



CONNECTING TO COLLECTIONS

Mentor Workshop Outline: Collections Care

Overview

Introduction (Slides 1 – 3)

Threats to collections and ways to mitigate them (Slides 4-23)

Defining collections: collections management policies (Slides 24-33)

Record keeping tactics (Slides 34-42)

Storage concepts, tricks and tips (Slides 43-49)

Review: top 8 lowcost/no cost ways to care for your collection immediately. (Slide 50)

Logistics

Ideally, this workshop would be held in a collecting institution with access to collections materials. Presenter could work with institution to select materials that might be used in hands-on activities described in the Suggested Activities Section.

Materials:

Workshop space should have:

- Seating and tables
- Computer, projector and screen

Materials Needed:

- Handouts
 - Activity Handouts (as instructor decides)
 - Workshop Handout
 - Resources List
- Pencils
- Gloves
- Access to Collections Items in partnership with host organization.

Presentation Tips:

Presenter should review all materials prior to presentation and add images, anecdotes from personal experiences as appropriate.