Syllabus
Course Description:
This course is intended to provide an introduction to the basic theories and methodologies of collections management in archives and museums. Some of the questions this course will attempt to answer are as follows:

- What principles and concepts guide the work of archivists and museum professionals?
- How are records arranged, described, and made available for use?
- How are artifacts cataloged and made available for use?
- What is the impact of new technologies on archives and museums?

Learning Goals:
- This course will introduce students to the basic theoretical principles and methodologies and the various practices involved in managing archival and museum collections.
- This course will demonstrate the importance of organizational and analytical skills in the archival and museum setting.
- This course will introduce students to the challenges of balancing access and preservation.

Required Books:

ALL OF THE ABOVE ARE AVAILABLE FOR PURCHASE FROM THE SOCIETY OF AMERICAN ARCHIVISTS, AMERICAN ASSOCIATION OF MUSEUMS OR AMAZON. ALL TEXTS WILL ALSO BE ON RESERVE IN THE LIBRARY.
Assignments:
Class Participation 50%: Includes active participation in class discussions and completion of all in-class projects.
Digital Collection Review 25%: Written review and oral presentation. Students should follow the instructions specified in the assignment.
Research Paper 25%: Students will submit a formal research paper of 10-15 pages in length on some aspect of the museum or archival work. Students should select a topic of interest to them in consultation with the professor. The paper should discuss and analyze the issue thoroughly. Papers should draw on the assigned readings but some additional research may be required.

Course Schedule:
Class will meet twice a week for seven weeks. The first class will consist of a lecture and informal discussion of readings. During the second class, students will undertake collection management tasks. There will be time set aside for the students to report back on their projects.

May 15
Collection Management
- Scope/Definition - Includes setting and coordinating selection policies; assessing user needs and studying use; selection, evaluation, and weeding; planning for resource sharing.
- Range of collection management positions - Registrar; Collection Manager; Archivist; Curator

Accessioning and Cataloging in Museums
- Provenance
- Accession Records
- Catalog Records

Required Readings:

Web Resources:
Cataloging Cultural Objects http://cco.vrafoundation.org/
Descriptive Standards and Applications in Memory Institutions
http://www.slideshare.net/e_murphy/descriptive-standards-andapplicationsinmemo

Categories for the Descriptions of Works of Art
http://www.getty.edu/research/publications/electronic_publications/cdwa/

May 22
Accessioning, Appraisal, and Description in Archives
- Values – evidential & informational
- Provenance – authenticity of records
- Organization of materials (What is original order?)
- Description continuum – collection to series to folder to item level – catalog records and finding aids

Required readings:
Boles, Frank, Selecting and Appraising Archives and Manuscripts (Chicago: Society of American Archivists, 2005), Chapters 1, 3
O’Toole, James M and Richard Cox., Understanding Archives and Manuscripts (Chicago: Society of American Archivists, 2006), Chapters 2 & 4
Roe, Kathleen, Arranging and Describing Archives and Manuscripts (Chicago: Society of American Archivists, 2005), Chapters 2-4

Web Resources:

May 29
Care of Collections
- Preservation vs. Conservation
- Key factors – temperature, humidity, and light
- Integrated Pest Management
- Occupational Health Issues – mold, contaminated artifacts

Required readings:
Buck & Gilmore, pp. XXXX
Ritzenhale, Mary Lynn, Preserving Archives and Manuscripts (Chicago: Society of American Archivists, 2010), Chapters 3-5

Web Resources:
Conservation Online - http://cool.conservation-us.org/
June 5
Reference/Education/Outreach
• Procedures – rights & reproductions
• Restrictions
• User expectations & education
• Exhibits
• Loan procedures

Required readings:
Buck & Gilmore, pp. XXXX
Ellis, Judith, ed. Keeping Archives (Port Melbourne, Australia: Australian Society of Archivists, 1993), Chapter 11
Pugh, Mary Jo, Providing Reference Services for Archives and Manuscripts (2005), Chapters 5-8

Recommended readings:
Danielson, Elena S., The Ethical Archivist (Chicago: Society of American Archivists, 2010), Chapter 4

Web Resources:
ACRL/SAA Joint Statement on Access to Research Materials in Archives and Special Collections Libraries
http://www.ala.org/ala/mgrps/divs/acrl/standards/jointstatement.cfm
NPS Museum Handbook, Part III: Museum Collection Use
http://www.nps.gov/museum/publications/MHIII/mushbkIII.html
Museum Exhibition Design
http://museumplanner.org/museum-exhibition-design-2/

June 12
Donor Relations/ Collection Development
• Care and feeding of donors
• Donor imposed restrictions - balancing donor needs with access
• Monetary Appraisals
• Mission statements, scope of collection statements (NPS) & acquisitions policies - How do these differ? Are there different approaches in archives and museum?

