

Documentation Essentials

Course Overview



This course provides an introduction to the basic principles of museum documentation. Consideration is given to the benefits of good documentation practice, and participants will examine the content of a simple but effective system.

Topics covered include SPECTRUM, the Museum Accreditation Scheme, Object entry, Accessioning, Marking and labelling, Cataloguing, Location and movement control, Exit, Loan and Retrospective Documentation.

Collections Trust documentation forms and cards are used throughout the course, however the content of the course is equally applicable to computerised systems.

Objectives

By the end of the course participants will have:

- Considered the importance of good documentation practice;
- Understood the principles and use of SPECTRUM;
- Understood and practiced good documentation procedures;
- Considered shortfalls in their own documentation procedures and considered methods of improving them;
- Have used Collections Trust documentation resources.

Participants

This course is suitable for both museum employees and volunteers who are:

- Setting up a documentation system in their museum;
- Starting to work with an unfamiliar documentation system;
- Improving an existing documentation system;

Training Methods

This course will deliver the objectives using a mix of presentations, practical exercises, a short training video, informal discussion and one to one consultancy.

Preparation Participants should have an understanding of the documentation system in use in their museum.

Trainer Collections Management Network Trainer

Length of course 1 day.