

SYLLABUS
Queens College/CUNY

LBSCI 7903: Museum Collection Management
2018 Summer Semester
Online Blackboard Course

INSTRUCTOR INFORMATION: Carey Stumm, email: carey.stumm@gmail.com

- Students can contact me through email at any time. I encourage you though to ask questions in the Q&A forum on Blackboard or through the ongoing discussions as other students may have the same questions.
- I will try to login to Blackboard and check email every day but please allow 24-hours for a response. I will be monitoring your discussions but will not be able to respond to every one of them. I will make sure to alert the class if I will be unreachable for more than 24-hours.
- Assignment grades will be submitted through the My Grades section of Blackboard in 1-2 weeks of submission or through email. Assignments that include everyone's class participation will be monitored more frequently and I'll comment or reach out if I feel you need to add or change anything.

COURSE DESCRIPTION

This course will cover the essential elements of the management of museum collections including collection policy, legal and ethical concerns, artifact handling, documentation, information management, preservation, exhibition and access. Museum collections that will be studied include collections of art, history, natural history, science and moving image/multimedia. Course topics will be demonstrated through videos, discussions, case-studies, reading, and various activities. Assignments include researching various topics and discussing them in online forums, a research paper about preservation, a museum exhibit evaluation, creating an online collection record through E-Hive, and two exams. Field trip to a museum exhibit is required.

COURSE STRUCTURE

This course is conducted entirely online. This means that we will not be meeting face to face for any portion of the class. You will participate completely online using [Blackboard](#). If you do not already have a CUNY portal account you can registrar for an account [here](#).

If you do not have access to a computer off campus there are [computer labs at Queens College](#) and access to computers in the library. As a Queens College student you are also able to use the computer labs at any of the CUNY campuses.

The Blackboard interface is broken up into the following sections:

- Announcements: Each week updates will be posted about what needs to be completed, due dates or any comments about class activities.
- Contact/Instructor Info: All of my contact information is listed here.
- Syllabus: A copy of this course syllabus will be accessible as a PDF
- Weekly Topics: Weekly discussions and quizzes will be posted here.
- Course Content: A quick link to blogs, discussion forums and reading

- Q&A/Cyber Café: In the Q&A discussion forum you should feel free to ask any questions about the course content, the Cyber Café is an open forum for students to talk amongst themselves about non-class specific content
- Help: Contains how-to guides for Blackboard.

REQUIRED PURCHASES: TEXTBOOK(S) AND SUPPLIES

Buck, R. A., & Gilmore, J. A. (2010). *MRM5: Museum registration methods*. Washington, DC: AAM, American Alliance of Museums. ISBN: 9781933253152

Publication Manual of the American Psychological Association: Sixth Edition. (2010). Washington, D.C.: APA. ISBN is: 9781433805592

SCHEDULE

- Each week runs Monday - Sunday.
- Each week 1- 2 lectures/discussions will be posted. You are expected to comment and look over your classmate's comments. Engage with them as much as possible. This is a discussion after all!
- Reading for each week should be completed by the BEGINNING of the week, prior to viewing the lecture or commenting on the weekly discussions.
- Activity projects and papers will be outlined in the syllabus, in the first week's lecture, and on the Announcement page. A due date for each discussion and assignment will be posted in the announcements.
- Quizzes will be posted in weeks 3 & 4

An Introduction to the Museum's role in Collection Management _____ Week 1

Monday, July 2- Discussion Forum, Getting to know one another – Due Wed July 4

Tuesday, July 3- Discussion- Functions of a museum- Due Friday July 6

Required Reading

Buck, R. A., & Gilmore, J. A. (2010). Section 1A- History of Registration

Thursday July 5- Discussion Topic 2- Creating a Collection Management Policy, ethics including *Cultural Property, Native American Collections (NAGPRA) and Fish & Wildlife Collection Federal Laws and Regulations*- Due Sunday July 8

Required Reading

Buck, R. A., & Gilmore, J. A. (2010). Section 2A- Collection management policies, Section 7A- Ethics for registrars and collection managers, Section 7B- Collections ethics, Section 7C- Care of sacred and culturally sensitive objects

Recommended Reading

Section 7H- Complying with NAGPRA, Section 7I- Biological material. In *MRM5: Museum registration methods* (pp. 2-11, 24-29, 360-362, 394-404, 408-422, 448-470). Washington, DC: AAM, American Alliance of Museums.

