

COURSE APPROVAL DOCUMENT
Southeast Missouri State University

Department: History Course No. HP575

Title of Course: Collections Management Date: 8/29/2017

Please check: New
 Revision

I. Catalog Description (Credit Hours of Course):

Study of collections management theory, practices for administration, handling, physical care, recording, and study of artifacts in public history institutions. (3 credit hours)

II. Co- or Prerequisite(s):

- A. HP100- Introduction to Historic Preservation (undergraduate)
- B. HP200- Introduction to Techniques of Local History (undergraduate)
- C. GH600- Introduction to Public History (graduate)

III. Purposes or Objectives of the Course (optional):

- A) Provide an understanding of the theories and operational issues involved in managing material culture /historical artifact collections.
- B) Provide hands-on opportunities to develop professional skills and knowledge in the care, handling, storage and documentation of historical collections.

IV. Course Learning Outcomes (Minimum of 3):

- A) Students will be able to identify legal and ethical issues regarding the management of historical collections.
- B) Students will be able to demonstrate safe handling and storage methods for artifacts.
- C) Students will be able to describe the ideal storage and exhibit environment.

V. Names of Faculty Qualified to Teach the Proposed Course

- A. Dr. Lily Santoro
- B. Dr. Steven Hoffman
- C. Dr. Adam Criblez
- D. Dr. Joel Rhodes
- E. Dr. Eric Clements

VI. Course Content or Outline (Indicate number of class hours per unit or section):

- A. Introduction to Curating and Collections Management 3 Hours
Cultivation, Connoisseurship, Care, Communication
Curatorial Ethics
- B. Collections and the Law 3 Hours
The Legal Basis of Collecting
Title and Ownership
Federal Legislation
Copyright Law

Tax Legislation
NAGPRA
ADA

C. Cataloging and Condition Reports	6 Hours
Describing Objects	
Analyzing Objects	
Catalog Worksheets	
Condition Reports	
Collections Policies	
E. Museum Environmental Conditions	6 Hours
Temperature and Relative Humidity	
Light	
Handling	
Cleaning	
Pollution	
Security	
Assessing Museum Storage Areas	
F. Museum Pest Control	3 Hours
Bugs, Rodents, and Other Pests	
Integrated Pest Management	
G. Storage Planning and Implementation	6 Hours
Types of Storage Materials	
Storage for Differing Types of Objects	
H. Computers and Collection Records	3 Hours
History of Data Processing and Collection Records	
Collections Management Software	
J. Loans, Shipping, Insurance	3 Hours
Loans	
Packing Materials	
Shipping Strategies	
Insurance	
International Loans and Customs	
K. Caring for Works on Paper	6 Hours
Historical Photographs	
Archival Materials	
Works of Art on Paper	


L. Deaccessioning Collections
What is Deaccessioning?
Deaccession Procedures
Ethical and Legal Concerns

3 Hours

M. Disaster Preparedness
Disaster Planning

3 Hours

Total: 45 Hours

Signature:  _____ Date: 09/06/17
Chair

Signature: _____ Date: _____
Dean

Instructor: Dr. Lily Santoro
Email: lsantoro@semo.edu
Phone: 573.651.2831 (during office hours only)

Office: Carnahan 311C
Hours: Tues. 2-3:30
Wed. 1:30-4:30

HP575: Collections Management Spring 2018

Tuesdays 6-8:50pm ; Carnahan 109

Catalog Description and Credit Hours of Course:

A study of collections management theory and practices for administration, handling, physical care, recording, and study of artifact collections in public history institutions. (3 credit hours)

Undergraduate Prerequisites: HP100; H200

Graduate Prerequisite: GH600

Course Objectives:

1. Provide an understanding of the theories and operational issues involved in managing material culture /historical artifact collections.
2. Provide hands-on opportunities to develop professional skills and knowledge in the care, handling, storage and documentation of historical collections.

Course Learning Outcomes:

1. Students will be able to identify legal and ethical issues regarding the management of historical collections.
2. Students will be able to demonstrate safe handling and storage methods for artifacts.
3. Students will be able to describe the ideal storage and exhibit environment.

Expectations of Students:

Students are expected to participate in all class sessions; read all assigned materials; effectively complete all class projects, written and practical; and complete a take-home final exam.

Texts:

Marie C. Malaro and Ildiko Deangelis. *A Legal Primer on Managing Museum Collections, Third Edition* (Penguin/Random House, 2012).

