



# Collection Management Bootcamp 2021

## Summer Program Syllabus

### German American Heritage Center & Museum

#### Address

712 West 2nd St.  
Davenport, IA  
52802

#### Contact

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#### Staff

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#### Mission

To preserve and  
enrich for present  
and future  
generations  
knowledge of the  
German  
immigrant  
experience and its  
impact on the  
American culture.

#### Description:

The German American Heritage Center & Museum is excited to offer a Collection Management Bootcamp. This week long, hands-on program will give students experience working in all facets of museum collection management.

#### Learning Objectives:

This program will offer a hands-on educational approach to learning the skills necessary to care for a museum collection. Lead by museum professionals and educators, students will complete a multitude of projects to build competence. A portfolio and resume workshop will complete the program.

#### Readings:

All readings will be provided through the program. Readings will be taken from the following:

*Museum Registration Methods 5th edition.* AAM Press, Chicago. 2010  
*The Curation and Care of Museum Collections.* Bruce A. Campbell, Baars Christian. Routledge, 2019.

#### Technology

Students will need access to a personal computer for research and writing tasks. Students will access and use collection management software on a computer at the museum. They will not be able to access this software outside of this computer.

#### Lesson Plan:

The plan for the course is as follows and is subject to change.

##### DAY 1: July 12th

Tour GAHC and collections. Meet and Greet with staff and workshop leaders. Receive Kit. Students select object for the week. Do condition reporting, create a donation agreement and deed of gift. Receive sample reports and documents.

##### DAY 2: July 13th

Preservation in collection. Learn about storage conditions for different types of objects. Create storage for your object. Work hands on creating storage for other types of objects. Receive sample collection policies.



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### **Lesson Plan Cont.**

DAY 3: July 14th

Material Culture Research. Learn the techniques, skills and analysis for completing material culture research on your object. Research and create a material culture research report for your object.

DAY 4: July 15th

Preservation on Exhibition. Learn about mount making for exhibition, lighting and other considerations. Hands on- construct a mount for your object. Create text label. Sample loan forms.

Day 5: July 16th

Portfolio and Resume building. Workshop resumes and portfolios with staff. Celebration lunch and certificate handout.

### **Guest Speakers**

This course will be enhanced by lectures and Q+A sessions from guest speakers. Speaker list is still being determined.

### **Materials, Tools & Collection Management Kit**

The materials and tools for completing all projects in this program are included in the price of the program. All students will receive a Collection Management Kit on their first day with all of the main tools they will need for careers as Collection Managers. This kit is to be taken home at the end of the camp.

Please note that supplies in their kit are limited and students are encouraged to be thoughtful about their resources.

Students will be expected to work with X-acto knives and box cutters and are advised to use extreme caution.