

## VENUE

Museum für Naturkunde  
Invalidenstraße 43  
10115 Berlin  
Germany

## BASIC COLLECTION TECHNIQUES TOPICS COVERED

**Preventive Conservation:** climate, light, VOCs and detection, disaster preparedness, moving collections, integrated pest management, biocides (health and safety)

**Data documentation, digitization and labelling:** handling of field data, registration, data cleaning, database, types of digitization, requirements for object digitization, workflows in mass digitization, labels in wet collections, labels in dry collections

**Basic techniques in collection care:** **A:** Dry collections: entomological collections, skins and bones, paleontological collections (esp. amber), mineralogical collections, botany collections; **B:** wet collections, properties of ethanol, denaturing agents, jars, lids, issue of pH in wet collection etc.

## SESSIONS

Preventive Conservation (Monday, Tuesday)

Health and safety (Tuesday)

Documentation and Digitization (Tuesday, Wednesday)

Dry Collections (Wednesday, Thursday)

Wet Collections (Thursday)

Shipping Workshop (Friday) can be booked separately

## Registration

No registration fee. Please register at:

[https://survey.naturkundemuseum-berlin.de/en/Registration\\_Basic\\_Collection\\_Techniques](https://survey.naturkundemuseum-berlin.de/en/Registration_Basic_Collection_Techniques)

## CONTACT

Centre of Collections, e-mail [info.cec@mfn.berlin](mailto:info.cec@mfn.berlin)

## FURTHER INFORMATION

<https://www.museumfuernaturkunde.berlin/de/museum/veranstaltungen/workshop-basic-collection-techniques>



Workshop November 25–28/29, 2019

# Basic Collection Techniques

## The training Basic Collection Techniques

is an introductory module on care and management of natural history collections aimed at persons that have limited experience with collection work or those who wish to update their knowledge in this field.

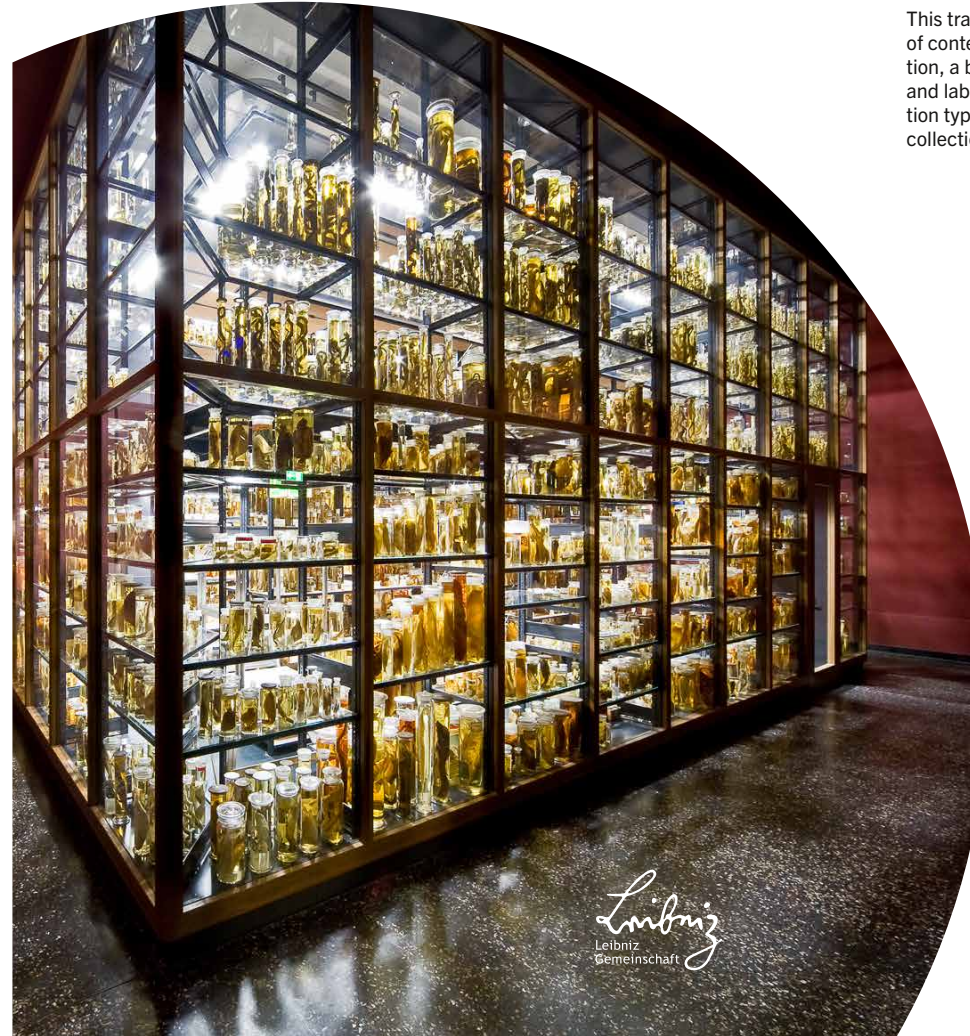
This training will consist of three main types of content: a block on preventive conservation, a block on documentation, digitization and labelling and an introduction to collection types including aspects of dry and wet collections with their specific requirements.