Recommended Reading

AAM [Museum Accreditation Criteria & Characteristics](http://www.aam-us.org/museumresources/accred/upload/Collections%20Stewardship%20ACE%20(2005).pdf) [http://www.aam-us.org/museumresources/accred/upload/Collections%20Stewardship%20ACE%20\(2005\).pdf](http://www.aam-us.org/museumresources/accred/upload/Collections%20Stewardship%20ACE%20(2005).pdf)

Collection Processing Week 2

Tuesday July 10 –Reading and Project Posted- New Acquisitions- Due Friday July 13

Thursday July 12 Discussion Posted-Accessioning- Due Sunday July 15

Required Reading

Buck, R. A., & Gilmore, J. A. (2010). Section 3A- Initial custody and documentation, Section 3B- Acquisition & accessioning, Section 3D- Provenance research in museum collections, Section 5A- Numbering. In *MRM5: Museum registration methods* (pp. 38-52, 62-73, 206-208). Washington, DC: AAM, American Alliance of Museums.

Required Viewing

Detroit Institute of Arts. #4 Fakes, Forgeries, and Mysteries: The Head of a King
<https://www.youtube.com/watch?v=8fHyNULTF9g>

Museum Collection Storage Week 3

Monday July 16- Quiz Posted- Due Friday July 20

Tuesday July 17- Discussion Posted- Deaccessioning- Due Saturday July 21

Thursday July 19- Discussion Posted- Storage Conditions, handling objects, numbering, marking- Due Sunday July 22

Required Reading

Buck, R. A., & Gilmore, J. A. (2010). Section 5B-Object handling, Section 5C-Measuring. Section 3I- Deaccessioning, Section 5D-Condition reporting; Section 5E-Marking; Section 5H-Storage. In *MRM5: Museum registration methods* (pp. 100-107, 293-299, 209-246). Washington, DC: AAM, American Alliance of Museums.

Required Viewing

Detroit Institute of Arts. Behind the Scenes at the DIA, Parts 1 & 2. In this section, Director Graham Beal introduces the process of deaccessioning at his museum. The assistant registrar goes through the steps required. 12:25 minutes. Note the last sentence is cut off.

https://www.youtube.com/watch?v=kpz_lyNUJg4

<https://www.youtube.com/watch?v=QZKeTzfnrpg>

Processing Incoming Collections Week 4

Quiz Posted Monday July 23 (Due Friday July 27)

Thursday July 26 -Topic Posted -Loans

Preservation Research Papers due by Sunday July 29

Required Reading

Buck, R. A., & Gilmore, J. A. (2010). Section 3L- Loans, Section 3M-Organizing loan and traveling exhibitions. In *MRM5: Museum registration methods* (pp. 120-137). Washington, DC: AAM, American Alliance of Museums.

Required Viewing

Your Art on Loan - Purchasing Fine Art Insurance
<https://www.youtube.com/watch?v=VCcWJPnU83M>

Recommended Viewing

Horniman Museum and Gardens: The Walrus Move
https://www.youtube.com/watch?v=N9kgkVAU_Xg

Cataloging and Museum Informatics Week 5

Tuesday July 31- Discussion Posted- Objectives of the Catalog; CDWA and CCO; Review of database types; Content Standards; Controlled Vocabularies

Thursday August 2 - Discussion Posted -Museum Informatics – Online Collections/Exhibits, Podcasts, Blogs, Folksonomy/Social; Tagging; Digital Collections; Digital Asset Management System

Required Reading

Buck, R. A., & Gilmore, J. A. (2010). Section 4C-Computerized Systems. In *MRM5: Museum registration methods* (pp. 161-183). Washington, DC: AAM, American Alliance of Museums. Section 4D- Digital asset management. In *MRM5: Museum registration methods* (pp. 184-190). Washington, DC: AAM, American Alliance of Museums.

Simon, Nina (2006). What Is Museum 2.0? *museumtwo.blogspot.com* Retrieved February 10, 2014 from <http://museumtwo.blogspot.com/2006/12/what-is-museum-20.html> (Also watch the video)

Abbott, Leala (June 2010). DAM, CMS and Collections Management Systems – What’s the Big Dif?. *LABBOTT*.

Familiarize yourself with:

"Categories for the Description of Works of Art (Getty Research Institute)." *The Getty*. Web. 08 Dec.

2011. http://www.getty.edu/research/publications/electronic_publications/cdwa/introduction.html

Visual Resources Association, Cataloging Cultural Objects (browse the different summaries and selections on this site, we will be discussing in further detail and you should at least be familiar with what this is.) <http://cco.vrafoundation.org/>

Exhibits, Outreach and Rights & Reproductions Week 6

Monday August 6-Discussion Posted- In-House Exhibitions; Traveling Exhibitions; Hosting Traveling Exhibits ("**Museum Visit Exhibit Evaluations**" due Wednesday August 8)

Required Reading

Buck, R. A., & Gilmore, J. A. (2010). . Section 3N-In-House Exhibitions, Section 3O- Hosting traveling exhibitions. In *MRM5: Museum registration methods* (pp. 138-146). Washington, DC: AAM, American Alliance of Museums.

