Certified Collection Management Professional (CCMP)

London (UK)

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Introduction

Welcome to the Certified Collection Management Professional CCMP course! In today's dynamic world, collections management plays a vital role in preserving and organizing valuable assets across various sectors. This course is designed to provide you with a comprehensive understanding of modern collection management services, equipping you with the essential knowledge and skills needed to manage collections efficiently in diverse organizational settings. Through a blend of theoretical insights, practical exercises, and real-world case studies, you will learn the latest advancements in collections management, and develop the collection management skills required to thrive in this field. By the end of this course, you will be fully prepared to take on the collection manager responsibilities and elevate your collection management practices.

Course Objectives

The Certified Collection Management Professional CCMP course aims to equip participants with a broad set of tools and knowledge essential for effective collection management. The primary objectives of this course are to:

- Understand the meaning of collection management and its significance across various sectors, including museums, libraries, archives, and more.
- Explore the latest trends, tools, and collection management solutions that are transforming how collections are handled globally.
- Gain a comprehensive understanding of collection development, acquisition, and accessioning processes to build robust collections.
- Master effective documentation and cataloging techniques that ensure accurate, accessible, and well-organized collections.
- Learn best practices in the preservation and conservation of different types of collections to extend their lifespan.
- Familiarize yourself with the ethical considerations and legal frameworks that govern collection management.
- Develop skills for efficient resource allocation, budgeting, and managing collection-related resources.
- Gain knowledge of collection assessment and evaluation techniques to ensure your collection's value and relevance.
- Explore emerging technologies and their impact on collection management, enhancing your approach to modern collection needs.
- Learn strategies for engaging with diverse audiences, promoting public access, and ensuring community involvement in collection management.

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Course Outlines

Day 1: Introduction to Collection Management

- Importance and scope of collection management in various industries.
- A historical overview of collection management practices.
- The changing landscape of collection management in the digital age and its evolving challenges.
- Key challenges and opportunities in managing diverse collections.
- How to develop a collection management plan for long-term success.

Day 2: Collection Development and Accessioning

- Crafting collection development policies and understanding procedures.
- Selection criteria for acquisition strategies and managing collection requirements.
- Understanding the accessioning and deaccessioning processes.
- Legal and ethical considerations in developing and managing collections.
- Building a sustainable collection management solution.

Day 3: Documentation and Cataloging

- Fundamentals of documentation and cataloging collections.
- Understanding metadata standards and controlled vocabularies for efficient management.
- Implementing digital asset management systems for seamless collection tracking.
- Best practices for cataloging and ensuring quality control.
- Streamlining collection manager responsibilities with proper documentation.

Day 4: Preservation and Conservation

- Developing a preservation plan and conducting a risk assessment for your collections.
- Preventive conservation strategies to minimize risks and ensure collection longevity.
- Techniques for conservation treatment and restoration of collections.
- Implementing environmental control measures and enhancing collection security.

Day 5: Collection Assessment, Interpretation, and Outreach

- Collection assessment methodologies to evaluate the effectiveness of your collection management plan.
- Using performance indicators for collection evaluation.
- Developing interpretation strategies for engaging diverse audiences.
- Promoting public access and encouraging community engagement with collections.

Conclusion

By completing the Certified Collection Management Professional CCMP course, you will not only gain the practical knowledge required to manage collections effectively but also earn a collections management certificate that will enhance your credentials. This course is an excellent step towards advancing your career as a collection manager, helping you develop collection manager goals, achieve optimal resource allocation, and ensure that you are up-to-date with the latest tools and trends in the industry. Whether you are looking for collections management training or aiming to deepen your expertise, this course is designed to provide you with a well-rounded, future-proof skillset.

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