History Museum Curatorship: Collections Management  
HIS 547 / IAR 547

Spring 2006  
McIver 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
Required Reading, continued
Various journal articles and handouts (available on E-Reserve or distributed in class)

Recommended Reading

Course Schedule
January 10, 2006: Introductions and Course Overview

January 17, 2006: 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. (copies loaned by professor)
Malaro, Marie C. A Legal Primer on Managing Museum Collections. pp. 3-41.

January 24, 2006: 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; 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

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


February 14, 2006: Care of Collections, Conservation, Preservation and Storage**
**Guest Speaker Mr. Bill Simpson, Greensboro Masonic Museum Committee


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 **

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


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

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 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

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