



Association of Manitoba Museums

# Collections Management Certificate in Museum Practice

When you look around your museum do you find items that may not exactly belong? Do you find yourself asking “*Why do we have that collection of plastic Elvis figurines when we’re a heritage house?*” Do you have a collections management policy in place that details just what items your museum staff and volunteers should and shouldn’t accept? Do you have procedures in place that spell out the process each new item must go through before being added to the collection?

**Collections Management** is an introductory course that gives participants the tools to properly manage a heritage collection. It also outlines the legal and professional responsibilities with regards to records management for a museum collection. By the end of the course participants will have a proper collections management policy and an understanding of the ethics involved in deaccessioning.

**Who Should Attend:** All museum staff, volunteers, and board members would benefit by taking this very informative course.

**Date, Location and Time:** April 23<sup>rd</sup>, Minnedosa 50+ Seniors Activity Centre, 31 Main Street South in Minnedosa, from 9:00 AM to 5:00 PM.

**Instructor:** Nancy Anderson, The Manitoba Museum

**Fee:** \$75 for AMM members; \$110 for non-members. Fees include all course materials and lunch. AMM institutional members in good standing may send two individuals to the course at member rates.

**NOTICE OF CANCELLATION MUST BE RECEIVED AT LEAST 72 HOURS PRIOR TO THE EVENT FOR REFUND.** Cancellation after that time may result in a \$20 administration fee. Your registration cannot be guaranteed until payment is received.

**Registration deadline: April 16<sup>th</sup>, 2010**

**Travel Assistance:** Travel grants of up to \$400 are available, for qualified applicants, through the Canadian Museums Association Bursary Program. Applications are to be made through the AMM office. Forms are available from the AMM office or on-line at [http://www.museumsmanitoba.com/info/cma\\_travel\\_bursary.html](http://www.museumsmanitoba.com/info/cma_travel_bursary.html). **Applications must be made at least 3 weeks in advance of the event.**

.....Detach and Mail.....

**Collections Management  
Minnedosa 50+ Seniors Activity Centre  
April 23<sup>rd</sup>, 2010**

Name \_\_\_\_\_ Address \_\_\_\_\_  
No. Street city postal code

Home phone \_\_\_\_\_ Museum / Affiliation \_\_\_\_\_

Work phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Dietary Needs \_\_\_\_\_

Are you interested in completing the Certificate Program in Museum Practice?:  Yes  No

Please complete this form and return it to:

Association of Manitoba Museums, 1040 – 555 Main Street, Winnipeg MB R3B 1C3

Phone: (204) 947-1782 Fax: (204) 942-3749 Toll Free: 1-866-747-9323 E-mail: [training@museumsmanitoba.com](mailto:training@museumsmanitoba.com)

Please make cheques payable to the Association of Manitoba Museums.

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