ICA Online Learning Course "Collection Care"
Learning Outcomes

This document indicates the knowledge and skills that the "Collection Care" course aims to provide its learners. At the end of the course, they should be able to do all of the things listed below. The learning outcomes are provided to assist potential learners, employers and/or professional associations in assessing whether the course is suitable for their needs.

- List the *Ten Agents of Deterioration*
- Recognise and identify the Ten Agents of Deterioration in your own archives
- Understand and use the key terminology
- Identify and describe the main threats to the preservation of archives

- Explain the purpose of risk management
- Identify risk and set a priority for each risk
- Utilise a risk assessment matrix

- Identify the main archives formats and media
- List the various formats and media that are contained in your own archive repository
- Identify the collection care implications and challenges of archives in traditional formats
- Make informed decisions about the storage of a range of archival formats and media

- Recognise signs of decay in physical archives
- List the main causes of decay in physical archives
- Explain the negative impact of handling, relative humidity, light, temperature and pollution on physical archives

- Analyse the most appropriate location for an archival facility
- Explain the key risks and the decisions that need to be made to inform the choice of location
- Compare the effectiveness of utilising commercial storage for parts of the collections
- Demonstrate the importance of using standards and setting benchmarks for an archival facility

- Use the case studies to inform choices and options for an archival facility

- Explain the effects of fire on archival collections
- Identify the most appropriate forms of fire suppression for an archival facility
- Demonstrate the importance of carrying out a fire risk assessment
- Plan a response to a fire event

- Explain the effectiveness of a risk management approach
- Analyse the risks presented by the building and/or its internal layout
- Plan a programme of checking maintenance issues
- Identify and mitigate security risks

- Understand the importance of building materials to ensure sustainability
- Analyse the range of options being developed for alternative "green" solutions
- Demonstrate a wider awareness of the technologies and their potential application for heritage buildings
- Develop overall knowledge of sustainable alternatives

- List the different forms of risk from environmental conditions
- Explain why conditions need to be monitored
- Identify the different equipment required for monitoring
- Compare the challenges presented by utilising mechanical systems to control environmental conditions

- List the range of risks to archives from insects and other pests
- Explain the purpose of monitoring to prevent damage
- Plan an Integrated Pest Management scheme
- Compare and apply appropriate treatment methods

- Identify mould on archival material
- Explain the risks to health from mould outbreaks
- Compare PPE equipment and ensure usage
- Plan a programme to address a mould infection
- Develop a network of specialist advisors

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- Demonstrate cleaning methods to other staff
- Explain the importance of good handling of archives
- Draft handling guidance
- Explain the purpose for the cleaning of collections
- Compare control methods for reducing dust
- Develop a cleaning programme
- Identify risks to collections and to staff

- Identify shelving needs in line with archival format requirements
- Compare shelving specifications
- Demonstrate a wider knowledge of storage furniture
- Explain the importance of shelving and ensure standards are met

- Explain the role of packaging
- Compare packaging formats
- Demonstrate the importance of standards of manufacture
- Identify packaging needs for archival formats
- Analyse the risks and plan appropriate packaging programmes

- Describe the competencies and aptitudes required of an archive conservator
- Justify the importance of continuing professional development for conservators and conservation staff
- Identify the professional standards and ethical approaches required
- Develop prioritised programmes for conservation
- Specify basic requirements for planning a conservation workshop

- Describe the purpose of collection surveys
- Identify the different types of survey
- Draft an appropriate range of questions to collect the data needed for the different types of survey
- Plan a collection survey
- Analyse the data to inform decisions and priorities

- Define the terms emergency and disaster

- Identify common types of emergencies and disasters which threaten archives in traditional formats

- Explain the impact of emergencies and disasters on archival material and buildings

- List the components of a plan to prevent, mitigate and recover from emergencies and disasters

- Demonstrate to the organisation the importance of a Preservation Policy

- Explain the difference between policy and strategy

- Analyse the priorities for collection care and compile a strategic plan

- Compare the effectiveness of the policy and strategy, and review

- Use the policy as a means of communication and engagement with stakeholders and funders

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