

History 547: History Museum Curatorship: Collections Management Credits- 3 hours

Fall 2020 Thursday 4:00 – 6:40 pm Bryan 216

Kimberly Terbush Registrar, Weatherspoon Art Museum

Work: 336-256-1456 Cell: 804-338-9010

Email: [kimberlyt@uncg.edu](mailto:kimberlyt@uncg.edu)

I am currently working on campus every other week through October. You can meet with me during the day at the museum or set-up a video call with me. I prefer contact via email.

**I do not check email between the hours of 10pm – 6 am**

**Course Description:** This course will explore the legal, ethical, and practical issues associated with the development, management, and care of museum collections. This course will examine the legal duties and ethical obligations placed on those who manage museums and their collections. Topics will include collections development, registration and record keeping, collection policies and procedures, deaccessioning, copyright, collection care, handling, and housing. Students will investigate and analyze contemporary issues within the field of Collections Management through readings, discussion, site visits, hands on project(s), and presentations from Museum professionals.

Prerequisite: Admission to a graduate program in history or written permission of instructor. Same as IAR 547.

### **Student Learning Objectives**

Upon completion of this course, you will be equipped with the basic skills necessary document and manage museum collections.

1. Apply best practices in collections management
2. Catalog historic and artistic objects efficiently
3. Analyze objects to determine the historical significance of the object, social/historical function, and relevance to an institution's mission, and condition of the object
4. Evaluate museum practices, policies, and planning documents
5. Collaborate with classmates
6. Attain an understanding of the legal and ethical issues confronting the museum profession
7. Create multiple ways to document the collection.
8. Enhance their portfolios with a professional work product demonstrating skills and experiences in the process of acquiring of an object for an historic collection

### **Teaching methods**

Materials for this course will be presented using lectures, group discussions and oral presentations.

### **Assignments**

To best learn skills for working in a museum with collections, it is best to use a hands-on approach. Students will be assigned projects that will assist them in learning the skills necessary to work as a registrar or collections manager in a museum.

All assignments will be turned in electronically and are due at the beginning of class, 4 pm on the date due.

For the projects and assignments below you will need to have 2 objects that you are going to accept into your "collection." Please select items from your home that you will be able to handle and photograph. You will choose one work of art that is two-dimensional, (painting, map, print, drawing) and one work which is three-dimensional, (chair, vase, sculpture, material culture items). The items should be something that would be part of History Museum or Historic House, it does not need to be fine art.

1. Opinion Essay (20%) – Ethical issues in museum collections management, 2-3 pages. You will locate an article that relates to ethical issues in museum collections management, i.e. Deaccessioning, Return of cultural goods (NAGPRA, etc), conflict of interest, or another approved topic. Students will prepare a 5-page paper discussing

the ethical issue presented in the article. Student will use information gained in class and from personal experience to discuss the issue and where the writer stands on the issue. (SLO 1, 4, 6)

2. Abandoned property research (20%) – You will use the internet to locate primary sources relating to North Carolina’s Abandoned Property laws. History Museums and Historic Sites are constantly finding anonymous gifts from the public that are left on the doorstep. There is often no way for the museum to track the legal owner. Students will learn how to research the complex issue of abandoned property in North Carolina which will aid them should they work in NC. If they work in another state, they will have the familiarity of the law in general and can research further to investigate the particular state's laws. You will write 1-2 pages to summarize your findings and cite your sources. (SLO 1, 4, 6)
  
3. Discussion Board- (10%)  
Students will use the discussion board for interactive communication between the class. Conversations will relate to the modules and students are expected to participate.
  - Short Bio of yourself – Please take a few minutes to introduce yourself to me. Tell me about your interest in museums and history and what are your goals in the museum field.
  - Selection of objects for acquisition – students will have discussions about their potential objects with classmates for assistance in the selection of an appropriate pieces for the project.
  - Reflection from guest speakers- there will be a conversation for each speaker. Students are expected to respond to the presentation.
  - Review museum collections website You will locate two different museum websites which you will use to examine how the collections are presented on-line. You will present your findings in a discussion format.  
(SLO 1, 4, 5, 6)
  
