



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: TBA, Manitoba Crafts Museum & Library, 1B - 183 Kennedy Street, Winnipeg, 9:00 to 5:00.

Instructors: Nancy Anderson, The Manitoba Museum
Andrea Reichert, The Manitoba Crafts Museum & Library and the Manitoba Sports Hall of Fame

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 will result in a \$20 administration charge.

PLEASE NOTE: *This course will be cancelled if fewer than 10 people have registered and paid for the course by the registration deadline!*

Travel Assistance: Travel grants of up to \$400 are available, for qualified applicants, from 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 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
Manitoba Crafts Museum & Library, Winnipeg
TBA

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

Please make cheques payable to the Association of Manitoba Museums.

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