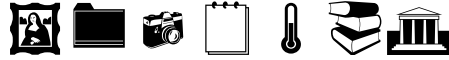


MST 503 Collections Management



Spring 2009 Section: 001

Wednesday 4:00 – 6:30, Figge Art Museum

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Offices: 220B & Figge Art Museum

Office Hours: Tuesday & Wednesday, 2-3:00 at QC campus;

Thursday, 1-3 at Figge Art Museum; anytime by appointment

Purpose/Goals:

This course will provide an introduction to the basic theories, methodologies, and current issues related to archives management. Establishing collections policies, laws, regulations, conventions and codes that bear on acquisitions, deaccessions, loans and collections care; accountability; access problems. The implementation of collections policies, establishing and managing collections; management procedures and systems; documentation of collections; records preservation; tax codes, data bases, collections access and storage; restitution and repatriation laws and cases; handling, packing and shipping; inventory control; and responsibilities of a museum registrar.

Outcomes (skills developed during the course) :

By the end of the course students will be able to:

- ✓ Define museum collections, collections management, and the role of the registrar
- ✓ Establish collection plans and policies
- ✓ Apply management procedures, records, and systems
- ✓ Prepare an acquisition proposal
- ✓ Assess/evaluate issues related to collections access, storage, packing, shipping, and inventory procedures
- ✓ Use museum resources to explore collections management with partner museum collections professionals
- ✓ Analyze ethical and legal dilemmas through case study

Required Course Textbooks:

Buck, R. A., & Gilmore, J. A. (1998). *The new museum registration methods*. Washington, DC: American Association of Museums (AAM).

Malaro, M. C. (1998). *A legal primer on managing museum collections*. Washington, DC: Smithsonian.

Simmons, J. E. (2006). *Things great and small: Collections management policies*. Washington, DC: AAM.

Supplemental Readings (Not required for purchase):

American Association of Museums (2008). *General facility report*. Washington, DC: AAM.

Gardner, J. B., & Merritt, E. E. (2004). *The AAM guide to collections planning*. Washington, DC: AAM.

* Additional readings, articles or book chapters, will be assigned in class and available on the course website.

Course Assessment:

Assignments are due on a given date. Late work will not receive full credit.

Weekly participation (quizzes may be given)	30 points (30%)
<ul style="list-style-type: none">• Discussion board facilitation on course website (5)• Discussion board participation on course website (10)• Weekly class discussion/museum visits/hands-on activities (15)	
Acquisition Proposal /significance	10 points (10%)
Condition Report/record entry/loan agreement	10 points (10%)
Ethical/Legal Analysis Paper using Media Case	20 points (20%)
Collections Management Plan or Policy	30 points (30%)
<ul style="list-style-type: none">• Class presentation (10)• Final Paper (20)	

Grading Scale:

90 – 100 points = A

60 – 69 points = D

80 – 89 points = B

59 points or lower = F

70 – 79 points = C

Attendance Requirements:

This class is dependent upon your participation. Your voice and perspective are important to our weekly discussions in the classroom, on our course website, and on our museum fieldtrips. **Excused** absences will be negotiated with the instructor through documentation. Since our seminar course meets only once a week, each **unexcused** absence will result in a ten-point reduction of the final grade.

University Policy Regarding Student Accommodations:

In accordance with University policy and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. For the instructor to provide the proper accommodation(s) you must obtain documentation of the need for an accommodation through Disability Support Services and provide it to the instructor. It is imperative that you take the initiative to bring such needs to the instructor's attention, as he/she is not legally permitted to inquire about such particular needs of students. Students who may require special assistance in emergency evacuations (i.e. fire, tornado, etc.) should contact the instructor as to the most appropriate procedures to follow in such an emergency. Contact Disability Support Services at 309-298-2515 for additional services.

SPRING 2009 – MST 503 Collections Management

Calendar of Readings and Assignments:

*Readings are listed on the day they will be discussed.

Week 1 – January 21: Introduction

Introductions

Collections Activity

WIU web resources presentation in auditorium

Week 2 – January 28: The Significance of Objects

Readings:

AAM handouts

- “The Accreditation Commission’s Expectations Regarding Institutional Mission Statements”
- “The Accreditation Commission’s Expectations Regarding Collections Stewardship”
- “Code of Ethics for Registrars”

Online (WIU Online or follow the link below)

- “A Guide to Assessing the Significance of Cultural Heritage Objects and Collections” Heritage Collections Council, Australia
<http://sector.amol.org.au/collections/management/assessing-significance>

Meet at the Figge then car pool to Field Trip Site

Discuss Assignment 1 and grading criteria

**Discussion Board: Role of the Registrar (Josh Terronez) Start: Jan. 28
End: February 4**

Week 3 – February 4: Acquisitions

Readings:

- Simmons: Chapters 1-7 (Museum, pp. 1-50.)
- Malaro: Chapter IV: The Acquisition of Objects (pp. 60-83; pp. 203-206)
- Buck and Gilmore: Acquisitions and Accessioning (p. 157-167) (handout in class)

In Class:

Figge Director, Sean O'Harrow, acquisitions at the museum

Share acquisitions/peer feedback

Meet with Dr. Kimberly Cleveland, curator of *Sleeping with the Leopard: African Art from Cameroon* (part of teacher workshop art handling)

Discussion Board: Acquisitions (Christine Deemer) Start: February 4
End: February 11

Week 4 – February 11: Management/Documentation

Behind the Scenes at WIU-Macomb Art Gallery

Readings:

- Buck & Gilmore: Documentation (pp. 1-37)
- Malaro: Chapter XVI: Access to the Collections (pp. 433-447)
- Styliaras, Tsolis, and Papaterpos article on website

Assignment 1 Due

Assignment 2 Introduction and writing criteria for condition report/recording.

