

ICOM CIDOC Training Programme

Digital Cultural Heritage

2018 Tartu
Final Report



KULTUURIMINISTEERIUM



RAHVUSARHIIV

ICOM international
council
of museums
Eesti



TARTU ÜLIKOOL
ühiskonnateaduste instituut

M CIDOC
Training



EESTI KUNSTIMUUSEUM



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Tartu City Museum



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Contents

Introduction.....	3
Objectives	3
Marketing and publicity.....	4
Registration	4
Participants.....	4
Demographics.....	4
Teaching staff	5
Modules	5
Study visits.....	5
Evaluations	6
Certificates.....	6
Transport, food, and accommodation.....	6
Financial report	6
Recommendations	7
Conclusion	8
APPENDIX A Full class schedule	9
APPENDIX B Module evaluation form	9
APPENDIX C Evaluations	9

Introduction

CIDOC, the ICOM International Committee for Documentation, in collaboration with the Museum of Texas Tech University (MoTTU), has developed an innovative training programme. The present report provides a summary of a training session that took place from August 12-17, 2018 in Tartu, Estonia at the University of Tartu, organised in the framework provided by the CIDOC Training Association.



Berta Vosman 2018

Objectives

Broad audience and academic credibility

Intended both for experienced museum personnel and for newcomers to the field of museum documentation, the programme brings together established experts - members of CIDOC and university faculty - with documentation professionals seeking guidance and training. The CIDOC Summer School takes place annually, at different locations, and is offered in variety languages.

The CIDOC Training Association can call upon an international network of specialised domain experts. In order to ensure a solid and credible academic framework we have established a partnership with the University of Tartu. The 2018 Tartu Summer School was thus considered as a credit-bearing continuing education programme, issuing 2 ECTS. Under the aegis of The CIDOC Training Association, successful completion of the Summer School core programme leads to the Certificate of Competence in Museum Documentation.

Sustainability

It is important to ensure the consistency and coherence of the programme over time. To ensure this, all teaching material prepared for the Summer School is designed to be reusable: contributors use a common template and sign a contributor's agreement giving usage rights to the CIDOC Training

Association. The Association works in close partnership with related organisations (ICTOP, UNESCO) to ensure quality and consistency but also to make sure that the programme responds to evolving real-world requirements. Special material has been developed to prepare potential trainers and enable them to get the most out of the CIDOC Training modules.

Marketing and publicity

2018 CIDOC Tartu Training was publicised via CIDOC's own website. A general announcement was sent to the ICOM Estonia mailing list. The news about the upcoming Summer School was also shared in social media: on Facebook – ICOM CIDOC, ICOM Estonia, ARM (a news group dedicated to Estonian Archives, Libraries and Museums) and in Twitter (ICOM CIDOC news feed).

Registration

In all, we received 25 registrations for the 2018 CIDOC Tartu Training. Registrations were from all over the Estonia.

The full registration fee the entire Summer School was 70 EUR (USD 80), the reduced rate fee for ICOM members was 65 EUR (USD 74).

Registration covered all teaching activities and materials, Summer School totes, access to facilities, study trips, lunch and coffee breaks, and two dinners.

Participants

23 participants finally attended the 2018 CIDOC Tartu Training. Of these, twenty-two passed basic, intermediate and advanced modules, and one passed basic modules.

One of the participants was a member of ICOM.

Demographics

The participants came from different parts of Estonia.

Town / Region	Quantity
Tartu	6
Tallinn	10
Northern counties and towns of Estonia	5
Southern counties and towns of Estonia	2



Teaching staff

Nine instructors drawn from CIDOC, University of Tartu faculty, Ministry of Culture, Tartu City Museum, Estonian National Museum, Art Museum of Estonia and Arcaeovision, Ltd. delivered a total of seven modules. Existing modules were revised and updated. Nick Crofts (CIDOC Training Association) delivered two while the remaining modules were delivered by the instructors from other institutions. The partners cooperated successfully on the preparation and delivery of the modules. Thanks in large part to the use of a common training methodology and a template for presentations, both developed initially for the CIDOC “Train the Trainers” programme, the level of consistency in presentation style remains satisfactory.

Modules

Seven modules were delivered during the Summer School, including basic and advanced modules.

101 Introduction to museum documentation	Nick Crofts
Digital museum object	Kaie Jeesser
The workflow and management of museum collections' digitization. Assessment of the condition of museum objects. I	Andres Uueni, Hembo Pagi
The workflow and management of museum collections' digitization. Assessment of the condition of museum objects. II	Andres Uueni, Marju Niinemaa, Hembo Pagi
Publishing collections data and images online	Ivar-Kristjan Hein
305 Copyright and licensing issues	Marten Juurik
Practical experiences in project planning, managing and motivating a project team	Nick Crofts

The modules cover both theoretical and practical aspects of museum documentation. All modules contained a mixture of presentation, discussion and exercises. All modules were offered as a single stream.

All trainers were required to use the CIDOC Power Point template as a support for their modules. These presentations each contain a study plan, expected outcomes and pedagogical notes intended for use by trainers. Modules delivered during previous session of the Summer School in other countries (the USA, Brazil) were revised and improved, considering the local context.

The Contributor's Agreement signed by authors of teaching material grants the CIDOC Training Association a non-exclusive licence to freely re-use all the presentations and the associated pedagogical material.

Study visits

Participants visited the National Archives and were given a ‘behind the scenes’ tour about digital archiving and digitization.

One day was set aside for study visits in the National Museum of Estonia. Apart from visiting the digitization department, the Summer School participants had a possibility to take part in fully hands-on workshops related to the Summer School modules.

Evaluations

As for previous years, participants at the 2018 Tartu Summer School were asked to provide feedback for each of the teaching modules. A standard form was provided with a series of questions (Appendix B). Additional written comments were also solicited.

