

Museum Registration Methods

Managing previously unmanaged collections can be challenging. The process of securing the collection and making it accessible needs the mindset of a collections manager as well as the one of a project manager. The target audience are museum professionals with a basic training in collections care that are confronted with collections that are either large in numbers (1000+ artifacts) or stored confusingly, or both. The book is a step-by-step guide how to approach this situation, assuming that there's nothing to start with but a collection that has to be accessioned and the person who is assigned to do it. It is about how to bring order into the chaos, to define what is needed in terms of time, money, staff and material, to spot facility issues and potential dangers, and to use the power of networking to solve an otherwise unsolvable task. Many chapters conclude with "logical exits," the points at which the collection is in a condition that allows you to leave it for the next curator to take over. A common issue is that time frames are often so tight that the target of having the collection in good shape at the end of a contract or at a fixed date can't be met. Another common scenario may be that other projects become more important and you have to stop working on the collection, which might sound familiar to many directors of small museums. "Logical exits" are the points you can do this without risking that everything you've done so far or since the last "logical exit" was a waste of time. For contractors those "logical exits" might serve as orientation points when negotiating the work that has to be done on the collection.

The Manual of Museum Management presents a comprehensive and detailed analysis of the principles of museum organization, the ways in which people work together to accomplish museum objectives, and the ways in which museums, large and small, can function most effectively. This new edition offers updated information on management practices to satisfy the current needs of museum professionals. All new contemporary case studies provided by practitioners from museums and galleries around the world bring the principles to life with first-hand accounts of challenges and achievements in the operation of museums today.

"[This publication] synthesises the experience and best thinking of leading professionals, looking both inward at how museums function and outward toward their role in society at large. Our goal: to offer specific ways to think more deeply about making your institution the best it can be and provide tools to bring your ideas to fruition." -- Preface.

Collection Care: An Illustrated Handbook for the Care and Handling of Cultural Objects provides a solid overview of basic collection care procedures and policies. The topics covered address the decision making criteria and risk assessment solutions involved in the best practices for handling art and artifacts. Technical subjects will cover proven techniques, materials, equipment and address problem solving assessment and current solutions. The comprehensive overview of staff responsibilities, relationships and training will bring the book to a conclusion of addressing the unison of all professionals responsible for proper handling and caring for collections. Highlights include: This book provides both visual and narrative descriptions of current best practices for caring for collection objects. Emphasis is placed on risk assessment in the decision-making process with proven, accepted technical methods and materials. Detailed coverage of

technical methods and methodologies for principles of proper handling, transport, and storage of two and three dimensional objects. Chapters will cover the institutional structure for managing, hiring, training both full and part time staff responsible for safely handling and caring of collection objects. 100 photographs, figures, and charts provide overall directions for collection care, preventive maintenance, and proper handling of objects.

The current “digital revolution” or “digital era” has affected most of the realms of today’s world, particularly the domains of communication and the creation, safeguarding and transmission of knowledge. Museums, whose mission is to be open to the public and to acquire, conserve, research, communicate and exhibit the heritage of humanity, are thus directly concerned by this revolution. This collection highlights the manner in which museums and curators tackle the challenges of digital technology. The contributions are divided into four groups that illustrate the extent of the impact of digital technologies on museums: namely, exhibitions devoted to new media or mounted with the use of new media; the hidden face of the museum and the conservation of digital works of art; cultural mediation and the communication and promotion of museums using digital tools; and the legal aspects of the digitalisation of content, whether for creative purposes or preservation.

This is the first comprehensive resource to focus solely on the rights and reproductions guidelines, established standards and emerging best practices at cultural institutions. First published in 2015, the second edition is the first time the Handbook is available in print.

