identify critical assets in a collections disaster plan.
5. Practice how to recover, handle and manage water damaged collections.

## **WRAP-UP AND EVALUATIONS**

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

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

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