4. Final project/exam (50%): Acquisition presentation
  - Draft forms and Documents (5%) - Students will be asked to prepare forms and documents needed to perform the work of a registrar, the following forms will be required: Catalog worksheet, condition report, curatorial justification and material culture analysis, didactic object label, and photographs.
  - Object analysis - Determine and write up an analysis of the object based on observation. What is it made of or from? List materials list in order of the most to the least. What type of design is it? Is it modern? Does it belong to an historical period? Is there an artist or maker? What is the significance of that, if any? How is the object used? Can it still be used? Who is associated with the piece? Does this make it significant? why? What does it tell you? What do you want to know?
  - Curatorial Justification - Does the object come with a clear title? Does it fit within the collection plan and mission of the museum? Will it be useful for exhibition and education purposes or for research? Is the object in reasonable condition? can the museum store the object? Is the object authentic? Does its acquisition violate any laws? Is the object free of restrictions?
  - Final forms and documents (10%) – corrected and finalized forms
  - Oral presentation (35%) For the final exam you will prepare your two acquisitions to present to our “Acquisitions Committee” You will present your acquisition justification to the committee. Your classmates will have the opportunity to ask questions about your objects and we will then vote to either acquire three pieces or not.  
(SLO 1, 2, 3, 7, 8)

### **Evaluation and Grading**

A 90 - 100  
B 89 – 80  
C 79 –70  
D 69 – 60  
F 60

### **Required Texts/Readings/References**

Buck, Rebecca A., and Jean Allan Gilmore, eds. *Museum Registration Methods*, 5<sup>th</sup> Edition, Washington, DC: AAM Press 2019 (this can be purchased from the AAM bookstore)

Malaro, Marie C., and Ildiko Pogany DeAngelis. *A Legal Primer on Managing Museum Collections*, third edition, Washington, DC: Smithsonian Press, 2012

### **Attendance Policy**

While it is expected that you attend every class, I realize that life takes over. If you are able, please give advance notice. Missing class will deprive you of valuable discussion, instruction, and hands-on learning. It is University Policy that excessive absences may affect your grade negatively.

### **Lateness policy**

It is important that all assignments be turned in on time. Late assignments will be deducted a letter grade for each day the assignment is late.

### **Academic Integrity policy**

All students have a responsibility to uphold the standards of “Honesty, Trust, Fairness, Respect, and Responsibility” detailed in the Academic Integrity policy. Instances of cheating, plagiarism, misuse of academic resources, falsification of information, and facilitating of academic dishonesty are treated with utmost seriousness by the History department and dealt with severely by the University Administration. The full policy appears in the Student Handbook. Each student is required to sign the Academic Integrity Policy on all major work submitted for the course.

### **Accommodations**

UNCG seeks to comply fully with the American with Disabilities Act (ADA). Students requesting accommodations based on a disability must be registered with the Office of Accessibility Resources and Services. (OARS). In 215 Elliott University Center, 334-5440, oars.uncg.edu

### **Course schedule, reading, and assignments**

Week 1, August 13, 2020 Introduction and course overview

Week 2, August 20, 2020 Museum, Collections, and staff

Discussion around the different types of historical museums, historic homes, and other history related sites. Types of collections will be discussed- main collection, educational, study, ephemeral Staffing roles in the museum- collections manager, registrar, curator of collections

Videos- Museum of Natural Sciences, Raleigh, NC (3:36) [https://www.youtube.com/watch?v=GCM9nX\\_xGsw](https://www.youtube.com/watch?v=GCM9nX_xGsw)

Cincinnati Museum Center, Cincinnati, OH (7:23) <https://www.youtube.com/watch?v=VS4bJgw5tpE>

Milwaukee Art Museum, Milwaukee, WI (2:16) <https://www.youtube.com/watch?v=wUw-VWILF0Q>

Readings- Malaro, Chapter 1 & 2, pages 3-36

Buck: Introduction, pages XIII- XV

Week 3, August 27, 2020 Collections Policies and Procedures, Mission statements

Acquisitions – gift, purchase, bequest, tax, appraisals, old loans, FIC

Videos- C2CC Essential Elements of A Collections Management Policy (1:14:18)

<https://www.youtube.com/watch?v=iYa08WM7tf0>

Collection Management Policies (DHPS/NY) (1:04:06) <https://www.youtube.com/watch?v=GmaSYNaupug>

Readings- Malaro: Chapter III pp 45-56, 57-93; 150-159; 234-237; 385-388; Chapter X 391-394; 396-402

Buck: p. 157, 221, 281

*DUE: Deadline for choosing your new acquisitions.*

Week 4, September 3, 2020 Registration 101

The basics: cataloging and condition reports, measuring, photos, documentation

Videos-Introduction to museum collections documentation standards (5:21)

<https://www.youtube.com/watch?v=iygleX9mScw>

Cataloging in the Museum of Ontario Archaeology (3:14) [https://www.youtube.com/watch?v=MX\\_pW7w3gCU](https://www.youtube.com/watch?v=MX_pW7w3gCU)

Western Heritage Museum and Lea County Cowboy Hall of Fame (3:36)

