

**Heritage Training Program  
Agenda  
Institute II, March 3-13, 2014  
Holiday Inn Express  
Edmonton, Alberta**

***Facilitators:***

Catherine C. Cole, Catherine C. Cole & Associates, heritage consultants, Edmonton  
Wendy Molnar, Cultural Visions Consulting, Winnipeg  
Pamela Gross  
Philippa Ootoowak  
Jessica Kotierk & Elisabeth Joy, CCI  
Other guest facilitators: To be confirmed  
Torsten Diesel, Project Manager, IHT

***Monday March 3      Travel to Edmonton***

***Tuesday March 4      Print Study Centre, Fine Arts Building, University of Alberta***

***Module 5 - Collections Management – Catherine C. Cole***

**Module Goals:**

1. To understand the stewardship role of museums and heritage centres with respect to collections.
2. To understand the need for cultural respect in the acquisition, management and disposition of collections.
3. To develop knowledge and skills collections management.
4. To understand the notion of accessibility of the collection.
5. To understand professional care and handling of artifacts.
6. To develop decision making skills in collections management and curatorial issues.
7. To understand the public trust responsibilities.

**Module Description:**

This module provides an overview of collections management and curatorial skills highlighting the roles and responsibilities of boards and their staff. The module explains the various standard practices in regards to collections management and the role and management of archives within a museum.

**Subject Areas include:**

- Policy Development
- Standard Practices
- Care and Handling of Artifacts
- Cataloguing Artifacts
- Basic Archival Management
- Introduction to Collections Management Databases
- Digitization of Collections

**8:30                      Meet in hotel lobby to go together to the Fine Arts Building, University of Alberta**

**9:00-9:30      Orientation**

Orientation to Edmonton; review of Institute II Goals and Activities

**9:30-10:30      Standard Practices in Collections Management - CCC**

Define museum ethics and standards in acquisition; records management; inventory control; loans; insurance and appraisal; risk management; access and commercial use and deaccessioning. Discussion of sample forms. Indigenous approaches to collections management, collection and care of sacred and sensitive objects.

**10:30-10:45      BREAK**

**10:45-12:00      Collections Policy Development - CCC**

Collections management as an essential stewardship function, a public trust. Essential elements of a collections management policy: definitions; adherence to laws, conventions and codes of ethics; purpose and scope of collections; acquisitions; records/data management; incoming and outgoing loans; insurance and appraisal; conservation; security; emergency planning; access; commercial use; repatriation; illicit traffic; and deaccessioning.

**Group Activity:** Participants will draft a collections management policy for a community museum.

**12:00-1:30      LUNCH and tour, Rutherford House (CCC to check)**

**1:30-2:45      Cataloguing Artifacts**

Care and handling of artifacts; introduction to the basic techniques of cataloguing artifacts and to the concept of Artifact ID as promoted by Interpol.

**Group Activity:** Participants learn how to and practice cataloguing artifacts.

**2:45-3:00      BREAK**

**3:00-4:30      Tour of Print Study Centre and MacTaggart Collection**

Emphasise care and handling of artifacts and collections documentation during tour

**6:00-8:00      Evening event**

***Wednesday March 5 – Human Ecology Building, University of Alberta***

***Module 5 - Collections Management (cont.)***

**8:30              Meet in hotel lobby to go to University of Alberta together**

**9:00-10:30      Collections Digitization**

Use of digitization equipment in the documentation of artifacts and archival collections. Use of scanners, digital cameras, digital recorders and appropriate software programs.

**10:30-10:45      BREAK**

**10:45-12:00      Introduction to Collections Management Databases**

Collections management databases for small museums, heritage and tourism centres.