Konstanza Bachmann, ed. *Conservation Concerns: A Guide for Collectors and Curators* (Smithsonian Institution Press, 1992).

Basis of Student Evaluation:

Class Participation (Grad Students: 10%; Undergrads: 15%):

Students are expected to attend all class sessions and be active participants in hands-on activities and discussion of readings. Students should come to class prepared to take notes and talk about the topics and themes covered in the readings for that week. To do this effectively, you will need to complete the entire reading assignment. The reading assignments are long and, occasionally, complex. It is recommended that you take notes while you read and bring any questions to class.

Grad Project – Object Handling & Storage Presentation (Grad students only: 15%):

Graduate Students are required to give a 20 minute oral presentation on a group of objects and the storage strategies and materials associated with them. Students should identify the type of object(s), the particular conservation concerns associated with it, the recommended storage and handling strategies for this class of object, and the storage materials used. Students should bring examples of the storage materials to class and be prepared to demonstrate their use for the class. Students must also provide an annotated bibliography of the five most important/useful works on these objects and their storage solutions.

Each student will be assigned a specific class of objects for this assignment.

Project 1 – Cataloging Project (Grad students: 15%; Undergrads: 20%):

Students will prepare catalog work sheets and condition reports for items held by the Cape River Heritage Museum. Students will choose items for cataloging during the class field trip to an area museum. Completion of the condition reports will require careful attention and note taking during the class field trip. Completion of the catalog worksheets will require extensive research on the artifacts chosen by each student.

Project 2 – Object Storage Proposal & Implementation (Grad Students: 15%; Undergrads: 20%):

Students will submit written proposals (with budget) of storage solutions for the artifacts they cataloged in the Cataloging Project. At the end of the semester, students will implement appropriate storage solutions for their object.

Project 3 – PastPerfect Record (Everyone: 10%):

Students will create records using PastPerfect museum management software for the artifacts they cataloged in the Cataloging Project.

Project 4 – Storage Space Planning Report (Everyone: 15%):

Students will work in small groups to create a detailed proposal to improve the collections storage space at the Cape River Heritage Museum. The proposal should indicate ideal storage environment, layout, furnishings, and storage materials. Students must include a budget and estimate of time required for the proposed changes. The report must also clearly indicate which changes would need to be prioritized.

Final Exam (Everyone: 20%):

Students are expected to complete a take-home final exam covering material from the entire semester during the final week of the semester. Students should submit their completed exams in Moodle.

**Each assignment will be outlined in greater detail in class.

How Course Grades Are Determined:

Undergraduate		Graduate	
Participation	15%	Participation	10%
Project 1	20%	Grad Project	15%
Project 2	10%	Project 1	15%
Project 3	15%	Project 2	10%
Project 4	20%	Project 3	15%
Final Exam (take home)	20%	Project 4	15%
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Total	100%	Final Exam (take home)	20%
		Total	100%

Undergraduate Assignment Grade Scale:

A=93-100; A-=90-92.99; B+=87-89.99; B=83-86.99; B-=80-82.99; C+=77-79.99; C=73-76.99; C-=70-72.99; D+=67-69.99; D=63-66.99; D-=60-62.99; F=0-59.99

Undergraduate Course Grade Scale:

A=90-100; B=80-89; C=70-79; D=60-69; F=0-59

Graduate Assignment Grade Scale:

A=93-100; A-=90-92.99; B+=87-89.99; B=83-86.99; B-=80-82.99; C+=77-79.99; C=73-76.99; C-=70-72.99; F=0-69.99

Graduate Course Grade Scale:

A=90-100; B=80-89; C=70-79; F=0-69

Course Policies and Procedures

This course abides by the university's policies regarding attendance, academic honesty, civility and harassment, and support for students with disabilities, and has additional requirements regarding the use of technology:

Attendance

This course abides by the university's policies regarding attendance. It is essential that you be in class. Students are expected to actively participate in class discussion, including commenting on ideas from the reading assignments, concepts presented by other students, and ideas advanced by the instructor. Although attendance in and of itself is not graded, if you are not present you cannot engage in the discussion of the ideas which form the core of the course. If you are not present, you cannot benefit from this discussion and dialogue, and you deny everyone else in the class the opportunity to learn from you. The official statement about attendance, derived from the Undergraduate Bulletin, may be accessed at: <http://www.semo.edu/bulletin/>.

