



The Blueprint

Create An iPad Program At Your Museum

1. FORM A COMMITTEE

- Train members – review iPad user’s manual, create a training manual
- Divide members into trainers and content creators

2. PURCHASE IPADS AND ACCESSORIES:

- Purchase 2 (or more) iPads for each museum so docents can try them out
- For each iPad, purchase a case with built in handle and messenger style bag
- Buy secure charging cabinets. Create a sign out ledger

3. CREATE CONTENT: IMAGES FOR DOCENTS TO USE ON TOURS:

- Kapsul.org is a free online platform for collaborative albums with unlimited storage
- Create image albums for your permanent collection as well as visiting exhibitions
- Docents can review & download images at home. They can also suggest more images
- Kapsul.org allows you to add a wealth of information useful even to non iPad docents
- Permit access by a common login & password or via share links posted to your website

4. HOLD TRAINING SESSIONS AND POST TRAINING MATERIALS ON YOUR WEBSITE

- We began with group sessions but shifted to one on one training
- iPad skills: even iPad veterans need to learn techniques unique to iPad touring
- Kapsul skills: access image & info, download, suggest new images, create kapsuls
- Create training materials & post them to your website so docents can consult from home
- We hope to create training videos sometime soon

5. HOST DEMOS IN THE GALLERIES AND IDEA SHARING WORKSHOPS:

- Nothing Is More Powerful Than Seeing The Ipad In Action (Except Using It)

6. ESTABLISH REGULAR COMMUNICATION WITH YOUR DOCENT BODY

- Even Non Ipad Docents Enjoy Reading Progress Updates & Might Request Training
- Regular Ipad Tips Keep Training Concepts Fresh

7. SOLICIT FEEDBACK FROM DOCENTS AND MUSEUM VISITORS

- Inform Visitors That This Is A New Museum Initiative And Ask For Feedback
- Responses Have Been Overwhelmingly Positive And Tours Are More Interactive

8. SHARE IDEAS WITH FELLOW MUSEUMS:

- Several Local Museums Have Attended Our Workshops

CONTACT: jan.e.lachman@comcast.net