**Group Activity:**

**12:00-1:00 LUNCH at Student Union Building on your own**

**1:00-1:45 Tour of Clothing and Textiles study collections**

**1:45-2:45 Basic Archival Management – Philippa**

Maintaining a small archives within a museum, heritage or visitor centre; essential archival responsibilities: acquisition, arrangement, description (RAD), preservation, and access

**2:45-3:00 BREAK**

**3:00-4:30 Archival Management continued**

Including introduction to the Archive Council and its current and upcoming initiatives

**4:15-4:30 Module Evaluation**

**Evening activity on Uof A Campus, Canadian Circumpolar Institute**

***Thursday March 6 – Historic Sites Service Conservation Lab, 105 Street & 105 Avenue***

***Module 6 - Preventive Conservation – Canadian Conservation Institute (CCI)***

**Module Goals:**

1. To understand the nature of preventive conservation.
2. To understand the importance of writing conservation policies.
3. To identify how to minimize damage and loss of ethnographic and historical artifacts, photographs, film and oral recordings.
4. To create plans for new or upgraded collections storage areas.
5. To develop knowledge and skills in the implementation of the practical steps to preserve the collection and minimize physical deterioration.

**Module Description:**

Potential damaging agents such as changes in temperature, relative humidity, light, pollution, contaminants, fire, theft, pests, and water are hazards for heritage collections and buildings. This course will introduce participants to the notion of preventive conservation in regards to heritage collections. The specific challenges of opening and closing seasonal facilities will also be presented.

**Subject Areas Include:**

- Policy Development
- Minimizing Damage and Loss of Organic and Inorganic Artifacts
- Traditional Methods of Caring for Objects
- Collections Storage Concepts and Examples
- Funding of Conservation and Storage Projects
- Opening and Closing Seasonal Centres

- 8:30**            **Meet in lobby to walk to HSS Facility (10 blocks)**
- 9:00-9:20**        **Introductions**
- 9:20-10:00**      **Why objects deteriorate**  
Identifying the 10 agents of deterioration.  
**Group Activity:** Participants will identify the 10 agents of deterioration.
- 10:00-10:15**     **BREAK**
- 10:15-10:20**     **Organic and Inorganic Materials**  
Basic characteristics of organic and inorganic materials.
- 10:20-10:50**     **Objects made from Organic Materials**  
Identifying agents of damage and loss specific to organic Inuit artifacts such as baskets, leather (including brain and smoke tanned skins), fur pelts, feathers, hair, textiles, bone, ivory, baleen, wood and paper. Recognizing kinds of damage and potential threats and determining appropriate control measures.  
**Group Activity:** Participants will identify the causes of damage and loss by examining artifacts.
- 10:50-11:20**     **Objects made from Inorganic Materials**  
Identifying agents of damage and loss specific to inorganic Inuit artifacts such as metals, glass beads, shell, ceramics, and stone. Also discussed will reducing loss to optical discs (read-only, write-once, erasable, and DVD), magnetic discs (hard and floppy); and magnetic tapes (computer, analogue and video). How to recognize various kinds of metal corrosion and determine if the corrosion is active or passive. Recognizing causes and symptoms of instability of inorganic material and determining appropriate control measures.  
**Group Activity:** Participants will identify the causes of damage and loss by examining sample inorganic artifacts.
- 11:20-12:00**     **Minimizing Damage**  
**Group Activity:** Participants will identify ways to minimize damage to the artifacts held in their collections.
- 12:00-1:00**        **LUNCH catered**
- 1:00-2:45**        **Minimizing Damage**  
Preventive conservation techniques for various organic and inorganic materials. Issues relating to display and storage mounts will also be discussed.  
**Group Activity:** Hands-on examination of artifacts and discussion of preventive conservation approaches for each.
- 2:45-3:00**        **BREAK**
- 3:00-3:30**        **Policy Development**  
Understanding what preventive conservation entails; key elements of a preventive conservation policy.
- 3:30-4:30**        **Tour of HSS Conservation Labs**

**6:00-8:00 Games Night?**

***Friday March 7 - Royal Alberta Museum***

***Module 6 - Preventive Conservation (cont.)***

**8:30 Gather in hotel lobby for transportation to RAM**

**9:00-10:30 Conservation Documentation and Storage Considerations – Margot Brunn and Ruth McConnell**

Documentation required; condition reporting to keep track of damage and deterioration for in-coming and out-going loans and permanent collections; working with conservators.

Considerations for collections storage. Handling procedures to minimize abuse and damage including equipment maintenance, labelling of materials.

