

# Practical Curating: Documentation Day School

This hands-on collections day school is designed and led by curators from Museums Worcestershire to share practical skills.

From entry to exit and everything else in between, learn how Museums Worcestershire documents their collections with a hands-on day also involving acquisitions and disposals, dealing with human remains and firearms.

The day is ideal for museum professionals, volunteers and interested hobbyists.

## **Museums Worcestershire Collections Centre, Hartlebury Trading Estate, Nr Kidderminster**

More information on location will follow to those who book the course, but please note that the estate is not well serviced by public transport.

**Monday 17<sup>th</sup> July 2017**

Day School cost: £20 each

*Call 01299 250416 to book your place, or visit the reception at Worcestershire County Museum at Hartlebury Castle. Places are limited, so please book in advance – booking closes a week before the day school.*

## **Day Outline**

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| 10am    | Arrive, tea, coffee & biscuits and meet the other participants and the curators who will be part of the day   |
| 10:30am | Tour of collections centre and the stored museum costume collections  |
| 11:30am | Introduction to City Museums Documentation  |
| 12:30   | Lunch. Options at the trading estate are limited, so please bring your own packed lunch.  |
| 1:15    | Hands on Session – From Acquisition Meeting to Accessioning. Working in groups, you will be given a fictional museum and a variety of objects to process from the meeting to see whether it fits into the collecting policy to going through all documentation processes. |
| 2:15    | Break for tea and coffee  |

2:30

Group 1 – Dealing with Human Remains – Deb Fox, *Curator of Archaeology and Natural History*

Group 2 – Dealing with Firearms – Kerry Whitehouse, *Registrar, Museums Worcestershire*

The Museums Worcestershire Collections Centre is a working museum store, so please come prepared for a variation in temperatures and some dusty environments. If you have any access or mobility requirements, please let us know when you book.

This day school forms part of a series of activities across 2017 enabling access, inspiration and skills sharing with the museum collections cared for by Museums Worcestershire. If you are interested in other opportunities, please email [museumcollections@worcestershire.gov.uk](mailto:museumcollections@worcestershire.gov.uk).