

Fusion Training: All the Right Moves

Date: Tuesday 17 March 2020

Time: 10:00 – 16:00

Location: Mortimer Wheeler House, Hackney

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: Location and Movement Control

Location and movement control is a Spectrum 5.0 primary procedure and required as part of the museum Accreditation standard. Following this procedure keeps your location records up to date, which is the key to being accountable for your collections. This session, led by Sarah Brown (Collections Trust), will explore the requirements of *Location and movement control*, review your museum's system of naming locations and your procedures for recording movement.

Attendees are requested to bring along their organisation's documentation manual (or at least the procedure for *Location and movement control*), to share and discuss during the session.

Session 2: Packing and Handling

This session, led by Libby Finney, will look at the practicalities of moving objects and collections and how the packing and handling for moving collections might differ from that undertaken for storing collections. There will be the opportunity to discuss and experience various methods and systems of packing and moving collections and there will be a practical activity in the museum stores. With this in mind, delegates should wear flat,

robust shoes and layers of clothing as the stores can be cool and participants will be physically interacting with objects and stores. If you are worried that this might pose some difficulties for you, please contact Libby (lfinner@museumoflondon.org.uk) to discuss any concerns. A free kit will accompany this session.

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.

09:45	Tea/coffee on arrival
10:00	Session 1 /Session 2
12:45	Lunch
13:45	Session 2/Session 1
16:30	Close

Learning Objectives:

By the end of this course you will:

- Have an understanding of the requirements of Spectrum 5.0 *Location and movement control* and how this relates to your museum
- Know where to find more information and guidance
- Identified any improvements and follow-up actions
- Understand various methods and systems of packing and moving collections

Support towards Museum Accreditation:

Managing Collections:

- 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

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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