Simon, Nina (2011). No! More! Exclamation Points! *Museumtwo.blogspot.com*. <http://museumtwo.blogspot.com/2011/07/no-more-exclamation-points.html>

Thursday August 9-Discussion Posted -Rights and Reproductions; Libraries and Archives within the Museum; Job Prospects; Professional Organizations

Recommended

Buck, R. A., & Gilmore, J. A. (2010). 7D- Copyright (pp. 427-435.); 7E- Photographic Services and Rights & Reproductions (pp. 436-440.) In *MRM5: Museum registration methods*. Washington, DC: AAM, American Alliance of Museums.

ASSIGNMENTS, DUE DATES AND GRADING PLAN

Please refer to the tentative schedule above for assignment due dates.

Assignment/Activity	Percentage
Quizzes (2 x 10% each)	20
Preservation Paper	15
Participating in weekly discussion forums and case-studies (including collection project)	50

Museum Visit	15
Totals	100

Overall Course Grades

Evaluation will be on a percentage system as detailed above. Grade assignment will follow the scholastic standards in the *2012-2013 Queens College Graduate Bulletin*, p. 30 (http://www.qc.cuny.edu/Academics/Documents/Grad_Bulletin_2012_13.pdf)

A+	97-100	B-	80-82
A	93-96	C+	77-79
A-	90-92	C	73-76
B+	87-89	C-	70-72
B	83-86	F	0-69

Incompletes

An incomplete (I) grade for the course will not be granted unless extenuating circumstances exist and **with explicit, prior approval of the instructor and in compliance with the rules of the College**. See the *2012-2013 Queens College Graduate Bulletin*, p. 31 for additional information (http://www.qc.cuny.edu/Academics/Documents/Grad_Bulletin_2012_13.pdf)

Please note that falling behind in course work or receiving unsatisfactory grades do not, in themselves, constitute sufficient cause to receive an Incomplete.

(In other words, do not assume that you may simply choose to take an incomplete; this must be requested of the instructor with ample justification in writing; it is not guaranteed!)

ASSIGNMENT DESCRIPTIONS

Quizzes (Each quiz is worth 10% of your grade)

Two *quizzes* that covers reading topics.

These quizzes will be posted in the Course Content section on the assigned date.

Preservation Papers (15% of your grade)

Students will select a medium (ex. painting, furniture, photographic print, digital image) to research and will write a 2-3 page paper on the best methods for preserving that particular type of material.

Participation in class discussions and activities (50% of your grade)

You are required to contribute to all discussions by voicing your own opinion and commenting on your classmate's postings under each weekly topic. You will also be asked to contribute to projects outside of the discussion groups.

Museum Exhibit Visit Evaluation (15% of your grade)

Students will visit a Museum exhibit and evaluate how original artifacts are displayed, if they notice temperature/humidity/light control levels, how artifacts are protected from damaging factors, what level of security is apparent (security guards, cameras), and how the artifacts are interpreted in the environment (are like items grouped together, by timeline, do most artifacts have some interpretive text panels?)

ONLINE ETIQUETTE AND ANTI-HARASSMENT POLICY: The University strictly prohibits the use of University online resources or facilities, including Blackboard, for the purpose of harassment of any individual or for the posting of any material that is scandalous, libelous, offensive or otherwise against the University's policies. Please see:

http://media.sps.cuny.edu/filestore/8/4/9_d018dae29d76f89/849_3c7d075b32c268e.pdf

CUNY POLICY ON ACADEMIC INTEGRITY

The Policy on Academic Integrity, as adopted by the Board is available to all candidates. Academic Dishonesty is prohibited in The City University of New York and is punishable by penalties, including failing grades, suspension, and expulsion. This policy and others related to candidates' issues are available to you at: <http://www.cuny.edu/about/info/policies/academic-integrity.pdf> . [Note: if the link does not work try copying the URL and pasting it in the address line.]

USE OF CANDIDATE WORK

All programs in New York State undergo periodic reviews by accreditation agencies. For these purposes, samples of candidates' work are made available to those professionals conducting the review. Candidate anonymity is assured under these circumstances. If you do not wish to have your work made available for these purposes, please let the professor know before the start of the second class. Your cooperation is greatly appreciated.

REASONABLE ACCOMMODATIONS FOR CANDIDATES WITH DISABILITIES

Candidates with disabilities needing academic accommodation should: 1) register with and provide documentation to the Special Services Office, Kiely 171; 2) Contact me indicating the need for accommodation and what type. This should be done during the first week of class. For more information about services available to Queens College candidates, contact: Special Service Office; 171 Kiely Hall; 718-997-5870 (8:00 a.m. to 5:00 p.m.).