

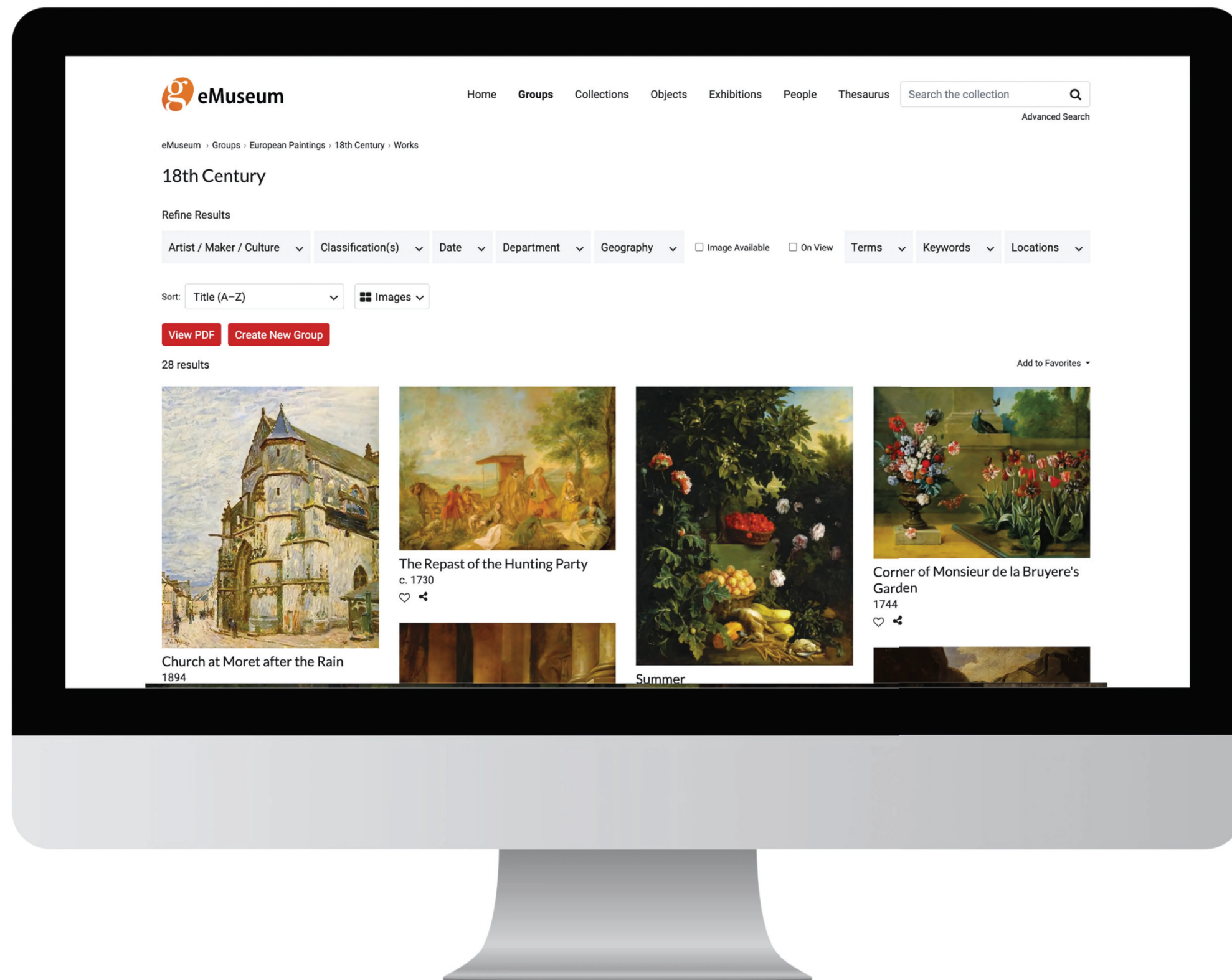


Consulting Services

**UNLOCK THE FULL POWER OF YOUR
COLLECTIONS MANAGEMENT SYSTEM**



MAKE THE MOST OF YOUR COLLECTIONS DATA



Your data needs to be more than stored; it should be accurate, accessible, and aligned with your institutional goals. At Gallery Systems, we understand these challenges and offer **tailored consulting services** to help you get the most out of your collections management system, whether you are using TMS or another platform.

