

UNIVERSITY OF PITTSBURGH  
SCHOOL OF INFORMATION SCIENCE

LIS 2970	Museum Archives, Summer 2000 Term
Instructor:	Bernadette G. Callery
Office Telephone	412-622-8870
Office Hours	By appointment or via email
Email	<a href="mailto:calleryb@carnegiemuseums.org">calleryb@carnegiemuseums.org</a>
Homepage	<a href="http://www.clpgh.org/cmnh/library/calleryb">http://www.clpgh.org/cmnh/library/calleryb</a>

### ***Course Rationale***

Museums can be defined as objects organized in some specific intellectual environment. The purpose of this course will be to acquaint students with the range of recordkeeping systems that have been used by museums to document those collections. Records maintained in a museum's archive should include both those records that document individual objects in the museum's collections as well as those that document the business of the museum in acquiring, preserving and interpreting those objects. In this course, we will take the view that both types of records are properly considered part of the museum's archives, rather than restricting the institutional archives to the administrative records alone. In reality, the responsibility for custody of these two types of records will vary according to the individual museum.

Evidence of the origins of many modern American museums as private collections can be seen in this emphasis on the objects themselves and the relative autonomy of the curatorial departments - both of which significantly influence the institutional recordkeeping systems. However, these long-held attitudes are changing, with increased public expectations of museums as educational institutions, external mandates restricting the collection of natural and man-made objects and public accountability for non-profit organizations. Perhaps of greatest importance to the management of museum archives is the increased use of electronic communication in all aspects of the museum, including its administration, the development and delivery of public programs and the research carried out by its staff.

### ***Course Goals***

Beginning with an overview of the history of museums, students will study techniques of examining the organizational structure of a museum, including functional analysis, in order to determine what records are created by the museum in the course of its business, which of those records are essential to the museum and where those records are likely to be in the museum. Students will learn how to examine policies governing the activities of the organization, both internal and external, for their influence on records creation and retention.

This course will change the way students look at museum exhibitions, particularly challenging their acceptance of those exhibitions as static and unbiased. The course will also provide an opportunity to apply previously learned archival theories to a specific institutional setting.

### **Course outline**

Following an introduction to the history of museums, from the private collections of the Renaissance to the public institutions of the late 19<sup>th</sup> century, the course will focus on the organizational structure of 20<sup>th</sup> century United States museums, their stated and observed rationale for collecting and research, techniques and philosophy of exhibitions of those collected materials and the evolving role of museums in public education. In examining museums and their organization in the late 20<sup>th</sup> century, students will consider the changes wrought by the increased use of electronic communication of many of the transactions and records of continuing value to the institution, the public's expectation of electronic access to collection information, and the changes in intellectual property agreements, particularly the ownership of electronic research information. Three major types of museums will be discussed: art museums, natural history museums and local history museums.

Adapting Helen Samuels' functional analysis of colleges and universities<sup>1</sup> as a basis for identifying and appraising institutional records of continuing value, this course is built on the belief that the basic functions of museums are to

- Convey knowledge
- Manage collections
- Conduct research
- Sustain the institution
- Authenticate objects

### **Course requirements and grading: Student responsibilities**

Each student will be responsible for reading the weekly required texts, selecting at least one additional text from either the recommended readings or some other material of their own discovery, and preparing all readings for class discussion. Students will inform their colleagues of their choices, by posting their citations to the class listserv. The course will be part lecture on the theory of museum recordkeeping systems, illustrated with actual examples from museum practice and case studies, and part directed discussion, building on students' comments on the readings.

---

<sup>1</sup> Helen W. Samuels, *Varsity letters*. Metuchen, NJ: Society of American Archivists and Scarecrow Press, 1992.

Hint: As a method for dealing with the volume of readings, select an aspect of museum functionality that interests you, then read with that topic in mind. This may help focus your readings and class discussions.

A significant portion of the student's grade will be based on his or her participation in class: any student not participating in the class discussions will receive no higher than a "B" for the course. The remainder of the grade will be based upon the assignments below.

The final grade will be based on the following:

- ◆ Class participation and discussion 30%
- ◆ Exhibition reaction paper 10%
- ◆ Policy paper 30%
- ◆ Final paper 30%

The first paper will be a 2-3 page paper written following a visit to any museum in the area. Students are to select a particular museum exhibit and comment on the bias, implicit or explicit, in the selection and presentation of the material in the exhibit. Students will discuss the intent and purpose of the exhibit's designer and then report on visitors' reaction to the exhibit. This paper will be due in week 2.

The second paper will be 8-10 pages and will discuss museum policies dealing with some aspect of recordkeeping systems. Students are to create a policy document and write an accompanying document summarizing the literature dealing with this policy. Students will additionally write an accompanying memo explaining the policy, such as might be used to justify the policy to the museum's director or as a cover letter accompanying the policy to the museum's staff. Sample policies might include requests for permission to use the archives, requests for permission to publish archival material from the collection, requests to mount archival material from the museum's collection on another website, policies on staff collecting and consulting, ownership of personal papers created within the context of the museum or deaccessioning. This paper will be due in week 7.

The third paper will be 20-25 pages and will discuss the significance of recordkeeping systems in relation to specific areas of museum accountability, such as the restoration of looted art, the repatriation of cultural objects, the museum accreditation process, deaccessioning, exhibition design or cooperative scientific databasing. The methodology used in this paper could be a case study of the process of the record of a particular object as it moves through the recordkeeping system. A 1-2 page summary of this paper will be due in week 4. This paper will be due in week 11 and should be accompanied by a short statement of where it might be published along with your recommendations on what alterations might be needed in order to make it more acceptable for the publication chosen. Be prepared to discuss your paper in week 12.

