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

Protection 101: Safeguarding DOI Museum Collections
Description: This 60-minute self-paced course includes an overview of the various threats to DOI museum collections; an examination of the most likely risks, with prevention and mitigation strategies for each; and resources for additional information. At the end of the course, students can build upon their coursework and use the incorporated emergency management plan template to develop a Museum Emergency Management Plan for their unit (or update an existing plan).
Course Code: DOI-OLT-0011
Access at: https://gm2.geolearning.com/geonext/doi/NewCourseCatalog.geo?id=152234

DOI Museum Checklist: Part 1
Description: This 60-minute self-paced course presents a basic introduction to the new DOI Museum Checklist. Staff must use the Checklist to evaluate all DOI museum facilities, procedures, and operations, at least once every five years. Checklist data measure compliance with DOI museum standards, and can help staff to identify museum needs, develop work plans, establish priorities, formulate budget requests to address those needs, and improve a unit's overall museum program.
Course Code: DOI-OLT-9638
Access at: https://gm2.geolearning.com/geonext/doi/coursesummary.CourseCatalog.geo?id=173560

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=9hkjQrgwzmM&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=TCq6Zjtkf_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=UUft1NlTPOM&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=CJN8wOQZuGU&list=PLD91EE970691B3ABF&index=3

Inventory in ICMS
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 conducting a physical inventory of museum collections using the ICMS Inventory Module. The course includes creating and printing out a list of museum objects for the three types of inventory that are required by DOI: random sample, controlled property, and accessions. It also includes tips on how to conduct each inventory and how to update records in ICMS after you have finished an inventory. Many close-ups are used to demonstrate the steps to follow. Closed Captioning is available. Prerequisites include: "ICMS Basic Navigation" (DOIU-2615-OLT-DOI-org); "ICMS Basic Data Entry" (DOIU-2615-OLT-DOI-org); and "ICMS Searches, Filters, and Queries" (DOIU-2617-OLT-DOI).
Access at: https://gm2.geolearning.com/geonext/doi/coursesummary.CourseCatalog.geo?id=173879
Youtube: https://www.youtube.com/watch?v=4AiBrJMGz1w