

HIS-570-01
Spring 2007
Ferguson 474
T 6:00-8:30

Dr. P. Beisel
Office: Dugas L.A. 305
Office Hours: MW 9-10, 11-12, 1-3
Friday 9-10, 11-12 (and by appointment)
Phone: 468-2093 / Email: pbeisel@sfasu.edu

Course Objectives

This course will introduce students to the essential knowledge, skills, and abilities required to successfully conduct the management of archival or museum collections. Students will read short essays, extended monographs, and technical briefs as they become familiar with the processes, critical issues, and standard terminology and practices of collections management. The assignments will include individual and group projects, written summaries and reports, and in-class presentations. The “hands-on” emphasis of this course will provide “real world” experiences to complement the traditional reading and lecture phases of a graduate-level course.

Required Books

- + Dearstyne, Bruce W. *Managing Historical Records Programs: A Guide for Historical Agencies*. Walnut Creek, CA: AltaMira Press, 2000.
- + Simmons, John. *Things Great and Small: Collections Management Policies*. Washington: American Association of Museums, 2006.
- + Reibel, Daniel B. *Registration Methods for the Small Museum*. 3rd edition. Walnut Creek, CA: AltaMira Press, 1997.

Grading Scale

Assignment (due date)	Points	Weight
In-class participation	10	5%
Three-page articles & chapters summary (2/6)	10	5%
Three-page articles & chapters summary (2/27)	10	5%
Three-page articles & chapters summary (3/6)	10	5%
Three-page articles & chapters summary (4/10)	10	5%
Three-page articles & chapters summary (5/1) [lowest of five will be dropped]	(10)	(5%)
Individual Conservation Presentation (2/20)	25	12.5%
Individual Archival Project (3/20)	40	20%
Individual Digitization Presentation (4/17)	25	12.5%
Seven-page summary of “real world” encounters (5/1)	20	10%
Group Museum Project (5/8)	40	20%
Total	200	100%

The final grade in the course is determined by the total number of points earned on participation, summaries, presentations, and projects attendance weighted according to the percentages listed above. Students are responsible for reading all instructions, study guides, and relevant information posted on WebCT. Successful participation includes advance reading, timely submission of assignments, and meaningful contributions to class discussions.

Attendance Policy

Students are expected to attend all classes.

Three-page articles & chapters summaries

There will be five, three-page articles and chapters summaries. Write a three-page, double-spaced, 1" margin, 12 point font review of each set of outside readings. Your report should have your name and date on the first page (only) and page numbers on each subsequent page. The bibliographic information should be listed on the first page before beginning the review. The summary should not only include an overview of the thesis and supporting evidence for each selection, but also a consideration of its intended audience and your potential future use. The *due dates* are noted on the class schedule. Each assignment is worth a total of ten points.

Notifications

Non-discrimination

Each student will be free of discrimination or harassment on the basis of sex, race, color, religion, national origin, age, disability, political affiliation, sexual orientation, veteran status, or physical appearance.

Disability Services

In accordance with University policy, students with disabilities who need accommodations are expected to initiate a meeting with the professor immediately upon registering with Disability Services to discuss how accommodations included on the Special Accommodation Request form will be provided. Students with disabilities who may have special needs and have not requested support services should seek assistance through Disability Services (from the Student Handbook http://www.sfasu.edu/upp/pap/academic_affairs).

Academic Integrity

"Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit" (from the Policy Manual of Academic Affairs, <http://www.sfasu.edu/pages/page.aspx?id=3967>).

Acts of plagiarism or cheating will result in an action report filed in the dean's office and/or a failing grade for the assignment and/or course. If you are at all unsure about plagiarism when writing your paper, speak with the instructor **before** the due date. Please review the policy at <http://www.sfasu.edu/pages/page.aspx?id=3967> for detailed information about the reporting and appeals processes.