NOTE: Each student will be expected to meet at least once during the course with the instructor in order to discuss his or her progress and work on the assignments.

### **Course requirements and grading: Incompletes**

No incomplete grades will be given for this course, unless there were emergency circumstances affecting a student's ability to meet course requirements.

### **Course requirements: style manual**

Students should adhere to the latest edition of the *Chicago Manual of Style* in the preparation of their papers. Papers should use at least 1.5 line spacing.

### **Course requirements: Book purchases**

The items chosen represent a portion of the available literature on this topic. While copies of the material listed will be available on reserve in the SIS library, students are strongly encouraged to read the articles and chapters in situ, in order to become familiar with the overall content and style of these journals and the essay collections. Students should also browse the selected organizational websites for general information about these organizations and their services, as well as the increasing number of online publications mounted at these sites.

The following will be available for purchase from the University of Pittsburgh bookstore:

Alexander, Edward, *Museums in motion: an introduction to the history and functions of museums*. Nashville, TN: American Association of State and Local History, 1979.

Buck, Rebecca A. and Jean Allman Gilmore, eds. *The new museum registration methods*. Washington, DC: American Association of Museums, 1998.

Malaro, Marie C. *Museum governance: mission, ethics, policy*. Washington, DC: Smithsonian Institution Press, 1994.

Samuels, Helen W., *Varsity letters: documenting modern colleges and universities*. Metuchen, NJ: Scarecrow Press, 1992.

The following book may be purchased from the Society of American Archivists. See <http://www.archivists.org> for ordering information.

Deiss, William A., *Museum archives: an introduction*. Chicago: Society of American Archivists, 1984.

### **Other Resources**

Museum Studies Database Center for Museum studies. Maintained at the Smithsonian Arts & Industries Building, this online database contains "bibliographic citations to

theses and dissertations on museum theory and practice, and to articles indexed from the ALI-ABA proceedings and course of Study in Museum Administration, and from the Journal of Museum Education." To search this database online, follow link from the Research/Bibliographies Catalog to the Museum Studies Database heading at <http://www.siris.si.edu/index.html>.

Museum Learning Collaborative, including bibliographies and course syllabi.  
<http://mlc.lrdc.pitt.edu/mlc>

American Association of Museums. <http://www.aam-us.org>

American Association for State and Local History (AASLH) "a nonprofit educational organization dedicated to advancing knowledge, understanding and appreciation of local history in the United States and Canada." <http://www.aaslh.org/>

Useful journals

*History news*

*International journal of cultural property*

*Museum International* (UNESCO)

*Museum management and curatorship* (now *International Journal of Museum Management and curatorship*)

*Museum News*

*Museums Journal*, which now includes *Museums Bulletin*.

*Museologist*

## **Course schedule**

### ***Week 1 – Introduction***

Introduction to the course, its methods, requirements and goals.

Introduction to the history of museums and their changing purposes.

Theme: Museums are object-based collections with a responsibility to collect, preserve and interpret. Understanding the origins and organization of museums is essential to appraising a given museum's archives.

### **Recommended readings**

Alexander, Edward P. "Historical prologue: the rise of American History Museum." In *Leadership for the future: changing directorial roles in American history museums and historical societies, collected essays*, edited by Bryant F. Tolles, 3-9. Nashville, TN: American Association for State and Local History, 1991.

Pomian, Krzysztof. *Collectors and curiosities: Paris and Venice, 1500-1800*. Cambridge: Polity Press, 1990.

Ripley, S. D. "The Smithsonian in the nineteenth century: a microcosm of museum problems." In his *The sacred grove: essays on museums*, 52-66. New York: Simon & Schuster, 1969.

Ripley, S. Dillon. "The Smithsonian: an interdisciplinary institution 150 years after its conception by James Smithson." *Interdisciplinary Science Reviews* 3(2): 89-98 (1978).

Stearn, William T. *The Natural History Museum at South Kensington*. London: Natural History Museum, 1998.

Weil, Stephen E. "On a new foundation: the American Art Museum reconceived." In his *A Cabinet of curiosities: inquiries into museums and their prospects*, 81-123. Washington, DC: Smithsonian Institution Press, 1995.

Weil, Stephen E. "The proper business of the museum: ideas or things." In *Museum provisions and professionalism*, edited by G. Kavenagh, 82-89. London: Routledge, 1994. Also in his *Rethinking the museum*, 43-56. Washington, DC: Smithsonian Institution Press, 1990.

## **Week 2 – Recordkeeping systems in Museums**

NOTE: Exhibition reaction paper due. Be prepared to discuss your paper in class.

Theme: Different types of collections generate different types of records. How have museums recordkeeping systems changed as museums have developed? Why are museums different from libraries and what is the responsibility of museum archivists?

What has influenced the evolution of museum registration systems? What are the specific functions of registration systems and how do they vary across different types of museums? Can accession records be used for accountability?

What institutional mandates are there to keep records and for what reasons? What is more important - the record or the object? How will digitization of records - and images of the objects themselves - transform recordkeeping systems and accountability?