**Group Activity:** Behind the scenes tour of the Royal Alberta Museum's Inuit and First Nations collections.

**10:30-10:45 BREAK**

**10:45-12:00 Conservation Considerations for Exhibitions – Margot Brunn and Ruth McConnell**

A walk-through of the Royal Alberta Museum Galleries with emphasis on the challenges of exhibiting First Nations and Inuit artifacts in terms of conservation.

**12:00-1:00 LUNCH in the RAM cafeteria – transportation to HSS Conservation Lab**

**1:00-2:30 Traditional Methods of Caring for Objects**

Presentation of traditional methods of caring for objects

**Group Activity:** Participants will discuss the care of Inuit collections through the integration of traditional knowledge and scientific methods.

**2:30-2:45 BREAK**

**2:45-3:45 Emergency Preparedness and Disaster Recovery**

Describing emergency priorities and first response; identifying potential problems; procedures for the recovery of artifacts and archival material. The role of CCI in assisting with disasters.

**3:45-4:10 Funding for Conservation Projects – Wendy Molnar**

Funding programs for the care and collection of artifacts and archival material; preparing a good case for funding.

**4:10-4:20 Field Trip Preparation**

**4:20-4:30 Module Evaluation**

***Saturday March 8 – Day Trip – Fort Edmonton Park***

***Sunday March 9 – Free day – Optional trip to West Edmonton Mall Waterpark (at your own expense)***

***Monday March 10 – Provincial Archives of Alberta***

***Module 7 - Research – Catherine C. Cole***

**Module Goals:**

1. To understand the role of research within the museum or heritage centre setting.
2. To learn standard research methods in regards to collections and exhibit planning.
3. To become familiar with how to collect and care for oral histories.
4. To learn the role of archives in conducting research.
5. To develop knowledge and skills in providing accessibility to the collection.
6. To learn how to write text for exhibitions and programs.

**Module Description:**

Museums and heritage centres often embark on a research program to document the artifacts in their collections, to help develop exhibitions and programs or to improve services to the public. This module explores these research requirements, focusing upon the tools needed for identifying and documenting collections and preparing background information for exhibitions. Participants will learn different approaches to research including use of secondary and primary research sources, including recording oral documentation.

**Subject Areas Include:**

- Research within Museums, Heritage and Visitor Centres
- Beginning a Research Program
- Research Methods
- Primary and Secondary Research Sources
- Collecting and Managing Oral Recordings

**8:30 Gather in lobby for transportation to Provincial Archives**

**9:00-9:30 Debrief Field Trip**

**9:30-10:00 Research within Museums, Heritage and Visitor Centres**

The role of research within museums, heritage and visitor centres; different types of research such as summative and basic research, collections-based research, applied research, audience-related research, and program evaluation.

**10:00-10:30 Beginning a Research Program**

Developing a research policy; choosing a topic; and getting started.

**Group Activity:** Working in groups, participants will identify an exhibition research topic.

**10:30-10:45 BREAK**

**10:45-12:00 Research Tools and Sources**

Using the Internet as a research tool. The use of various secondary and primary sources: artifact analysis/material culture research; oral documentation; fieldwork; photographs; documentary art; journals; maps; letters and diaries; accounts and ledgers; newspapers, etc.

**Group Activity:** Participants will identify useful websites, primary and secondary research sources relevant to their chosen exhibition topic.

**12:00-1:00 LUNCH catered**

**1:00-2:00 Tour**

**2:00-2:45 Collecting and Managing Oral Recordings**

Determining the scope of the project; identifying potential interviewees; developing release forms and research questions; setting up and conducting interviews; and managing oral recordings.

**2:45-3:00 BREAK**

**3:00-3:45 Conducting Oral Interviews**

**Group Activity:** Participants will have the opportunity to draft questions and practice oral interviews based upon their research topic.

**3:45-4:15 Group Presentations**

Participants will share their experience in developing their research topics and identifying sources.

**4:15-4:30 Module Evaluation**

***Tuesday March 11 – McKay Avenue School Museum***

***Module 8 - Exhibition Design – Wendy Molnar***

**Module Goals:**

1. To develop exhibition planning and design skills.
2. To understand the value of developing messages and storylines in consultation with the community.
3. To develop an understanding of the needs and characteristics of visitors in regards to exhibitions.
4. To develop exhibition evaluation skills.

