

### **Spectrum 5.0 and Inventory**

Date: Wednesday 18 September 2019

Time: 10.30am – 4.00pm

Location: Museum of London, Docklands

**Facilitator:** Elizabeth Coningsby

**Trainer:** Sarah Brown, Outreach Officer, Collections Trust

### **What will be covered?**

Many museums do not have a sufficient inventory of their collections, leaving themselves open to security risks and uncertain ownership, and struggle to understand the minimum information required when tackling their backlogs.

Following extensive consultation from the museum sector, the improved Inventory procedure in Spectrum 5.0 has been developed to help museums identify and resolve their backlogs, making the requirements for Accreditation much clearer. In this workshop, we will explore the minimum level of inventory information needed for each object (or group of objects), to ensure accountability. This minimum information also helps museums mitigate risks including security, ethical and legal risks. We will also explore other key changes to the Spectrum standard, in particular to the Primary Procedures for Accreditation. This workshop will also include a case study.

### **Who should attend?**

This briefing is aimed at:

- Staff and volunteers involved in collections management
- Those new to the Spectrum standard or in need of a refresher

### **Approximate session timetable**

10.30 – 10.45	Arrival
10.45 – 11.00	Welcome and introductions
11.00 – 12.30	Overview of Spectrum 5.0 changes Requirements for Inventory and Accreditation backlogs
12.30 – 13.30	Lunch
13.30 – 15.15	Spectrum 5.0 Primary Procedures

15.15 – 15.45	Case study
15.45 – 16.00	Final questions and a chance to network
16.00	Finish

## Learning objectives

By the end of this briefing you will:

- Understand changes and updates in Spectrum 5.0.
- Have an understanding of how the new Spectrum 5.0 standard puts mitigating risks at the heart of key procedures.
- Have an understanding of the updated Inventory and Documentation Planning procedures, and how these can be used to identify and resolve documentation backlogs.

## Support towards Museum Accreditation:

Managing Collections:

5.2 To follow primary Spectrum documentation procedures

## Further information

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 at least a week before the course. Please keep the **18<sup>th</sup> September** available in your diary until your place has been confirmed.

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

A late cancellation (less than 24 hours) / no show charge of **£20** will be applicable.

Refreshments will be provided but please be aware that we will not be providing lunch. Information will be provided to confirmed delegates.



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