### **Required readings**

Alexander, Edward P. Chapters 1-5 in his *Museums in motion: an introduction to the history and functions of museums*, 5-116. Nashville, TN: American Association for State and Local history, 1979.

Chavis, John. "The artifact and the study of history." *Curator* 7(2):156-162 (1964).

Deiss, William A. *Museum archives: an introduction*. Chicago, IL: Society of American Archivists, 1983.

Meraz, Gloria, "Cultural evidence: on the common ground between archivists and museologists." *Provenance* 15:1-26 (1997).

Schwartz, Carole, ed. "Keeping our own house in order: the importance of museum records." *Museum News* 61(4): 38-49 (April 1983).

Seeff, Judy. "Archives as museum objects." *Archives and manuscripts* 13(1): 39-48 (May 1985).

Washburn, Wilcomb E. "Should museums collect information or objects?" in his *Against the anthropological grain*, 113-122. New Brunswick: Transaction Publishers, 1998. Originally published in *Museum News* 64(2):18-25,70-71 (February 1984)

### Recommended readings

Alexander, Edward P. "Henry Watson Kent standardizes functions of the art museum" in his *The Museum in America: innovators and pioneers*, 51-66. Walnut Creek: Altamira Press, 1997.

Bierbaum, E.G. "MARC in museums: applicability of the revised visual materials format." *Information technology and libraries* 9(4):291-299 (1990).

Danilov, Victor J. *Museum careers and training: a professional guide*. Westport, CT : Greenwood Press, 1994.

Elsner, J. and Roger Cardinal, eds. *The cultures of collecting*. Cambridge: Harvard University Press, 1994.

Goode, George Brown. *The origins of natural science in America: the essays of George Browne Goode*, edited and with an introduction by Sally Gregory Kohlstedt. Washington: Smithsonian Institution, 1991. For his writings and a bibliography, see part II of the *Annual report of the US National Museum* for 1897.

Haglund, K.A. "Draft ASC archives and records for policies for natural history museums and other institutions having natural history collections." *ASC newsletter* 22(1): 1-5 (February 1994).

Examine the 3 recent reviews by the American Association of Museums of the US museum environment (the 1968 *Belmont Report*, the 1984 *Museums for a new century*, and the 1994 *Museums count*, based on the 1989 National Museum Survey). Do they provide a mandate for recordkeeping as part of the definition of museum science?

*America's museums: the Belmont report.* A report to the Federal Council on the Arts and the Humanities by a special committee of the American Association of Museums. Washington, DC: American Association of Museums, 1968.

*Museums count*, a report by the American Association of Museums. Washington, DC: American Association of Museums, 1994.

*Museums for a new century*, a report of the Commission on Museums for a New Century. Washington, DC: American Association of Museums, 1984.

### **Week 3 –Functional analysis of museums as a tool for appraisal of records**

Theme: Introduction to functional analysis of museums. Understanding the function and operation of the institution is essential to determining the role and responsibility of the museum archivist. In understanding the organization of an institution, one must be aware of the changing public expectations of what educational or entertainment opportunities are offered by a museum.

#### **Required Readings**

Bain, Alan L. "An archivist's perspective on natural history archives." *ASC Newsletter* 18(6): 86-88 (December 1990).

Bearman, David. "Functional requirements for collection management systems." *Archival informatics technical report 3*: 1-87 (Fall 1987).

Samuels, Helen W. *Varsity letters: documenting modern colleges and universities*. Metuchen, NJ: Scarecrow Press, 1992.

Stam, Deirdre C. "The informed Muse: the implications of 'the New Museology' for museum practice." *Museum management and curatorship* 12: 267-283 (1993).

Stover, Catherine. "Museum archives: growth and development." *Drexel Library Quarterly*. 19(3): 66-77 (Summer 1983).

#### **Recommended Readings**

Haas, Joan, Helen W. Samuels and Barbara R. Simmons. *Appraising the records of modern science and technology: a guide*. Cambridge: MIT Press, 1985.

Hommel, Claudia. "A model museum archives." *Museum news* 58(2): 62-69, (November/December 1979).

Pearce, Susan M. *Archaeological curatorship*. London: Leicester University Press, 1996. Part 2, pp. 67-129, "the formation of the museum archive" discusses the collection

management functions of all aspects of archaeological collections, not just the accompanying documentation.

van Mensch, Peter. "Methodological museology; or, towards a theory of museum practice" In *Objects of knowledge*, edited by Susan Pearce, 141-157. London: Athlone Press, 1990. (New Research in Museum Studies, 1).

#### **Week 4 – Convey knowledge. Who is the audience? Bias and accountability.**

NOTE: Outline for final paper due. Be prepared to discuss your topic.

Theme: Who is the audience? Who makes the selection of which past is to be exhibited? What does a museum document through exhibitions? Who is the audience for museums and to what extent are museums accountable to and influenced by that audience? What are the social influences, resulting in the "History Wars" which limit the authority of museums in their choice of exhibition content?

#### **Required Readings**

Alexander, Edward P. Chapter 7 in his *Museums in motion: an introduction to the history and functions of museums*, 117-137. Nashville, TN: American Association for State and Local History, 1979.

Alexander, Victoria D. "A delicate balance: museums and the market-place." *Museum International* 51(2): 29-34 (1999)

Bearman, David. "Archival data management to achieve organizational accountability for electronic records" in *Archival documents: providing accountability through recordkeeping*, edited by S. McKemmish and F. Upwards, 215-227. Melbourne: Acora Press, 1993.

