

LEADERSHIP & MANAGEMENT | COURSE BROCHURE

Professional Collection Manager (PCM)

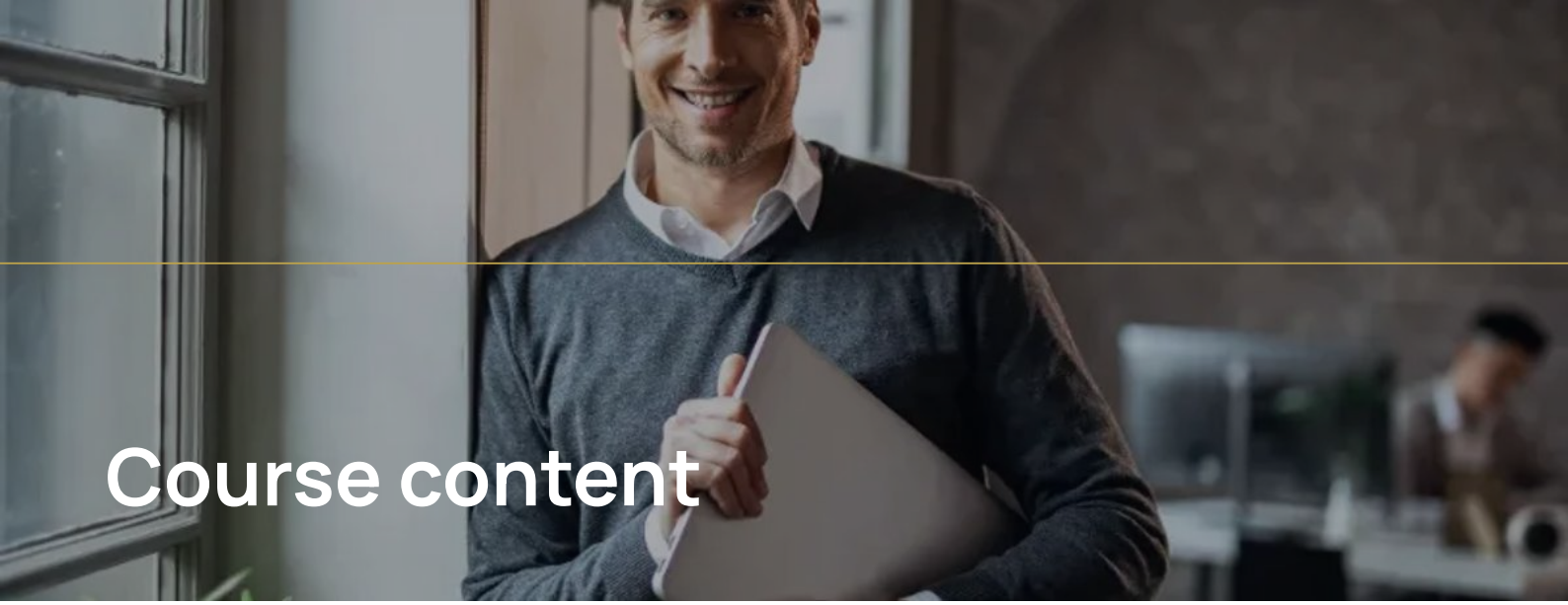
5 days | Classroom training | English

SMART HORIZON

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London W2 6BD, United Kingdom

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Course content

Why attend

This course equips participants with the essential skills and knowledge required to effectively manage collections in various professional settings. It covers strategies for collection development, preservation, and ethical considerations, ensuring participants can enhance their management practices and decision-making in collection management.

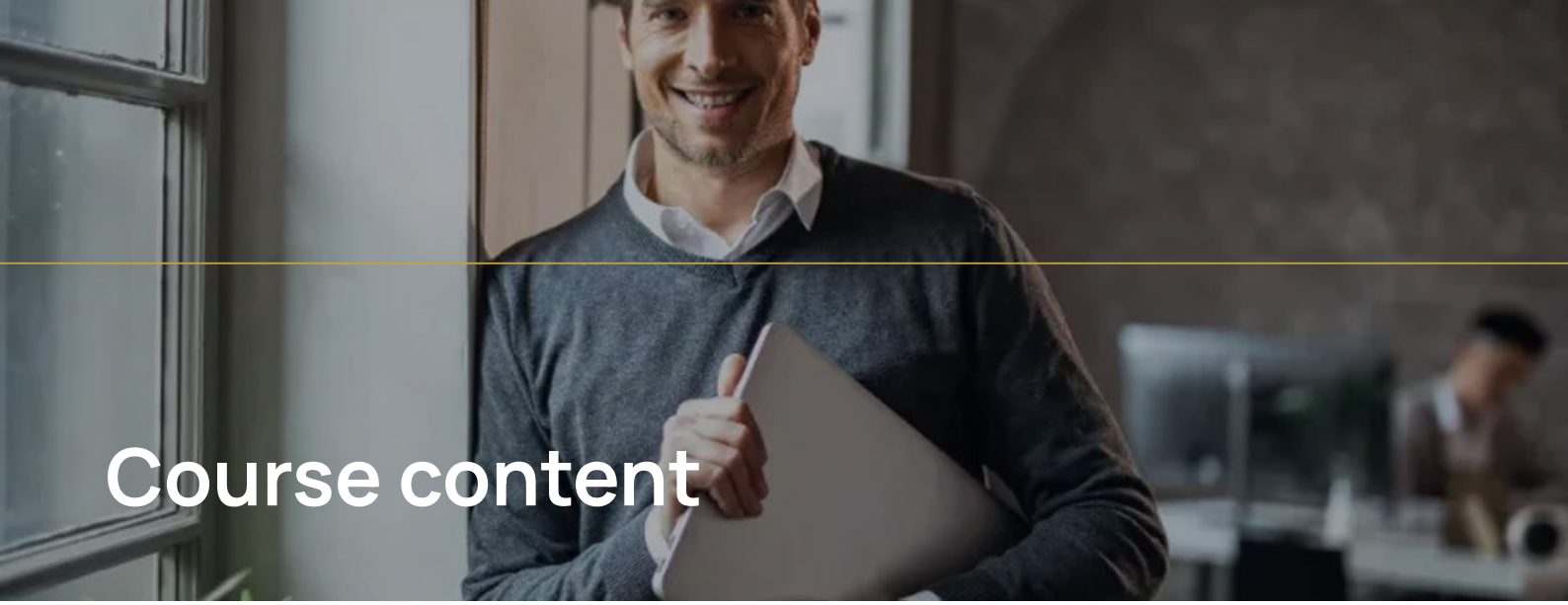
Collection managers face significant challenges in maintaining the integrity and accessibility of diverse collections while navigating budget constraints, changing technologies, and evolving user expectations. Effective collection management is crucial for ensuring that collections remain relevant and valuable to their institutions and stakeholders. Participants will learn to assess collection needs, prioritise acquisitions, and implement preservation strategies that align with institutional missions and community demographics, ultimately enhancing the overall value of their collections. Additionally, they will explore the ethical implications of their decisions, ensuring responsible stewardship of cultural and historical assets, which is vital for public trust and institutional credibility.
Participants will develop practical skills in engaging with stakeholders, utilising feedback to inform collection development, and marketing collections to enhance public interest and access. They will practice making informed decisions regarding acquisitions, deaccessions, and resource allocation, which are vital for maintaining a dynamic and responsive collection. By the end of the course, participants will be equipped to create comprehensive collection management policies that integrate preservation, acquisition, and community engagement strategies, ensuring their collections are well-managed, accessible, and aligned with user needs and institutional goals.

Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course employs a blend of case studies, hands-on workshops, and collaborative group exercises to build participants' capabilities in collection management. Realistic scenarios will be used to simulate decision-making processes, allowing participants to apply theoretical knowledge to practical situations. Participants will engage in activities such as drafting acquisition proposals, developing preservation plans, and creating community engagement strategies. Outputs will include collection assessment reports, preservation plans, and comprehensive collection management policies, demonstrating their understanding and application of course concepts. This interactive approach ensures that participants leave with tangible skills and resources they can implement in their professional roles, enhancing their effectiveness as collection managers.



Course content

Course objectives

By the end of this course, participants will be able to:
• Analyse collection needs to inform strategic development plans for diverse collections.
• Evaluate preservation techniques to enhance the longevity of various collection types.
• Justify ethical considerations in collection management decisions and practices.
• Design acquisition proposals based on institutional priorities and community needs.
• Assess the impact of digital technologies on collection accessibility and management.
• Construct a comprehensive collection management policy for a fictional institution, integrating all learned aspects.
• Develop community engagement strategies to enhance collection relevance and accessibility.
• Implement metrics for evaluating the effectiveness of collection management practices.

Target audience

This course is suitable for:
• Collection Managers seeking to enhance their skills and knowledge.
• Library and Archive Professionals responsible for collection oversight.
• Cultural Heritage Managers involved in collection preservation.
• Museum Curators focused on collection development and management.

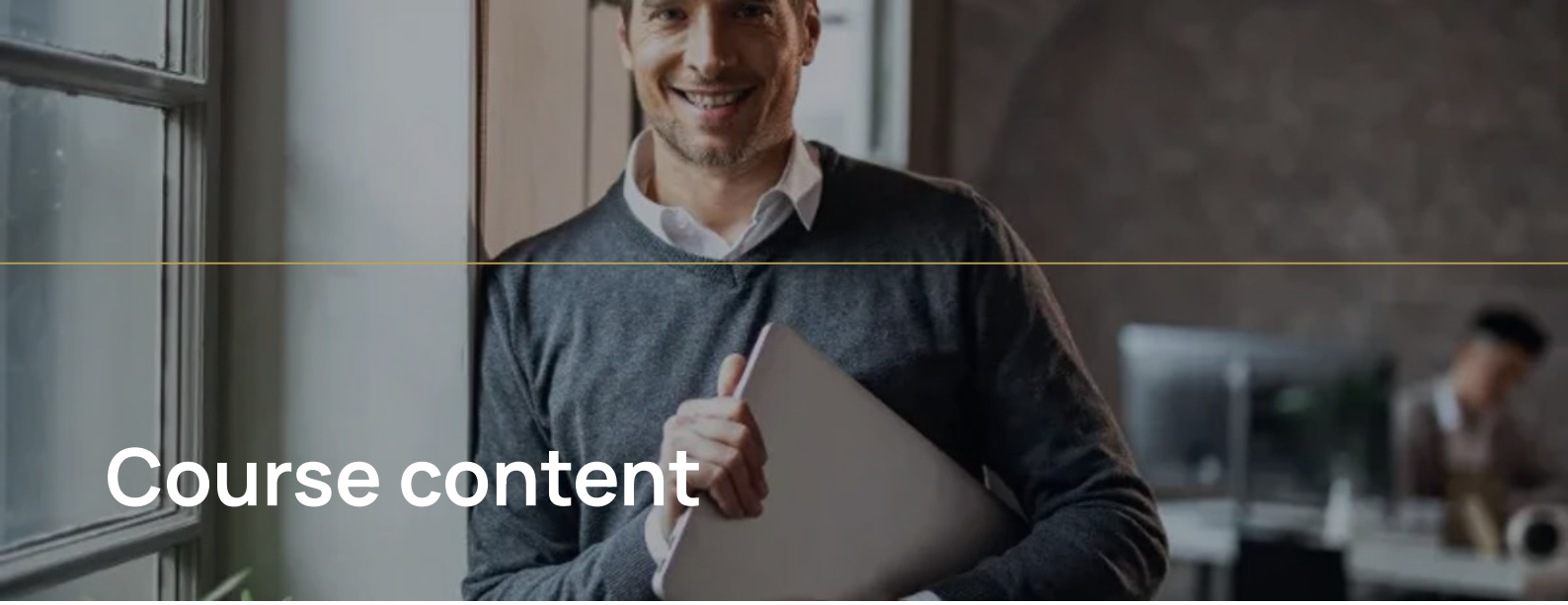
Target competencies

Participants will develop competencies in:
• Strategic assessment of collection needs and priorities.
• Implementation of preservation best practices for various collection types.
• Ethical decision-making in collection management practices.
• Development of acquisition and deaccession strategies based on institutional goals.
• Utilisation of digital tools for effective collection management.
• Collaboration with stakeholders for community engagement and feedback.

Course outline

Day 1: Foundations of Collection Management

Applied activity: Participants will assess a fictional institution's collection needs based on its mission and community demographics. They will identify gaps and opportunities for development, considering ethical implications and resource constraints. This assessment will involve analysing current holdings and stakeholder feedback to inform their recommendations.
Output: A written report outlining the assessment findings and strategic recommendations for collection development.



