

Texas Historical Commission & Texas Plains Trail Regional Workshop

Knowing What You Have: An Introduction to Collections Policies and Documentation

One of a museum's most important responsibilities is ensuring the proper preservation and use of its collection. But to manage that collection well, you first have to establish a clear set of policies to help guide your decisions. Otherwise, you can't develop the best strategies for preserving it, caring for it or exhibiting it.

Master the ABCs of collections management in this introductory-level workshop.

Learn about your museum's legal and ethical obligations for its collection, the policies and procedures that you really need to have in place, and the basic steps of collections documentation from acquisition to disposal. The workshop utilizes lectures, demonstrations, group discussions and hands-on exercises to help participants better understand standards for collections management and become more familiar with their responsibilities for collections stewardship. Don't have a collections management policy? Don't have good records of what you've got in your collection? Need direction on how to get better control of your ever-growing collection? Then this workshop is for you! You'll gain the knowledge and practical skills necessary to develop effective policies and procedures for better collections management.

Take home a notebook of valuable resources, including sample forms and illustrated technical leaflets with detailed instructions.

WHO SHOULD ATTEND:

This workshop is for history museum and historic house staff, historical commission board members and volunteers who are new to collections care responsibilities, or anyone interested in adopting better collections management practices in their community. Representatives from museums which do not have and use a written collections management policy and/or procedures manual are especially encouraged to attend.

COST AND REGISTRATION:

\$25 per person, includes supplies and lunch. The number of workshop participants is limited to 30 to ensure the quality of the group learning experience. Limit two registrations per organization. The workshop begins at 9 a.m. and ends at 4 p.m. Lunch is included in the registration fee. Registration is now open.

When: March 2, 2010

Where: Hutchinson County Museum
618 N. Main Borger, Texas 79007
806-273-0130

Cost: \$25.00 payable in advance. Registration will be confirmed when is payment received.

Questions: Lynn Hopkins 806-273-0130 / lynnhopkins@cableone.net



Make checks payable to Friends of the Museum and note that it is for registration.
Include this registration form.

Name _____

Institution _____

Address _____

Phone _____

E-mail _____

Send to: Hutchinson County Museum
Lynn Hopkins
618 N. Main
Borger, Texas 79007