

History Museum Curatorship: Collections Management

HIS 547 / IAR 547

Spring 2005

Mclver Room 225 &
Greensboro Historical Museum &
Greensboro Masonic Museum
Thursday 7:00-9:50pm

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Description

This course will introduce students to the professional principles and practices in the care and management of history museum collections and historic sites, including collections development, museum registration methods, cataloging, collections care, conservation and preservation. The class will look at collections-related jobs in the museum field (registrar, collection manager and curator) and explore what it means to be physically and intellectually responsible for museum objects. And lastly the class will examine the components of a collections management policy and a collecting plan.

In addition to weekly reading assignments, students will be expected to actively participate in class and lead discussions on specific assigned readings. There will be several practical “hands-on” exercises during the course and a class project at the Masonic Museum (requiring approximately 40 hours outside of classroom). There will also be at least two writing assignments.

Grading

- 40% Class Participation (includes attendance and leading class discussion of select chapters and/or articles)
- 30% Class Project
- 30% Writing Assignments: prepare a Collecting Plan and prepare a paper based on an assigned hypothetical situation (5-7 pages).

Required Reading

- Buck, Rebecca A. and Jean Allman Gilmore, eds. *The New Museum Registration Methods*, Washington, D.C.: American Association of Museums, 1998.
- Long, Richard W. and Jane S. Long. *Caring for Your Family Treasures: Heritage Preservation*. New York: Harry N. Abrams, Inc., 2000.
- Lubar, Steve and Kathleen M. Kendrick. *Legacies: Collecting America's History at the Smithsonian*. Washington, D.C.: Smithsonian Institution Press, 2001.
- Lubar, Steven and W. David Kingery, eds. *History from Things: Essays on Material Culture*. Washington, D.C.: Smithsonian Institution Press, 1993.
- Malaro, Marie C. *A Legal Primer on Managing Museum Collections*. Washington, D.C.: Smithsonian Institution Press, 1998.
- Messenger, Phyllis Mauch. *The Ethics of Collecting Cultural Property: Whose Culture/ Whose Property?* Albuquerque: University of New Mexico, 1999.
- Various journal articles and handouts (available on E-Reserve or distributed in class)

Recommended Reading

- Bachmann, Konstanze, editor. *Conservation Concerns: A Guide for Collectors and Curators*, Washington, D.C.: Smithsonian Institution Press, 1992.
- Fisher, Charles E. and Hugh C. Miller, eds., Heritage Preservation and National Park Service. *Caring for Your Historic House*, New York: Harry N. Abrams, Inc. 1998.
- Gardner, James B. and Elizabeth E. Merritt. *The AAM Guide to Collections Planning*, Washington, D.C.: American Association of Museums, 2004.
- Malaro, Marie C. *Museum Governance: Mission, Ethics, Policy*. Washington, D.C.: Smithsonian Institution Press, 1994.

Course Schedule

January 13, 2005: Introductions and Course Overview

January 20, 2005: Collectors, Collecting and Museums, Part 1

Collections and the History Museum

- Akin, Marjorie, "Passionate Possession: The Formation of Private Collections," chapter 9 in *Learning From Things: Method and Theory of Material Culture Studies*, pp. 102-128. (available on E-Reserve)
- Case, Mary. "What Registrars Do All Day," in *Registrars on Record*, pp.13-33. (available on E-Reserve)
- Lubar, Steve and Kathleen M. Kendrick. *Legacies: Collecting America's History at the Smithsonian*.
- Malaro, Marie C. *A Legal Primer on Managing Museum Collections*. pp. 3-41.
- Muensterberger, Werner, *Collecting: An Unruly Passion*, New Jersey: Princeton University Press, 1994. chapters 1-2. pp. 3-24. (available on E-Reserve)
- Woodhouse, Anne, "Museum Curators," in *Public History: Essays in the Field*, pp.187-201. (available on E-Reserve)

