

## Introduction to Collections Management

**Dates:** May 11 - June 8, 2026

**Location:** Online

**Instructor:** Erin Dee-Richard

**Fee:** \$95 for MANL and ANLA members, \$120 for non-members

### **Schedule\*:**

Pre-recorded Session 1

Distribution Date: Monday, May 11, 2026

Pre-recorded Session 2

Distribution Date: Friday, May 15, 2026

Live Session 1

Date: Tuesday, May 19, 2026

Time: 12:00-1:00 PM NDT

Location: Online via Zoom

Pre-recorded Session 3

Distribution Date: Friday, May 22, 2026

Pre-recorded Session 4

Distribution Date: Friday, May 29, 2026

Live Session 2

Date: Tuesday, June 2, 2026

Time: 12:00-1:00 PM NDT

Location: Online via Zoom

Assignment Due Date

Monday, June 8, 2026

\*Please note that the live sessions will not be recorded.

### **Course Description:**

This course provides an overview of the principles, practices, and responsibilities of collections management in heritage institutions. Over the four weeks of prerecorded and live sessions participants will explore collections management activities such as acquisitions, documentation, digitization, and deaccessioning. Participants will examine stewardship roles and responsibilities with relevant laws and ethical frameworks of museums. And they will gain knowledge in policy making, registration, records management, classification systems, museum standards, and physical management of collections.

### Learning Outcomes:

- Students will be able to **evaluate** the ethical considerations and legal obligations that govern the acquisition and retention of museum objects.
- Students will have an **understanding** of Collections Management Policy (CMP), specifically its role as the foundational document for museum operations.
- Students will be able to **explain** the criteria for acquisitions, accessioning, and deaccessioning items from a permanent collection.
- Students will **implement** industry-standard in documentation procedures for tracking an object's provenance, legal status, and location.
- Students will **utilize** classification systems and nomenclature standards to ensure data consistency and searchability within a Collections Management System (CMS).
- Students will **manage** the administrative workflow for accessions and loans.
- Students will **demonstrate** best practices for numbering and storing diverse object types to prevent damage or data loss.
- Students will be able to **identify** basic storage solutions that adhere to security protocols and environmental controls.
- Students will be able to **assess** risk management to protect collections from agents of deterioration.

### About the Instructor:

Erin Dee-Richard (she/her) is a museum professional with 15+ years of experience in the heritage sector. She began as a volunteer while completing a History degree at the University of Guelph and later earned a Master of Museum Studies from the University of Leicester in England. While living in the UK, she worked with the Royal Collection Trust at Windsor Castle and supported collections packing and relocation at the British Postal Museum.

In Ontario, Erin held roles spanning interpretation, programming, and collections management, including work as a costumed interpreter in an 1860s village, demonstrating artifacts as a tinsmith, printer, and kitchen interpreter. Most recently, as Curator of the Oil Museum of Canada, she applied evidence-based decision-making to protect the collections during a major renovation.

Her work focuses on cataloguing, digitization, and preventative conservation, alongside developing procedures and training resources to improve collections care and accessibility. After relocating to Newfoundland in 2025, Erin volunteered with the Isles Wooden Boat Builders Museum and Workshop and will be taking on the role of Curator in spring 2026.

*This workshop was made possible thanks to the generous support of the Cultural Economic Development Program, Department of Tourism, Culture, Arts and Recreation.*