Course content

09:00–09:54	Introduction to collection management principles and practices relevant to various institutions.
09:54–10:48	Understanding the role of collection managers in enhancing collection value and accessibility.
10:48–11:00	Overview of different collection types and their specific management needs and challenges.
11:00–11:30	**Coffee break**
11:30–12:12	Overview of different collection types and their specific management needs and challenges. (continued)
12:12–13:06	Key ethical considerations in collection management, including stewardship and community impact.
13:06–14:00	The impact of institutional mission on collection strategies and decision-making processes.

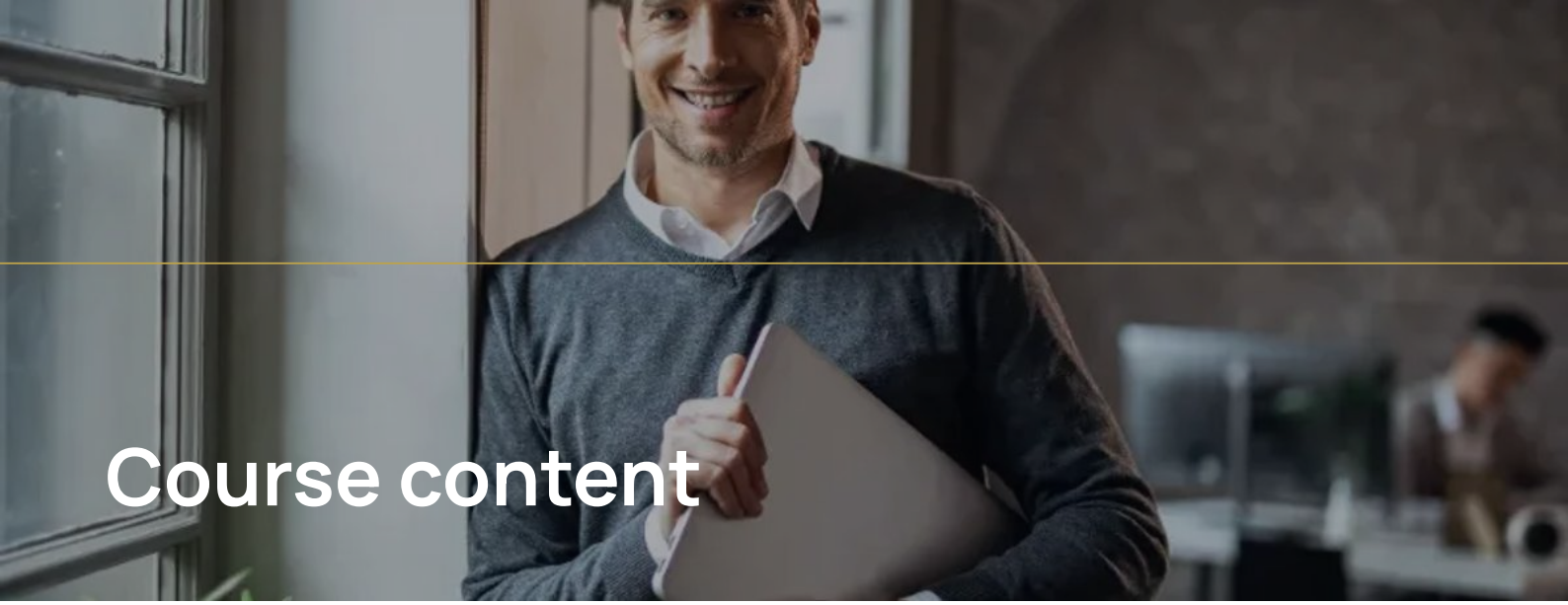
Day 2: Preservation Strategies for Collections

Applied activity: In small groups, participants will create a preservation plan for a specific collection type, considering environmental factors, budgetary constraints, and institutional priorities. They will present their plans to the group for feedback, ensuring that their strategies are practical and aligned with best practices in preservation.
Output: A comprehensive preservation plan document that outlines strategies and justifications.

09:00–09:54	Introduction to preservation techniques for various collection types, including digital and physical items.
09:54–10:48	Assessing environmental factors affecting collection integrity and developing mitigation strategies.
10:48–11:00	Developing preservation plans tailored to specific collections, considering budget and resource limitations.
11:00–11:30	**Coffee break**
11:30–12:12	Developing preservation plans tailored to specific collections, considering budget and resource limitations. (continued)
12:12–13:06	Implementing disaster preparedness and response strategies to protect collections from unforeseen events.
13:06–14:00	Evaluating the effectiveness of preservation efforts through metrics and community feedback.

Day 3: Acquisition and Deaccessioning Practices

Applied activity: Participants will draft an acquisition proposal for a fictional collection item, justifying its relevance and alignment with institutional goals. They will also outline potential deaccessioning strategies for underperforming items, considering community impact and ethical implications.
Output: A formal acquisition proposal document, including a deaccessioning strategy.



