

History Museum Curatorship: Collections Management HIS 547 / IAR 547

Spring 2006

Mclver Room 225 &
Greensboro Historical Museum &
Greensboro Masonic Museum
Tuesday 6:30-9:20pm

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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 collections plan.

In addition to weekly reading assignments, students will be expected to actively participate in class and lead discussions on assigned readings. There will be several practical "hands-on" exercises during the course and a class project at the Masonic Museum (requiring approximately 35 hours outside of classroom). There will also be one writing assignment and three quizzes.

Grading

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

Required Reading

- Buck, Rebecca A. and Jean Allman Gilmore, eds. *The New Museum Registration Methods*, Washington, D.C.: American Association of Museums, 1998.
- Gardner, James B. and Elizabeth E. Merritt. *The AAM Guide to Collections Planning*, Washington, D.C.: American Association of Museums, 2004.
- 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, Second Edition, 1998.
- Messenger, Phyllis Mauch. *The Ethics of Collecting Cultural Property: Whose Culture/ Whose Property?* Albuquerque: University of New Mexico, 1999.
- Williams, Don and Louisa Jaggard. *Saving Stuff: How to Care for and Preserve Your Collectibles, Heirlooms, and other Prized Possessions*. New York: Simon & Schuster, 2005.

Required Reading, continued

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.
- Landrey, Gregory J., et al., *The Winterthur Guide to Caring for Your Collection*, Delaware: Henry Francis du Pont Winterthur Museum, 2000.
- Lanmon, Dwight P. *Evaluating Your Collection: The 14 Points of Connoisseurship*, Delaware: Henry Francis du Pont Winterthur Museum, 1999.
- Malaro, Marie C. *Museum Governance: Mission, Ethics, Policy*. Washington, D.C.: Smithsonian Institution Press, 1994.

Course Schedule

January 10, 2006: Introductions and Course Overview

January 17, 2006: 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*. (copies loaned by professor)
- 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 24, 2006: 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. and Elizabeth E. Merritt. *The AAM Guide to Collections Planning*, Washington, D.C.: American Association of Museums, 2004.
- 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.

AAM Writing a Collections Management Policy; GHM CM Policy—hand-outs

January 31, 2006: Collectors, Collecting and Museums, Part 3

Collecting Cultural Property & NAGPRA; Collections Care: Object Handling and Condition Reporting –**QUIZ #1**

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. (available on E-Reserve)

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

UNESCO: A Brief History—hand-out

GHM Conservation terms—hand out

February 7, 2006: Museum Registration Methods: Acquisitions, Accessions and Appraisals, Cataloging, Collections Documentation & Automation

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

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

February 14, 2006: Care of Collections, Conservation, Preservation and Storage

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

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

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

Williams, Don and Louisa Jaggar. *Saving Stuff: How to Care for and Preserve Your Collectibles, Heirlooms, and other Prized Possessions*. New York: Simon & Schuster, 2005.

AIC Definition of Conservation Terminology—hand out

Additional readings on Masonic History—hand outs

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

February 21, 2006: Incoming & Outgoing Loans and Exhibitions; Deaccessions, Ethics and Museum Law--

Standard Facility Report, Packing and Shipping, Couriers—**QUIZ #2**

Guest Speaker Mr. Stephen Catlett, Archivist

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

AASLH Technical Leaflet #224, "Ethics Position Paper: The Capitalization of Collections," in *History News*. Vol. 58, No. 4, Autumn 2003. (available on E-Reserve)

Buck, Rebecca A. and Jean Allman Gilmore, *The New Registration Methods*. pp.126-156, 167-206, 227-234, 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, 216-314, 349-354, 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)

February 28, 2006: Environmental Monitoring and Integrated Pest Management

Temperature, Relative Humidity, Light Levels, Pollutants, Housekeeping

Guest Speaker Mr. Shaun Bradshaw, Greensboro Masonic Museum Committee

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)

AAM Technical Information Service, "Describing the Museum Environment"—handout

March 7, 2006: Spring Break

March 14, 2006: Risk Management, Disaster Planning and Emergency Plans
Copyright, Insurance, Rights and Reproduction, and Security—**QUIZ #3**

- 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 21, 2006:
Class meets at Greensboro Masonic Museum

March 28, 2006:
Class meets at Greensboro Masonic Museum

April 4, 2006: 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 11, 2006:

Class meets at Greensboro Masonic Museum

April 18, 2006:

Class meets at Greensboro Masonic Museum

April 25, 2006:

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>

Greensboro Masonic Lodge

426 West Market Street

Greensboro, NC 27401

Free parking in lot behind the lodge

Museum is located at the Masonic Lodge