Academic Honesty

The Graduate Bulletin defines academic dishonesty as "...those acts which would deceive, cheat, or defraud so as to promote one's scholastic record...", and states that "[v]iolations of academic honesty represent a serious breach of discipline and may be considered grounds for disciplinary action, including dismissal from the university". Students are expected to understand and abide by the rules governing academic honesty.

Students should be familiar with the University's Academic Honesty Statement:

<http://www.semo.edu/facultysenate/handbook/5d.htm> .

Penalties for academic dishonesty range from failing the assignment and/or failing the course to expulsion from the University.

Civility and Harassment

All students are expected to be active participants in class, and join in polite discussion (no name-calling, slurs, or talking over each other). Because historical actors often have funny names and unusual worldviews, it is understandable if you mispronounce names, places, and events. There is even room for lighthearted discussion of historical actors' motives and actions. There is room for disagreement and strong opinions. However, students must exhibit respect for their classmates (and their opinions/questions/answers) at all times.

To ensure a civil and welcoming atmosphere for discussion, students are asked to adhere to some basic rules:

- ❖ Please turn off all electronic devices during class. If your phone rings, it will upset the flow of discussion. Texting, playing video games, facebook, etc. is distracting and gives your classmates (and the professor) the impression that you are not interested in the conversation.
- ❖ If you need to leave the room, please be discreet – try to leave at a moment when it won't distract others. Don't make a scene.
- ❖ When engaged in discussion, give your classmates the same respect you would ask of them. Even if you do not agree with your classmate (or the instructor), avoid personal attacks. We will be wrestling with some difficult and complex ideas this semester, and there is plenty of room for differing interpretations. In fact, that is how public historians do their jobs – through thoughtful, candid, and respectful debate about interpretations and best practices. For this to work, however, all participants must treat speakers as equal and intelligent human beings.

Students should be familiar with the University's Civility Statement, available here:

http://www.semo.edu/pdf/Conduct_Faculty_Resource_Guide.pdf

Judicial Affairs is responsible for addressing disciplinary matters related to breaches of accepted civility and harassment standards. Information about this process is available at:

<http://www6.semo.edu/judaffairs/>.

Accessibility

Southeast Missouri State University and Disability Support Services remain committed to making every reasonable educational accommodation for students with disabilities. Please see the University's official Accessibility Statement here:

<http://www.semo.edu/ds/facultyinfo.html> ,

http://www.semo.edu/pdf/old/ds_working_with_studentsS2.pdf

Many services and accommodations which aid a student's educational experience are available for students with various types of disabilities. It is the student's responsibility to contact Disability Support Services to become registered as a student with a disability in order to have accommodations implemented. Accommodations are implemented on a case by case basis. For more information visit: <http://www.semo.edu/ds/index.html> or contact Disability Support Services at 573-651-2273.

Technology

All written assignments must be typed, using a word-processing program, such as MS Word. Students will have the opportunity, but will not be required, to submit some written assignments electronically in Moodle. All other assignments must be turned in as hard-copies (printed on paper) at the beginning of class on the due date. This means students must have access to a printer. Students will be required to access some of the reading material for the course on the internet. Students who anticipate difficulty in mastering any of the technological components of the course are responsible for seeking assistance from the instructor in a timely manner.

Questions, Comments, or Requests:

Questions, comments or requests regarding this course or program should be taken to your instructor, Dr. Lily Santoro. Dr. Santoro will respond to student communications within 24 hours, Mon-Fri, and within 48 hours on weekends and during University holidays.

Unanswered questions or unresolved issues involving this class may be taken to Dr. Toni Alexander, Interim Chair, Department of History.

Course Schedule/Assignments

Schedule subject to change. Any changes will be announced in class and on Moodle.

*All readings marked with ** are available on Moodle.*

Week 1 (Jan. 19) Course Intro:

The Four C's: Cultivation, Connoisseurship, Care, Communication
Curatorial Ethics

Week 2 (Jan. 26) Collections and the Law:

The Legal Basis of
Collecting

Collections Policies
Title & Ownership

Copyright Law
Tax Legislation

Federal Legislation

NAGPRA
ADA

Read: Malaro, Chapters 1-3;
Skim: Malaro, Chapter 4

Week 3 (Feb. 2) Inventorying, Cataloging, and Condition Reports

Describing Objects	Condition Reports
Analyzing Objects	Registration
Catalog Worksheets	Tagging & Inventorying

Read: Malaro, Chapter 14
**Daniel B. Reibel. *Registration Methods for Small History Museums*, 4th Edition, Chapters 5 & 6
**Marie Demeroukas, "Condition Reporting" in *Museum Registration Methods*, 5th Edition: 223- 232.