<https://www.youtube.com/watch?v=9V8EZ7mOmHk>

C2CC Handling Potentially Hazardous Objects (1:01:43)

[https://www.youtube.com/watch?v=oZjgH\\_nromQ&list=PLDE1E7209F1FABF72&index=37&t=0s](https://www.youtube.com/watch?v=oZjgH_nromQ&list=PLDE1E7209F1FABF72&index=37&t=0s)

C2C Care: Basic Condition reporting (1:18:53) <https://www.youtube.com/watch?v=SCHHyjkQoLE>

Readings- Buck: 43-62

Week 5, September 10, 2020 Registration 102

contracts and forms: loan forms, exhibition contracts, couriers, condition report notebooks

Reading- Malaro: 215, 273-317, 355 -371

Buck: 151, 177, 189 - 208

*DUE: One completed form for each your acquisitions: Catalog worksheet, photographs, condition report*

Week 6, September 17, 2020 Guest lecture, NAGPRA

Nancy Rosoff, Andrew W. Mellon Senior Curator, Arts of the Americas Brooklyn Museum, Brooklyn, NY

(The guest will begin at 4:30pm via Zoom)

We will also discuss legal and ethical issues with collections, professional ethics, conflicts of interest, fish, wildlife, UNESCO

Video- World Heritage explained- animated short about the UNESCO World Heritage Convention (2:08)

<https://www.youtube.com/watch?v=mqdgj1aPHqs>

Readings- Malaro: 128, 277

Buck: 31,349

*DUE: Abandoned Property Research, students should be prepared to discuss their findings in a class discussion next week*

Week 7, September 24, 2020 Legal and ethical issues

Taxes, charitable contributions, appraisals, old loans, abandoned property

Videos- Museums Have a Dark Past, but we can fix that, Chip Colwell (13:21)

[https://www.youtube.com/watch?v=DJYS9C06\\_qY](https://www.youtube.com/watch?v=DJYS9C06_qY)

Museum ethics in Collecting and Ownership (1:16:38) <https://www.youtube.com/watch?v=CiVUSZSH3H8>

Readings- Malaro: 405-440

Buck: 301, 303

*DUE: Curatorial Recommendation/ Justification for each acquisition and didactic object label*

Week 8, October 1, 2020 Guest lecture, Rights and Repro

Alice Culclasure, Assistant Registrar, Weatherspoon Art Museum, UNCG

(The guest will begin at 4:30pm via Zoom)

Video- C2C Care: Copyright for Museums (1:27:04) <https://www.youtube.com/watch?v=OnRkbKvMMdI>

Readings- Malaro: 165-232

Buck: 225-289

Week 9, October 8, 2020 Deaccessioning, Collecting Plans

Video (movie) -

The Monuments Men, 2014, (1:58)

Woman in Gold, 2015, (109 min)

Readings- Malaro: p. 248-269

Buck: 167-176, 318-319, 350-351, 391-393

On-line article:

The Deaccessioning Debate in Museums, Bob Beatty (Hyperallergic) <https://hyperallergic.com/453416/the-deaccessioning-debate-in-museums/>

Questions and Answers about Selling Objects from the Collection, from the AAM webpage

<https://www.aam-us.org/programs/ethics-standards-and-professional-practices/questions-and-answers-about-selling-objects-from-the-collection/>

Amid protests, Berkshire Museum's Deaccession Sales at Sotheby's Fall Short of Expectations, Caroline Goldstein & Eileen Kinsella, <https://news.artnet.com/market/berkshire-museum-auction-sothebys-1290776>

Deaccessioning Done Right, Oklahoma Museum Association, by Jennifer Holt,

[https://www.okmuseums.org/sites/oma2/uploads/documents/Technical\\_Bulletins/Technical\\_Bulletin\\_47\\_-\\_Deaccessioning\\_Done\\_Right.pdf](https://www.okmuseums.org/sites/oma2/uploads/documents/Technical_Bulletins/Technical_Bulletin_47_-_Deaccessioning_Done_Right.pdf)

Clean House to Survive? Museums Confront Their Crowded Basements, by Robin Pogrebin, 3/12/19, NYT

<https://www.nytimes.com/interactive/2019/03/10/arts/museum-art-quiz.html>

The Deaccession Dilemma: Themes in the American Debate about Art Museum Deaccessions, by Wendy Dickieson,

[http://articles.themuseumscholar.org/tp\\_vol1dickieson](http://articles.themuseumscholar.org/tp_vol1dickieson)

Week 10, October 15, 2020 Guest Lecture

Jennifer Jensen, Curator, The Jackie Robinson Foundation, NY (The guest will begin at 4:30pm via Zoom)

Collections care, handling, and housing, packing and crating

Videos- Handling Objects, Western Australian Museum, (5:25) <https://www.youtube.com/watch?v=fV68mgpdsCs>

Why aren't you wearing gloves? The conservator's guide to object handling in the British Museum, The British

Museum, <https://www.youtube.com/watch?v=VAzLunt6Lr0>

Readings- Malaro: 444-447, 451,

Buck: 103, 109, 120

Week 11, October 22, 2020 The fun stuff- insurance, disaster planning, and pests!

