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# Training Programme

## May - June 2007

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SCOTTISH  
MUSEUMS  
COUNCIL



Date	Course	Venue
10 May	MDA Documentation Essentials	The Engine Shed Edinburgh
7 June	Care of Paper and Photographic Collections	The Engine Shed Edinburgh
12 June	Handling and Moving Objects in Museums	Perth Museum and Art Gallery

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Web <http://www.scottishmuseums.org.uk>

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## MDA Documentation Essentials

This course will provide an introduction to the basic principles of museum documentation. Participants will consider the benefits of good documentation practice and examine the content of a simple but effective system.

Topics covered include SPECTRUM, the Accreditation Scheme, object entry, accessioning, marking and labelling, cataloguing, location and movement control, exit and loan. Although MDA paper-based documentation resources are used, the content is equally applicable to computerised systems.

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 practised good documentation procedures
- considered shortfalls in their own documentation procedures and methods of improving them.

This course is suitable for museum employees and volunteers who are

- setting up a documentation system in their museum
- starting to work with unfamiliar documentation systems
- improving an existing documentation system.

Date            Thursday 10 May 2007

Venue          The Engine Shed, Edinburgh

Leaders       Wendy Turner, Head of Collections Management and  
Pam Kerr, Collections Development Manager,  
National Museums of Scotland

Cost            £35 for SMC members' volunteers  
£50 for SMC / ASVA members, £70 for non-members

## Care of Paper and Photographic Collections

From the smallest local history society to the largest art gallery, most collections include works of art on paper, historic photographs, modern photographs and archival material. The preservation of this material depends on the knowledge and skill of those responsible for its safe-keeping.

During this course, you will explore how paper and photographic collections can become damaged whilst on display, in storage and when being handled. You will also learn about measures that can be taken to prevent such damage.

The course is designed for volunteers, local historians, librarians and curators without specialist knowledge. Administrative staff who need to understand the basic principles of collection care would also benefit from attending.

The Accreditation scheme requires that museums take action to 'minimise the risk of damage to and deterioration of the collection' – an aim that this course supports.

Date            Thursday 7 June 2007

Venue          The Engine Shed, Edinburgh

Leader        Helen Creasy, Paper Conservator  
                  The Scottish Conservation Studio

Cost           £35 for SMC members' volunteers  
                  £85 for SMC / ASVA members, £110 for non-members

# Handling and Moving Objects in Museums

This course will address the issues involved in the safe handling, packing and moving of portable museum objects.

Health and Safety, handling techniques, packing materials and the transport of objects will be considered in an interactive and practical course that includes demonstrations, exercises and case studies.

The Accreditation scheme requires that museums take action to 'minimise the risk of damage to and deterioration of the collection' – an aim that this course supports.

Date            Tuesday 12 June 2007

Venue           Perth Museum and Art Gallery

Leader           Will Murray, Artefacts and Preventive Conservator  
The Scottish Conservation Studio

Cost            £35 for SMC members' volunteers  
£70 for SMC / ASVA members, £100 for non-members

### **Travel bursaries for training**

The SMC travel bursary fund, supported by The Binks Trust, can help individuals attend courses included in this training programme. All awards are limited and will be targeted at small independent museums where travel costs would otherwise prevent staff and volunteers attending. We cannot allocate bursaries to cover course fees or, in normal circumstances, accommodation.

### **Training advice and information**

If you would like information or advice on any aspect of training and development, including tailored training events and coaching sessions, in the first instance, contact

**Tel 0131 550 4110**

**E-mail [training@scottishmuseums.org.uk](mailto:training@scottishmuseums.org.uk)**

### **Booking Scottish Museums Council events**

Please book early to avoid disappointment. We will operate a waiting list for any event which is over-subscribed.

Fees cover a pack of materials, supporting information and refreshments. As the fee for each event varies, please refer to the programme for full details.

Please complete the booking form and return it to the address shown. You will then be sent a letter confirming your place. Do not enclose any payment as you will be sent an invoice for the fee. Approximately 10 days before each event, you will receive further details and joining instructions.

You can also book on-line at [www.scottishmuseums.org.uk](http://www.scottishmuseums.org.uk)

### **Cancellation policy**

You can name a substitute for your booking without charge, but please let us know as soon as possible if you intend to do this. If cancellations are made in writing at least 10 days before the event, we will refund the fees but deduct 20% for administrative costs. We will not normally refund the fees if you do not give 10 days written notice.

**SCOTTISH  
MUSEUMS  
COUNCIL**



**Booking Form**

Course title: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Job title: \_\_\_\_\_

Are you a volunteer?    Yes/No\*    (\*delete as appropriate)

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Day-time telephone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_

Do you have any specific dietary requirements?

\_\_\_\_\_

Do you have any disability-related access requirements?

\_\_\_\_\_

I wish/do not wish\* to be considered for a travel bursary  
(\*delete as appropriate)

Send your completed forms to:

Training

Scottish Museums Council

The Stack, Papermill Wynd, McDonald Road, EDINBURGH, EH7 4QL

Tel 0131 550 4110    Fax 0131 550 4139

E-mail [training@scottishmuseums.org.uk](mailto:training@scottishmuseums.org.uk)

**Please copy this form for additional bookings**