Dinner in Macomb.

Frank Warren Event at WIU

Discussion Board: Management Systems (Andrea Bobb) Start:
February 11 End: February 18

Week 5 – February 18: No class, no discussion board for next week, but continue readings.

Readings: (Be prepared to discuss next week)

- Simmons, Chapters 1-9, pp. 1-51 (rescheduled from 2/4 if you haven't read yet)
- Buck and Gilmore, Collections Management, pp. 43-101

Week 6 – February 25: Collections Care

Readings:

- National Park Service Museum Handbook, Part II Records, Ch. 3 Cataloging and Appendix C Cataloging Guidelines. Follow link or find on Course Website. <http://www.rcaam.org/>
- Simmons, Chapters 10-13 pp. 91-124

Discussion Board: Collections Care (Megan Crowley) Start: February 25 End: March 4

Week 7 – March 4: Collections Care/Arsenal Museum

Readings:

- Buck and Gilmore, Collections Management:
 - Preventative care, pp. 103-108
 - Inventory, pp. 117-119
 - Preparation, pp. 120-126
- Malaro:
 - Ch. XIV. Care of Collections, pp. 406-417
 - Ch. XV. Insurance, pp. 418-425
- Share a journal article related to collections care, conservation, or preservation (use Library databases – JSTOR, Wilson Web, Academic Search Premier, or other...)

Discussion Board: Storage (Shawn Thompson) Start: March 4 End: March 11

Week 8 – March 11: Storage/Handling/Display Butterworth Center

Readings:

- Buck & Gilmore, Storage, pp. 109-116
- AAM's *Standard Facilities Report* on course website

Assignment 2 Due

Introduction to Assignment 3

Discussion Board: Object Loans (Catherine Litwinow) Start: March 11 End: March 25

Week 9 – March 18: No Class. Spring Break.

Week 10 – March 25: Object Loans/Putnam Museum

Readings:

- Malaro:
 - Chapter VI, Loans: Incoming and Outgoing, pp. 240-283
 - Chapter VII, Unclaimed Loans, pp.
 - Chapter VIII, International Loans, pp. 315-348

- Simmons, Chapter 9, pp. 69-88
- Buck and Gilmore, Loans and exhibitions, pp. 177-191

Discussion Board: Packing/Shipping (Noelle Schiefer) Start: March 25
End: April 1

Week 11 – April 1: Packing and Shipping/Figge Storage

Readings:

- AAM’s Packing, Art Handling, and Crating Info Network (PACIN), “Materials and Descriptions” for packing/crating.
<http://www.pacin.org/materials.html>
- Pick 3 Archive articles on PACIN’s website.
<http://www.pacin.org/art-arch.html>
- Buck and Gilmore:
 - Packing... etc, pp. 127-155
 - Related to traveling exhibitions pp. 192-206

Discussion Board: Ethics (Anya Bishop) Start: April 1 End: April 8

Week 12 – April 8: Ethics (Deaccessioning, repatriation, appraisals...)

Readings:

- Buck and Gilmore:
 - Deaccessions, pp. 167-176
 - Appraisals, pp. 303-307
 - Cultural property, pp. 309-319
- Malaro:
 - Chapter VI, Improperly Removed from Country..., pp. 84-118
 - Chapter V, Disposal of Objects, pp. 216-238
 - Chapter XIII, Appraisals and Authentication, pp. 384-405
- Simmons, Chapter 18, Appraisals..., pp. 155-158

Assignment 3 Due

Discussion Board: Documentation/Intellectual Property (Kelly Lao)
Start: April 8 End: April 15

Week 13 – April 15: Documentation/Intellectual Property/Web Collections: Corporate Collection at John Deere Corporate Headquarters

Readings:

- Malaro, Copyright Considerations, pp. 149-202
- Simmons, Chapter 15, Intellectual Property, pp. 135-140

- Trant, Social Tagging article on course website

Discussion Board: Risk/Hazard Management (Melanie Stimmel)

Start: April 15 End: April 22

Week 14 – April 22: Risk/Hazard Management/Facilities at Figge

Readings:

- Malaro, Chapter XVII, Visitor and Employee Safety, pp. 449-456
- Buck and Gilmore, Risk Management p. 237-275
- Simmons, Chapter 14, Risk Management and Insurance, pp. 125-133

Discussion Board: Collections Management Policy/Planning (Ann)

Open discussion to ask questions related to final projects Start: April 22 End: April 29

Week 15 – April 29: Collections Management Policies and Plans

In-class discussion and working session

Week 16 – May 6: Final Project Presentations

Week 17 – May 13: Final Project Presentations

* The calendar of readings and assignments is subject to change although all attempts will be made to follow the schedule as presented to you on February 4, 2009.

* When possible, course handouts will be available on the class website on **Western Online** versus handed out in class.

Discussion Board Topics for MST 503

Role of the Registrar

Acquisitions

Management Systems

Collections Care

Storage

Object Loans

Packing/Shipping

Documentation/Intellectual Property

Ethics

Risk/Hazard Management

Collections Management Policy/Plan