Karp, Ivan and Steven Lavine, eds. *Exhibiting cultures: the poetics and politics of museum display*. Washington, DC: Smithsonian Institution Press, 1991.

Malaro, Marie C. *Museum governance: mission, ethics, policy*. Washington, DC: Smithsonian Institution Press, 1994.

Yakel, Beth. "Museums, management, media and memory: lessons from the Enola Gay exhibit." *Libraries and culture* (forthcoming, Spring or Summer 2000).

#### **Recommended Readings**

Alexander, Victoria D. *Museums and money: the impact of funding on exhibitions, scholarship and management*. Bloomington, IN: Indiana University Press, 1996.

Boyd, Willard L. "Museums at the center of controversy." *Daedalus* 128(3): 185-228 (Summer 1999).

Brettel, Caroline G. "Whose history is it? Selection and presentation in the creation of a text" in *When they read what we write: the politics of ethnography*, edited by C.B. Brettel, 93-105. Westport: Bergin & Garvey, 1993.

Linenthal, Edward T. and Tom Engelhardt, eds. *History wars: the Enola Gay and other battles for the American Past*. New York: Henry Holt, 1996.

Lowenthal, David. *The heritage crusade and the spoils of history*. Cambridge: Cambridge University Press, 1998. (Previously published in 1996 as *Possessed by the past*).

Macdonald, Sharon. *The politics of display: museums, science and culture*. New York: Routledge, 1998.

Pearce, Susan M. *Archaeological curatorship*. London: Leicester University Press, 1996. Especially her "The contemporary context", pp. 7-64 which begin with the history and development of the museum exhibition of archaeological artifacts (in the United Kingdom) and concludes with a discussion of ethics and politics.

Porter, Gaby. "Putting your house in order: representation of women and domestic life." In *The Museum Time Machine: putting cultures on display*, edited by Robert Lumley, 102-127. London: Routledge, 1988.

Weil, Stephen E. "From being *about* Something to being *for* Somebody: the ongoing transformation of the American Museum." *Daedalus* 128(3): 229-258, 1999.

### **Week 5 – Convey knowledge. Museums as educational institutions**

NOTE: Be prepared to give a progress report on your policy paper, which is due in week 7.

What is the nature of formal and informal education within museums? Is the museum delivering what is expected by the audience? How has that expectation changed over time? What sort of visitor interaction do museums design for? Modern museums provide onsite interpretation through docent-led tours, in addition to simplified labels. For off-site users, the Web delivers another experience. What user evaluation techniques are museums using and what effect does those evaluations have on the development of public exhibitions?

### **Required Readings**

Alexander, Edward P. Chapters 10-12 in his *Museums in motion: an introduction to the history and functions of museums*, 173-229. Nashville, TN: American Association for State and Local History, 1979.

Carr, David. "Minds in museums and libraries: the cognitive management of cultural institutions." *Teachers College Record* 93(1): 6-27 (Fall 1991).

Dodd, Jocelyn. "Whose education is it anyway? Museum education and the community." In *The educational role of the museum*, edited by E. Hooper-Greenhill, 303-305. London: Routledge, 1994.

Hooper-Greenhill, Eilean. *Museums and the shaping of knowledge*. London, 1992.

Museums and the web, organized by Archives and Museum Informatics. Conference proceedings online at [www.archimuse.com](http://www.archimuse.com)

Hooper-Greenhill, Eilean. "The past, the present and the future: museum education from the 1790s to the 1990s." In her *The educational role of the museum*, 258-262. London: Routledge, 1994.

Teather, Lynne. "A museum is a museum is a museum ... Or is it? Exploring museology and the Web." Online at [www.archimuse.com/mw98/papers/teather\\_paper.html](http://www.archimuse.com/mw98/papers/teather_paper.html)

## Recommended Readings

Balgooy, Max V. van. "Hands-on or hands-off? The management of collections and museum education." *Curator*, 33(2):125-129 (1990).

Casterline, Gail Farr. "Exhibiting archival material: many-faceted manuscripts." *Museum News* 58(1): 50-54 (November/December 1979).

Falk, John H. and Lynn Dierking. *The museum experience*. Washington, DC: Whalesback Books, 1992.

Grinder, Alison L. and E. Sue McCoy. *The good guide: a sourcebook for interpreters, docents and tour guides*. Scottsdale, AZ: Ironwood Press, 1985.

Love, Sally. "Curators as agents of change: an insect zoo for the nineties" In Amy Henderson and Adrienne L. Kaeppler, *Exhibiting dilemmas: issues of representation at the Smithsonian*, 246-261. Washington: Smithsonian Institution Press, 1997.

*Museum News*. Entire issue of 72(1), January/February 1993 deals with the museum as an educational institution.

Taylor, Hugh A. "The collective memory: archives and libraries as heritage." *Archivaria* 15:118-130 (Winter 1982/1983).

### **Week 6. Manage collections. Relationship of policies to records.**

By identifying museum policies for the creation and use of collection-based and administrative records, how can that information be used to identify which records have continuing value to the institution? Collection objects have life cycles which also influence the nature and continuing value of the records associated with them. What tools, such as thesauri, procedural and data standards, have been developed to enable consistent access to collection information, both within and amongst institutions?

#### Readings

Bearman, David. "A framework for museum standards." *Spectra* 16(2): 1-5 (Summer 1989).