Our expert-led consultations support you in cleaning and standardizing data, improving workflows, and addressing legacy backlogs. Whether you are preparing for a system transition or looking to work more efficiently, we provide the guidance and tools your team needs to achieve lasting, measurable results.

Our team of experts brings decades of hands-on experience in collection management. Our consultants have worked with leading institutions around the world, helping museums and cultural organizations use their collections management systems more efficiently. With multilingual capabilities and deep knowledge of global museum standards, the team provides practical, tailored solutions you can trust.

WHY CONSULTATION SERVICES?



Work more efficiently. With expert-led strategies and tools, your team can streamline daily tasks and save valuable time.

Save costs. Improved data and workflows reduce redundancies, freeing up resources for other priorities.

Get specialist guidance. We offer museum-specific consulting that is hard to find elsewhere, making complex cataloging and database issues easier to solve.

Discover new capabilities. Many institutions are not using TMS to its full potential. We will help you uncover hidden features that can improve your operations.

Learn from the community. Our consultants bring insights from conferences and our broad client base. We can connect you with others who have faced similar challenges.

Support your institutional goals. Whether you are focused on compliance, accessibility, or digital strategy, we will align our work with your mission.

CONSULTING SERVICES OVERVIEW

Here is a selection of our most popular consultation services:



Data Clean-Up Consultation

Transform chaotic, outdated records into streamlined, actionable data. This consultation tackles legacy data head-on, resolving inconsistencies, simplifying structures, and creating a cleaner, more intuitive foundation for cataloging. Whether you're preparing for a system transition or aiming to improve day-to-day workflows, we help you turn messy records into a reliable and efficient asset.

Ideal for: Institutions dealing with legacy data or preparing for a system transition

- **Duration:** 5 meetings over 3 months
- **Includes:** Kick-off, intensive care day, 2 progress meetings, and project closing
- **Outcome:** Better data retrieval, clearer standards, and a strategy for ongoing clean-up

CONSULTING SERVICES OVERVIEW



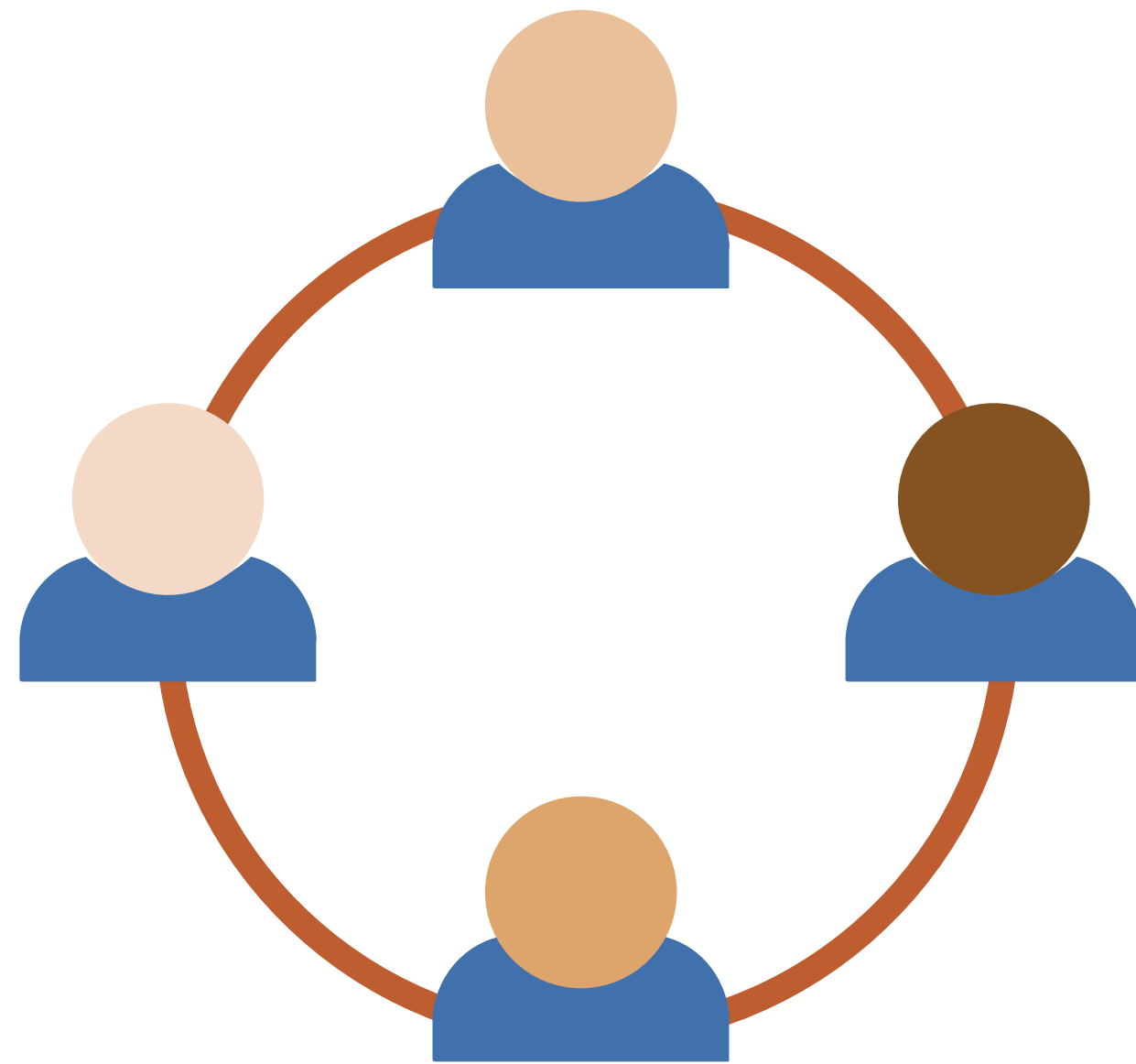
Data Standards Development – Single Institution