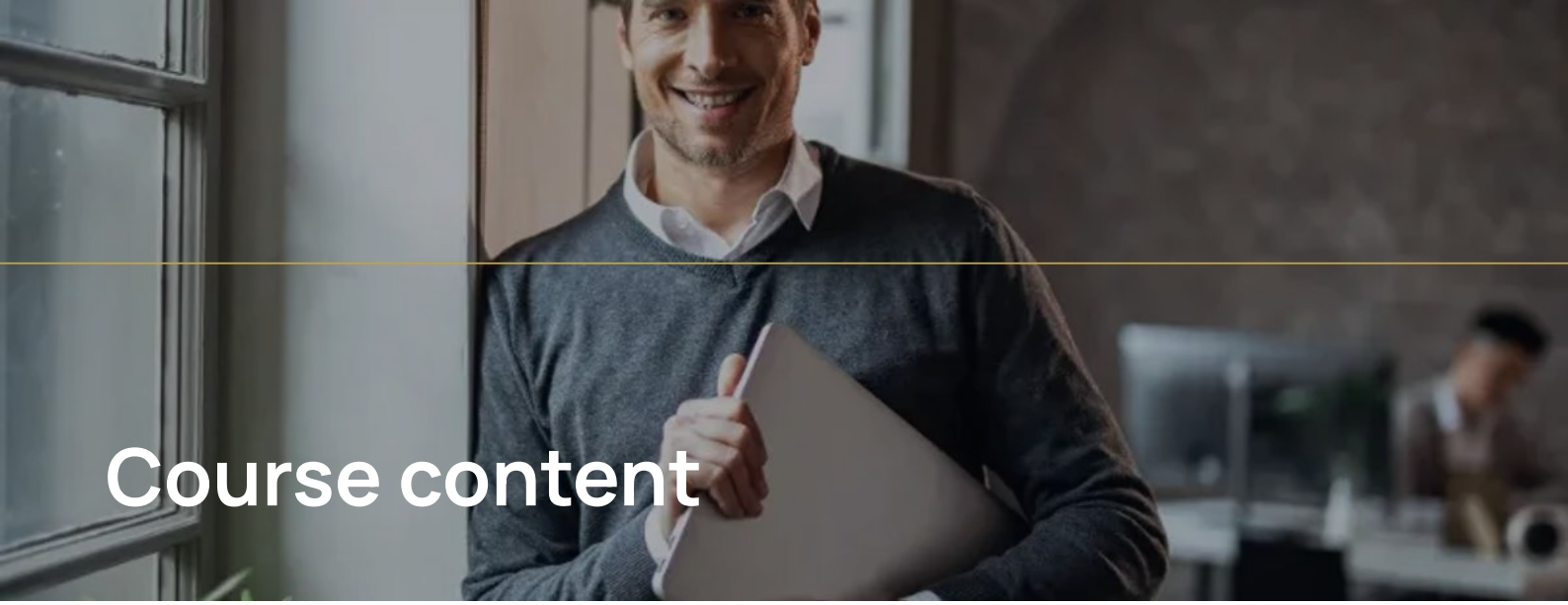
Course content

09:00–09:54	Understanding the acquisition process and its importance in collection management, including sourcing and evaluation.
09:54–10:48	Evaluating potential acquisitions based on institutional goals, community needs, and ethical considerations.
10:48–11:00	Developing deaccessioning policies and procedures that align with institutional missions and community expectations.
11:00–11:30	**Coffee break**
11:30–12:12	Developing deaccessioning policies and procedures that align with institutional missions and community expectations. (continued)
12:12–13:06	Engaging stakeholders in acquisition and deaccessioning decisions to ensure transparency and accountability.
13:06–14:00	Case studies on successful acquisition and deaccessioning practices in various institutions.

Day 4: Engaging Communities and Stakeholders

Applied activity: Participants will design a community engagement plan for a fictional collection, outlining strategies for outreach, collaboration, and feedback mechanisms. They will consider diverse community needs and institutional goals, ensuring their plan fosters inclusivity and accessibility.
Output: A community engagement plan document that details proposed strategies and expected outcomes.

09:00–09:54	The importance of community engagement in collection management and its impact on collection relevance.
09:54–10:48	Strategies for collaborating with diverse stakeholders, including community members and institutional partners.
10:48–11:00	Utilising feedback to inform collection development and enhance user experience.
11:00–11:30	**Coffee break**
11:30–12:12	Utilising feedback to inform collection development and enhance user experience. (continued)
12:12–13:06	Marketing collections to enhance public interest, access, and community involvement.
13:06–14:00	Evaluating community impact on collection relevance and adjusting strategies accordingly.



Course content

Day 5: Integrated Collection Management Practice

Applied activity: In teams, participants will create a comprehensive collection management policy for a fictional institution, integrating all aspects learned throughout the course. They will present their policies to the group for discussion and feedback, ensuring a collaborative approach to policy development.
Output: A detailed collection management policy document that reflects best practices and strategic priorities.

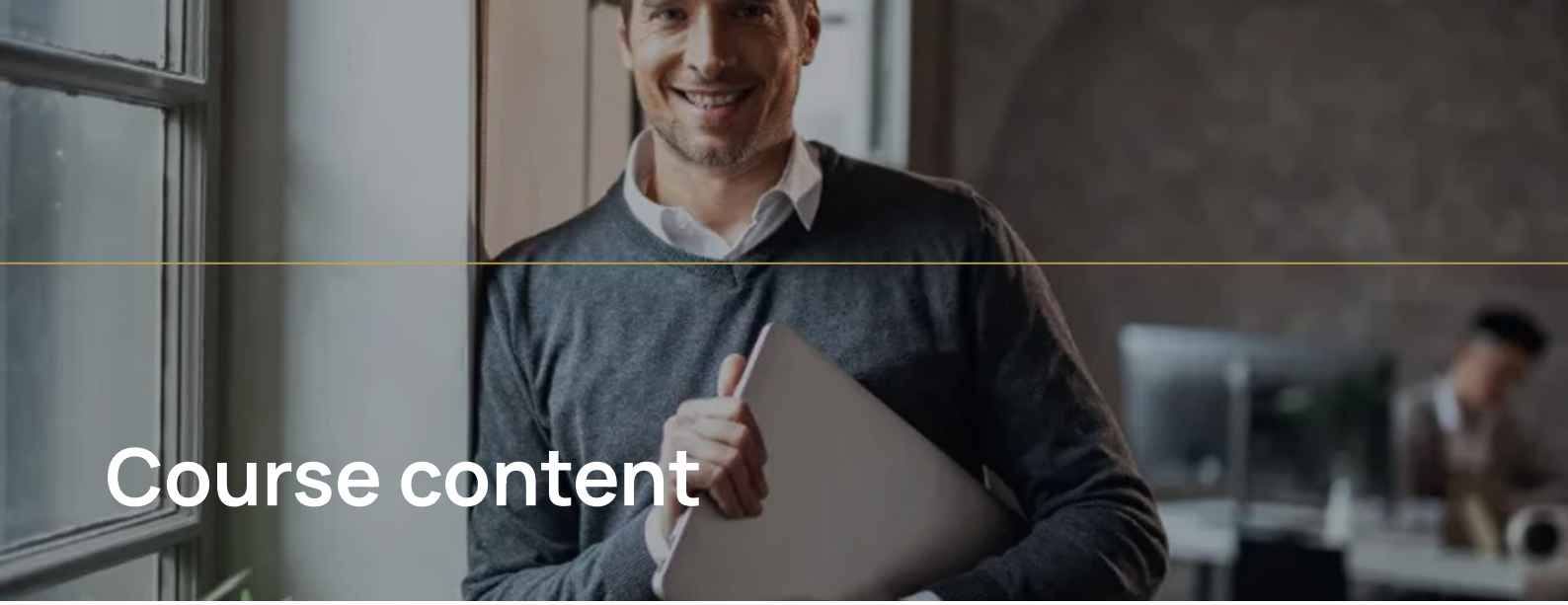
09:00–09:54	Combining preservation, acquisition, and community engagement strategies into a cohesive management approach.
09:54–10:48	Developing a comprehensive collection management policy that reflects institutional values and community needs.
10:48–11:00	Evaluating the role of technology in modern collection management and its implications for accessibility.
11:00–11:30	**Coffee break**
11:30–12:12	Evaluating the role of technology in modern collection management and its implications for accessibility. (continued)
12:12–13:06	Creating metrics for assessing collection management effectiveness and guiding future decisions.
13:06–14:00	Future trends in collection management, including digital transformation and community-centric models.