Blackaby, James R. et al. *The Revised nomenclature for museum cataloging: a revised and expanded version of Robert G. Chenall's system for classifying man-made objects*. Nashville, TN: American Association for State and Local History, 1989.

Buck, Rebecca A. and Jean Allman Gilmore. *The new museum registration methods*. Washington, DC: American Association of Museums, 1998.

Case, Mary, ed. *Registrars on record: essays on museum collections management*. Washington, DC: American Association of Museums, 1988. Especially Margaret Santiago, "The registrar in the cabinet of curiosities," 58-75; Karol A. Schmiegel, "Managing collections information," 46-56.

Hoagland, K. Elaine, ed. *Guidelines for institutional policies and planning in natural history collections*. Washington, DC: Association of Systematics Collections, 1994.

Jones-Garmill, Katherine. "Laying the foundation: three decades of computer technology in the museum." In *The wired museum: emerging technology and changing paradigms*, edited by K. Jones-Garmill, 35-62. Washington, DC: American Association of Museums, 1997.

Orna, E. *Information policies for museums*. London: Museum Documentation Association, 1987.

Thompson, J.M.A. *Manual of curatorship: a guide to museum practice*. Oxford: Butterworth and Heinemann, 1992.

Weil, Stephen E. *A Deaccession reader*. Washington, DC: American Association of Museums, 1997.

## Recommended Readings

Bearman, David. "Can MARC accommodate archives and museums? Technical and political challenges" In *Beyond the book: extending MARC for subject access*, edited by T. Petersen and P. Moholt, 237-245. Boston: G.K. Hall, 1990.

Bierbaum, E.G. "Records and access: museum registration and library cataloging." *Cataloging and classification* 9(1): 97-111 (1988).

Booth, B. "Integrating fieldwork and museum records - a case study" in *Dust to dust: Field archaeology and museums*, Society of Museum Archaeologists, conference proceedings 11:39-41 (1986)

Edson, G. and D. Dean. *The handbook for museums*. London: Routledge, 1994.

Hathaway, Elizabeth C. and K. Elaine Hoagland. *ASC guidelines for institutional database policies*. Washington, DC: Association of Systematics Collections, 1993.

*Inventories and registers: a handbook of techniques and examples*. Chicago, IL: Society of American Archivists, 1976.

Perry, K.D. et al. *The Museum forms book*. Austin, TX: Texas Association of Museums, 1990. Also see SAA 1982 *Archival Forms Manual*.

Spiess, Katherine P. "Collections management policy and procedures: initiatives at the Smithsonian Museum National Museum of American History." In *Collections management for museums*, edited by D. Andrew Roberts, 133-144. Cambridge: Museum Documentation Association, 1988.

Sledge, Jane E. "Survey of North American collections management systems and practice." In *Collections management for museums*, edited by D.A. Roberts, 9-17. London: Museum Documentation Association, 1988.

Zorich, D. and K.E. Hoagland. *Status, resources and needs of systematics collections*. Washington: Association of Systematics Collections, 1995.

## **Week 7. Manage Collections. Preservation, Including Facilities Management**

NOTE: Museum policy paper due. Be prepared to discuss your paper in class.

Theme: Is it real?

Appraisal of records should precede the decision to preserve records. What parallels are there in preservation assessment theory to appraisal theory and how can those theories be

applied to appraisal of museum records? Are the responsibilities of stewardship and access mutually exclusive?

## Required Readings

"Conservation programs: procedures, techniques and materials to care for your museum objects." See the National Parks Service list of publications in their Museum Management Program at <http://www.cr.nps.gov/csd/publications>

Conservation On Line. Stanford University Library Preservation Department. Explore this extensive site for many resources dealing with disaster planning, management and response. <http://palimpsest.stanford.edu/bytopic/disasters>

Hazen, Dan. "Collection development, collection management and preservation." *Library resources and technical services* 26:3-11 (January/March 1981).

Eisloeffel, Paul and Lisa Gavin. *Archival materials in the history museum: a strategy for their management*. AASLH technical leaflet. No. 179, 1992. Also published in *History News* 47:3 (May/June 1992).

Ogden, Sherelyn, ed. *Preservation of library & archival materials: a manual*. Andover, MA: Northeast Document Conservation Center, 1999. Also see the NEDCC website at <http://www.nedcc.com> for the online version of this work plus further information on conservation surveys, including item-level surveys and facilities surveys.

Shapiro, Henry D. "Putting the past under glass: preservation and the idea of history in the mid-nineteenth century," *Prospects: an annual of American cultural studies* 10: 249-278 (1985).

Smith, Abby. *Why digitize*. Council on Library and Information Resources, 1999. <http://www.clir.org/pubs/reports/pub80-smith/pub80.html>

Vogt-O'Connor, Diane, ed. "Archives at the millennium," *CRM: Cultural resource management*, 22(2), 1999. <http://www.cr.nps.gov/crm>

## Recommended Readings

Byrnes, Margaret. "Preservation and collection management: some common concerns." *Collection building* 9(3/4):39-45 (May 1990).

Duckworth, W.D., H.H. Genoways and C.L. Rose. *Preserving natural science collections: chronicle of our environmental heritage*. Washington, DC: National Institute for the Conservation of Cultural Property, 1993.

Kenworthy, Mary Anne, et al. *Preserving field records*. Philadelphia: the University Museum, University of Pennsylvania, 1985.