Collections Management – Spring 2007

Date	ACTIVITIES, READINGS, AND ASSIGNMENTS
1/23	History of Collections – Objects (A)
1/30	History of Collections – Documents (B)
2/6	Processing Collections – Archives (H) 3 page summary of readings due *Dearstyne, <i>Managing Historical Records Programs</i> : Chapters 5-7, and 10 & Appendices 2, 3, and 5-10 *NPS, Museum Handbook, part 2 Appendix D, http://www.cr.nps.gov/museum/publications/MHII/mh2appd.pdf *Duff, Craig, and Cherry, "Historians' Use of Archival Sources" in <i>The Public Historian</i> 26 (no. 2): 7-22
2/13	Visit Diboll History Center – van leaves at 5:00 or arrive at Diboll no later than 5:50!!! (K)
2/20	In-class reports (10 min) on individual conservation problem, preventative measures, and solutions; present to class utilizing technology and provide copy of report (E) *Dearstyne, <i>Managing Historical Records Programs</i> : Chapter 8 and Appendix 11 *Simmons, <i>Things Great and Small</i> : Chapters 12-14
2/27	Personnel, Duties, and Theory – Archives (D) 3 page summary of readings due *Dearstyne, <i>Managing Historical Records Programs</i> : Introduction, Chapters 1-4, 9, Appendix 1 & 4 *Shulman & Nelson, "Public Documents and Public History," in <i>The Public Historian</i> 25 (no. 1): 29-50 *Jimerson, "Ethical Concerns for Archivists" in <i>The Public Historian</i> 28 (no. 1): 87-92 *Smith & Stern, "A Historical Review of Access to Records in Presidential Libraries," in <i>The Public Historian</i> 28 (no. 3): 79-116
3/6	Personnel, Duties, and Theory – Museums (C) 3 page summary of readings due *Simmons, <i>Things Great and Small</i> : Chapter 17 & Appendix B *Kyvig & Marty, <i>Nearby History</i> , 2 nd ed.: Chapters 8 & 9 *Gardner & LaPaglia, <i>Public History</i> , rev. ed.: Woodhouse (187-202) *Case, "What Registrars Do All Day," in <i>Registrars on Record: Essays on Museum Collections Management</i> : 13-33 *"Code of Ethics for Registrars," in <i>Registrars on Record</i> : 229-238
3/13	Spring Break – No Class (ETRC is open on Monday only this week)
3/20	Processing Collections – Museums pt. 1 (F) Individual archival project due (paper and electronic versions) *Simmons, <i>Things Great and Small</i> : Chapters 1-6, 18-20 *Sonderman, "Primal Fear: Deaccessioning Collections," http://www.cr.nps.gov/archeology/Cg/vol1_num2/fear.htm *Weil, "The Deaccession Cookie Jar," in Weil, <i>A Cabinet of Curiosities</i> (originally <i>Museum News</i> 71) 139-143

	*Cowton, <i>Spectrum</i> , "Documentation issues for collections management policies" [12 pgs] and "Glossary" [6 pgs] download at http://www.mda.org.uk/spectrum.htm
3/27	Processing Collections – Museums pt. 2 (G) *Simmons, <i>Things Great and Small</i> : Chapters 7-11, 15, 16 *Reibel, <i>Registration Methods for the Small Museum</i> . *NPS, Museum Handbook, part 2, http://www.cr.nps.gov/museum/publications/MHII/mushbkII.html [not Appendix A or B]
4/3	Release day to work on group project
4/10	<i>Texas Tides</i> – Rachel Galan (L) 3 page summary of readings due *Gardner & LaPaglia, <i>Public History</i> , rev. ed.: Sparrow (397-416) *Richards, "Online Museums, Exhibits, and Archives of American Disability History," in <i>The Public Historian</i> 27 (no. 2): 91-100 *Stanton, "Film and Electronic Media Review Essay," in <i>The Public Historian</i> 24 (no. 1): 119-125
4/17	Digitizing Collections (I) presentations on digitization Individual media presentation (10 minutes) and four page report on three artifactual and three documentary digitized collections available online (Texas, Oklahoma, Arkansas, or Louisiana collections)
4/24	<i>Van Zbinden and Heather Register</i> (M)
5/1	Exhibition (J) 3 page summary of readings due Seven page summary of three "real world" encounters due *Nicks, "Curatorship in the Exhibition Planning Process," in Lord & Lord, <i>Manual of Museum Exhibitions</i> , 345-372 *Cunningham, "How the West Was Hung: A Corporate Collection Tour," in <i>Registrars on Record</i> , 77-88 *Rosenblatt, <i>Building Type Basics for Museums</i> , http://www.netLibrary.com/urlapi.asp?action=summary&v=1&bookid=56775 , Chapter 2 *NPS, Museum Handbook, part 3, http://www.cr.nps.gov/museum/publications/MHIII/mushbkIII.html
5/8	Final Exams – Group Project Due

