

Collections at the Heart: connecting collections documentation to your forward plan

This programme will support you to make improvements to your collection's documentation and planning, connecting those activities to your museum's forward plan and delivery needs. We will also look at how you can improve your documentation procedures, and how your documentation plan should develop, to enable your museum to better deliver its aims and objectives.

Your museum's core responsibility is as custodian of its collection. It also needs to meet the Arts Council England Museums Accreditation Standard. The sessions will explore the documentation procedures and planning which will enable your museum to achieve and maintain Accreditation and improve and enhance the deliver its public outcomes, including interpretation, engagement and access. You will discuss how improving your collections information will support wider museum priorities, and gain confidence to advocate for these documentation priorities within your museum.

Working with a group of peers, supported by Collections Trust Outreach Officer Lindsay Duncan and MDY Museum Development Officer Alan Bentley, you will:

- Take a positive approach to identify your collections documentation needs, including essential custodianship, actions for Accreditation, through to actions to support strategic priorities
- Understand how effective collections documentation supports excellent public outcomes such as interpretation or access
- Be supported to review your documentation procedures against the latest Spectrum Standard and produce a user friendly documentation manual
- Be supported to produce a collections documentation plan that addresses the shortcomings in your museum's documentation and puts access to collections at the heart of your museum

Who is this for?

- There are places for six museums available. We suggest that 2 or 3 people come along and one of those people must commit to attend all the sessions
- Would suit volunteer or professional staff with a responsibility for documentation and collections management

What does the cohort entail?

1. The cohort will meet as a group at least three times between start of the cohort and March 2023, with each training session tailored for the group and enabling discussion of the issues. First session in person rest online.
2. Each participant will have an individual session, with Lindsay Duncan from the Collections Trust and one of the Museum Development Team, to look at your organisation's particular issues, after which you will receive a short report with recommended actions.
3. Ongoing phone and email support from Collections Trust and MDY (Museum Development Yorkshire)
4. Peer support from colleagues around the region tackling similar issues
5. Focus and milestones to help you tackle documentation and collections management issues at your museum

To join the programme your museum needs to be committed to improve the quality of your documentation. You must have the commitment of your organisation and the ability to make the necessary changes to systems and procedures. You should first tackle Accreditation backlogs over the next 12 months. This means enabling staff volunteers to attend training and regional meetings as part of the programme, as well as committing resources to deliver against your particular action plan.

We recommend that 2-3 individuals from each organisation take part in the programme to help maintain momentum, one person should be able to attend all the sessions. You will need to have someone available for the following dates: dates for 121 sessions will be confirmed once the programme has started

NB Dates to be confirmed with CT

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