The New Museum Registration Methods Amer Assn of Museums

A successor to Museum Registration Methods after the revision of its third volume was abandoned as impractical. Reports the most recent research and practice for improving the care, safety, and documentation of museum collections. Covers documentation, collections management, processes, administrative functions, risk management, and ethical and legal issues. Includes a glossary without pronunciation. Annotation copyrighted by Book News, Inc., Portland, OR

A good condition report is an accurate and informative account of an object’s state of preservation at a particular moment in time. Condition reports can have multiple functions such as recording the state of an object prior to an exhibition or loan, after exhibition or loan, to assist in collections planning, or as a tool for the treatment of an object. Most of these functions can be conducted by a registrar, curator, collections manager, or volunteer. A good condition report fills many critical needs including: Knowing the exact condition of an object before or after a loan Helping staff determine the stability of an object for exhibit or loan Limiting how often an object is handled Informing object handlers of unseen problems Showing the condition of an object over time to determine the rate of deterioration Setting priorities for conservation Assisting the staff in identifying similar objects Aiding in the valuation of an object for insurance purposes The fourth edition of Basic Condition Reporting: A Handbook proffers a standard vocabulary for all of the individuals in a museum that may be conducting condition reports. In an ideal world, everyone who does a condition report for an item would be trained in the exact same standards, use the same terminology, and use the exact same form, etc. However, the reality is that even if every registrar, collections manager, and curator in your institution does condition reports, each report will be

slightly different. Then you throw in every intern, volunteer, or student that may assist and you will find a variety of methods and terminologies that appear. This volume provide a baseline that all of these people can work from so that any person who opens the condition report can understand what the problems on a particular piece include. Rewritten, expanded and fully updated, MRM5 encompasses all that needs to be known and done when a museum accessions, measures, marks, moves, and displays or stores an object/artifact of any kind. MRM5 includes expert advice from more than 60 acknowledged leaders in their disciplines. New with the 5th edition are special teaching sections that challenge students and seasoned staff alike with questions about the process and procedures of accessioning and caring for objects.

The sixth edition of Museum Registration Methods is a comprehensive guide to registration and collections management of museum collections, from acquisition, use, and deaccessioning.

How to Close a Museum: A Practical Guide answers your questions about closing a museum. Even if you are just considering your options during difficult times and planning for your future, this book takes you through all the legal, ethical, and operational questions to start thinking about. It clearly lays out all the steps to follow to dissolve the nonprofit corporation, how to work with the board, disperse assets, create a final staffing plan, media relations, archival materials, community relations, and how to deal with donors and preserve the legacy of the organization. Included in the book are valuable forms, creative ideas, and sample documents to save you time. Written by Dr. Susana Bautista, an experienced museum administrator, curator, and museologist, who personally went through this process of closing a museum as the last executive director of the Pasadena Museum of California Art in 2018. She will recount her experiences and lessons learned, as well as those of other museum leaders who have gone through similar experiences, so that all museum professionals will be better prepared for what is always a stressful and emotional experience.

This revised edition of Things Great and Small is a comprehensive resource for preparing and applying collections management policies. Simmons reviews current ideas and literature on the subject, highlights the issues that collections management policies should address, and explains the pros and cons of choosing some policy options over others.

Hailed when it was first published in 1985 as the bible of U.S. collections management, A Legal Primer on Managing Museum Collections offers the only comprehensive discussion of the legal questions faced by museums regarding collections. This revised and expanded third edition addresses the many legal developments—including a comprehensive discussion of stolen art and the international movement of cultural property, recent developments in copyright, and the effects of burgeoning electronic uses—that have occurred during the past twenty-five years. An authoritative, go-to book for any museum professional, Legal Primer offers detailed explanations of the law, suggestions for preventing legal problems, and numerous case studies of lawsuits involving museum collections.