History of Collections	Personnel, Duties, Theory	Curation & Collections	The Public Side	"Real World"
<ul style="list-style-type: none"> Objects (A) Documents (B) 	<ul style="list-style-type: none"> Museums (C) Archives (D) 	<ul style="list-style-type: none"> Conservation Concerns (E) Processing Collections (Museum) (F & G) Processing Collections (Archive) (H) 	<ul style="list-style-type: none"> Digitizing Collections (I) Exhibition (J) 	<ul style="list-style-type: none"> Diboll History Center (K) Texas Tides (L) Zbinden & Register (M)

Individual and Group Projects

Individual Archival Project – Option of one of the following at the East Texas Research Center, Steen Library, five hours per week required – a few hours of your time will also include monitoring/cleaning the ETRC collections storage area. Sign up on the schedule in the ETRC by Friday 26th. Bernice Wright, director of the ETRC, and her staff will instruct you according to your particular collection.

For additional resources review

Dearstyne, *Managing Historical Records Programs*

NPS, *Conserve-O-Gram*, sections 13, 14, and 19

NPS, *Museum Handbook*, part 1 and part 2 – Appendix D

Kansas City Area Archivists, *Keeping Your Past: A Basic Guide to the Care & Preservation of Personal Papers* (on reserve)

Ehrenberg, Ralph E. *Archives & Manuscripts: Maps and Architectural Drawings* (on reserve)

Ritzenthaler, Mary Lynn. *Archives & Manuscripts: Conservation* (on reserve)

National Archives and Records Administration <http://www.archives.gov/>

Tom & Janice

- ◆ Roy Blake Papers (mid- to late-20th century politician)
 - re-housing, inventory, begin biographical sketch

Paul

- ★ Toll Barrett Papers (19th century business)
 - sorting, arranging, and inventory

Laura & Jennifer

- ◆ Jerry Johnson (1980s & 1990s politician) Scrapbooks
 - inventory, scanning photographs, biographical sketch

Curtis & John

- ◆ Old Nacogdoches County Court Cases (19th C to 1980s)
 - re-folding, re-boxing, inventory into MSAccess

Melanie, Angela, & Liam

- ◆ University Archives (various departments, various dates)
 - re-folding, inventory

Angie & Tiffany

- ◆ Pickering Lumber Company (1920s-1950s)
 - map collection inventory and arrangement (Angie)
 - deeds inventory and arrangement (Tiffany)

Individual Conservation Presentation – Prepare an in-class report (10 min) on a particular individual conservation problem, preventative measures, and solutions; present to class utilizing technology and provide each class member with an outline (key points) of your report. Each student should read Dearstyne, *Managing Historical Records Programs*: Chapter 8 and Appendix 11 and Simmons, *Things Great and Small*: Chapters 12-14.