Bring order and clarity to your cataloging with customized data standards. We work closely with your team to define consistent field-by-field best practices across your system, resulting in more reliable, searchable, and maintainable data.

Ideal for: Museums wanting to enforce internal data standards and entry consistency

- **Duration:** 6 meetings over 4 months
- **Includes:** Kick-off, 3 progress meetings, wildcard session, and closing
- **Outcome:** Defined field usage, internal guidelines, and a data structure that supports quality and interoperability

CONSULTING SERVICES OVERVIEW



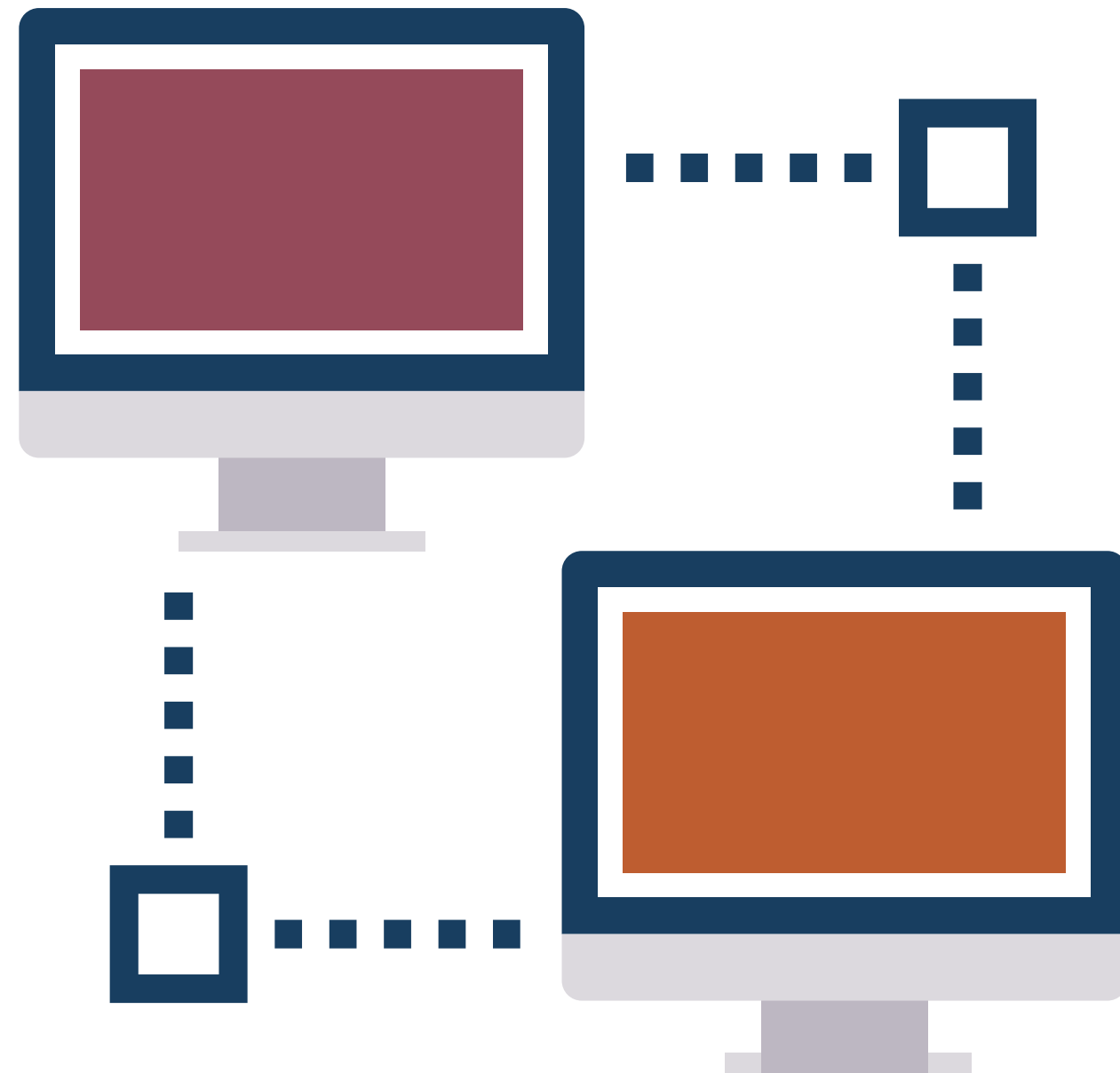
Data Standards Development – Group Program