January 27, 2005: Collectors, Collecting and Museums, Part 2

Collections Development, Collecting Plans and a Collections Management Policy

- Buck, Rebecca A. and Jean Allman Gilmore, eds. *The New Museum Registration Methods*. Introduction, pp. 221-223.
- Gardner, James B. "Building the Intellectual Framework," in *The AAM Guide to Collections Planning*, pp.5-10. (available on E-Reserve)
- Lubar, Steven and W. David Kingery, eds. *History from Things: Essays on Material Culture*. Intro, chapters 1, 2, 3, 4, 11, pp.1-50, 182-196.
- Malaro, Marie C. *A Legal Primer on Managing Museum Collections*. pp. 45-57.
- Merritt, Elizabeth E. "Writing the Collections Plan," in *The AAM Guide to Collections Planning*, pp.11-26. (available on E-Reserve)
- Merritt, Elizabeth E. "The Planning Process," in *The AAM Guide to Collections Planning*, pp. 27-32. (available on E-Reserve)

AAM Writing a Collections Management Policy—hand-out

GHM Collections Management Policy—hand-out

February 3, 2005: Collectors, Collecting and Museums, Part 3

Collecting Cultural Property & NAGPRA; Collections Care: Object Handling and Condition Reporting

Buck, Rebecca A. and Jean Allman Gilmore, *The New Registration Methods*. pp. 45-62, 95-101 and 309-319.

Malaro, Marie C. *A Legal Primer on Managing Museum Collections*. pp. 83-118, 355-357 and 457-502.

McKeown, Timothy C., et al., "NAGPRA at 10: A Critique," in *Museum News*. September/October 2000. pp. 42-49, 67-69, 71-75.

Messenger, Phyllis Mauch. *The Ethics of Collecting Cultural Property: Whose Culture/ Whose Property?* Intro, Chapters 1, 2, 6-10, 12.

NY Times article "A Museum of Indians That is Also for Them"—hand out

UNESCO: A Brief History—hand-out

GHM Conservation terms—hand out

February 10, 2005: Museum Registration Methods: Acquisitions, Accessions and Appraisals, Cataloging, Collections Documentation & Automation

Classification schemes; Management, Descriptive Data and Historical Information: Records and Inventory

**Guest Speaker Mr. Bill Simpson, Greensboro Masonic Museum Committee

Blackaby, James R. AASLH Special Report 3 "Managing Historical Data: The Report of the Common Agenda Task Force" (available on E-Reserve)

Buck, Rebecca A. and Jean Allman Gilmore, *The New Registration Methods*. pp.1-44, 64-93, 117-119, 156-166, 301-307.

Malaro, Marie C. *A Legal Primer on Managing Museum Collections*. pp. 58-82, 135-149, 203-215, 360-405

Additional readings on Masonic History—hand outs

<http://www.grandlodge-nc.org/> read section called **Freemasonry Revealed**

February 17, 2005: Care of Collections, Conservation, Preservation and Storage

**Guest Speaker Mr. Robert Elsner, Ph.D.

Buck, Rebecca A. and Jean Allman Gilmore, *The New Registration Methods*. pp.103-116, 120-125, 227-234.

Long, Richard W. and Jane S. Long. *Caring for Your Family Treasures: Heritage Preservation*.

Malaro, Marie C. *A Legal Primer on Managing Museum Collections*. pp. 406-415, 433-448

AIC Definition of Conservation Terminology—hand out

February 24, 2005: Incoming & Outgoing Loans and Exhibitions; Deaccessions, Ethics and Museum Law

Standard Facility Report, Packing and Shipping, Couriers

**Guest Speaker Mr. Shaun Bradshaw, Greensboro Masonic Museum Committee

Buck, Rebecca A. and Jean Allman Gilmore, *The New Registration Methods*. pp.126-156, 167-206, 277-287, 349-358

Byrne, Kathleen T., "Deaccessioning Museum Collections," in *CRM Cultural Resource Manager*. pp.15-17. (available on E-Reserve)

Malaro, Marie C. *A Legal Primer on Managing Museum Collections*. pp.127-135, 216-254, 358-359

Miller, Steven H., "Guilt-Free Deaccessioning," in *Museum News*. September/October 1996, pp.32, 60-61. (available on E-Reserve)

Weisz, Jackie, *Codes of Ethics and Practice of Interest to Museums*. 3 chapters, pp.8-9, 10-16, 181-186. (available on E-Reserve)

AASLH Technical Leaflet #224, "The Capitalization of Collections," in *History News*. Vol. 58, No. 4, Autumn 2003—hand out

