

Documentation in Practice Collections Symposium, 23rd April 2025

AGENDA

- 10.00 **Welcome** – Sarah Brown, Deputy Director, Collections Trust
- 10.10 **Keynote:** *What makes a good documentation policy?* Ruth Burwood, Relationship Manager, Museum Accreditation, Arts Council England
- 10.50 **Case study 1:** *Reflections on object entry*, Anita Hollinshead, Museums & Heritage Consultant
- 11.10 Morning break**
- 11.25 **Case study 2:** *Tracing Historic Lenders at the Ashmolean Museum*, Christina Gernon, Senior Registrar, Ashmolean Museum of Art and Archaeology
- 11.45 **Case study 3:** *How to plan a plan – documentation planning at Chelmsford Museum*, Kate Reeder, Curatorial and Learning Manager, Museum of Chelmsford
- 12.05 **Q&A** (Chair – Sarah Sinka)
- 12.25 Lunch**
- 13.15 **Case study 4:** *Controlling location and movement documentation during Buxton Museum and Art Gallery's collections move*, Martha Jasko-Lawrence, Derbyshire Museums Manager, Derbyshire County Council and Nancy Wilson, Assistant Collections Officer, Derbyshire County Council
- 13.35 **Case study 5:** *Audit at The Postal Museum*, Chris Taft, Head of Collections, The Postal Museum
- 13.55 Afternoon break**
- 14.10 **Q&A** (Chair - Anna Rhodes)
- 14.25 **Panel discussion:** *How do we ensure that tackling documentation backlogs is at the heart of what museums do rather than an activity driven by other organisation priorities, such as having to move collections off site during a capital project (or when a site closes). What are the opportunities both as individual museums and as a sector for us to tackle this?*
- Chaired by Sally Hawley, Museum Development Collections Officer, MDM with Sarah Hartshorne, Museum Development Programme Manager, Arts Council England and Lindsay Duncan, Outreach Officer, Collections Trust.
- 14.55 **Closing remarks** – Sarah Sinka, Museum Development Officer, MDSE
- 15.00 **Symposium ends**