This group consultation brings together professionals from different institutions in a collaborative learning environment focused on building practical, sustainable data standards. Through peer discussion and shared accountability, participants exchange best practices and make steady progress toward more consistent, reliable data.

Ideal for: Collaborative institutions or networks looking to align data practices

- **Duration:** 9 group progress meetings and 3 individual meetings over the course of one year, followed by a project closeout meeting
- **Includes:** Monthly progress meetings, individual consulting, and final presentation
- **Outcome:** Community-informed standards, consistent data practices, and mutual support

CONSULTING SERVICES OVERVIEW



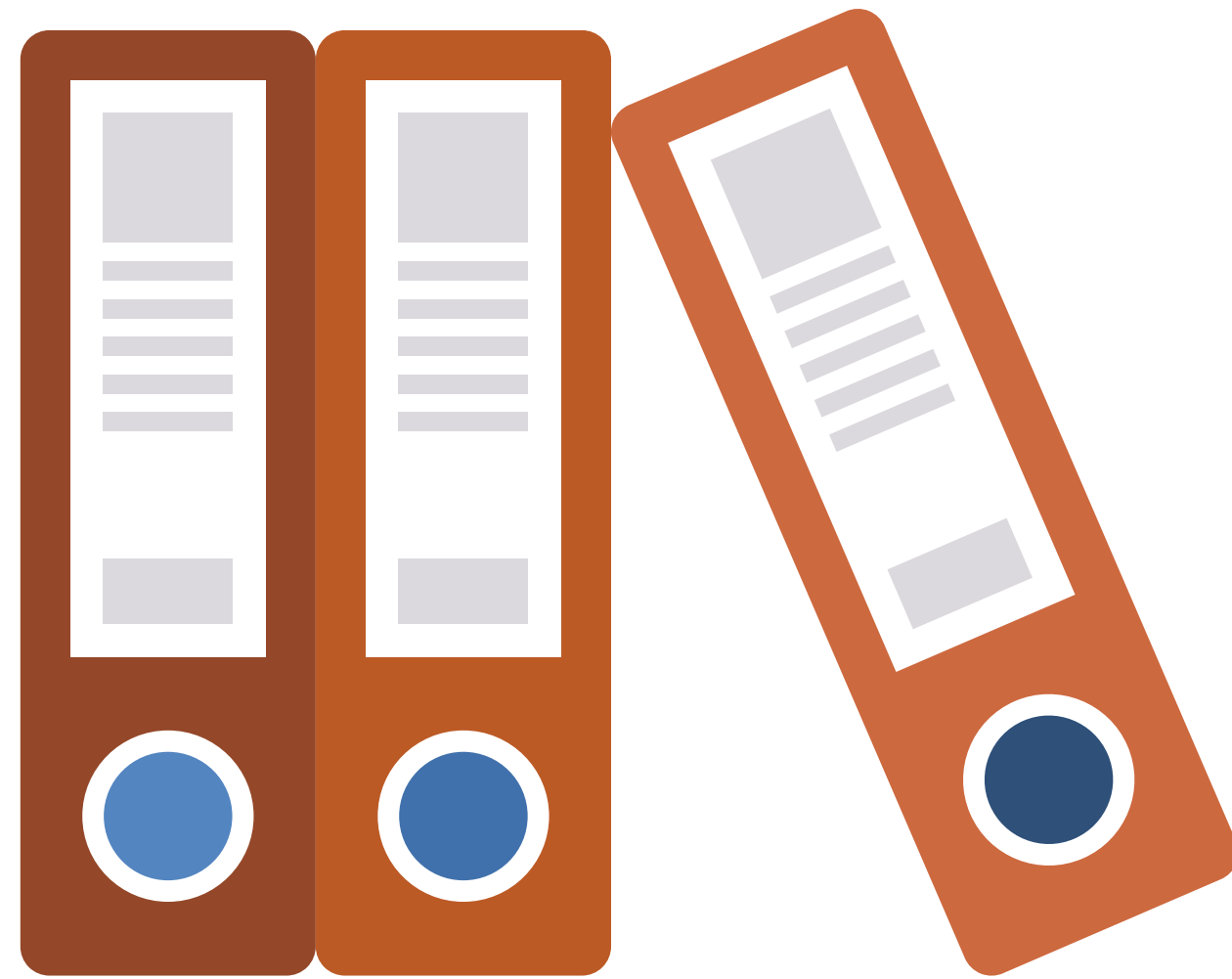
Improving Workflows

This consultation pinpoints where your workflows break down, whether in cataloging, exhibition planning, or cross-department collaboration, and delivers practical, tailored solutions to improve efficiency. By refining processes and making smarter use of tools like dashboards, flex fields, and batch updates, we help your team stay aligned, reduce friction, and work more effectively together.

Ideal for: Institutions looking to streamline interdepartmental processes

- **Duration:** Available as a full-day or half-day service
- **Outcome:** Concrete workflow enhancements, from data entry to exhibition planning, using TMS tools like dashboards and flex fields

CONSULTING SERVICES OVERVIEW



Managing Backlog & Unprocessed Collections

Turn overwhelming backlogs into manageable, forward-moving plans. Designed for institutions facing large, undocumented collections or inherited chaos, this consultation builds a strategic, phased approach for getting your data under control. With expert guidance at key milestones, you'll move from paralysis to progress with confidence and clarity.