Readings- Malaro: 447-464, 454

Buck: 237-267

AAM webpage, Disaster Preparedness and emergency Response Plan, <https://www.aam-us.org/programs/ethics-standards-and-professional-practices/disaster-preparedness-and-emergency-response-plan/>

Nebraska Museums Association, website, emergency Preparedness <http://www.nebraskamuseums.org/emergency-preparedness/>

Week 12, October 29, 2020

Trip to the Weatherspoon collections, pending COVID availability

Week 13, November 5, 2020 Guest Lecture

Erin Lawrimore, University Archivist and Associate Professor, UNCG Library

Week 14, November 12, 2020

Museum Collections Management Databases

*DUE: Museum Collections On-line discussion due*

Week 15, November 19, 2020

Last day of class

**EXAM- Tuesday December 1, 3:30 – 6:30 pm.**

**UNCG COVID 19 Statement**

(Approved by the Faculty Senate on July 1, 2020)

As UNCG returns to face-to-face course offerings in fall 2020, the campus community must recognize and address concerns about physical and emotional safety. As such, all students, faculty, and staff are required to uphold UNCG's culture of care by actively engaging in behaviors that limit the spread of COVID-19. Such actions include, but are not limited to, the following:

- Wearing a face covering that covers both nose and mouth
- Observing social distance in the classroom
- Engaging in proper hand washing hygiene when possible
- Self-monitoring for symptoms of COVID-19
- Staying home if you are ill
- Complying with directions from health care providers or public health officials to quarantine or isolate if ill or exposed to someone who is ill.

Instructors will have seating charts for their classes. These are important for maintaining appropriate social distance during class and facilitating contact tracing should there be a confirmed case of COVID-19. Students must sit in their assigned seat at every class meeting and must not move furniture. Students should not eat or drink during class time.

A limited number of disposable masks will be available in classrooms for students who have forgotten theirs. Face coverings will also be available for purchase in the UNCG Campus Bookstore. Students who do not follow masking and social distancing requirements will be asked to put on a face covering or leave the classroom to retrieve one and only return when they follow these basic requirements to uphold standards of safety and care for the UNCG community. Once students have a face covering, they are permitted to re-enter a class already in progress. Repeated issues may result in conduct action. The course policies regarding attendance and academics remain in effect for partial or full absence from class due to lack of adherence with face covering and social distancing requirements.

For instances where the Office of Accessibility Resources and Services (OARS) has granted accommodations regarding wearing face coverings, students should contact their instructors to develop appropriate alternatives to class participation and/or activities as needed. Instructors or the student may also contact [OARS](mailto:OARS@uncg.edu) (336.334.5440) who, in consultation with Student Health Services, will review requests for accommodations. (Approved by the Faculty Senate Executive Committee on July 30, 2020)

Health and well-being impact learning and academic success. Throughout your time in the university, you may experience a range of concerns that can cause barriers to your academic success. These might include illnesses, strained relationships, anxiety, high levels of stress, alcohol or drug problems, feeling down, or loss of motivation. Student Health Services and The Counseling Center can help with these or other issues you may experience. You can learn about the free, confidential mental health services available on campus by calling 336-334-5874, visiting the website at <https://shs.uncg.edu/> or visiting the Anna M. Gove Student Health Center at 107 Gray Drive. For undergraduate or graduate students in recovery from alcohol and other drug addiction, The Spartan Recovery Program (SRP) offers recovery support services. You can learn more about recovery and recovery support services by visiting <https://shs.uncg.edu/srp> or reaching out to [recovery@uncg.edu](mailto:recovery@uncg.edu)

COVID-19 Spartan Shield Video UNCG Chancellor Frank Gilliam has challenged us to create a Culture of Care at UNCG where we all wear face coverings and social distance, less to protect ourselves but rather more to protect everyone around us. It shows that you care about the well-being of everyone around you. We have created this video featuring your student body presidents to better explain how and why this is so important.

**Please watch this video before the first day of classes. <https://youtu.be/Mb58551qzk>**