

Course Title: Spectrum 5.0 & Cataloguing

Date: 7 June 2019

Time: 13.30pm – 5pm

Location: Museum of London, London Wall

Facilitator: Elizabeth Coningsby

Trainer: Sarah Brown, Collections Trust

What will be covered?

Cataloguing involves capturing the information that gives your collections meaning, not as an end in itself but to record and retrieve what is known about your objects. Recently Collections Trust have been promoting the importance of basic Inventory information, through training and support as part of its #BanishThatBacklog initiative. However once a museum has met at least the minimum Inventory requirements, it can think less about ‘tackling the backlog’ and begin to plan capturing the knowledge built up through exhibition research and other projects. In this session we will explore the Spectrum Cataloguing procedure in the context of Inventory and Documentation planning. Sarah will also introduce the new Use of collections procedure, which can be used to capture information created from use; such as exhibition text, research findings and user-generated content.

Who should attend?

This course is aimed at:

Staff and volunteers involved in managing, creating and using collections information.

Approximate session timetable

- 13.30 Housekeeping and introductions
- 13.45 Cataloguing in Spectrum 5
- 15.15 Break

- 15.30 Use of collections
- 16.15 Case study – Bristol Culture
- 16.45 Final questions
- 17.00 Finish

Learning objectives

By the end of this session you will:

- Understand how Cataloguing relates to Inventory and Documentation planning
- Consider your museum's approach to Cataloguing, and have an opportunity to share and discuss this with other attendees
- Have an understanding of terminology control and where to find existing terminologies
- Have an understanding of the Spectrum units of information
- Understand Spectrum compliance for CMS software
- Have an understanding of the new Use of collections procedure and how it might be applied at your museum

Support towards Museum Accreditation:

Managing Collections

- 5 Hold useful and useable information on collections
- 5.3 To follow the primary Spectrum documentation procedures

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 **7th June** 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. A late cancellation (less than 24 hours) / no show charge of **£50** will be applicable. Light refreshments will be provided. Further Information will be emailed to confirmed delegates.



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