MacDonald, Goerge F. and Stephen Alsford. "The museum as treasure-house" in their *A museum for the global village: the Canadian Museum of Civilization*, 101-118. Hull: Canadian Museum of Civilization, 1989.

Rose, Carolyn L. and Amparo R. de Torres, eds. *Storage of natural history collections: ideas and practical solutions*. Society for the Preservation of Natural History Collections (SPHNC), 1992.

Wu, Corinna. "The star-spangled banner gets some tender loving care." *Science News* 155(26):408-410 (26 June 1999).

### **Week 8. Manage Collections. Museum law and external warrant.**

Theme: Records that support the legality of ownership of collections.

What outside influences, including the external warrant of legislation, limit the collecting of artifacts and natural productions? Examples of specific external warrant, especially repatriation of cultural materials and human remains taken from indigenous peoples or looted in times of war. What types of information can archives supply and how valid are they as evidence?

What archival records are necessary for a museum to be able to respond to repatriation requests or the accusation that they have received stolen goods?

#### **Required Readings**

Haglund, Kristine A. "Implications of repatriation for museums and archives." *ASC newsletter* 21(5): 53, 58-60 (October 1993).

Kirshenblatt-Gimblett, Barbara. "Objects of ethnography" in *Exhibiting cultures: the poetics and politics of representation*, edited by Ivan Karp and Steven D. Lavine, 386-443. Washington, DC: Smithsonian Institution Press, 1991.

Malaro, Marie C. "Poor Sue: the realities of protecting archeological and paleontological artifacts." In her *Museum governance: mission, ethics, policy*, 118-128. Washington, DC: Smithsonian Institution Press, 1994.

Native American Graves Protection and Repatriation Act (NAGPRA). See <http://www.cr.nps.gov/oad/nagpra> for information on this legislation, enacted in 1990 which required museums and federal agencies to inventory Native American human remains and cultural items in their collections and to consult with culturally affiliated Indian tribes, Alaska Native villages and corporations and Native Hawaiian organizations regarding repatriation.

Phelan, Marilyn E. *Museum law: a guide for officers, directors and counsel*. Evanston, IL: Kalos Kapp Press, 1994.

United States Information Agency (USIA) website on International Cultural Property Protection. For background on background on the problem of international pillage of artifacts and the U.S. response; information about relevant laws, bilateral agreements and U.S. import restrictions; recent news stories and magazine articles, see <http://www.usia.gov/education/culprop/index.html>

"Vertebrate fossil collecting on federal lands: views aired on pending legislation." *ASC Newsletter* 21(2): 23-25 (April 1993).

Warren, Karen J. "A philosophical perspective on the ethics and resolution of cultural properties issues," in *The ethics of collection cultural property: Whose culture? Whose property?* edited by P.M. Messenger, 1-25. Albuquerque, NM: University of New Mexico Press, 1989.

### Recommended Readings

Boyd, W.L. "Museum accountability: laws, rules, ethics and accreditation." *Curator* 34(3): 165-177 (1991).

Estes, Carol. And Keith W. Sessions, eds. *Controlled wildlife, a three-volume guide to U.S. wildlife laws and permit procedures*. Lawrence, KS: Association of Systematics Collections, 1983.

Duffy, Robert E. *Art law: representing artists, dealers and collectors*. New York: Practicing Law Institute, 1977.

Institute of Art and Law and the Journal of Art Antiquity and Law.  
<http://www.pipemedia.net/ial>

Malaro, Marie C. *A legal primer on managing museum collections*. Washington, DC: Smithsonian Institution Press, 1985.

Museum Security website at <http://museum-security.org>. See Andrew Cranwell's dissertation about the trade in stolen antiquities here.

Sax, Joseph L. "Antiquities business" in his *Playing darts with a Rembrandt: public and private rights in cultural treasures*, 179-196. Ann Arbor: University of Michigan Press, 1999.

### **Week 9. Manage collections. Intellectual property and personal papers in museum archives.**

Progress report on your Accountability paper. Be prepared to discuss your paper in class.

What is the effect of organizational structure on determining what records have continuing value to the institution? What is the impact of institutional policies on what constitutes personal papers and how those policies are enforced? What are institutional policies on intellectual property and ownership of research-related information? How does the loss of the "documentary safety net" with the increased use of electronic communication at all stages of the process of science affect the capture and retention of museum records?

Many museums, acting to protect their administrative position against potential conflict of interest cases, include an explicit statement on the institutional ownership of all data and collections acquired by a staff member while in the employ of the museum. While abuse of inside information, or knowledge acquired in the course of collection-related research is probably more prevalent in art museums than natural history museums, probably due to the greater opportunity for monetary gain, policies in intellectual property need to be articulated and enforced.<sup>2</sup>

### Required Readings

Hefner, Lorella. "Lawrence Berkeley laboratory records, who should collect and maintain them?" *American archivist* 59 (Winter 1996):62-87.

Lyman, Peter. "Invention the mother of necessity: archival research in 2020." *American Archivist* 57 (Winter 1994): 114-125.

McCarthy, Gavan and Tim Sherratt. "Mapping scientific memory: understanding the role of recordkeeping in scientific practice." *Archives and manuscripts: the journal of the Australian Society of Archivists*. 24(1): 78-85 (May 1996).

