

# **History 447/547: History Museum Curatorship: Collections Management**

Credits- 3 hours

Fall 2022 Thursday 5:30- 8:20 pm, MHRA 1206

Kimberly Terbush

Cell: 804-338-9010

Email: [kimmegt@gmail.com](mailto:kimmegt@gmail.com)

Office: MHRA 2114, office hours, Thursday 9 am – 12 pm

**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.

## **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.

## **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

## 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> or 6<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

## 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.

For the projects and assignments below we will be working with Temple Emmanuel Archives located at 713 N Greene Street. We will meet at this location at least once during the semester.

1. Object report (25%) –You will be assigned one object area relating to collections and archives. Student(s) will examine the objects and evaluate the current storage and organization of the items. They will make recommendations for future storage needs as well as the housing needed to accommodate the items. You will prepare a five page report written plus any additional illustrations, attachments or addendums. This report will be presented to Temple Emmanuel Archive Committee and will include recommendations for the committee. Two students will be given the same subject and they can choose to either work together and share information or not, but the final paper will be an individually written one. The students will present to the committee as a pair. (SLO 1, 4, 6)
2. Collections Forms and Documents (10%) - You will choose one item from your collection area and use this for other cataloging assignments. Students will be asked to prepare forms and documents needed to perform the work of a registrar throughout the semester, the following forms will be required: Catalog worksheet, condition report, material culture analysis, curatorial justification, and object label.
  - a. Catalog Worksheet – Catalog worksheets are often used to compile all the information from an object and used to enter into the Collections Management Database (CMD). You can use one of the samples shown in class or you may also create your own. You will have the following fields: Object name; maker/culture; title; date made; materials (from most to least); description; dimensions (h x w x d)
  - b. Condition Report – condition reports provide a baseline of the condition of the object. Elements to be included: owner of the object; object name and number; maker or artist; object type (classification); description; measurements; condition overall and specific; report date; name of person performing the report.
  - c. Material culture 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? This should be about one page.
- d. Curatorial Justification – Curatorial Justification is used to present an object to the Collections Committee and is kept in the object file. 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? This should be one page.
  - e. Object label – Wall label for object containing tombstone information as well as some other bit of information. Tombstone: maker; title; medium/materials; dimensions; further information about the object.
3. Collections Policy (20%) - You will be assigned one subject area related to a Collections Policy for an institution. You will write at least one page with a maximum of three pages on your subject area. You are to compose one section of a Collections Management Policy which will be combined with the other subjects into one final document for submission to the Temple Emmanuel Collections and Archives Committee. You are to review other collections management policies and consider Temple Emmanuel's needs and limitations when writing your section. You may include any procedures, attachments or addendums needed to fully define your area. The subject areas are: Mission, Statement of Purpose, and Governance; Acquisitions (additions to the collections); Deaccessions (removal from the collection); Borrowing and lending policies; Temporary custody; Care of the collection (conservation, storage); Documentation/record keeping/ inventory; Scope and categories of collections; Legal and ethical policies (code of ethics, copyright, appraisals, NAGPRA, hazards); Risk management (insurance, disaster, security, pests); Access to the collection; exhibition and display (SLO 1, 4, 6)
  4. Short essays- (10%)
    - Short Bio of yourself – Tell me about your interest in museums and history and what your goals are in the museum field. Do you know what position or type of museum you would like to work in? What are your interests in museums? Have you volunteered or worked at a museum? What is your favorite museum or exhibition? You will **type 2-3 paragraphs** and turn in your paper at the end of class
    - Reflection from guest speakers- Students will respond to each guest speaker's presentation. You are to write one page response to the guest speaker's topic. What did you learn? What did you enjoy? Has this changed what you want to do in museums? Were you aware of these issues in museums? (SLO 1, 4, 5, 6)
  5. Final project/exam (35%): Temple Archives Collections Committee presentation  
Oral presentation For the final exam you will work with your colleague and present your object report it to the Temple Emmanuel Archive Collections Committee. You will present your findings to the committee. Your classmates as well as the committee will have the opportunity to ask questions about your research. (SLO 1, 2, 3, 7, 8). We will also be presenting the Collections Management Policy to the committee and all sections may not be presented.

## Course schedule, reading, and assignments

Week 1, August 18, 2022 Introduction and course overview. Bio due today, will be turned in at the end of class.

*DUE: Bio due today*

Week 2, August 25, 2020 – Meet at Temple Emmanuel at 5:30 to view and visit the archives. (713 N Greene Street)

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

### Object area assigned

Week 3, September 1, 2022 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

### CMP area assigned

Week 4, September 8, 2022 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=iygIeX9mScw>  
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 15, 2022 Guest lecture, Historic House Museum and Collections  
Corinne Midgett, Registrar, City of High Point, High Point Museum, NC  
(The guest will begin at 5:45 pm 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: Object catalog worksheet, condition report, and object analysis*

Week 6, September 22, 2022 Guest speaker, Kathelene Smith, Interim Head, Special Collections and University Archives, UNCG Libraries.  
We will meet at Jackson Library

### *DUE: Guest Speaker reflection for Corinne Midgett*

Week 7, September 29, 2022

Registration 102 (mid-term grades due)

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

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

Buck: 151, 177, 189 - 208

*DUE: Guest Speaker reflection for Kathelene Smith*

Week 8, October 6, 2022 Guest speaker, Annie Anderson, Director and Curator, The Country Doctor Museum, Bailey, NC (The lecture will start at 6 pm via zoom)

*DUE: Rough draft of Collections Management Policy section due*

Week 9, October 13, 2022

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

*DUE: Guest Speaker reflection due for Annie Anderson*

Week 10, October 20, 2022 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 11, October 27, 2022 - 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 Justification and object label*

Week 12, November 3, 2022 - 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 13, November 10, 2022 - Careers and positions in the field. Exhibition work and installation.

Review of course topics and further discussion of areas of interest.

**Due: Final – revised Collections Management Policy section**

Week 14, November 17, 2022 Last day of class.

Prep “dress rehearsal” for Archives Committee

We will run through our presentation and make sure we have all of the handouts and materials needed.

**EXAM- Tuesday December 6, 5:30 pm (At Temple Emmanuel)**

#### **UNCG COVID 19 Statement**

(Approved by the Faculty Senate 2022)

As we return for Fall 2022, all students, faculty, and staff and all visitors to campus are required to uphold UNCG’s culture of care by actively engaging in behaviors that limit the spread of COVID-19. While face-coverings are optional in most areas on campus, individuals are encouraged to wear masks. All individuals and visitors to campus are asked to follow the following actions:

- Engaging in proper hand-washing hygiene.
- Self-monitoring for symptoms of COVID-19.
- Staying home when 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.
- Completing a self-report when experiencing COVID-19 symptoms, testing positive for COVID-19, or being identified as a close contact of someone who has tested positive.
- Staying informed about the University's policies and announcements via the COVID-19 website.

Students who are ill, quarantining, or isolating should not attend in-person class meetings, but should instead contact their instructor(s) so alternative arrangements for learning and the submission of assignments can be made where possible. As we continue to manage COVID-19 on our campus, we are following the lead of the local health department and we will adjust our plans to balance student success, instructional requirements, and the hallmarks of the collegiate experience with the safety and wellbeing of our campus community.