

## VENUE

Museum für Naturkunde  
Invalidenstraße 43 - 10115 Berlin - Germany

## BASIC COLLECTION TECHNIQUES TOPICS COVERED

**Preventive Conservation:** climate, light, VOCs and detection, disaster preparedness, moving collections, integrated pest management, biocides (health and safety)

**Data documentation, digitization and labelling:** handling of field data, registration, data cleaning, database, types of digitization, requirements for object digitization, workflows in mass digitization, labels in wet collections, labels in dry collections

**Basic techniques in collection care:** **A.** Dry collections: entomological collections, skins and bones, paleontological collections (esp. amber), mineralogical collections, botany collections; **B:** wet collections, properties of ethanol, denaturing agents, jars, lids, issue of ph in wet collection etc.

## SESSIONS

Preventive Conservation (Monday, Tuesday)

Health and safety (Tuesday)

Documentation and Digitization (Tuesday, Wednesday)

Dry Collections (Wednesday, Thursday)

Wet Collections (Thursday)

Shipping Workshop (Friday) to be booked separately

## REGISTRATION

Please make a choice for your attendance in the trainings Basic Collection Techniques and Shipping Workshop and follow the respective link below. Please refrain from registering both online and in person since participation is limited.

In-person Basic Collections Techniques:

<https://www.eventbrite.de/e/basic-collections-techniques-in-person-tickets-1226044003619?aff=oddtcreator>

Online Basic Collections Techniques:

<https://www.eventbrite.de/e/basic-collections-techniques-online-tickets-1226045036709?aff=oddtcreator>

In-person Shipping Workshop:

<https://www.eventbrite.de/e/shipping-workshop-in-person-tickets-1226048777899?aff=oddtcreator>

Online Shipping Workshop:

<https://www.eventbrite.de/e/shipping-workshop-online-tickets-1226052147979?aff=oddtcreator>

## CONTACT

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## FURTHER INFORMATION

<https://www.museumfuernaturkunde.berlin/en/museum/events/workshop-basic-collections-techniques-2025>



No registration fee but registration to in-person or online training required

Hybrid training  
February 24–27/28, 2025

# Basic Collection Techniques

## The training Basic Collection Techniques

is an introductory module on care and management of natural history collections aimed at persons that have limited experience with collection work or those who wish to update their knowledge in this field.

This training will consist of three main types of content: a block on preventive conservation, a block on documentation, digitization and labelling and an introduction to collection types including aspects of dry and wet collections with their specific requirements.

This training will provide a brief insight into the most essential topics of basic collection care and management, including aspects of preservation and preventive conservation.

## Shipping workshop:

The training Basic Collection Techniques is followed by an optional one-day training on shipping specimens internationally. This is an introduction to sending out collection objects in compliance with all legal and regulatory requirements. Basic Collection Techniques and Shipping Workshop can be combined to a whole week of training in Berlin or online.



Leibniz  
Gemeinschaft

# Basic Collection Techniques training at the Museum für Naturkunde, Berlin

all times are indicated in Central European Time (UTC+1)

## Feb. 24, 2025 MONDAY

**13:15 h WELCOME AND INTRODUCTION**

**13:30 h PREVENTIVE CONSERVATION**  
Climate and Light

Stefan Röhrs  
Rathgen-Forschungslabor

**15:00 h PREVENTIVE CONSERVATION**  
Disaster Preparedness

Peter Giere, MfN

**16:00 h Coffee Break**

**16:30 h PREVENTIVE CONSERVATION**  
VOCs and Detection

Alexandra Jeberien, HTW

**17:30 h OPTIONAL: TOUR**  
Disaster Preparedness

## Feb. 25, 2025 TUESDAY

**09:00 h PREVENTIVE CONSERVATION**  
Moving Collections

Meta Friese, Thomas Schossleitner,  
MfN

**10:30 h Coffee break**

**11:00 h PREVENTIVE CONSERVATION**  
Integrated Pest Management

Bill Landsberger,  
Rathgen-Forschungslabor

**12:30 h Lunch Break**

**14:00 h HEALTH AND SAFETY**  
Biocides

Christiane Quaisser, Edda Aßel,  
MfN

**15:00 h DOCUMENTATION AND DIGITIZATION**  
Labelling

Dirk Neumann, LIB, Peter Giere, MfN

**16:00 h Coffee Break**

**16:30 h DOCUMENTATION AND DIGITIZATION**  
Digitization

Nora Lentge-Maaß, MfN

## Feb. 26, 2025 WEDNESDAY

**09:00 h TOUR OF THE COLLECTION**

**10:30 h Coffee break**

**11:00 h DRY COLLECTIONS**  
Herbaria

Karsten Wesche, Senckenberg (Görlitz)

**11:45 h DRY COLLECTIONS**  
Mineralogy

Ralf Thomas Schmitt, MfN

**12:30 h Lunch Break**

**14:00 h DRY COLLECTIONS**  
Paleontological Collections, Amber

Eva-Maria Sadowski, MfN

**15:00 h DOCUMENTATION AND DIGITIZATION**  
Documentation

Martin Kirchner, Marion Depraetere,  
MfN

**16:30 h Coffee Break**

**17:00 h TOUR OF THE COLLECTION**

## Feb. 27, 2025 THURSDAY

**09:00 h DRY COLLECTIONS**  
Skins and Bones

Steffen Bock, Peter Giere, MfN

**10:30 h Coffee break**

**11:00 h DRY COLLECTIONS**  
Entomological Collections

Volker Lohrmann,  
Überseemuseum Bremen

**12:30 h Lunch Break**

**14:00 h WET COLLECTIONS**  
Wet Collections I

John Simmons, Museologica

**15:00 h WET COLLECTIONS**  
Wet Collections II

John Simmons, Museologica

**16:00 h Coffee Break**

**16:30 h WET COLLECTIONS**  
Wet Collections III

John Simmons, Museologica

## Feb. 28, 2025 FRIDAY

**08:50 h WELCOME**

**09:00 h SHIPPING WORKSHOP**  
Legal requirements overview

Dirk Neumann, LIB

**09:30 h SHIPPING WORKSHOP**  
Veterinary legislation

Dirk Neumann, LIB

**10:00 h SHIPPING WORKSHOP**  
CITES and species protection

Peter Giere, MfN

**10:30 h Coffee break**

**11:00 h SHIPPING WORKSHOP**  
IATA regulations, IATA training

Dirk Neumann, LIB

**11:45 h SHIPPING WORKSHOP**  
Customs laws and regulation

Dirk Neumann, LIB

**12:30 h Lunch Break**

**14:00 h SHIPPING WORKSHOP**  
Packing, Labelling and Shipping

Dirk Neumann, LIB

**15:00 h SHIPPING WORKSHOP**  
Nagoya Protocol, ABS

Peter Giere, MfN

**16:00 h Coffee Break**

**16:30 h DISCUSSION**

### ABBREVIATIONS

HTW: University of Applied Sciences, Berlin  
LIB: Leibniz Institute for the Analysis of Biodiversity Change  
MfN: Museum für Naturkunde Berlin