

Mixed Collections: Best Practices for Processing Collections of Artifacts and Archival Materials

Those of us who work in museums and archives know that donors have no idea whether they are bringing you archival material or artifacts. So how do you decide? Photographs, art, books, and reference material can belong in the archives or in the museum storage area. What physically looks like archival material can, upon inspection, belong in the museum. Some documentary artifacts, depending on content, are actually archival.

Through a review of collection policies, appraisal criteria, case studies, documentation, and actual 'hands-on' examples, your instructor will guide you through the complexities of processing mixed collections of artifacts and archival materials.

Please feel free to bring examples of artifacts and/or archival material from your own institution - those items whose ultimate retention, documentation, and storage have you puzzled. You should also bring a copy of your current collections policy, if you have one.

Independent archives consultant Linda Wills will give this workshop on Friday, November 4, 2011 at the Creston Museum, Creston BC.

Workshop participants from the East and West Kootenays will have the opportunity to schedule a site visit with Linda at their organisations after the workshop, for further support tailored specifically to their collections.

Mixed Collections Workshop:

- Friday, November 4, 2011
- Creston Museum, 219 Devon Street, Creston BC
- 10:00 AM – 4:00 PM Pacific Time
- \$35 for members of the Heritage Federation of South-East BC; \$50 for non-members; includes lunch and refreshments

Site Visits:

- November 2011 – March 2012.
- Priority will be given to heritage organisations in the East and West Kootenay who participate in the workshop; other sites will be considered if funds allow.
- Site visits will be scheduled to minimise travel costs and according to Linda's availability. Please indicate on the registration form if you would like a site visit, and we will coordinate a schedule as soon as possible.

To Register: A registration form is being circulated with this message. Please complete it and return it, with your payment, to Tammy Hardwick, Creston Museum, 219 Devon Street, Creston BC V0B 1G3. Registration forms can also be downloaded from the Creston Museum's website, www.creston.museum.bc.ca.

***** Please make cheques payable to Heritage Federation of South-East BC *****

Deadline for Registration: 29 October 2011

For more information, contact Tammy Hardwick at 250-428-9262 or mail@creston.museum.bc.ca

This workshop is made possible through the support of the Museums Assistance Program of the Department of Canadian Heritage and of the Columbia-Kootenay Cultural Alliance.