Unit I:
- Types of Museum Collection
- Collection Policies and Ethics
- Methods of museum collection
- Field collection: Natural History and Cultural Evidence

Unit II:
- Legal aspects related with International and National Laws
- International Treaties and Conventions
- National Regulations
- ICOM, UNESCO, IUCN etc.

Unit III:
- Collection management
- Storage, Handling, Packing & Transportation
- Safety & Security of collections
- Modern Security Gadgets

Unit IV:
- Methods of Manual Documentation System
- Accessioning & De Accessioning
- Computer Application in Documentation
- Use of ICT & Digital Technology in Museum Documentation
- Museum Documentation Association (MDA)

Suggested readings:
- Collection Management by Anne Faity.
- Museum Basics by T.Ambrose and C.Paine
- The Manual of Museum Planning by G.D.Lord and B.Lord
- The cost of collecting – Collection Management in U.K. museums by B.Lord, G.Lord and H. Hicks.
- The return of Cultural Treasures by J. Greenfield.
- Collection Management for Museum by A.D. Robert.