### **Week 10. Manage collections. Computerization of recordkeeping systems and electronic access to collection surrogates and collection information**

What is the impact of the conversion from paper to electronic recordkeeping systems? Discussion of access vs.ownership debate in archives. Paper-based systems of collections records, often maintained according to some loosely defined internal standard, do not always survive the translation to the corresponding electronic system. How can archival records, including policy manuals, be used to help reconstruct some in-house procedure? What new concerns about rights management arise from the electronic access to collection records?

---

<sup>2</sup> See Robert R. MacDonald, "A question of ethics," *Curator* 37(1):6-9 (1994) and Patricia Ullberg, "Naked in the Garden: museum practices after museum ethics," *Museum News* 57(6):33-36 (July/August 1979) as representative comments on the 1978 and the 1993 Principles of Museum Ethics adopted by the American Association of Museums.

## Required Readings

Bearman, David. "New economic models for administering cultural intellectual property." In *The wired museum: emerging technology and changing paradigms*, edited by K. Jones-Garmill, 231-265. Washington, DC: American Association of Museums, 1997.

Besser, Howard. "The transformation of the museum and the way it's perceived," in *The wired museum*, edited by K. Jones-Garmill, 153-169. Washington, DC: American Association of Museums, 1997.

Sarasan, Lenore. "Why museum computer projects fail." *Museum News* 59(4):40-49 (1981).

Sorkow, Janice. "Pricing and licensing for museum digital content." *Archives and Museum informatics* 11:165-179 (1997).

Zorich, Diane M. "Beyond Bitslag: integrating museum resources on the Internet." In *The wired museum: emerging technology and changing paradigms*, edited by K. Jones-Garmil, 171-201. Washington, DC: American Association of Museums, 1997.

## Recommended Readings

Bearman, David. "Museum strategies for success on the Internet." In *Museum collections and the Information Superhighway*, 15-27. London: Science Museum, 1995. (Also published in *Spectra* 22(4): 18-24.)

National Research Council. *Bits of power: issues in global access to scientific data*. Washington, DC: National Academy Press, 1997.

Jones-Garmil, Katherine. "Laying the foundation: three decades of computer technology in the museum." In *The wired museum: emerging technology and changing paradigms*, edited by K. Jones-Garmil, 35-62. Washington, DC: American Association of Museums, 1997.

O'Connell, Sheila and James Hamill, "The base of the iceberg: accessing the treasures in store at the British Museum." *Information: the hidden resource, Museums and the Internet, proceedings of the 7<sup>th</sup> International conference of the Museum Documentation Association*. Cambridge, 1995.

Stephenson, Christie and Patricia McClung, eds. *The Museum Educational Site Licensing Project. I. Delivering digital images: cultural heritage resources for education. 2. Images online: perspectives on the Museum Educational Site Licensing*

*Project*. Los Angeles, CA: Getty Information Institute, 1998. See also AMICO (Art Museum Image Consortium) online at <http://www.amn.org/AMICO>

Sunderland, John. "The catalogue as a database: the indexing of information in visual archives." In *Computers and the history of art*, edited by Anthony Hamber, *et al.*, 130-143. London: Mansell Publishing Limited, 1989.

Roberts, David A. and N. Ingram, eds. *Computers in Museum case studies 3: the use of computers for collections documentation*. London: Museum Documentation Association, 1989.

Roberts, David A. "Defining electronic records, documents and data." *Archives and manuscripts* 22(1): 14-26 (May 1994).

Trant, Jennifer. "Enabling education use of museum digital materials: the Museum Education Site Licensing (MESL) Project." *Art Documentation* 15(2): 25-28 (1996).

## **Week 11. Conduct Research. Authenticate Objects**

NOTE: Major paper due.

What are the records of research? How are museum archives used to authenticate objects? What resources can be used to answer the question "Is it real?"

"The late Bernard Berenson said at the end of his life, of which seventy-odd years had been largely spent in problems of attribution, that it did not matter who painted a picture as long as it was a real picture."<sup>3</sup>

### **Required Reading**

Butler, Declan. "Museum research comes off list of endangered species." *Nature*, 394:115-119 (9 July 1998).

Haas, Joan K., Helen W. Samuels and Barbara Simmons. *Appraising the records of modern science and technology: a guide*. Chicago, IL: Society of American Archivists, 1985.

Walsh, Jane M. "Crystal skulls and other problems" in *Exhibiting dilemmas: issues of representation at the Smithsonian*, edited by Amy Henderson and Adrienne L. Kaeppler, 116-139. Washington, DC: Smithsonian Institution Press, 1997.

---

<sup>3</sup> S. Dillon Ripley, *The sacred grove: essays on museums*. New York: Simon & Schuster, 1969, 94.

## Recommended Readings

Hoving, Thomas. *False impressions : the hunt for big-time art fakes*. New York: Simon & Schuster, 1996.

Rapport, Leonard, "Fakes and facsimiles: problems of identification," *American archivist* 42: 13-58 (Jan 1979).

Rudwick, Martin. "Georges Cuvier's paper museum of fossil bones," *Archives of natural history* 27(1): 51-68. 2000.

## **Week 12. Professionalism and Continuing Education**

What constitutes research in museum archives? Is there a museum profession and how do you train for it? Similarity between these discussions and those of the archival profession. Discussion of professional associations and educational resources.