Required readings:
Ellis, Chapter 5
Ham, F. Gerald, Selecting and Appraising Archives and Manuscripts (Chicago: Society of American Archivists, 1993), Chapter 5
Web Resources:
http://www.aam-us.org/pubs/mn/MN_JA02_CollectionsPlanning.cfm
Grant, Daniel "How to say 'no thanks' to donors." Wall Street Journal May 19, 2010
http://online.wsj.com/article/SB10001424052702304222504575173803616852666.html
Kenney, Kim. Handling Museum Donors.
http://www.bellaonline.com/articles/art61265.asp
Miller, Beth J. Parker and Amy McKune. Museums as Donees: Standards, Best Practices, and Ethical and Legal Responsibilities
NPS Museum Handbook, Part I: Museum Collections – Scope of Museum Collections

June 19
New Technologies
- The Internet and Web 2.0 (Blogs, Wikis, Facebook, Flickr, Twitter)
- Digitization
  - Technical requirements
  - Metadata Schema – METS, MODS, Dublin Core
- What makes a good digital collection?

Required readings:
The Interactive Archivist: Case Studies in Utilizing Web 2.0 to Improve the Archival Experience
http://lib.byu.edu/sites/interactivearchivist/
Crymble, Adam. "An Analysis of Twitter and Facebook Use by the Archival Community" Archivaria 70 (Fall 2010): 125-151
Yasko, James "Museums and Web 2.0" http://www.aam-us.org/pubs/mn/museumsweb.cfm

Web Resources
California Digital Library Guidelines for Digital Objects
http://www.cdlib.org/services/dsc/contribute/docs/GDO.pdf
Digital Conversion – Documents and Guidelines: A Bibliographic Reference
http://museumstudies.si.edu/webcast_052110.html
Library of Congress Standards
http://www.loc.gov/standards/
Museums, Metadata and Standardizations
http://www.slideshare.net/fwahbeh/museums-metadata-and-standardizations
Qin, Jian and Marcia Lei Zeng, *Metadata* (New York: Neal-Schuman, 2008)
University of Colorado Digital Library – Digitization Best Practices
https://www.cu.edu/digitallibrary/cudldigitizationbp.pdf
Blog Posts on Twitter
http://museumtwo.blogspot.com/2008/12/open-letter-to-museums-on-twitter.html
http://www.museumnext.org/2010/blog/research-museums-on-twitter

June 26
Legal Issues/Codes of ethics
  • Copyright
  • Intellectual property
  • Privacy
  • HIPAA, FERPA, NAGPRA
  • Cultural sensitivity

*Required readings:*
Buck & Gilmore, pp XXXX
Ellis, Chapter 4

*Codes of Ethics:*
Society of American Archivists Code of Ethics
www.archivists.org/governance/handbook/app_ethics.asp
American Association of Museums Code of Ethics
http://www.aam-us.org/museumresources/ethics/coe.cfm

*Web Resources:*
Digital Millennium Copyright Act
Library of Congress Copyright Office Circulars and Fact Sheets
www.copyright.gov/circs
Copyright Website LLC
www.benedict.com
In class projects:
Week One: Accession/catalog memorabilia and paintings
Week Two: Accession/catalog rare books and manuscript collections
Week Three: Arrangement and Description of an archival collection
Weeks Four-Five: Exhibition Design
Week Six: Presentation of findings of Digital Collection Reviews
Week Seven: Class discussion of archival and museum ethics case studies

Assignments (templates will be provided for catalog records and finding aid):
Accession & Catalog Records for memorabilia and paintings (May 19)
Accession & Catalog Records for rare books and manuscript collections (May 26)
Finding Aid (June 2)
Exhibit Proposal (June 16)
Digital Collections Review (June 20)
Research Paper (June 26)