

# COMMUNITY HERITAGE NETWORK

## WORKSHOP 1: COLLECTIONS MANAGEMENT

Date: May 11, 2017  
Time: 9am-3pm  
Location: UC Merced Campus, Classroom and Office Building, Room 267  
Details: This free workshop is sponsored by the Community Heritage Network (CHN) and UC Merced's Center for Humanities and is geared towards the professionals and volunteers that work at the museums and history centers of the Gold Country Historical Museum Alliance and other institutions in the San Joaquin Valley to address collections management concerns.

### SCHEDULE

9:00-9:15am	Coffee and pastry welcome
9:15-10:00am	Museum Planning Documents: What Every Museum Needs to Know <i>Emily Lin (UC Merced Library), Marieka Arksey (CHN)</i>
10:00-10:30am	Assessing the Values of Your Collection <i>Emily Lin (UC Merced Library)</i>
10:30-10:45am	BREAK
10:45-11:30am	Disaster Recovery and Climate Control <i>Emily Lin (UC Merced Library)</i>
11:30am-Noon	Inventory: Assessment, Storage, Conservation <i>Marieka Arksey (CHN)</i>
Noon-1:00pm	LUNCH (catered in room – assorted sandwich platters, snacks, beverages)
1:00-3:00pm	Collections Management Systems and Software
	PastPerfect Q&A (starts promptly at 1pm) <i>Brian L. Gomez (Vice President of Operations, PastPerfect)</i>
	CollectionSpace overview <i>CHN staff</i> Overview: CSpace is a free web-based collections management software available through UC Merced for any of these institutions that wish to use it; Anticipated data upload/migration workflow for those that wish to contribute their catalogs to the CHN
	General Q&A

## Location

UC Merced campus is located at 5200 North Lake Road, Merced, 95343

The workshop will take place in the Classroom and Office Building (highlighted in **PINK**), 2<sup>nd</sup> floor, Room 267.

## Parking

We have 10 parking spots reserved in North Bowl 2 (highlighted in **RED**) near the entrance of the parking lot.

For those with handicap placards, there is parking closer to the workshop building in Le Grand Lot, on the last corner before reaching North Bowl 2.

We will have someone at the parking lots in the morning to greet those arriving and show them the way to the workshop location.

