History Museum Curatorship: Collections Management
HIS 547 / IAR 547

Spring 2005
McIver Room 225 & Jon B. Zachman
Greensboro Historical Museum & W: 373-4589
Greensboro Masonic Museum H: 288-0447
Thursday 7:00-9:50pm jon.zachman@greensboro-nc.gov

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
Various journal articles and handouts (available on E-Reserve or distributed in class)
Recommended Reading


Course Schedule

January 13, 2005: Introductions and Course Overview

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

Collections and the History Museum


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.


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

Collections Development, Collecting Plans and a Collections Management Policy


Malaro, Marie C. A Legal Primer on Managing Museum Collections. pp. 45-57.


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

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**


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.**

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**

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


March 3, 2005: Environmental Monitoring and Integrated Pest Management
Temperature, Relative Humidity, Light Levels, Pollutants, Housekeeping
**Tour of Greensboro Historical Museum Archives**


**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


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


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


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


Miller, Hugh C. “Why Care about Your Historic House?,” chapter 1 in *Caring For Your Historic House* pp.10-19 (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*

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**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.greensborohistory.org)


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

Museum is located at the Masonic Lodge