

Collections Management Seminar

Fall 2014

ARH 6895, 3 credit hours
Class: FAC 116 Fridays 1:55 – 4:55 (periods 7-9)
Office Hours (FAC 116) TBA

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Course Objectives: Registration involves both information management and care of objects under the museum's purview. It involves object handling, loan contracts and acquisition documentation, traveling arrangements including packing and shipping, facilities care, security, storage, exhibition planning and installation methods, collections photography and legal and ethical issues surrounding museum collections. This course will provide an introduction to these areas and an opportunity for field trips and discussions with other museum professionals.

Attendance: It is important to attend every class. There are many topics to be covered in the short time we have together. Each week will feature a different component of registration and several weeks we will have guest speakers and/or field trips. Missing a class will often mean missing an entire section, and all sections will be incorporated into your final exam. Readings and assignments for the following week may be given in class. If an unavoidable absence occurs, email me for the next assignment. **Do not underestimate the importance of participating in class.** This is a seminar and discussion is a vital part of the class; attendance and participation are part of your final grade.

Expectations: Please be prompt. Often there will be guest lecturers or field trips that impose on other people or institutions. It is very difficult on field trip staff when "stragglers" drift in late. Feel free to eat and drink in this class, within reason (coffee, sodas, candy, cookies or crackers). Please be mindful of others, especially guest speakers, when crackling food wrappers or chewing loud foods. **No food or drink will be allowed on field trips.** Of course cell phones will be turned off during class. At least one break per class will be scheduled. One of the hallmarks of a good registrar is accuracy. Papers must contain correct spelling, proper grammar and accurate information.

Academic Honesty: <http://www.registrar.ufl.edu/catalog/policies/students.html#honesty> As a result of completing the registration form at the University of Florida, every student has signed the following statement: "I understand that the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University." The instructor of this course fully supports the intent of the above statement and will not tolerate academic dishonesty nor unauthorized use of copyrighted materials.

Honor Code: <http://www.dso.ufl.edu/sccr/honorcodes/honorcode.php>.

Student Conduct: <http://www.dso.ufl.edu/sccr/honorcodes/conductcode.php>

Textbook: *Museum Registration Methods, 5th Edition* (MRM5) editors Rebecca A. Buck and Jean Allman Gilmore, 2010. You may order it from several online bookstores such as Amazon <http://www.amazon.com/books-used-books-textbooks/b?node=283155> which had it listed for \$61.50 (it is a paperback) or from the American Alliance of Museums (AAM) Bookstore, <https://www.aam-us.org/ProductCatalog/Product?ID=226> AAM Non-Member's price is \$89.95, non-member's price is \$79.95. **Be sure to get the 5th edition**, 3rd and 4th editions are also for sale, but are not the same. Readings from this book are listed on this syllabus in blue they should be completed *prior* to coming to class. Optional, additional readings are listed in green.

Papers: Three reaction papers will be assigned on topics relevant to registration; each paper must be 3-5 pages in length, typed, double-spaced with numbered pages. Be prepared to discuss your paper in class. A research paper will be assigned in lieu of a mid-term exam. The topic choices will be discussed during class; each student's topic should be unique and topic approval is required. Grade for the final paper will be based on student-led discussion of your research topic as well as the written paper, **at least 12 pages in length** (not including bibliography) typed, double-spaced, with numbered pages.

<u>Grades:</u> Reaction Papers	20%
Attendance and Participation	10%
Research Paper & You Teach Presentation	35%
Final Exam	35%*

* Make-up exams will not be given except in extreme circumstances, with prior approval.

For grade breakdowns see UF grading policy: <http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html>.

Students with Disabilities: I will make every attempt to accommodate students with disabilities. At the same time, anyone requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide you with documentation, which you must then provide to me when requesting accommodation.

Reading Assignments: Readings are to be done prior to class. Those on syllabus (in bold blue) are from textbook, *Museum Registration Methods*, 5th edition, others are hyperlinks. If the links don't work for you, cut and paste the citation into your browser.