- Pests/Insects –
- Dust/Dirt –
- Light –
- Water/Humidity –
- Temperature –
- Paper (de-acidifying, repair, flattening, cleaning) –
- Leather and Stuffed Specimens –
- Fabric (cotton, wool, silk) –
- Precious metals –
- Industrial metals –
- Wood –
- Maps/drawings –
- Mold/Fungus –
- Storage Materials (folders, boxes, envelopes) –
- Transportation (inside & outside of institution) –
- Disaster Planning (earthquake, fire, hurricanes/floods/tsunamis) – Dr. Beisel

A suggested list of places to start individual topic research....

NPS, *Conserve-O-Grams*, <http://www.cr.nps.gov/museum/publications/consveogram/conserv.html>

NPS, Museum Handbook, part 1, <http://www.cr.nps.gov/museum/publications/MHI/mushbkI.html>

NPS, Curatorial Safety Messages, <http://www.cr.nps.gov/museum/safety/index.htm>

NPS, Disaster Plan, [not Smithsonian section], <http://www.cr.nps.gov/museum/publications/primer/primintro.html>

CCI, Technical Bulletins, <http://www.cci-icc.gc.ca/> (interlibrary loan individual titles)

CCI, Notes, http://www.cci-icc.gc.ca/publications/ccinotes/index_e.aspx (interlibrary loan individual titles)

AASLH, Technical Leaflets, <https://www.aaslhnet.org/leaflets.htm> AASLH, Special Reports, <https://www.aaslhnet.org/reports.htm>

Journal of Conservation and Museum Studies, <http://www.jcms.ucl.ac.uk/>

National Archives and Records Administration, <http://www.archives.gov/preservation/family-archives/index.html> (family papers) and <http://www.archives.gov/preservation/index.html> (professionals)

Kansas City Area Archivists, *Keeping Your Past: A Basic Guide to the Care & Preservation of Personal Papers* (on reserve)

Ehrenberg, Ralph E. *Archives & Manuscripts: Maps and Architectural Drawings* (on reserve)

Ritzenthaler, Mary Lynn. *Archives & Manuscripts: Conservation* (on reserve)

National Research Council. *Preservation of Historical Records* (on reserve)

Group Project – Option of any one room in the Millard-Lee House at Millard's Crossing, less any printed materials or documents,

- dining room,
- sitting room,
- child's bedroom,
- kitchen, or
- halls & back porch.

Goal – Create individual registration records of all items in the room(s) to include photograph and description per nomenclature and standard collections management practices. Each group should download and utilize the free version of PastPerfect Version 4 from Pastime Software Company - <http://www.museumsoftware.com/>.

Group A

Group B

Group C

The main resources are

Reibel, *Registration Methods for the Small Museum*

Blackaby et al, *Revised Nomenclature* (on reserve)

For additional resources review

Simmons, *Things Great & Small*

NPS, *Museum Handbook*, part 2 – available online

Miller and Miller, *Miller's International Antiques Price Guide* (on reserve)

ACMP (NPS) Series, #6, #8, #9 in black three-ring binder (on reserve)

Selected Bibliography (* = Students Read)

(A/1) History of Collections - Objects

- Alexander, Edward P. "The Rise of American History Museums," in Tolles, *Leadership for the Future*: 3-20.
- Conn, Steven. *Museums and American Intellectual Life, 1876-1926*. Chicago: The University of Chicago Press, 1998.
- Corsane, Gerard, ed. *Heritage, Museums and Galleries: An Introductory Reader*. New York: Routledge, 2005.
- Emery, Elizabeth and Laura Morowitz. "From the Living Room to the Museum and Back Again: The Collection and Display of Medieval Art in the fin de siècle." *Journal of the History of Collections* 16, no. 2 (2004): 285-309.
- Genoways, Hugh ed. *Collections* (A Journal) AltaMira Press, Vol. 1 2004-2005 – present.
- Glaser, Jane R., ed. and Artemis A. Zenetou. *Museums: A Place to Work – Planning Museum Careers*. The Heritage: Care-Preservation-Management Series. New York: Routledge, 1996.