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

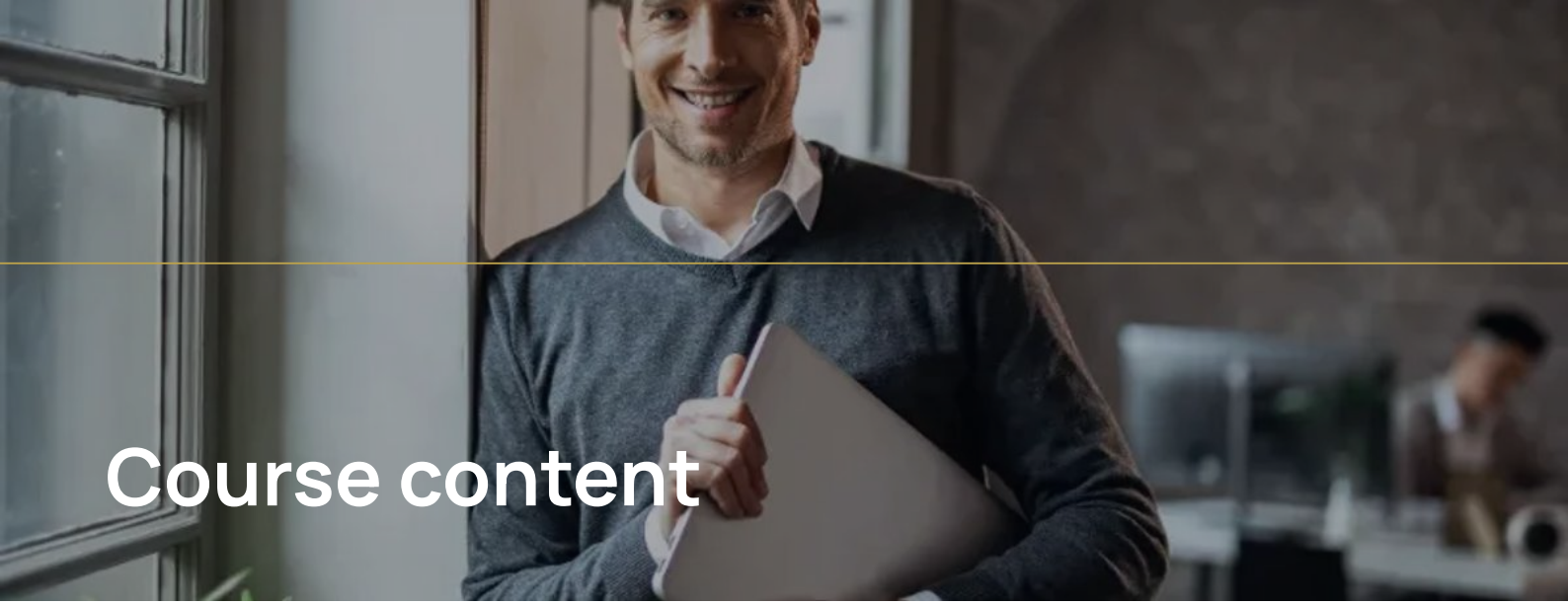
Venue	Start date	End date	Fee (GBP)
Kuala Lumpur Confirmed dates	16 Nov 2026	20 Nov 2026	**£1,450.-**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**£1,250.-**



Course content

Dates, venues and fees (continued)

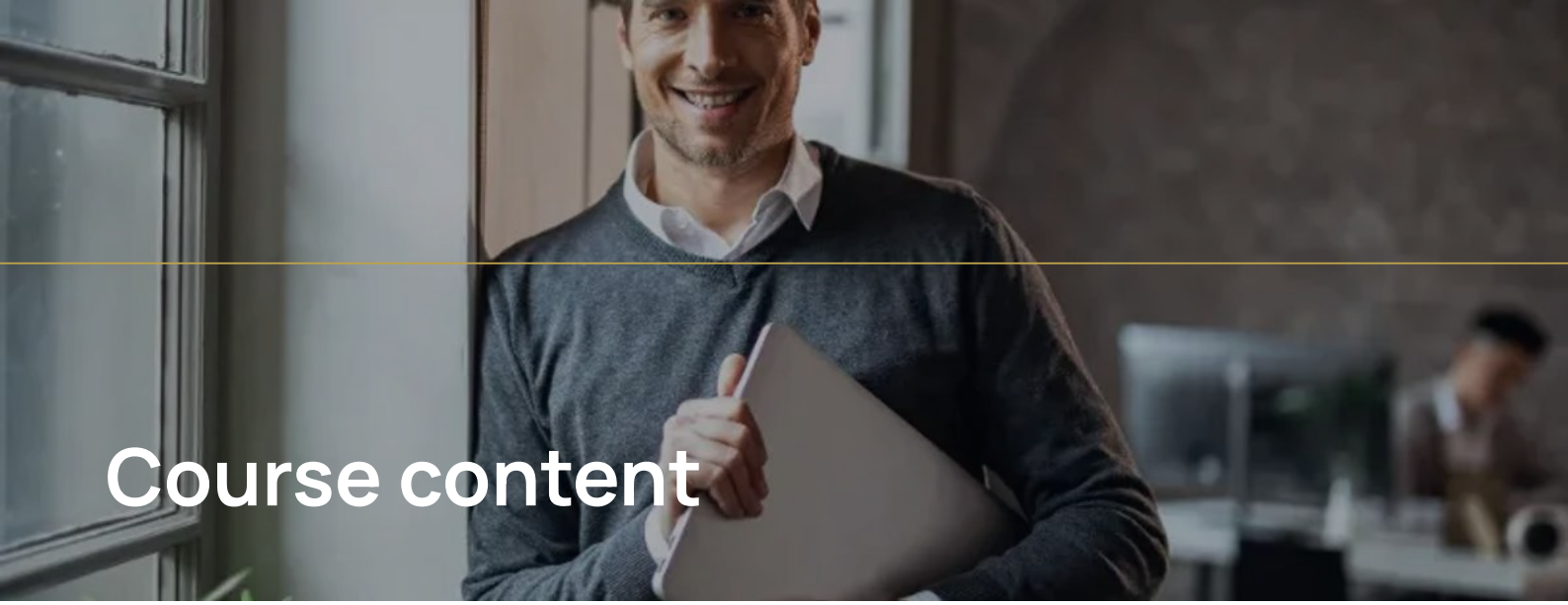
Venue	Start date	End date	Fee (GBP)
Cape Town Confirmed dates	30 Nov 2026	4 Dec 2026	**£1,890.-**
Online Confirmed dates	30 Nov 2026	4 Dec 2026	**£1,250.-**
Paris Confirmed dates	7 Dec 2026	11 Dec 2026	**£2,860.-**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.-**
Istanbul Confirmed dates	14 Dec 2026	18 Dec 2026	**£2,650.-**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.-**
Amsterdam Confirmed dates	4 Jan 2027	8 Jan 2027	**£2,540.-**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**£1,250.-**
Singapore Confirmed dates	18 Jan 2027	22 Jan 2027	**£2,820.-**



