

## **Fusion Training: Top Marks**

**Date:** Wednesday 21 November

**Time:** 10:00 – 16:00

**Location:** Museum of London, London Wall

**Facilitators/Trainers:** Sarah Brown, Collections Trust; Libby Finney and Elizabeth Coningsby, Museum of London.

### **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: Improving your Documentation Procedural Manual

This session, led by Sarah Brown (Collections Trust), will explore what makes a good documentation procedural manual. Focussing on some of the Spectrum primary procedures, we will put your own manuals to the test and identify how they might be improved.

**Attendees are requested to bring along their organisation's manual, to share and discuss during the session.**

#### Session 2: Marking and Labelling

This session, led by Libby Finney, will look at why and how we mark and label museum collections. There will be a practical session where participants will practice marking a range of different objects and materials and plenty of hints and tips on how to make the process safe and straightforward.

Please note that the practical session will involve using a lacquer which contains acetone. If you are asthmatic, have a suppressed immune system, allergies to solvents, or other breathing difficulties, this course may not be suitable for you. If you have any concerns about this please let us know.

**A free marking and labelling kit & a copy of Spectrum 5.0 Primary Procedures accompanies this course.**

**Who should attend?**

Anyone responsible for collection care and/or collection documentation policy and plans in their museum.

**Approximate session timetable:**

After refreshments on arrival you will be divided into two groups. One group will attend the Collection Care session and the other will attend the Collection Management session. Then in the afternoon, the groups will swap over.

10:00	Tea/coffee on arrival
10:15	Session 1 /Session 2
12:45	Lunch
13:30	Session 2 /Session 1
16:00	Close

**Learning Objectives:**

By the end of this course you will:

- Understand the Accreditation requirement to maintain the Spectrum primary procedures in a documentation procedural manual
- Understand the benefits of maintaining a manual
- Understand what should be contained in a manual
- Have identified improvements that could be made to your own manual, which can inform your documentation plan
- Choose marking and labelling techniques appropriate for a variety of museum objects
- Put together a suitable marking and labelling kit
- Understand the health and safety implications of some of the methods of marking and labelling

**Support towards Museum Accreditation:**

Collections:

- 2.4 Care and conservation policy
- 2.6 Care and conservation plan
- 2.7 Documentation procedures

Please ensure you have your line manager's permission to attend before booking your place as confirmation is sent to the museum. Final confirmation of places will be sent out two weeks before the date of the course. Please keep the date available in your diary until your place has been confirmed.

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

Refreshments and lunch will be provided. Please specify on your application if you have any dietary requirements.

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