(B/2) History of Collections - Documents

- Boles, Frank. *Selecting & Appraising Archives & Manuscripts*. Chicago: Society of American Archivists, 2005. Chapters 1 and 2
- Fawcett, "Presidential Libraries: A View from the Center," in *The Public Historian* 28 (no. 3): 13-36.
- Genoways, Hugh ed. *Collections* (A Journal) AltaMira Press, Vol. 1 2004-2005 – present.
- Johnson, Peggy. *Fundamentals of Collection Development & Management*. American Library Association, 2004. Chapter 1
- National Archives and Records Administration, <http://www.archives.gov/about>
- Neal, Dr. James, "Introduction to Archives" – Middle Tennessee State University, Fall 1999.

(C/7) Personnel, Duties, Theory - Museums

- *Simmons, *Things Great and Small*: Chapter 17 & Appendix B
 - *Kyvig & Marty, *Nearby History*, 2nd ed.: Chapters 8 & 9
 - *Gardner & LaPaglia, *Public History*, rev. ed.: Woodhouse (187-202)
 - *Case, "What Registrars Do All Day," in *Registrars on Record: Essays on Museum Collections Management*: 13-33
 - *"Code of Ethics for Registrars," in *Registrars on Record*: 229-238
- Corsane. *Heritage, Museums and Galleries: An Introductory Reader*.
- Fopp, Michael A. *Managing Museums and Galleries*. New York: Routledge, 1997, pp. 1-33.
- Glaser and Zenetou, *Museums: A Place to Work – Planning Museum Careers*, Chapter 6.
- McManamon, "The Long View," http://www.cr.nps.gov/archeology/Cg/vol1_num2/longview.htm
- Tolles, various essays about the director, *Leadership for the Future*: 21-166.

(D/6) Personnel, Duties, Theory - Archives

- *Dearstyne, Bruce W. *Managing Historical Records Programs: A Guide for Historical Agencies*. Walnut Creek, CA: AltaMira Press, 2000. Introduction, Chapters 1-4, 9, Appendix 1 & 4
 - *Shulman & Nelson, "Public Documents and Public History," in *The Public Historian* 25 (no. 1): 29-50
 - *Jimerson, "Ethical Concerns for Archivists" in *The Public Historian* 28 (no. 1): 87-92
 - *Smith & Stern, "A Historical Review of Access to Records in Presidential Libraries," in *The Public Historian* 28 (no. 3): 79-116
 - *Job Announcement, "Senior Processing Archivist," UT San Antonio, 1/18/07 – handout for students
- Boles, Frank. *Selecting & Appraising Archives & Manuscripts*. Chicago: Society of American Archivists, 2005. Chapters 3-5.
- Gardner, James B. and Peter S. LaPaglia. *Public History: Essays from the Field*. Revised ed. Malabar, FL: Krieger Publishing Company, 2004. Tyron (57-74), Ham (169-186), Adkins (371-384)

Kyvig, David E. and Myron A. Marty. *Nearby History: Exploring the Past Around You*. 2nd edition. Walnut Creek, CA: AltaMira Press, 2000. Chapters 5 & 7

(E/5) Curation & Collections – Conservation Concerns

*Dearstyne, *Managing Historical Records Programs*: Chapter 8 and Appendix 11

*Simmons, *Things Great and Small*: Chapters 12-14

“Code of Practice for Couriering Museum Objects,” in *Registrars on Record*: 239-246.

Dorge, Valerie and Sharon L. Jones. *Building an Emergency Plan: A Guide for Museums and Other Cultural Institutions*. Los Angeles: The Getty Conservation Institute, 1999.

Gardner, Marilyn. “Saving History from a Hurricane” *Christian Science Monitor* 9/28/05.

Geyer, “Moving Imagery: Collections Management during a Museum Move,” in *Registrars on Record*: 91-110.