Registration Methods for the Small Museum has been the definitive guide to registration methodology for small museums since 1978. The book covers all aspects of the registration process and provides practical solutions for the small museum professional in a concise, readable manner. This step-by-step guide begins with developing policy and takes the reader through acquisition, numbering, accessioning, documentation, loans, and deaccessioning. It is a great introduction to both manual and computer systems and can help those that are unfamiliar with museum registration systems learn more about their collections. The fifth edition updates the handbook to fit the registration systems in today's small museums and

provides additional forms that weren't in previous additions of the book. Features include:
Easy to understand forms and templates
Overviews of both manual and computer registration systems
Overview of the acquisition process
Overview of the cataloging process
Overviews of museum loans
Examples of a collections policy and registration manual for a small museum
Guidance for small museums on how to create a new registration system or interpret the one they have

This landmark publication is the first to draw together all aspects of museum collections management in one handbook. It is designed for anyone with responsibility for a cultural collection and covers everything a collections manager needs to know. It describes professional practice in managing cultural objects and works of art, whatever the size and nature of the collection. The book includes essential information on: Legal aspects of collections
Ethical issues such as due diligence and immunity from seizure
Up to date concerns such as sustainability, crossing borders and financial constraints
Loans, acquisitions, inventory and movement. The book describes all collections management procedures in a simple step-by-step process and is clear and easy to use with all procedures based on international museum practice. Examples of real forms, policies and documents drawn from major museums are included throughout the text and act as guides for any transaction. Readership: Packed full of practical information, advice and good practice, this will be essential reading for all museum professionals, curators of private collections and museum studies students.

In recent years, many museums have implemented sweeping changes in how they engage audiences. However, changes to the field's approaches to collections stewardship have come much more slowly. *Active Collections* critically examines existing approaches to museum collections and explores practical, yet radical, ways that museums can better manage their collections to actively advance their missions. Approaching the question of modern museum collection stewardship from a position of "tough love," the authors argue that the museum field risks being constrained by rigid ways of thinking about objects. Examining the field's relationship to objects, artifacts, and specimens, the volume explores the question of stewardship through the dissection of a broad range of issues, including questions of "quality over quantity," emotional attachment, dispassionate cataloging, and cognitive biases in curatorship. The essays look to insights from fields as diverse as forest management, library science, and the psychology of compulsive hoarding, to inform and innovate collection practices. Essay contributions come from both experienced museum professionals and scholars from disciplines as diverse as psychology, education, and history. The result is a critical exploration that makes the book essential reading for museum professionals, as well as those in training.

Wondering what a museum director actually does? About to start your first director's job? Looking for guidance in starting up a museum or working with a museum director? Hugh Genoways, Lynne Ireland, and Cinnamon Catlin-Legutko have taken the mystery out and put common sense and good guidance in. Learn about everything from budgets and strategic planning to human resources and facilities management to collections and programming. They also help you tackle legal documents, legal and ethical issues, and challenges for today's 2.0 world. Case studies and exercises throughout help you review and practice what you are learning, and their extensive references will be a welcome resource.

Introduction to curation and preservation of archaeological materials. Visit our website for sample chapters!

Daniel B Reibel's *Registration Methods for the Small Museum* has been the definitive guide to registration methodology since 1978. Covering all aspects of the registration of museum collections, *Registration Methods for the Small Museum* provides practical solutions for any museum professional in a concise, readable manner. The new fourth edition brings the classic

handbook up-to-date with the electronic registration techniques that are available for today's museum.

The Care of Antiques and Historical Collections is a wonderful handbook that gives you and your staff the crucial knowledge you need to start and maintain sound programs of storage, display and environmental control for your historical artifacts. Providing instruction for both the expert and novice conservationist, MacLeish offers sound advice on how you can take a few active measures to protect, clean, repair, and care for objects most commonly found in museums or private collections. This is MacLeish's fully revised and greatly expanded edition of Per E. Gudbeck's classic *The Care of Historical Collections*.

This authoritative guide from the American Alliance of Museums and overseen by a blue-ribbon Editorial Advisory Board is intended for museums and donors alike, on the donation process, current standards and best practices, ethical and legal issues, and IRS updates and valuation considerations.