Class Outline

- 8/29 **I. Introduction to Registration**
 A. Introductions
 B. How Class Works
 C. Syllabus Review
 D. Final Paper, You Teach
 E. Museum Organizations
 F. Gainesville Area Museum Opportunities
 G. What is a Registrar?
 H. Composite job description
 I. Registrar Position within the Museum Organizational Chart
 Review pgs. 12-13, 15
 Running In Place but Faster: New Standards in Museum Education
 http://www.aam-us.org/pubs/mn/MN_MA05_RunningInPlace.cfm
 Assignment of Reaction Paper I.
- 9/5 **II. Required Reading: 24-33, 38-57, 85-90, 100-118, 206-208. If Desired: 58-82, 91-99**
 Collection Roles
 Mission Statements
 Collection Management Policies
 Accessioning
 A. Gifts, Deeds of Gift
 B. Purchases
 C. Tax Issues
 D. Appraisals
 E. Old Loans, FICs
 Deaccessioning
 A. Tax Laws and Ramifications
 B. Moral Obligations
 C. Consequences
- 9/12 **III. Marking**
 A. Marking Various Media
 Object Handling/Condition Reports
 A. Video
 B. Condition Reporting
 a. Reporting Terms
 b. Measuring
 C. Examination of Objects
 a. Report Documentation
 Required Reading: 209-276 and:
 Care and Identification of Objects Made from Plastic:
 <http://www.nps.gov/history/museum/publications/conservation/01-12.pdf>
 How to Select Gloves:
 <http://www.nps.gov/history/museum/publications/conservation/01-12.pdf>
 Reaction Paper I. due - discussion
 Assignment of Reaction Paper II

- 9/19 IV. **Required Reading: 150-183, 193-202 If Desired: 184-192**
Collections Management – Field Trip to Harn Museum of Art
Speaker Laura Nemmers, registrar
Meet in Museum's lobby, 10:00 a.m., please be prompt
A. Tour of Registration/Storage Areas
B. Proper types of storage for differing medium
C. Object Locations/Inventory
Museum on the Move: Planning and Carrying out a Major Collections Move
A. The Sky is Falling! Housing Works of Art in a Building under Construction
B. In With the New, Equipment Purchases
- 9/26 V. **Required Reading: 120-146**
Loans
A. Prerequisites for Loans
B. Loan Forms
C. Couriers
Traveling Exhibitions
A. Choosing Venues
B. Exhibition Loan Forms
C. Condition Report Notebooks
Final Papers: Discussion and Topic Approval
- 10/3 VI. **Required Reading: 448-470**
Archeological and Ethnographic Collections
Speaker Elise Le Compte, registrar
Field Trip to Florida Museum of Natural History
Meet at FLMNH, Dickenson Hall, Museum Road, 10:00 a.m., please be prompt
A. Registration of Natural History Objects
B. NAGPRA
C. Permits
- 10/10 VII. **Required Reading: 352-380**
Risk Management Disaster Planning
A. Insurance
B. Security Systems
C. Pest Management
D. Personnel Safety
E. Facilities Planning
Reaction paper II due - discussion
Assignment of Reaction Paper III
- 10/17 **No Class - UF Homecoming**
- 10/24 VIII. **Conservation**
A. Recognizing Damage
B. Choosing a Conservator
C. Conservation Contract
D. Ethnographic Conservation
E. Equipment

- 10/31 IX. **Required Reading 332-349**
Crating and Shipping
Speakers Mark Silverman, Sr. VP and Mark Lank, CEO, USArt
A. Assessing Risks
B. Environmental Conditions
C. Shock and Vibration Protection
D. Soft Packs and Crates
E. Choosing a Shipper
- 11/7 X. **Historic Homes - Field Trip to Marjorie Kinnan Rawlings Historic State Park**
Speaker Director Valerie Rivers
Meet at Historic House, Rte. 3. Hawthorne 10:00 a.m. please be prompt
- 11/14 XI. **Required Reading: 394-425, 427-435**
Debate on Universal Museums, Special Assigned Readings
Legal and Ethical Codes and Copyrights
A. Creating Ethics Policies
B. AAM's Code of Ethics
C. Registrar's Code of Ethics
D. Hazards in the Workplace
E. Copyrights
F. Reproductions
Reaction paper III due - discussion
- 11/21 XII. **You Teach!**
Selected students will share information from their final paper topics
(Papers are not due until 12/3, and need not be complete at this point.)
- 12/5 **Exam**