Results for the course evaluations (Appendix C), show general satisfaction levels averaging ...%. Analysis of these results and the participants' comments helps us to identify problem areas and to make improvements.



Certificates

All students were provided with a certificate of attendance listing all the modules in which they had participated. Participation and results are registered in a central database to allow tracking. This is needed particularly for students aiming to complete the basic training programme leading to a certificate of competence.

Transport, food, and accommodation

Tea, coffee, snacks, a buffet lunch were provided each day; in addition, also welcome and farewell dinners were provided. Participants covered their own transport costs to and from Tartu, and their accommodation.

Financial report

Final account (in EUR)

Summer School 2018 actual expenditure	Income	Expenditure
Registration fees	1605	
Financial support by the Ministry of Culture	8647	
Financial support by the Tartu Kultuurkapital (local municipality)	400	
ICOM CIDOC TA licence fees		1237
Training materials		3755
Content creation and translations for the website		400
Travel and accommodation, teaching staff		1372
Catering		3125
Workshop supplies		150

Overhead costs to the University of Tartu		536
Bank fees and VAT tax		77
Totals	10652	10652
Balance	0	0

Estimated in-kind contributions (in EUR)

	Institution	Sum
Summer School website	ICOM CIDOC TA	883
Compilation and development of course material and staff time for 6 days	ICOM CIDOC TA	2160
Subtotal by ICOM CIDOC TA	ICOM CIDOC TA	3043
Printing, brochures, training, and support material	University of Tartu	100
Use of teaching rooms and facilities	University of Tartu	150
Administrative staff	University of Tartu	3000
Preparation of course materials, attending on preparatory meetings, etc.	University of Tartu	500
Subtotal by University of Tartu	University of Tartu	3750
Preparation of course materials, attending on preparatory meetings, etc.	Ministry of Culture	500
Rent of photo cameras	Archaeovision, Ltd.	250
Preparation of course materials, attending on preparatory meetings, etc.	Archaeovision, Ltd.	1000
Subtotal by Archaeovision, Ltd.	Archaeovision, Ltd.	1250
Use of workshop rooms, facilities and technical equipment	Estonian National Museum	360
Preparation of course materials, attending on preparatory meetings, etc.	Estonian National Museum	1000
Subtotal by Estonian National Museum	Estonian National Museum	1360
Preparation of course materials, attending on preparatory meetings, etc.	Art Museum of Estonia	500
Use of reception rooms	Tartu City Museum	220
Preparation of course materials, attending on preparatory meetings, etc.	Tartu City Museum	500
Subtotal by Tartu City Museum	Tartu City Museum	720
Use of teaching rooms, facilities and technical equipment	National Archives of Estonia	56
Totals		11179

Recommendations

Working in partnership

The partnership with the University of Tartu, Estonian Ministry of Culture, Tartu City Museum, Estonian National Museum, Art Museum of Estonia, Ministry of Culture, and Archaeovision, Ltd., over the past two years has proved to be mutually beneficial. All of institutions provide either staff,

pedagogical expertise and/or real-life expertise while CIDOC brings international perspective from experts working in real-life situations.

Teaching materials

Using a standard template for teaching materials proved extremely useful. It ensures not only a continuity of appearance and layout, but also a standard classroom procedure so that students are able to concentrate on the material and spend less time adapting to each tutor's individual style. In case of Level 300 modules, we highly recommend using pre-test questions to ensure homogenization of various knowledge and skill levels of Summer School participants. Several Summer School teaching materials were updated during the process, so it would be useful now to translate the materials from Estonian into English.



Workflows

There are various kinds of workflows that need to be considered, so that the staff involved would not become overburdened. For instance, the content related activities (preparing notes for one's class, participating in seminars to hear what other lecturers have to say) take time, while completing administrative tasks (preparing print-outs, managing registrations) or providing catering (during coffee breaks) can also be time-consuming, especially in the very tight time-frame of the Summer School.

Conclusion

As it was the first time to organise ICOM CIDOC TA Summer School in Estonia, lots of content-related, pedagogical and practical knowledge and skills were acquired from this experience. The need for museum work related classes, introducing the newest trends both in museum documentation, is recognisable as the Baltic School of Museology and university programs at the University of Tartu and the Estonian Academy of Arts cannot fully meet the interests and specific characteristics of already working museum professionals. Thus, there is always space for developments and new partnerships!

Nick Crofts	Margit Keller	Kaie Jeesser
Chair	Head of Institute	Head of the Collections Department
ICOM/CIDOC	Institute of Social Studies	Tartu City Museum
Training Association	University of Tartu	Board member
		Estonian Museum Association

APPENDIX A Full class schedule

	Morning 9.00 - 12.30	Afternoon 13.30 - 17.00
Sunday, 12 August	NB The first day of the Summer School starts at 14.00	Introduction into Summer School. Feedback to previously answered questions. 101 Introduction to museum documentation (in English)
Monday, 13 August	Digital museum object	The workflow and management of museum collections' digitization. Assessment of the condition of museum objects. I
	The workflow and management of museum collections' digitization. Assessment of the condition of museum objects. I	
Tuesday, 14 August	The workflow and management of museum collections' digitization. Assessment of the condition of museum objects. II	
Wednesday, 15 August	Publishing collections data and images online	305 Copyright and licensing issues
Thursday, 16 August	Practical experiences in project planning, managing and motivating a project team (in English)	Practical experiences in project planning, managing and motivating a project team (in English)
		Digital archiving and digitization in the National Archives
Friday, 17 August	Workshops day at the Estonian National Museum. Final assignment.	

APPENDIX B Module evaluation form

APPENDIX C Evaluations