Kansas City Area Archivists, *Keeping Your Past: A Basic Guide to the Care & Preservation of Personal Papers* (1987).

Selwitz, Charles and Shin Maekawa. *Inert Gases in the Control of Museum Insect Pests*. Research in Conservation. Malibu, CA: The Getty Conservation Institute, 1998.

CCI, Technical Bulletins, <http://www.cci-icc.gc.ca/>

CCI, Notes, http://www.cci-icc.gc.ca/publications/ccinotes/index_e.aspx

CCI, “Preventative Conservation in Museums” VSH No. 8/19

Getty Conservation Institute.

Journal of Conservation and Museum Studies, <http://www.jcms.ucl.ac.uk/>

NPS, *Conserve-O-Grams*, <http://www.cr.nps.gov/museum/publications/consveogram/conserv.html>

NPS, Museum Handbook, part 1 Appendices,

<http://www.cr.nps.gov/museum/publications/MHI/mushbkI.html>

NPS, Curatorial Safety Messages, <http://www.cr.nps.gov/museum/safety/index.htm>

NPS, Disaster Plan, [not Smithsonian section],

<http://www.cr.nps.gov/museum/publications/primer/primintro.html>

(F/8) Curation & Collections – Processing Collections (Museum – the policies)

*Simmons, *Things Great and Small*: Chapters 1-6, 18-20

*Sonderman, “Primal Fear: Deaccessioning Collections,”

http://www.cr.nps.gov/archeology/Cg/vol1_num2/fear.htm

*Weil, “The Deaccession Cookie Jar,” in Stephen Weil, *A Cabinet of Curiosities* (originally *Museum News* 71) 139-143

*Cowton, Jeff. *Spectrum*. Rev. ed., “Documentation issues for collections management policies” [12 pgs] and “Glossary” [6 pgs] download at <http://www.mda.org.uk/spectrum.htm> Cambridge: The Museum Documentation Association, 1997.

American Association of Museums. *Caring for Collections*. Washington, DC: American Association of Museums, 1994.

Brodie, Neil and Kathryn Walker Tubb. *Illicit Antiquities: The Theft of Culture and the Extinction of Archaeology*. New York: Routledge, 2002.

Buck, Rebecca A. and Jean Allman Gilmore, eds. *The New Museum Registration Methods*. Washington: American Association of Museums, 1998.

Cowton, Jeff. *Spectrum*. Rev. ed., <http://www.mda.org.uk/spectrum.htm> Cambridge: The Museum Documentation Association, 1997.

Fahy, Anne, ed. *Collections Management*. Leicester Readers in Museum Studies, ed. Susan M. Pearce. New York: Routledge, 1995.

Gardner, James B. and Elizabeth E. Merritt. *The AAM Guide to Collections Planning*. Professional Education Series. Washington: American Association of Museums, 2004.

Holm, Stuart A. *Facts and Artefacts: How to Document a Museum Collection*. Cambridge: The Museum Documentation Association, 1991.

O'Keefe, Patrick J. *Trade in Antiquities: Reducing Destruction and Theft*. London: UNESCO, 1997.
Raikes, Susan. "Is Collections Management an "Art" or a "Science"?" *Journal of Conservation and Museum Studies* no. 1 (May 1996).
Summerville, James. "Using, Managing, and Preserving the Records of Your Historical Organization," *AASLH Technical Report 9*.
Weil, Stephen E., ed. *A Deaccession Reader*. Washington: American Association of Museums, 1997.

