

An Introduction to Rights Management in the Spectrum standard.

Date: Tuesday 23 February 2021

Time: 10:30am – 12pm

Location: Online, via Zoom

Facilitators: Alec Ward, MDO Digital and Communications

Trainer: Sarah Brown, Outreach Officer, Collections Trust

What will be covered?

In this bitesize session we will review the Spectrum 5.0 *Rights management* procedure, which can help your museum manage rights identified in your collection. Managing intellectual property rights is an important aspect of collections management and is becoming increasingly relevant as museums work to get more of their collections online.

Delegates will be encouraged to participate by asking questions as well as sharing how they approach the management of rights, for example copyright, at their museum.

Preparation for attendees:

- Read the Spectrum 5.0 introduction:
<https://collectionstrust.org.uk/spectrum/spectrum-5/>
- Read what Spectrum has to say about *Rights management* – including the standard and suggested procedure:
<https://collectionstrust.org.uk/spectrum/procedures/rights-management-spectrum-5-0/>
- Think about how you do things in your museum, referring to your in-house policy and procedural manual if you have access to these. You will also find it useful to have these to hand during the session if possible.

Who should attend?

This briefing is aimed at:

- Museum staff and volunteers involved in managing and documenting information about rights, including copyright, associated with collections.

Approximate session timetable

10.15	The meeting room will be open
10.30	Welcome and introductions
10.40	<i>Rights management</i> in Spectrum 5.0
11:50	Final questions (there will also be opportunities to ask questions during).
12.00	Finish

Learning objectives

By the end of this briefing you will:

- Have an understanding of the Spectrum 5.0 *Rights Management* procedure, and how this might be applied to your museum.
- Know where to find more information, particularly about copyright.

Support towards Museum Accreditation:

- Organisational Health:
 - Standard 1.4 Effective forward planning
- Collections:
 - Standard 2.1 Satisfactory arrangements for the ownership of collections
 - Standard 2.2 Development policy
- Users and their experiences
 - 3.1 Good-quality services and development

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 23 February available in your diary until your place has been confirmed.

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



Supported using public funding by

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