



## Musetoba Workshops

These **FREE** workshops are designed for anyone already using the Musetoba database, are interested in signing up, or would like to know more about digitization and developing a digitization strategy.

Recognizing that a collections database has a great learning curve, we have developed three different **in-person workshops** to make the transition to a digital database smoother. Each workshop will be offered in four different areas: Brandon, Dauphin, Gimli, and Winnipeg.

**IMPORTANT:** Participants will need to bring their own laptop. We also highly recommend having more than one person from your museum attend the workshops.

### Workshop 1 – Developing a Digital Strategy

1. What is a Digital Strategy?
2. Why do you need one?
3. Elements of a Digital Strategy.
  - Why are you digitizing?
  - What are you digitizing?
  - Legal and ethical considerations
  - Who will be using the digitized assets, and for what purpose?
  - What digital format(s) will you use? And what equipment do you need?
  - What resources do you need?
  - How will you store your digital assets so they are safe, secure, and searchable?

### Workshop 2 - Preparing your Data for Digitization

1. Advantages to digitization
2. Difference between analog and digital Collections Management
3. Database basics
4. "Cleaning" files for digitization
  - Duplicate files
  - Duplicate fields
  - Cleaning fields
  - Consistency in data entry
  - Connecting images
  - Connecting to other records
5. Privacy and considerations for public sharing of fields and records

### Workshop 3 - Regional Labs

1. Hands-on sessions where museums bring examples of their databases to work on
2. Trouble shooting data clean-up
3. Sharing of best practices between AMM and participants
4. Peer-to-peer learning

*\*Participants may be asked to pay \$20 to cover lunch for Workshops 2 and 3.*

Please see the reverse to see the dates, times, locations, and to register. Questions? Call 204-947-1782 or email [info@museumsmanitoba.com](mailto:info@museumsmanitoba.com).

# Musetoba Workshops

Please register by JULY 5

You will be required to bring your own laptop (don't forget your charger!).

## Workshop 1 – Developing a Digital Strategy

Date	City	Location	Time
July 11, 2023	Winnipeg	Manitoba Electrical Museum	1 to 4 PM
July 17, 2023	Gimli	New Iceland Heritage Museum	1 to 4 PM
July 24, 2023	Dauphin	Super 8 Hotel	1 to 4 PM
July 25, 2023	Brandon	Commonwealth Air Training Plan Museum	9 to noon

## Workshop 2 - Preparing your Data for Digitization

Date	City	Location	Time
August 14, 2023	Winnipeg	Manitoba Electrical Museum	9 AM to 4 PM
August 15, 2023	Gimli	New Iceland Heritage Museum	9 AM to 4 PM
August 21, 2023	Dauphin	Super 8 Hotel	9 AM to 4 PM
August 22, 2023	Brandon	Commonwealth Air Training Plan Museum	9 AM to 4 PM

## Workshop 3 - Regional Labs

Date	City	Location	Time
September 11, 2023	Winnipeg	Manitoba Electrical Museum	9 AM to 4 PM
September 18, 2023	Gimli	New Iceland Heritage Museum	9 AM to 4 PM
September 25, 2023	Dauphin	Super 8 Hotel	9 AM to 4 PM
September 26, 2023	Brandon	Commonwealth Air Training Plan Museum	9 AM to 4 PM

Name \_\_\_\_\_ Preferred pronouns: \_\_\_\_\_

Museum / Affiliation \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

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

I will be attending:

**Winnipeg**, Manitoba Electrical Museum  
(680 Harrow Street)

**Gimli**, New Iceland Heritage Museum  
(108 - 94 1st Avenue)

**Dauphin**, Super 8 Hotel  
(1457 Main St S)

**Brandon**, Commonwealth Air Training Plan Museum  
(300 Commonwealth Way)

Complete this form and send to Association of Manitoba Museums, 2060 – 555 Main Street, Winnipeg MB R3B 1C3 or email [programs@museumsmanitoba.com](mailto:programs@museumsmanitoba.com) Phone: (204) 947-1782

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