



Museum Development London and Regional Collection Care

Fusion Training:

Collections Policy, Procedures and Planning for Accreditation

Date: Wednesday 08 September

Time: 10.30am – 12pm AND 2.00 – 3.30pm

Location: Online (Zoom)

Facilitator: MDO Workforce

Trainers: Sarah Brown (Collections Trust) and Libby Finney

What will be covered?

Fusion training will consist of two half day sessions; one which deals with Collection Care and the other which deals with Collection Management. **Fusion training is designed for participants to attend both sessions.**

Session 1:

Confused about the difference between documentation policy, procedures and plan? In this bitesize session we will go through the Accreditation requirements for documentation policy (5.1) and the Spectrum primary procedures (5.2) including documentation planning, signposting to further guidance and examples online. There will opportunities to discuss with colleagues, ask questions throughout and submit questions in advance.

Session 2:

Tasked with writing your collections care and conservation policy and plan, but unsure what to include and how to approach it? The collection care session of the course will look at what the Accreditation requirements are for a collections care and conservation policy (6.1) and plan (6.2), what is meant by the terms collections care & conservation and the information, which should be included in both. Signposting to examples, templates and

guidance on line will be given, with opportunities for discussion and questions.

Before the session:

- Think about how you do things in your museum, referring to your museum's documentation policy, procedural manual and documentation plan if you have access to them, although we appreciate you might not right now. You will also find it useful to have these with you to refer to during the session if possible.
- If your institution has a collections care policy & plan and it's possible for you to read through them before the course, it would be helpful.

Who should attend?

Those responsible for these aspects of collections management and Accreditation.

Learning objectives:

By the end of the sessions, delegates will:

- Understand the role of the Spectrum standard, and its supporting guidance, in relation to museum Accreditation.
- Understand the difference between policy, procedure and plans and the requirements for Accreditation.
- Know where to find more information and guidance.
- Understand what is required from collections care and conservation policies and plans in relation to museum Accreditation.
- Know where to find more information and guidance.

Support towards Museum Accreditation:

Managing Collections:

- 4.2 A policy, approved by the governing body, for developing collections, including acquisitions and disposals.
- 5.1 An approved documentation policy
- 5.2 To follow the primary Spectrum documentation procedures
- 6.1 An approved collections care and conservation policy
- 6.2 A collections care and conservation plan

Further information

Please ensure you have your line manager's permission to attend before booking your place. Final confirmation of places will be sent out at least a week before the course. Please keep the **08 September** available in your diary until your place has been confirmed.

Priority is given to staff working in non-national and non-National Portfolio museums in the London region.

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