What is the changing nature of museum staff and their responsibilities to museum collections and activities? Has the striving for recognition of museum science as a profession altered their attitude toward the work to be done? In 1967, Washburn<sup>4</sup> compared museum curators with librarians, who in the process of pursuing professional status had turned into "a service organization - a body of technicians capable of organizing and serving the ultimate professional user, but incapable of utilizing for their intended purpose the very material purveyed." Noting that the "day of the scholar-librarian is about over" he goes on to remark that archivists "being less subject to public scrutiny and demands, have been slower in following the trend set by librarians. Many scholar-archivists, though the academic professionals using the archives tend to treat them as though they existed solely to serve the scholar in the manner that gas station attendants exist to serve the automobilist."

## Required readings

Alexander, Edward P. Chapter 13 in his *Museums in motion: an introduction to the history and functions of museums*, p. 233-248. Nashville, TN: American Association for State and Local History, 1979.

Parr, A.E. "A plurality of professions." *Curator* 7(4):287-295. (1964).

Washburn, Wilcomb E. 1998. "Is there a Museum Science?" in his *Against the anthropological grain*, 141-147. New Brunswick: Transaction Publishers, 1998. Originally published in *Curator* 10(1): 43-48 (1967).

---

<sup>4</sup> Wilcomb E. Washburn, "Is there a museum science?" in his *Against the anthropological grain*, 141-147. New Brunswick: Transaction Publishers, 1998. Originally published as "Grandmotherology and museology," *Curator* 10(1): 43-48, 1967,

Washburn, Wilcomb E. "Professionalizing the Muses." *Museum News* 64(2):18-25,70-71 (1985).

Weil, Stephen W. "The ongoing pursuit of professional status" in his *Rethinking the museum and other meditations*, 73-89. Washington, DC: Smithsonian Institution Press, 1990. Originally published in *Museum News*, Nov/Dec, 1988.

### Recommended Readings

Cox, Richard J. "Professionalism and archivists in the United States." *American Archivist* 49(3): 229-247 (Summer 1986).

Eisler, C. "Curatorial training for today's art museum." *Curator* 9(1): 51-61 (1966)

Jensen, Nina and Mary Ellen Munley. "Training for museum education professionals." *Journal of Museum Education* 10(4): 12-15 (Fall 1985).

Rath, Frederick L. and Merrilyn R. O'Connell. *Bibliography on historical organization practices*. Nashville, TN: American Association for State and Local History, 1975-1984. 6 vols.

Woodhead, Peter and G. Stansfield. *Keyguide to information sources in Museum Studies*. London: Mansell Publishing Ltd., 1994.

COURSE RATIONALE .....	1
COURSE GOALS.....	1
COURSE OUTLINE .....	2
COURSE REQUIREMENTS AND GRADING: STUDENT RESPONSIBILITIES.....	2
COURSE REQUIREMENTS AND GRADING: INCOMPLETES .....	4
COURSE REQUIREMENTS: STYLE MANUAL.....	4
COURSE REQUIREMENTS: BOOK PURCHASES .....	4
<i>Other Resources</i> .....	4
<b>COURSE SCHEDULE .....</b>	<b>5</b>
WEEK 1 – INTRODUCTION.....	5
<i>Recommended readings</i> .....	5
WEEK 2 – RECORDKEEPING SYSTEMS IN MUSEUMS .....	6
<i>Required readings</i> .....	6
<i>Recommended readings</i> .....	7
WEEK 3 –FUNCTIONAL ANALYSIS OF MUSEUMS AS A TOOL FOR APPRAISAL OF RECORDS .	8
<i>Required Readings</i> .....	8
<i>Recommended Readings</i> .....	8
WEEK 4 – CONVEY KNOWLEDGE. WHO IS THE AUDIENCE? BIAS AND ACCOUNTABILITY.	9
.....	9
<i>Required Readings</i> .....	9
<i>Recommended Readings</i> .....	9
WEEK 5 – CONVEY KNOWLEDGE. MUSEUMS AS EDUCATIONAL INSTITUTIONS.....	10
<i>Required Readings</i> .....	10
<i>Recommended Readings</i> .....	11
WEEK 6. MANAGE COLLECTIONS. RELATIONSHIP OF POLICIES TO RECORDS.....	12
<i>Readings</i> .....	12
<i>Recommended Readings</i> .....	13
WEEK 7. MANAGE COLLECTIONS. PRESERVATION, INCLUDING FACILITIES	
MANAGEMENT .....	13
<i>Required Readings</i> .....	14
<i>Recommended Readings</i> .....	14
WEEK 8. MANAGE COLLECTIONS. MUSEUM LAW AND EXTERNAL WARRANT.....	15
<i>Required Readings</i> .....	15
<i>Recommended Readings</i> .....	16
WEEK 9. MANAGE COLLECTIONS. INTELLECTUAL PROPERTY AND PERSONAL PAPERS IN	
MUSEUM ARCHIVES. ....	16
<i>Required Readings</i> .....	17
WEEK 10. MANAGE COLLECTIONS. COMPUTERIZATION OF RECORDKEEPING SYSTEMS	
AND ELECTRONIC ACCESS TO COLLECTION SURROGATES AND COLLECTION INFORMATION	
.....	17
<i>Required Readings</i> .....	18
<i>Recommended Readings</i> .....	18
WEEK 11. CONDUCT RESEARCH. AUTHENTICATE OBJECTS .....	19
<i>Required Reading</i> .....	19

<i>Recommended Readings</i> .....	20
WEEK 12. PROFESSIONALISM AND CONTINUING EDUCATION.....	20
<i>Required readings</i> .....	20
<i>Recommended Readings</i> .....	21