Ideal for: Museums with newly acquired or historically unmanaged materials

- **Duration:** 4 days over 4 weeks
- **Includes:** Strategy development, 3 review meetings
- **Outcome:** A practical roadmap for tackling backlog, with workflows tailored to your team's capacity

CONSULTING SERVICES OVERVIEW



TMS Collections Hackathon

One day. One expert. Unlimited potential. In this fast-paced consultation, we dive deep into your collection's challenges. Whether solving data issues, building views, or tackling cross-team bottlenecks, the session is designed to deliver meaningful progress on the spot, with no wasted time and no splitting sessions.

Ideal for: Institutions looking for rapid, targeted problem-solving

- **Duration:** Available as a full-day or half-day service
- **Outcome:** Focused support on your most pressing collections challenge—live list view creation, data review, or even workflow redesign

FLEXIBLE, SCALABLE, AND DESIGNED FOR YOU



Our consulting options are designed to scale with your institution's goals. Often, during our engagements, we identify additional needs such as report creation, list views, or SQL support, which can be easily integrated into the service. Clients may also benefit from ongoing programs like SupportPlus or additional training.

Whether you're just starting out or have years of data to reckon with, we're here to guide your institution toward a more efficient, organized, and insightful collections management environment.

Ready to Start?

Contact Gallery Systems to explore which consultation option best fits your needs and discover what's possible when expert guidance meets museum excellence.

CONTACT US