In this book, Michael Murawski explores the work of museums as agents of change through inspiring case studies as well as his own honest, personal experiences as a museum educator, offering effective strategies for museums to enact change in their communities and, most importantly, convert talk into action

Registration Methods for the Small Museum covers all aspects of the registration process and provides practical solutions for the small museum professional. The fifth edition updates the handbook to fit the registration systems in today's small museums and provides additional forms that weren't in previous additions of the book.

Between 2010 and 2012, the University of Florida Smathers Library Special Collections will receive over 15,000 objects from the Panama Canal Museum in Seminole, Florida. The Panama Canal Museum is closing in 2012 and University of Florida Smathers Library Special Collection will be the repository of the museum's collection. The collection consists of objects that were donated to the museum by U.S. citizens who lived in the Panama Canal Zone during its construction and U.S. occupation. Many objects exemplify the merging of cultures that occurred between the U.S. occupants and the Panamanian people. For this reason, the University of Florida and the Smathers Libraries agreed to accept this collection because it can provide valuable research opportunities and open up possibilities for collaboration among departments, programs, and groups across campus such as the Center for Latin American Studies and the Samuel Proctor Oral History Program. Within the collection there are many types of paper objects such as written documents, books, yearbooks, photographs, maps, and newspapers that the library handles on a regular basis. However, an overwhelming amount of the collection is comprised of three-dimensional objects that vary in material and size. Although the Smathers Library has other three-dimensional objects in its collection, no standard had been established about how to handle dimensional objects of various materials. With part of the collection arriving at the end of 2010, the Smathers Library was in need of a manual on how to handle a variety of three-dimensional museum objects in a library context. Although museums and libraries share many similarities, such as their dedication to preservation and education, they are fundamentally different in the way they are structured and how they provide public access to their collections. This project outlines the similarities and differences between museums and libraries

and how museum registration methods and collections management policies in museums can be adapted to serve the needs of the Smathers Library Special Collections. The result is a customized manual that will guide the library through the various steps of integrating the Panama Canal Museum objects into their collections. Topics included in the manual are processing the collection, object handling, condition reporting, photographing, proper storage, protocol for providing access to the collection, exhibiting, and conducting regular inventory checks.

Daniel B Reibel's *Registration Methods for the Small Museum* has been the definitive guide to registration methodology since 1978. Covering all aspects of the registration of museum collections, it provides practical solutions for any museum professional in a concise, readable manner. The step-by-step guide begins with developing policy, and then takes the reader through acquisition, numbering, accessioning, documentation, loans, and deaccessioning - all of the steps necessary to establish and maintain a registration system. The fourth edition brings the classic handbook up-to-date with the electronic registration techniques that are available for today's museum.

Collection ethics – the third rail of the museum profession. What are the encompassing issues museum face regarding how they acquire, keep and work with their collections? *Museum Collection Ethics* discusses the complexities inherent in preserving and interpreting the extraordinary range of culturally significant objects entrusted to museums. The book presents an encompassing look at every aspect of the intellectual and stewardship duties museums by definition assume. The differences between ethics, laws, customs, and expectations are discussed. They are not synonymous. Ethics vary widely and are fluid. Essential factors include: Defining a museum as an ethical pursuit The role of museum governing authorities regarding ethics The ethics of collection authority: who is responsible for collection truths How museums collect and how ethics influences that activity The ethics of assuring collection authenticity The ethical access to collections, be it physical or digital Ethics and conservation Exhibition ethics The ethics of collection removals be they voluntary or involuntary This is the first book devoted solely to the ethical concerns museums face regarding their collections.

The Green Museum remains the leading handbook for museums seeking to learn ways to implement environmentally sustainable practices at their institutions. This new edition features updated standards, techniques, and new case studies to help achieve these goals.

This book will help readers take the steps needed to set their museums on a path to being welcoming and accessible. It features a variety of actions that museums, regardless of their size or budget, can implement.

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