

## 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

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.

Malaro, Marie C. *Museum Governance: Mission, Ethics, Policy*. Washington, D.C.: Smithsonian Institution Press, 1994.

Messenger, Phyllis Mauch. *The Ethics of Collecting Cultural Property: Whose Culture/ Whose Property?* Albuquerque: University of New Mexico, 1999.

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.

Various journal articles, chapters 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. *A Legal Primer on Managing Museum Collections*. Washington, D.C.: Smithsonian Institution Press, Second Edition, 1998.
- Simmons, John E. *Things Great and Small: Collections Management Policies*, Washington, D.C.: American Association of Museums, 2006.

## 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

- 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*. Chapter 1, pp. 3-21. (available on E-Reserve)
- Malaro, Marie C. *Museum Governance: Mission, Ethics, Policy*., Chapters 1 and 2.
- Muensterberger, Werner, *Collecting: An Unruly Passion*, New Jersey: Princeton University Press, 1994. Chapters 1 and 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 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

Gardner, James B. and Elizabeth E. Merritt. *The AAM Guide to Collections Planning*,  
pp.5-37 (available on E-Reserve)

Sample Collections Plans—hand-out /email

**February 1, 2007: Collectors, Collecting and Museums, Part 3**

Collections Management Policy

Class meets at Greensboro Historical Museum

Buck, Rebecca A. and Jean Allman Gilmore, eds. *The New Museum Registration  
Methods*. Introduction, pp. 45-62, 95-101, 221-223.

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

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

Malaro, Marie C. *Museum Governance*, Chapters 12 and 14

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

**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

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, 301-302.

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

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

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

**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

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. 227-234, 255-266.

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

- 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, 277-287, 303-307, 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*, Chapter 13, pp. 384-405. (available on E-Reserve).
- Malaro, Marie C. *Museum Governance*, Chapters 7 and 8
- 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)

**March 22, 2007: Risk Management, Disaster Planning and Emergency Plans**  
Copyright, Insurance, Rights and Reproduction, and Security

Class meets at Greensboro Historical Museum

- 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)
- Shapiro, Michael S. and Brett I. Miller, "Copyright in the Digital Age," in *Museum News*, January/February 2000 pp. 36-45, 66-67.(available on E-Reserve)
- Vogt-O'Connor, Diane, "A Precarious Balance: Collections Access and Intellectual Property Rights," in *CRM Cultural Resource Manager*. pp. 61-65. (available on E-Reserve)
- Whalen, Maureen, "Marooned in Storage: Rescuing Orphan Works," in *Museum News*, September/October 2000, pp.57-60. (available on E-Reserve)

Common Security Mistakes—hand out

**March 29, 2007: Historic Preservation**

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

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**

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)

**April 19, 2007: Class meets at Greensboro Masonic Museum**

**April 26, 2007: 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

**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