STEWARDSHIP OF COLLECTIONS:
GAINING CONTROL OF COLLECTIONS MANAGEMENT

Monday, 28 October 2019 | 9:00am–5:00pm
Rio Grande Depot, 300 Rio Grande Street, Salt Lake City, UT 84101
Robyn Haynie (Conservator/Registrar) & Glenna Nielsen-Grimm (Collections Manager)

8:30–9:00 am	**Arrivals so we can start promptly**
9:00–9:15 am	**Welcome & Overview** (Everyone) ▪ Housekeeping, group ground rules ▪ Agenda overview and goals for today
9:15–9:45 am	**Homework Review & Discussion from Month 1** (Everyone) ▪ Monopolicy exercise, Significance assessments, and Collections Scope draft
9:45–10:00 am	**COLL Standards Review** (Robyn) ▪ What we're zooming in on today – that ol' Standard 2!
10:00–11:00 am	**Taking Control of Collections: Basic Documentation Techniques** (Robyn) ▪ Object Records, Numbering Systems, Condition Reporting
11:00–11:15 am	**BREAK**
11:15–12:15 pm	**HANDS-ON ACTIVITY #1	Accessioning Objects**
12:15–1:15 pm	**LUNCH (on your own)**
1:15–2:30 pm	**Maintaining Control of Collections: Approaches to Data Management** (Robyn) ▪ Collection management systems (databases)
2:30–2:45 pm	**BREAK**
2:45–3:30 pm	**Reining in Collections** (Glenna) ▪ Risk management ▪ What to do with FICs (Found In Collections) ▪ Deaccessioning and Disposal
3:30–4:15 pm	**HANDS-ON ACTIVITY #2	Deaccessioning Objects**
4:15–4:30 pm	**Wrap-up** (Robyn, Glenna, Jennifer – with special guest stars Roger & Steve) ▪ Recap & key takeaways, resources, forecast of HSL module ▪ Self-assessments for COLL and HSL, Module Checklists, StEPs Certificates
4:30–4:45 pm	**COLL Module Evaluation** (Everyone) ▪ Because everyone loves a survey!
4:45–5:00 pm	**Mentor Groups Break-out** (Mentors with their 2-3 groups) ▪ How will today's content help you wrap up this module?