**Module Description:**

Effective exhibition design is a means through which museums and heritage centres communicate with their audiences. Collections should be used in appropriate contexts so that they can be seen and enjoyed by all. This course will provide participants with the opportunity to design and produce their own “mini” exhibits. All aspects of exhibition design and production will be covered. Development of exhibit storylines, selection of artifacts and images, and appropriate exhibit production techniques – including new technologies – will be explored. This course will provide information about working with outside consultants such as designers and fabricators. Finally, exhibition evaluation techniques will be presented.

**Subject Areas Include:**

- Types of Exhibitions

- The Needs and Characteristics of Audiences
- Storyline Development
- Exhibition Design and Production
- Exhibitions Evaluation
- Project Planning and Management
- Funding Sources for Exhibitions
- Planning for Temporary/ Travelling Exhibitions
- Upgrading Current Exhibitions

**8:45 Meet in lobby to walk to McKay Avenue School (1 block)**

**9:00-9:30 Types of Exhibitions – Wendy Molnar**

Determining goals and objectives. Presentation of different types of exhibits: permanent, temporary, travelling, and virtual exhibitions and design approaches.

**9:30-10:30 Needs and Characteristics of Audiences – Wendy Molnar**

Identifying target audiences and visitor expectations. Characteristics of visitors that impact upon the exhibit designs (optimal viewing range, eye movement and focus, variation in mobility and height, fatigue and comfort).

**10:30-10:45 BREAK**

**10:45- 12:00 Storyline Development**

Developing the exhibition storyline; determining themes and subthemes; reviewing available research; selecting artifacts and graphic material; writing exhibition text.

**Group Activity:** Based upon the research conducted during Module 7, participants will prepare a preliminary list of artifacts and graphic material to be included in their exhibition and draft an introductory and artifact label.

**12:00-1:00 LUNCH**

**1:00-2:30 Exhibition Design**

Elements of exhibition design. Considerations include: gallery space available; exhibit furniture; graphics; colour; textural design; surface treatments; lighting; sound.

**2:30-3:30 Group Activity**

Participants will work in groups to design their own exhibitions based upon research and storyline.

**3:30-3:45 BREAK – travel to Loyal Edmonton Regimental Museum/Telephone Museum**

**3:45-4:30 Tours of Loyal Edmonton Regimental Museum/Telephone Museum**

**Wednesday March 12 -**



**Module 8 - Exhibition Design (cont.) – Amiskwaciy Academy & Royal Alberta Museum**

**8:30**            **Meet in hotel lobby for transportation**

**9:00-10:00**    **Attend Welcome Song and meet staff and students at Amiskwaciy Academy**

**10:30-11:00**   **Exhibition Project Team – Chop Suey on the Prairies**

The exhibit curator and designer will share how this exhibit was planned, researched and designed.

**10:30-10:45**   **BREAK**

**11:00-12:00**   **Group Activity**

Working in small groups, tour the galleries of the RAM and choose one specific exhibit to critique

**12:00-1:00**    **LUNCH in the RAM cafeteria – transportation to McKay Avenue School Museum**

**1:00-2:00**     **Exhibition Production**

Production scheduling, installation and maintenance, developing exhibitions and labels in-house, and developing production budgets.

**2:00-2:45**     **Exhibition Evaluation**

The role of evaluation in exhibition development including front end evaluation, visitor surveys, and learning from visitor feedback.

**2:45-3:00**     **BREAK**

**3:00-3:30**     **Developing Virtual Exhibitions – CCC**

How virtual exhibitions differ from physical exhibitions... considerations in terms of planning, content, and use of technology; Role of the Canadian Heritage Information Network in supporting a national collections inventory, i.e., Artefacts Canada, the Virtual Museum of Canada and Community Memories Programs.

**3:30-4:00**     **Presentation of Group Exhibition Designs**

**4:00-4:30**     **Institute Wrap-up and Evaluation**

**6:00-8:00**     **Graduation Banquet **CCC to investigate****

**Thursday March 13 – Travel day**