Course content

Dates, venues and fees (continued)

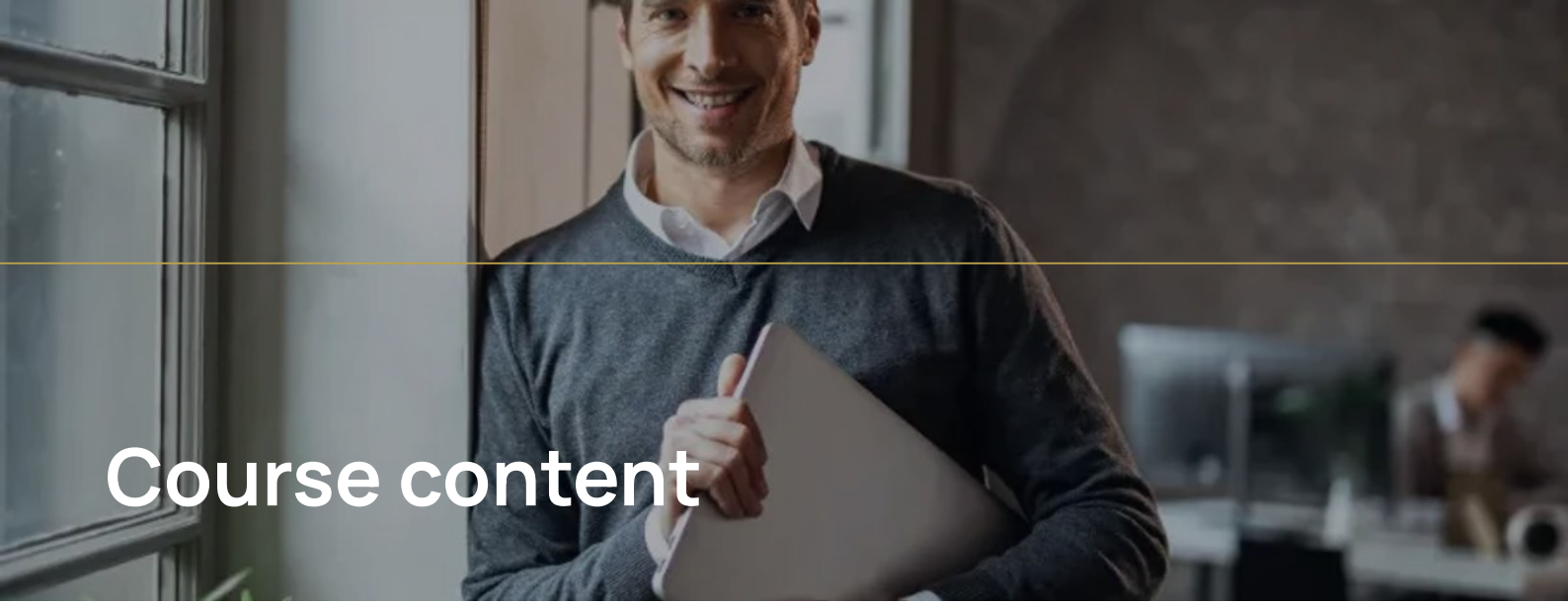
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,250.–**
London Confirmed dates	1 Feb 2027	5 Feb 2027	**£2,450.–**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**£1,250.–**
Dubai Confirmed dates	15 Feb 2027	19 Feb 2027	**£3,150.–**
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,250.–**
Frankfurt Confirmed dates	1 Mar 2027	5 Mar 2027	**£2,650.–**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**£1,250.–**
Cape Town Confirmed dates	8 Mar 2027	12 Mar 2027	**£1,890.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**£1,250.–**



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Dates, venues and fees (continued)

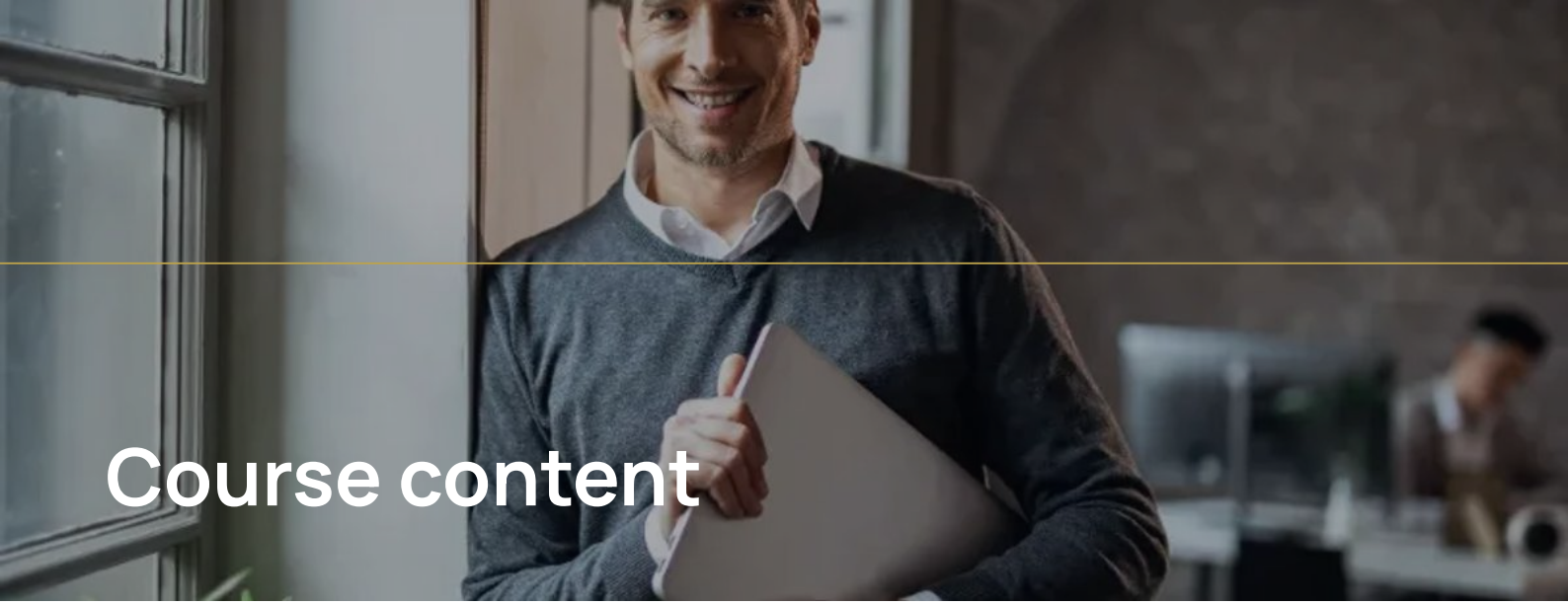
Venue	Start date	End date	Fee (GBP)
Kuala Lumpur Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,450.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,250.–**
Paris Confirmed dates	5 Apr 2027	9 Apr 2027	**£2,860.–**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**£1,250.–**
Istanbul Confirmed dates	19 Apr 2027	23 Apr 2027	**£2,650.–**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,250.–**
Barcelona Confirmed dates	26 Apr 2027	30 Apr 2027	**£2,840.–**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**£1,250.–**
Amsterdam Confirmed dates	3 May 2027	7 May 2027	**£2,540.–**



