
Collections Management Certificate Program in Museum Practice

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 defines who is responsible for accessioning artifacts? That outlines what is, and is not, an acceptable artifact? Do you have procedures in place that spell out the process each new item must go through before being added to the collection? How they’re documented?

Collections Management is an introductory course that gives participants the tools to properly manage a heritage collection. The course also outlines the legal and professional responsibilities with regards to records management for a museum collection. Having your artifacts properly catalogued and accounted for reduces time spent looking for things and reduces the amount of handling delicate artifacts and possible exposure to harmful chemicals.

Date, Location and Time: Friday, January 31, 2020, New Iceland Heritage Museum (Gimli), 9:00 a.m. to 5:00 p.m.

Deaccessioning Specialized Course

Are your storage areas full from 30 years of collecting? Do you have too many widgets but you'd really like to find a whimsy? Has the mandate of your museum evolved or been refined over the years? If so, *Deaccessioning* is the course for you. The course is designed to complement the *Collections Management* course.

Course Content:

- preventive deaccessioning
- policy development
- assessment of artifacts
- procedures for handling individual artifacts and larger projects
- discussion of ethics

Date, Location and Time: Saturday, February 1, 2020, New Iceland Heritage Museum (Gimli), from 9:00 a.m. to 5:00 p.m.

NOTE: Collections Management is a prerequisite for this course, however, you do not have to take it again if you have taken it already.

About the courses

These courses are limited to 20 participants each.

Who Should Attend: All museum staff, volunteers, and board members who are involved with their museum’s accession and deaccession processes and policies would benefit from these courses.

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

Registration Deadline: January 23, 2020

Fees and Registration: See reverse

Registration and Withdrawal Deadline: January 23, 2020

Withdrawals before the deadline will be subject to a \$30 administration fee.

There are no refunds for cancellations after the registration deadline.

No-shows will be invoiced for the full fee

Professional Development Grants/Bursaries: The [Canadian Museums Association](#) (CMA) and [The Winnipeg Foundation](#) offer grants/bursaries for Professional Development. Applications should be submitted at least **SIX** weeks before the event.

Course Registration form
Registration and Withdrawal Deadline: January 23, 2020

| Course | Members | Students | Non-members |
|--------------------------------|---|----------|-------------|
| <i>Collections Management:</i> | \$125 first registration | \$75 | \$165 |
| | \$110 2 nd registration from same institution* | | |
| <i>Deaccessioning</i> | \$125 first registration | \$75 | \$165 |
| | \$110 2 nd registration from same institution* | | |
| Both courses | \$180 first registration | \$100 | \$220 |
| | \$150 2 nd registration from same institution* | | |

**Participants must register together in order for the discount to be applied. Separate registrations will be invoiced separately and charged the non-discount rate.*

Fees include all course materials and lunch. Space is allocated on a first come, first served basis.

If you are required to have a PO# please provide it with your registration along with the name and address of the person to whom the invoice should be sent.

Professional Development Grants/Bursaries: The [Canadian Museums Association](#) (CMA) and [The Winnipeg Foundation](#) offer grants/bursaries for Professional Development. Applications should be submitted at least **SIX** weeks before the event.

Registration and Withdrawal Deadline: January 23, 2020

Withdrawals before the deadline will be subject to a \$30 administration fee.

There are no refunds for cancellations after the registration deadline.

No-shows will be invoiced for the full fee

Complete and submit this page to:

Training Coordinator
 Association of Manitoba Museums
 2060 – 555 Main Street
 Winnipeg MB R3B 1C3
programs@museumsmanitoba.com

Collections Management and/or Deaccessioning
January 31 & February 1, 2020

Name _____ Museum / Affiliation _____

Home Address _____ Phone _____
no. street city/town postal code

Fax _____ E-mail _____ Dietary Needs _____

Registering as a: Member _____ Student _____ Non-Member _____

Registering for: **Collections Management** # Registrations _____ @ \$ _____ Total Amount \$ _____
Deaccessioning # Registrations _____ @ \$ _____ Total Amount \$ _____
Both courses # Registrations _____ @ \$ _____ Total Amount \$ _____

Payment Method: Invoice me cheque EFT (amm@mts.net) PayPal

Please make cheques payable to the **Association of Manitoba Museums**



This project is funded in part by
 Ce projet est financé en partie par

