



PASTPERFECT WORKSHOP

Tuesday, June 20, 2017

9:00 AM to 2:00 PM

Generously hosted by

MARATHON COUNTY HISTORICAL SOCIETY

410 Mcindoe Street

Wausau, WI 54403

COLLECTIONS MANAGEMENT WITH PASTPERFECT

DESCRIPTION

This half day training will cover the basics of using PastPerfect version 5 with an emphasis on collections cataloging and management. There will be demonstrations for setting up user accounts, authority files and security, adding temporary receipts, uploading forms and adding accession records. There will also be a step-by-step introduction on how to add catalog records and images to the database. Near the end of the day, participants will see how some of the optional features work to help provide accessibility to the cataloged collections. There will also be discussions on funding options, best practice for usage, and equipment.

There will be ample time for Q & A so please bring your questions. This training is ideal for anyone getting started with PastPerfect or is thinking of upgrading from a previous version. It is also suitable for current users who have questions, are interested in add-on features, or are looking for tech tips to make cataloging easier.

INSTRUCTOR

Sarah Kapellusch is the Registrar at the Wisconsin Veterans Museum in Madison. She has been offering PastPerfect training throughout the state since 2011 with an emphasis on collections management and processing and working with PastPerfect online. She was a member of the AALSH Nomenclature Committee and helped edit Nomenclature 4.0 for Museum Cataloging. She also teaches a database course for Museum Studies Online in collaboration with the Northeastern States Conservation Center.

QUESTIONS

Contact Kirsten Smith at k.deane.smith@gmail.com

COLLECTIONS MANAGEMENT WITH PASTPERFECT WORKSHOP

Marathon County Historical Society

Tuesday, June 20, 2017

Minimum Capacity: 20 / Maximum Capacity: 99

SCHEDULE

9:00 AM	Workshop Begins
12:00 PM	Lunch Provided (<i>Additional cost of \$1.30 for gluten-free bread.</i>)
2:00 PM	Program Ends
Optional	Woodson History Center & Guided Tour of the Yawkey House Museum

Paid reservations are required by Tuesday, June 13, 2017

REGISTRATION

Name: _____

Phone: _____

Institution: _____

OPTIONAL ACTIVITIES

☐ Woodson History Center Exhibits and Yawkey House Museum Guided Tour
For planning purposes, please indicate if you intend to stay after the workshop, as group sizes for the Yawkey House Museum tour are limited and must be scheduled in advance.

WORKSHOP FEES

☐ **\$25.00 per person – WFM Member Rate**
Institutional Members may send up to 3 staff at the \$25 per person Member Rate.
☐ **\$35.00 per person – Non-WFM Member Rate**
☐ **\$1.30 additional charge for gluten-free bread**

MEMBERSHIP FEES

Not a Wisconsin Federation of Museums Member? Please consider joining.

WFM Membership Levels:

<input type="checkbox"/> Individual - \$15	Salary less than \$25,000
<input type="checkbox"/> Individual - \$25	Salary more than \$25,000
<input type="checkbox"/> Institutional - \$40	Budget under \$350,000
<input type="checkbox"/> Institutional - \$60	Budget over \$350,000

TOTAL PAYMENT

\$ _____

MAIL TO

Wisconsin Federation of Museums
c/o Wegner CPAs, LLP
2110 Luann Lane
Madison, WI 53713

Please make checks payable to
Wisconsin Federation of Museums
(WFM)

QUESTIONS

Please contact Kirsten Smith at k.deane.smith@gmail.com