

<b>Training Overview</b>	
<b>Course: Introduction to Documentation</b>	
<i>Overview</i>	<p>This half-day 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.</p> <p>Topics covered include <i>SPECTRUM</i>, the Museum Accreditation Scheme, Object entry, Accessioning, Marking &amp; labelling, Cataloguing, Location &amp; movement control, exit documentation, loans documentation.</p> <p>Collections Trust paper-based documentation resources are referred to throughout the course. However, the content of the course is equally applicable to computerised systems.</p>
<i>Objectives</i>	<p>By the end of the course participants will have:</p> <ul style="list-style-type: none"> <li>• Considered the importance of good documentation practice</li> <li>• Understood the principals and use of <i>SPECTRUM</i></li> <li>• Understood core documentation procedures</li> <li>• Examined and discussed Collections Trust paper based documentation resources</li> </ul>
<i>Participants</i>	<p>The course is designed primarily for:</p> <ul style="list-style-type: none"> <li>• Students of museology</li> <li>• Museum staff who are not documentation specialists</li> </ul>
<i>Training methods</i>	<p>This course will deliver the objectives using a mix of presentations, a short training video, and informal discussion.</p>
<i>Preparation</i>	<p>None required</p>
<i>Length of course</i>	<p>Half-day</p>