Week 4 (Feb. 9) Field Trip to Cape River Heritage Museum

Meet at Museum
Tour Facility
Begin Cataloging of Objects

Read: Bachmann, 1-28
Skim: *The Small Museums Cataloguing Manual: A Guide to Cataloguing Object and Image Collections*, 4th Ed.:
http://www.mavic.asn.au/assets/Small_Museums_Cataloguing_Manual_4th.pdf

Week 5 (Feb. 16) Museum Environmental Conditions

Temperature &	Pollution
Relative Humidity	Security
Light	Handling

Read: **Garry Thompson, *The Museum Environment*, 2nd ed. pp. 2-25; 66-94; 130-47; & Appendix
** Dixie Neilson, "Object Handling", in *Museum Registration Methods*, 5th Edition: 209-218.

Week 6 (Feb. 23) Physical Care of Object Collections
Object Handling & Storage Presentations (Grad Project)

Skim: Bachmann, 69-123

Week 7 (Mar. 1) Museum Pest Control

Bugs and other unwelcome guests

Read: **Albert Green and Nancy L. Breish, "Integrated Pest Management" in *Museum Registration Methods, 5th Edition*: 369-380.

**Minnesota Historical, "Society Historic Housekeeping Handbook":

<http://www.mnhs.org/preserve/conservation/reports/manual-0102.pdf>

Week 8 (Mar. 8) Computers and Collection Records

History of Data Processing and Collection Records

Collections Management Software

Working with PastPerfect

Read: **Daniel B. Reibel. *Registration Methods for Small History Museums*, 4th Edition, Chapter 8

Catalog Worksheets and Condition Reports Due (Project 1)

Week 9 (Mar. 14-18) SPRING BREAK

No class this week

Week 10 (Mar. 22) Field Trip to Cape River Heritage Museum

Meet at Museum

Begin Storage Planning

No reading assigned this week.

Object Storage Proposal Due (Project 2, part I)

Week 11 (Mar. 29) Care of Photographs and Works on Paper

Care of Historical Photographs

Caring for Archival Materials

Matting and Hanging Works of Art on Paper

Read: Bachmann, 29-52; 57-63

**NEDCC Leaflet 4.10 "Matting and Framing for Art and Artifacts on Paper" :

<https://www.nedcc.org/free-resources/preservation-leaflets/4.-storage-and-handling/4.10-matting-and-framing-for-art-and-artifacts-on-paper>

Week 12 (Apr. 5) Care of Textiles

Handling

Cleaning

Storage

Read: **Mary M. Fahey “The Care And Preservation Of Antique Textiles and Costumes,” The Henry Ford Museum:
<https://www.thehenryford.org/research/caring/textiles.aspx>

Watch: **Minnesota Historical Society “Materials You Need - (Part 1 of 6) Conservation and Preservation of Heirloom Textiles”:
<https://youtu.be/WBo2G18y74A>

PastPerfect Record Due (Project 3)

Week 13 (Apr. 12) Loans, Shipping, Insurance & Disaster Preparedness

Loans	Insurance
Packing Materials	International Loans and Customs
Shipping Strategies	Disaster Plans

Read: Malaro, Chapters 6-8 & 15
Bachmann, 11-14
**Paisley S. Cato and Anne Furman Douglas “Emergency Preparedness Planning”;
Emergency Response and Recovery”; “Security Systems and Fire Protection Systems”,
in *Museum Registration Methods, 5th Edition*: 360-368.

Storage Space Planning Report Due (Project 4, part I)

Week 14 (Apr. 19) Deaccessioning Collections

What is de-accessioning?
Why deaccession?
How to Get Rid of Unwanted Items

Read: Malaro, Chapter 5 & 10

Week 15 (Apr. 26) Field Trip to River Heritage Museum

Meet at Museum
Implement Storage Plans

No reading assignment this week.

Implementation of Storage Proposals (Project 2, part II)
Storage Space Planning Presentations (Project 4, part II)

Week 16 (May 3) Field Trip to Crisp Museum

Meet at Crisp Museum (River Campus)
Storage facility tour led by Collections Curator, Jim Phillips

No reading assignment this week.

Finals Week (May 9-13)

Take Home Final Exam due 5pm on Wednesday, May 11