Course content

Dates, venues and fees (continued)

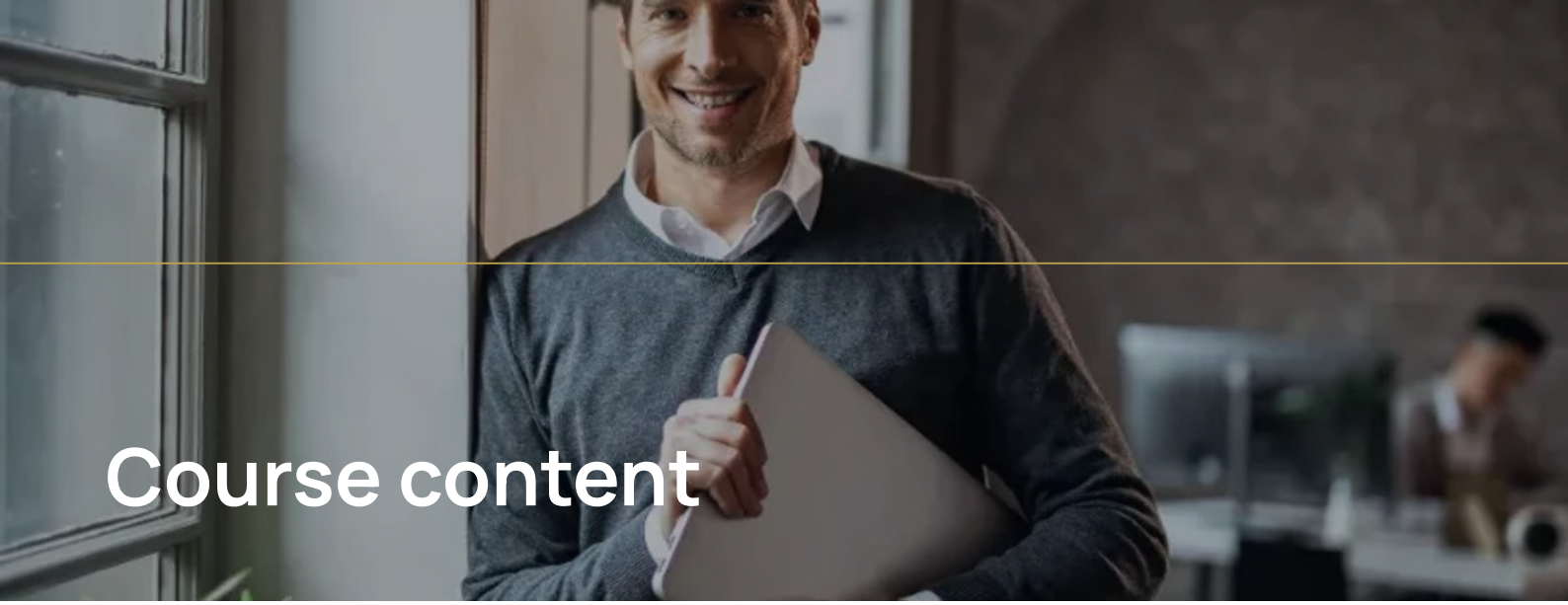
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	3 May 2027	7 May 2027	**£1,250.-**
Singapore Confirmed dates	17 May 2027	21 May 2027	**£2,820.-**
Online Confirmed dates	17 May 2027	21 May 2027	**£1,250.-**
London Confirmed dates	7 Jun 2027	11 Jun 2027	**£2,450.-**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**£1,250.-**
Dubai Confirmed dates	21 Jun 2027	25 Jun 2027	**£3,150.-**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.-**
Rome Confirmed dates	28 Jun 2027	2 Jul 2027	**£2,450.-**
Online Confirmed dates	28 Jun 2027	2 Jul 2027	**£1,250.-**



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Dates, venues and fees (continued)

