History Museum Curatorship: Collections Management  
HIS 547 / IAR 547

Hall for Humanities & Research Administration  
Room 2206  
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 based on assigned readings. There will be several practical "hands-on" exercises during the course and a class project at the Masonic Museum (requiring approximately 25 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 assigned 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
Various journal articles, chapters and handouts (available on E-Reserve or distributed in class)
Recommended Reading


Course Schedule

January 11, 2007: Introductions and Course Overview
Class meets at HHRA 2206

January 18, 2007: Collectors, Collecting and Museums, Part 1
Collections and the History Museum
Class meets at HHRA 2206


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*. Chapter 1, pp. 3-21. (available on E-Reserve)


January 25, 2007: Collectors, Collecting and Museums, Part 2
Collections Development and Collecting Plans

Class meets at Weatherspoon Art Museum, Corner of Tate & Spring Garden Streets
Will South, Curator of Collections


Sample Collections Plans—hand-out /email

February 1, 2007: Collectors, Collecting and Museums, Part 3
Collections Management Policy

Class meets at Greensboro Historical Museum

Malaro, Marie C. *Museum Governance*. Chapters 4 and 6

Sample Collections Management Policies—hand-out/email

AAM Writing a Collections Management Policy—hand-out

*Object Handling and Condition Reporting Exercise*

QUIZ #1

February 8, 2007: Collecting Cultural Property & NAGPRA

Class meets at Museum of Anthropology at Wake Forest University,
Beverlye Hancock, Curator and Kyle Bryner, Registrar

Malaro, Marie C. *Museum Governance*, Chapters 12 and 14
Mesenger, 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
February 15, 2007: Museum Registration Methods: Acquisitions, Accessions, Cataloging, Collections Documentation & Automation
Classification schemes; Management, Descriptive Data and Historical Information: Records and Inventory

Class meets at High Point Museum, 1859 East Lexington Avenue
Jennifer Burns, Curator of Collections

Malaro, Marie C. A Legal Primer on Managing Museum Collections, Chapters 4, 11 and 12, pp. 58-82, 360-383. (available on E-Reserve).
Malaro, Marie C. Museum Governance, Chapter 10

February 22, 2007: Care of Collections, Conservation, Preservation and Storage

Class meets at Blandwood Mansion, 447 West Washington Street
Ashley Poteat, Director/Curator


AIC Definition of Conservation Terminology—hand out

March 1: Environmental Monitoring and Integrated Pest Management
Temperature, Relative Humidity, Light Levels, Pollutants, Housekeeping

Class meets at Greensboro Historical Museum
Stephen Catlett, Archivist, Greensboro Historical Museum


AAM Technical Information Service, “Describing the Museum Environment”—handout

QUIZ # 2
March 8, 2007  SPRING BREAK  NO CLASS

March 15, 2007: Incoming & Outgoing Loans and Exhibitions; Deaccessions, Ethics and Museum Law—Standard Facility Report, Packing and Shipping, Couriers, Appraisals and Authentications

Class meets at Greensboro Historical Museum


Malaro, Marie C. A Legal Primer on Managing Museum Collections, Chapter 13, pp. 384-405. (available on E-Reserve).

Malaro, Marie C. Museum Governance, Chapters 7 and 8


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 22, 2007: Risk Management, Disaster Planning and Emergency Plans

Copyright, Insurance, Rights and Reproduction, and Security

Class meets at Greensboro Historical Museum


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


Common Security Mistakes—hand out
March 29, 2007: Historic Preservation
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

QUIZ #3

April 5, 2007: Class meets at Greensboro Masonic Museum
Guest Speaker from Greensboro Masonic Lodge

Additional readings on Masonic History—hand outs
http://www.grandlodge-nc.org/  read section called Freemasonry Revealed

April 12, 2007: Class meets at Greensboro Masonic Museum

April 19, 2007: Class meets at Greensboro Masonic Museum

April 26, 2007: 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

Greensboro Masonic Lodge
426 West Market Street
Greensboro, NC 27401
Free parking in lot behind the lodge
Masonic Museum is located at the Masonic Lodge