This training will provide a brief insight into the most essential topics of basic collection care and management, including aspects of preservation and preventive conservation.

## Shipping workshop:

The training Basic Collection Techniques is followed by a one-day training on shipping specimens internationally. This is an introduction to sending out collection objects in compliance with all legal and regulatory requirements. Basic Collection Techniques and Shipping Workshop can be combined to a whole week of training in Berlin.

Funded by *Aktionsplan*  
*Leibniz Research Museums,*  
*Cultural Heritage.*



Leibniz  
Gemeinschaft

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# Basic Collection Techniques Workshop at the Museum für Naturkunde, Berlin

## 25.11.2019 MONDAY

**13:15 h WELCOME AND INTRODUCTION**

**13:30 h PREVENTIVE CONSERVATION**  
Stefan Röhrs, Climate and Light  
Rathgen-Forschungslabor

**15:00 h PREVENTIVE CONSERVATION**  
Alexandra Jeberien, HTW  
VOCs and Detection

**16:00 h Coffee Break**

**16:30 h PREVENTIVE CONSERVATION**  
Peter Giere, MfN  
Disaster Preparedness

**17:30 h OPTIONAL: TOUR**  
Disaster Preparedness

## 26.11.2019 TUESDAY

**09:00 h PREVENTIVE CONSERVATION**  
Vera Garvens, Gina Eichmüller, RGZM  
Moving Collections

**10:30 h Coffee break**

**11:00 h PREVENTIVE CONSERVATION**  
Bill Landsberger, Integrated Pest Management  
Rathgen-Forschungslabor

**12:30 h Lunch Break**

**14:00 h HEALTH AND SAFETY**  
Christiane Quaisser, Christiane Funk, Biocides  
MfN

**15:00 h DOCUMENTATION AND DIGITIZATION**  
Frederik Berger, MfN  
Digitization

## 27.11.2019 WEDNESDAY

**09:00 h DOCUMENTATION AND DIGITIZATION**  
Dorothee Haffner, HTW  
Documentation

**10:30 h Coffee break**

**11:00 h DRY COLLECTIONS**  
Karsten Wesche, Senckenberg (Görlitz)  
Herbaria

**11:45 h DRY COLLECTIONS**  
Ralf Thomas Schmitt, MfN  
Mineralogy

**12:30 h Lunch Break**

**14:00 h DRY COLLECTIONS**  
Eva-Maria Sadowski, MfN  
Paleontological Collections, Amber

**15:00 h DOCUMENTATION AND DIGITIZATION**  
Dirk Neumann, SNSB, Labelling  
Peter Giere, MfN

**16:00 h Coffee Break**

**16:30 h TOUR OF THE COLLECTION**

## 28.11.2019 THURSDAY

**09:00 h DRY COLLECTIONS**  
Steffen Bock, Peter Giere, MfN  
Skins and Bones

**10:30 h Coffee break**

**11:00 h DRY COLLECTIONS**  
Volker Lohrmann, Entomological Collections  
Überseemuseum Bremen

**12:30 h Lunch Break**

**14:00 h WET COLLECTIONS**  
John Simmons, Museologica  
Wet Collections I

**15:00 h WET COLLECTIONS**  
John Simmons, Museologica  
Wet Collections II

**16:00 h Coffee Break**

**16:30 h WET COLLECTIONS**  
John Simmons, Museologica  
Wet Collections III

## 29.11.2019 FRIDAY

**08:50 h WELCOME**

**09:00 h SHIPPING WORKSHOP**  
Dirk Neumann, SNSB  
Legal requirements overview

**09:30 h SHIPPING WORKSHOP**  
Dirk Neumann, SNSB  
Veterinary legislation

**10:00 h SHIPPING WORKSHOP**  
Peter Giere, MfN  
CITES and species protection

**10:30 h Coffee break**

**11:00 h SHIPPING WORKSHOP**  
Dirk Neumann, SNSB  
IATA regulations, IATA training

**11:45 h SHIPPING WORKSHOP**  
Dirk Neumann, SNSB  
Customs laws and regulation

**12:30 h Lunch Break**

**14:00 h SHIPPING WORKSHOP**  
Dirk Neumann, SNSB  
Packing, Labelling and Shipping

**15:00 h SHIPPING WORKSHOP**  
Peter Giere, MfN  
Nagoya Protocol, ABS

**16:00 h Coffee Break**

**16:30 h DISCUSSION**

### ABBREVIATIONS

HTW: University of Applied Sciences, Berlin  
MfN: Museum für Naturkunde Berlin  
RGZM: Römisch-Germanisches Zentralmuseum  
SMB: Staatliche Museen zu Berlin  
SNSB: Bavarian Natural History Collections