(G/9) Curation & Collections – Processing Collections (Museum – the process)

*Simmons, *Things Great and Small*: Chapters 7-11, 15, 16
*Reibel, *Registration Methods for the Small Museum*.
*NPS, Museum Handbook, part 2, <http://www.cr.nps.gov/museum/publications/MHII/mushbkII.html>
[not Appendix A or B]
Bearman, David. *Functional Requirements for Collections Management Systems*. Pittsburgh: Archives & Museum Informatics, 1987.
Buck and Gilmore. *The New Museum Registration Methods*.
Blackaby, James R., Patricia Greeno and the Nomenclature Committee. *The Revised Nomenclature for Museum Cataloging: A Revised and Expanded Version of Robert G. Chenall's System for Classifying Man-Made Objects*. Walnut Creek, CA: AltaMira Press, 1995.
Maine State Museum. *Accessioning and Cataloging Museum Collections*. Augusta, ME: Maine State Museum, n.d.
Stuckert, Caroline M. *Cataloging from Scratch: A Manual for Cataloging Undocumented Collections in Small Museums*. 2nd ed., rev. and expanded. Havertown, PA: MACC Associates, Inc., 1991.
Taylor, Martha Ross. *Cataloging the Decorative Arts: Database Design Principles & Applications*. Volumes in Historical Archaeology XVII. Stanley South, editor. Columbia: University of South Carolina, 1991.

(H/3) Curation & Collections – Processing Collections (Archive)

*Dearstyne, *Managing Historical Records Programs*: Chapters 5-7, 10 & Appendices 2, 3, and 5-10
*NPS, Museum Handbook, part 2 Appendix D, <http://www.cr.nps.gov/museum/publications/MHII/mh2appd.pdf>
*Duff, Craig, and Cherry, "Historians' Use of Archival Sources" in *Public Historian* 26 (no. 2): 7-22
Carmicheal, David. *Organizing Archival Records: A Practical Method of Arrangement and Description for Small Archives*. 2nd ed. Walnut Creek, CA: AltaMira Press, 2004.
Ehrenberg, Ralph E. *Archives & Manuscripts: Maps and Architectural Drawings*. Chicago: Society of American Archivists, 1982.
Kane, Lucile M. *A Guide to the Care and Administration of Manuscripts*. Nashville: AASLH, 1966.
Summerville, James. "Using, Managing, and Preserving the Records of Your Historical Organization," *AASLH Technical Report 9*.
Yakel, Elizabeth. *Starting An Archives*. Chicago: Society of American Archivists, 1994.

(I/11) The Public Side – Digitizing Collections

(J/13) The Public Side - Exhibition

*Lord & Lord, *Manual of Museum Exhibitions*: John Nicks, "Curatorship in the Exhibition Planning Process" (345-372)
*Cunningham, "How the West Was Hung: A Corporate Collection Tour," in *Registrars on Record*, 77-88
*Rosenblatt, *Building Type Basics for Museums*, <http://www.netLibrary.com/urlapi.asp?action=summary&v=1&bookid=56775>, Chapter 2
*NPS, Museum Handbook, part 3, <http://www.cr.nps.gov/museum/publications/MHIII/mushbkIII.html>
Fopp, Michael A. *Managing Museums and Galleries*. New York: Routledge, 1997, pp. 143-147.

Gardner & LaPaglia, *Public History*, rev. ed.: Howell (141-156)

Jacobson et al “Kansas City Exhibit, Museum, and Historic Site Reviews,” in *The Public Historian* 27 (no. 4): 83-113.

Hackman, “Toward Better Policies & Practices for Presidential Libraries,” in *The Public Historian* 28 (no. 3): 165-183.

Martin, Dr. Bren. “Public Programming for Historical Organizations and Archives.” Syllabus for SAA. Watch clip from *American Treasure* – the security of the Declaration of Independence!

(K/4) Diboll History Center – Archival Processing & Research

(L/10) Texas Tides/Rachel Galan – Digitizing Collections

*Gardner & LaPaglia, *Public History*, rev. ed.: Sparrow (397-416)

*Richards, “Online Museums, Exhibits, and Archives of American Disability History,” in *The Public Historian* 27 (no. 2): 91-100

*Stanton, “Film and Electronic Media Review Essay,” in *The Public Historian* 24 (no. 1): 119-125

(M/12) Zbinden & Zbinden – Curation & Exhibition