

FEES AND CHARGES FOR SUPPORTING LOCAL/COMMUNITY GROUPS GRANT FUNDED PROJECTS

Session Title	Description	Session Leader	Venue	Cost
1. Time Capsules	A session looking at time capsules. What materials are best suited to surviving in a time capsule, how can you ensure what you put in will survive? The session also includes discussion about what sort of information is worth recording and what is the best way of finding that out? Should you put valuable objects, documents, memories in the ground? Full day session.	Senior Conservator/ Participation & Engagement Officer/ Senior Museums Officer	Staffordshire Record Office	£350
2. Oral History Training	How do you go about starting an oral history project? What is the best way to record the information? How can you ensure not only that your work is accessible but that it survives for future generations to look at? Full day session.	Participation & Engagement Officer/ Senior Museums Officer	Staffordshire Record Office /County Museum	£300
3. Local History Research	Interested in finding more out about you local village, park. This session is intending to help you get started, introduce you to some of the sources and handwriting to help you with your project. Full day session.	Participation & Engagement Officer	Staffordshire Record Office	£300
4. Collections Care: Archives	Looking after archives, how to care for volumes, parchment and paper, looking at issues around preservation and conservation, how to deal with mould, damaged documents etc. Full day session.	Senior Conservator	Staffordshire Record Office	£300
5. Collections Care: Artefacts	Looking after objects, how to care for photographs, costume and textiles or fine and decorative art objects	Senior Museums Officer	County Museum	£300
6. Collections Care: Archives and Artefacts	A combination of sessions 4 and 5. Full day session.	Senior Museums Officer / Senior Conservator	Staffordshire Record Office / County Museum	£350
7. How to put on an Exhibition	Exhibition and display skills for all i.e. mounting objects, label writing and mounting, interpretation etc. Full day session.	Senior Museums Officer	County Museum	£300