

# Interior Museum Program Training: Online DOI Learn Courses

## Collections Management Courses

### Basics of Museum Collections Care

**Description:** This course is designed as an introduction to the basic concepts of museum collections care and management for DOI employees, collateral duty employees, contractors, and volunteers. By the end of this 45-minute self-paced course, learners will know the agents of deterioration that impact museum collections and be able to identify when it is appropriate and necessary to call a curator, conservator, or other specialist.

**Course Code:** DOIU-2614-OLT-DOI-org

**Access at:** <https://gm2.geolearning.com/geonext/doi/coursesummary.CourseCatalog.geo?id=99737>

### Conducting the DOI Inventory of Museum Collections

**Description:** This new self-paced online course is based on DOI Museum Directive 21, *Inventory of Museum Collections*. The one-hour course introduces DOI curatorial and museum management staff to the various DOI requirements and methods for conducting an inventory of museum collections. Upon course completion, learners will understand why museum inventories are needed and know how to properly complete, reconcile, and certify the inventory of museum collections according to DOI policy.

**Course Code:** DOI-OLT-0010

**Access at:** <https://gm2.geolearning.com/geonext/doi/coursesummary.CourseCatalog.geo?id=138259>

### Introduction to Managing Museum Property Collections

**Description:** This 45-minute self-paced course is designed to introduce DOI employees and others to identifying and managing museum property. It explains why DOI has museum property, how museum property is identified and classified, the key responsibilities for managing museum property, and how to plan for museum property management.

**Course Code:** OLT\_\_9637

**Access at:** <https://gm2.geolearning.com/geonext/doi/coursesummary.CourseCatalog.geo?id=90227>

## Interior Collection Management System (ICMS) Courses

### ICMS Basic Data Entry for Archives

**Description:** This 15-minute course is part of the series of video-based courses on the ICMS. Upon completion of this course, learners will be familiar with the basics of entering catalog data about archival documents into ICMS. The course includes adding a new catalog record, a discussion of the various types of data fields for archives in the Archives module, how to create a finding aid, and how to attach images to the catalog record. Closed Captioning is available for this course. The prerequisite for this

course is “ICMS Basic Navigation” (DOIU-2615-OLT-DOI-org).

**Course Code:** DOIU-2619-OLT-DOI

**Access at:** <https://gm2.geolearning.com/geonext/doi/coursesummary.CourseCatalog.geo?id=120759>

**Youtube:** <https://www.youtube.com/watch?v=9hkiQrgwzmM&index=5&list=PLD91EE970691B3ABF>

### **ICMS Basic Data Entry for Cultural Resources**

**Description:** This 20-minute course is part of the series of video-based courses on the ICMS. Upon completion of this course, learners will be familiar with the basics of entering data in the Cultural Resources module of ICMS. The course includes adding a new catalog record for a History object and a discussion of the various types of data fields for cultural resources in ICMS, as well as attaching images and using mass-update features. Closed Captioning is available for this course. The prerequisite for this course is “ICMS Basic Navigation” (DOIU-2615-OLT-DOI-org).

**Course Code:** DOIU-2616-OLT-DOI-org

**Access at:** <https://gm2.geolearning.com/geonext/doi/coursesummary.CourseCatalog.geo?id=120765>

**Youtube:** [https://www.youtube.com/watch?v=TCq6Zitkf\\_o&index=2&list=PLD91EE970691B3ABF](https://www.youtube.com/watch?v=TCq6Zitkf_o&index=2&list=PLD91EE970691B3ABF)

### **ICMS Basic Data Entry for Natural Resources**

**Description:** This 25-minute course is part of the series of video-based courses on the ICMS. Upon completion of this course, learners will be familiar with the basics of entering data about Natural Resources specimens into ICMS. The course includes adding a new catalog record, a discussion of the various types of data fields for natural resources in ICMS, and how to attach images to the catalog record. Closed Captioning is available for this course. The prerequisite for this course is “ICMS Basic Navigation” (DOIU-2615-OLT-DOI-org).

**Course Code:** DOIU-2618-OLT-DOI

**Access at:** <https://gm2.geolearning.com/geonext/doi/coursesummary.CourseCatalog.geo?id=120760>

**Youtube:** <https://www.youtube.com/watch?v=UUft1NITPOM&index=4&list=PLD91EE970691B3ABF>

### **ICMS Basic Navigation**

**Description:** This 20-minute course is the first in the series of video-based courses on the ICMS and the prerequisite for the other courses in the series. Upon completion of this course, learners will be familiar with the basics of navigating among the modules and features in ICMS. The course includes System Help, the Navigation Pane, the Menu Bar, the Button Bar, and very basic features when an ICMS record is added or modified. Closed Captioning is available for this course.

**Course Code:** DOIU-2615-OLT-DOI-org

**Access at:** <https://gm2.geolearning.com/geonext/doi/coursesummary.CourseCatalog.geo?id=120763>

**Youtube:** <https://www.youtube.com/watch?v=13DU3Oodvbw&list=PLD91EE970691B3ABF&index=1>

## **ICMS Import Export**

**Description:** This 30-minute course is part of the series of video-based courses on the ICMS. Upon completion of this course, learners will be familiar with the basics of importing collections data into ICMS and exporting data from ICMS for use by local catalogers. The course includes creating a template for a cataloger to use outside of ICMS, which may then be imported back into ICMS for permanent retention. Closed Captioning is available for this course. The prerequisite for this course is "ICMS Basic Navigation" (DOIU-2615-OLT-DOI-org).

**Course Code:** DOIU-2620-OLT-DOI-org

**Access at:** <https://gm2.geolearning.com/geonext/doi/coursesummary.CourseCatalog.geo?id=120755>

**Youtube:** <https://www.youtube.com/watch?v=4MtQdGRRXPE&list=PLD91EE970691B3ABF&index=6>

## **ICMS Searches, Filters, and Queries**

**Description:** This 15-minute course is part of the series of video-based courses on the ICMS. Upon completion of this course, learners will be familiar with the basics of finding records in ICMS. This course includes sorting records, using Quick and Advanced Search, using Quick and Advanced filters, and creating and saving Tag sets. Closed Captioning is available for this course. The prerequisite for this course is "ICMS Basic Navigation" (DOIU-2615-OLT-DOI-org).

**Course Code:** DOIU-2617-OLT-DOI

**Access at:** <https://gm2.geolearning.com/geonext/doi/coursesummary.CourseCatalog.geo?id=120762>

**Youtube:** <https://www.youtube.com/watch?v=CJN8wOOZuGU&list=PLD91EE970691B3ABF&index=3>