March 3, 2005: Environmental Monitoring and Integrated Pest Management

Temperature, Relative Humidity, Light Levels, Pollutants, Housekeeping

Guest Speaker Mr. Stephen Catlett, Archivist

****Tour of Greensboro Historical Museum Archives**

AAM Technical Information Service, "Describing the Museum Environment" Butcher-Youngmans, Sherry and Gretchen E. Anderson, AASLH Technical Leaflet # 171 "A Holistic Approach to Museum Pest Management," in *History News*, Vol. 45, No.3, May/June 1990. (available on E-Reserve)

Buck, Rebecca A. and Jean Allman Gilmore, *The New Registration Methods*. pp. 255-266

Gardner, James B., "Collecting a National Tragedy," in *Museum News*. March/April 2002. pp. 42-45, 66-67. (available on E-Reserve)

Linenthal, Edward T., "Oklahoma City, September 11, and the Lessons of History," in *History News*. Vol. 57, No. 1, Winter 2002. pp.12-15. (available on E-Reserve)

Roe, Kathleen and Christine Ward. "And the Walls Came Tumbling Down... New York's Historical Community Responds to the World Trade Center Disaster," in *History News*. Vol. 57, No. 1, Winter 2002. pp.18-25. (available on E-Reserve)

****Collecting Plan due****

March 10, 2005: Spring Break

March 17, 2005: Risk Management, Disaster Planning and Emergency Plans

Copyright, Insurance, Rights and Reproduction, and Security

Buck, Rebecca A. and Jean Allman Gilmore, *The New Registration Methods*. pp.225-226, 237-254, 267-275, 288-300

Flitner, Arthur, AASLH Technical Leaflet #147 "An Insurance Primer for the Local Historical Organization," (available on E-Reserve)

Lindblom, Beth C. and Karen Motylewski, AASLH Technical Leaflet # 183, "Disaster Planning for Cultural Institutions," (available on E-Reserve)

Lowenthal, Constance. "A Trust Betrayed: Inside Theft." in *Museum News*, May/June 1994. pp. 32-35. (available on E-Reserve)

Malaro, Marie C. *A Legal Primer on Managing Museum Collections*. pp.149-203, 416-432.

Shapiro, Michael S. and Brett I. Miller, "Copyright in the Digital Age," in *Museum News* January/February 2000 pp. 36-45, 66-67.

Vogt-O'Connor, Diane, "A Precarious Balance: Collections Access and Intellectual Property Rights," in *CRM Cultural Resource Manager*. pp.61-65.

Common Security Mistakes—hand out

March 24, 2005:

Class meets at Greensboro Masonic Museum

Guest Speaker Mrs. Susan Webster, Curator of Costumes & Textiles

March 31, 2005:

Class meets at Greensboro Masonic Museum

April 7, 2005: Historic Preservation

Class meets at Tannenbaum Historic Park

Guest Lecturer: Ms. Adrienne Byrd, Director Tannenbaum Historic Park

Frens, Dale H. "Establishing A Maintenance Program," chapter 3 in *Caring For Your Historic House* pp.29-39 (available on E-Reserve)

Miller, Hugh C. "Why Care about Your Historic House?," chapter 1 in *Caring For Your Historic House* pp.10-19 (available on E-Reserve)

Slaton, Deborah and Timothy Barton, "Getting to Know Your House," chapter 2 in *Caring For Your Historic House*. pp.20-28. (available on E-Reserve)

Secretary of Interiors Standards for the Treatment of Historic Properties—hand-out

April 14, 2005:
Class meets at Greensboro Masonic Museum

April 21, 2005:
Class meets at Greensboro Masonic Museum

April 28, 2005:
Class meets at Greensboro Masonic Museum
Paper due
Class Project completed

Greensboro Historical Museum

130 Summit Avenue
Greensboro, NC 27401
Free parking in lot behind museum

jon.zachman@greensboro-nc.gov

<http://www.greensborohistory.org>

<http://www.greensboro.historical.museum/cambodia/>

Greensboro Masonic Lodge

426 West Market Street
Greensboro, NC 27401
Free parking in lot behind the lodge

Museum is located at the Masonic Lodge