

<b>Training Overview</b>	
	<b>Course: Numbering and Marking Museum Objects</b>
<i>Overview</i>	<p>This course provides participants with practical advice on museum numbering systems and the labelling and marking of museum objects. The course is set in the wider context of museum documentation and national standards; SPECTRUM and Museum Accreditation. The course will provide a basic underpinning of knowledge and best practice for numbering systems and formats and labelling and marking objects. It will also provide a practical session for participants to gain experience with a range of objects and materials.</p> <p>Topics covered include Documentation standards, museum numbering systems, How to deal with problem numbering systems, how and where to label and mark, materials requires for labelling and marking, Health and Safety, sources of help and advice.</p>
<i>Objectives</i>	<p>By the end of the course participants will have:</p> <ul style="list-style-type: none"> <li>• Understood basic museum numbering systems</li> <li>• Understood the context of labelling and marking for museum objects</li> <li>• Understood the relevance of labelling and marking for Museum Accreditation and to meet the SPECTRUM standard.</li> <li>• Have gained practical experience of labelling and marking a range of objects and materials.</li> <li>• Have discussed different methods of labelling and marking</li> <li>• An awareness of relevant publications and sources of help</li> </ul>
<i>Participants</i>	<p>This course is particularly suitable for: Collections staff and volunteers with a labelling and marking role</p>
<i>Training methods</i>	<p>This course will deliver the objectives using a mix of presentations, informal discussion, practical workshops and one to one consultancy.</p>
<i>Preparation</i>	<p>Participants should bring objects for the practical labelling and marking session</p>
<i>Trainer</i>	
<i>Length of course</i>	1 day