Skills Plus: Spectrum 5.0 and Inventory

Date: 1st April 2020
Time: 10.15am – 4pm
Location: Museum of London, London Wall

Facilitator: Elizabeth Coningsby
Trainer(s): Sarah Brown, Outreach Officer, Collections Trust

What will be covered?

Many museums do not have sufficient inventory information about their collections, leaving them open to security risks and uncertain ownership. Until recently, many have also struggled to understand the information required when tackling these 'backlogs' – for example what counts as a documentation backlog in the context of Accreditation?

The updated *Inventory* procedure in Spectrum 5.0 has been developed to help museums identify and resolve their documentation backlogs, making the requirements for Accreditation much clearer. In this workshop, we will explore this procedure and the minimum level of information required to ensure accountability and mitigate risks; including security, ethical and legal. We will discuss how to prevent documentation problems, reviewing some of your own procedures, and look at tackling inventories through realistic Documentation planning.

Please bring along your Documentation Plan and Documentation Procedures Manual (or at least information related to your *Object entry* and *Inventory* procedures). This will be helpful to review throughout the session, and will also be used in several activities.

Who should attend?

This course is aimed at:
- Staff and volunteers involved in collections management, particularly documentation.

- Those new to the Spectrum 5.0 standard or in need of a refresher.

Approximate session timetable

10:15	Tea/Coffee upon arrival
10:30	Welcome and Introductions
	The Spectrum 5.0 *Inventory* procedure
12.30	Lunch
13.30	Preventing documentation 'backlogs'
	Documentation planning
15.15	Case study tbc
15.45	Final questions and a chance to network
16:00	Close

Learning objectives

By the end of this session you will:

- Understand changes and updates in Spectrum 5.0, particularly in reference to Inventory and Documentation planning.
- 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. Final confirmation of places will be sent out at least a week before the course. Please keep the 1st **April** 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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