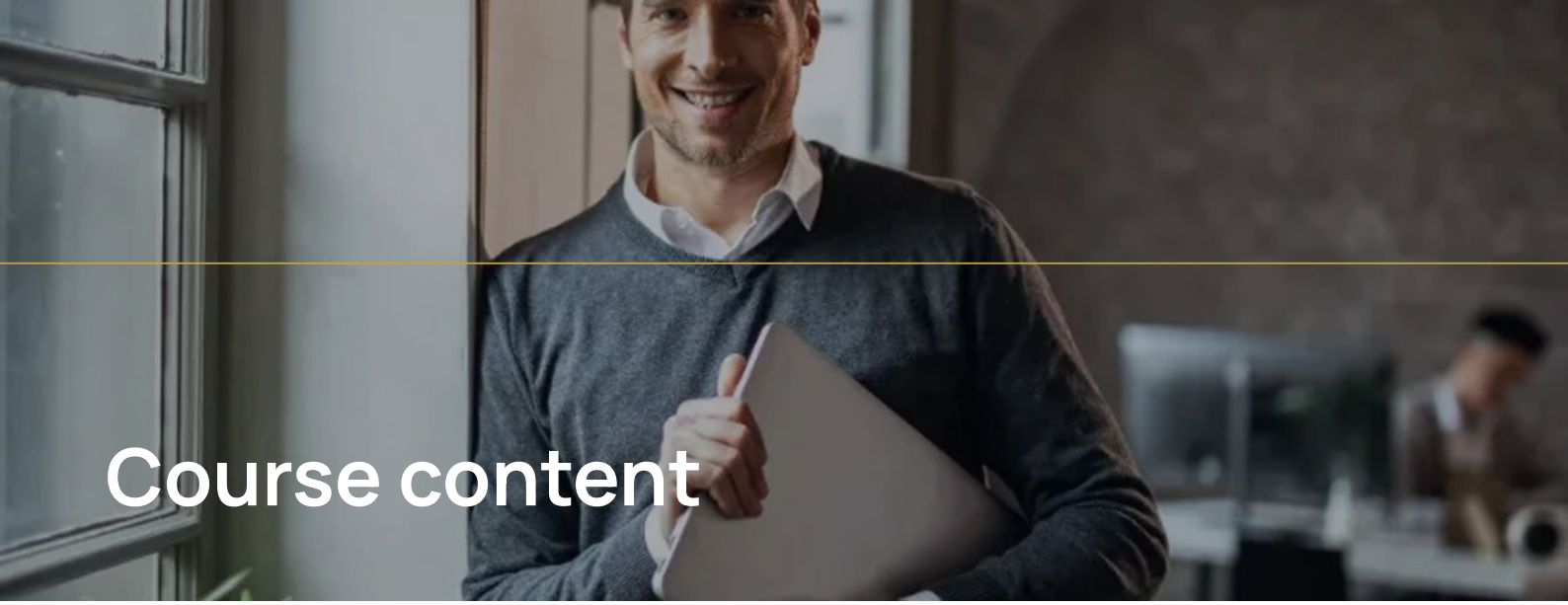
Venue	Start date	End date	Fee (GBP)
Frankfurt Confirmed dates	5 Jul 2027	9 Jul 2027	**£2,650.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,450.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,250.-**
Paris Confirmed dates	2 Aug 2027	6 Aug 2027	**£2,860.-**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**£1,250.-**
Istanbul Confirmed dates	16 Aug 2027	20 Aug 2027	**£2,650.-**
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,250.-**
Vienna Confirmed dates	30 Aug 2027	3 Sept 2027	**£2,940.-**



Course content

Dates, venues and fees (continued)

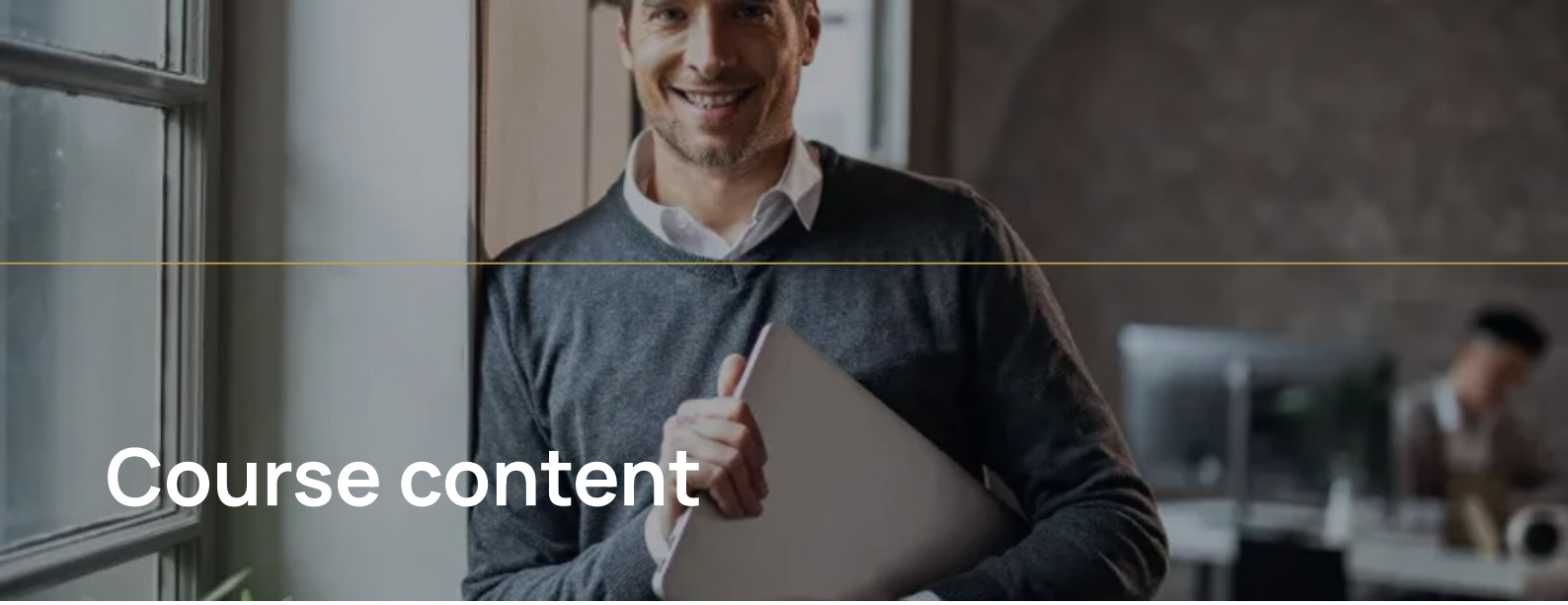
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	30 Aug 2027	3 Sept 2027	**£1,250.-**
Amsterdam Confirmed dates	6 Sept 2027	10 Sept 2027	**£2,540.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,250.-**
Singapore Confirmed dates	20 Sept 2027	24 Sept 2027	**£2,820.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,250.-**
London Confirmed dates	4 Oct 2027	8 Oct 2027	**£2,450.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**£1,250.-**
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Dates, venues and fees (continued)

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Frankfurt Confirmed dates	1 Nov 2027	5 Nov 2027	**£2,650.–**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**£1,250.–**
Rome Confirmed dates	8 Nov 2027	12 Nov 2027	**£2,450.–**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,450.–**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,250.–**
Paris Confirmed dates	6 Dec 2027	10 Dec 2027	**£2,860.–**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,250.–**
Istanbul Confirmed dates	13 Dec 2027	17 Dec 2027	**£2,650.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

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