

Collections Management Fall 2013

Working Bibliography

General Monographs & Serials

AASLH *Technical Leaflets*, <https://www.aaslhnet.org/leaflets.htm> [personal & ILL]

AASLH *Special Reports*, <https://www.aaslhnet.org/reports.htm> [personal & ILL]

Gardner, James B. & Peter S. LaPaglia, eds. *Public History: Essays from the Field*. Rev. ed. Public History Series. Malabar, FL: Krieger Publishing Company, 2006. [D16.163 .P84 2006 and personal] {This set of essays introduces the reader to the wide range of careers and sites awaiting a historian venturing beyond the academic classroom. The essays include jobs such as contract historians, historic preservationists, interpreters, manuscript curators, and sites ranging from local historical agencies to the federal government to corporate archives.}

History News, AASLH, [personal & ILL]

Kyvig, David E. and Myron A. Marty. *Nearby History: Exploring the Past Around You*. 2nd edition. Walnut Creek, CA: AltaMira Press, 2000. [E180.5 .N98 2000] [3rd edition is being ordered as of 8/26/2013] [personal all editions] {These topical essays range from primary sources to oral histories to researching and writing. The essays introduce to reader both to locally available resources as well as how those resources are used by historians.}

Public Historian, The. National Council on Public History. [2001-present ejournal, 1999-present personal, 1978-present ejournal via my personal subscription, and 1978-present JSTOR]

Archives/Archival Collections – Identity, Operation, and History

American Archivist. The Society of American Archivists. 1938-present.

<http://archivists.metapress.com/home/main.mps> [open, 3 volume wall]

Anderson, Jill E. “Using Professional Forums to Assess Historians’ E-Resource Needs.” *Collection Building* 28/1 (2009): 4-8. {how to determine resources valued by historians, mostly secondary, but some primary}

Archival Science: International Journal on Recorded Information. Springer. 2001-present. [ejournal]

Bastian, Jeannette Allis and Ben Alexander. *Community Archives: The Shaping of Memory*. Principles and Practice in Records Management and Archives Series. London: Facet, 2009. [CD976.5 .C66 2009 & ETRC]

Bellmore, Audra, Claire-Lise Benaud, and Sever Bordeianu. “J. B. Jackson, Cultural Geographer: Evolution of an Archive.” *Collection Building* 31/3 (2012): 115-119. {how to acquire and process a scholar’s archive – JB JACKSON ROCKS!!}

Boles, Frank. *Selecting & Appraising Archives & Manuscripts*. Chicago: Society of American Archivists, 2005. [CD973 .A77 B65 2005 ETRC] {Boles begins this compact theoretical historical analysis by tackling the difference (he argues) between selecting and appraising. The text then progresses through the different attitudes within the archival profession towards this fundamental and even ethical question. Boles then devotes a majority of the text to essential policies, decision making, and how to deal with multi-media materials. This is written more for those within the field or seriously interested in the nuances of archival selection rather than a local organization hoping to arrange its own archives and some holdings of manuscript collections.}

Carmicheal, David W. *Organizing Archival Records: A Practical Method of Arrangement and Description for Small Archives*. 2nd ed. American Association for State and Local

*Required reading for HIS570 Fall 2013

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History Series. Walnut Creek, CA: AltaMira Press, 2004. [CD950 .C37 2004] {This wonderfully direct book is aimed at the sparsely staffed organization relying upon non-professional volunteer help and provides the most 1-2-3 approach of any of the archival manuscript processing guides. There are three chapters (purpose of organization, levels of organization, and steps of organization) expanded by the accompanying CD-ROM.

The appendix of example problems is followed by a second appendix with the answers.}

Collections: A Journal for Museum and Archives Professionals. AltaMira Press. Vol. 1 (2004) – present.

- *Cook, Terry. "Evidence, Memory, Identity, and Community: Four Shifting Archival Paradigms." *Archival Science* 13 (2013): 95-120. {excellent 150 year history of the changing roles and directions of archivists}
- Cox, Dwayne. "The Rise of Confidentiality: State Courts on Access to Public Records During the Mid-twentieth Century." *The American Archivist*, Vol. 68 (Fall/Winter 2005): 312-322. {examines demand for access vs. identifying categories to be restricted}
- Cox, Richard J., Charles Dollar, Rebecca Hirsch, and Peter J. Wosh. "Founding Brothers: Leland, Buck, and Cappon and the Formation of the Archives Profession." *The American Archivist*, Vol. 74, Supplement 1/2011): 1-27. {the role of these three early 20th c archivists and the development of pro-/anti-public history within profession}
- *Daniel, Dominique. "Archival Representations of Immigration and Ethnicity in North American History: From the Ethnicization of Archives to the Archivization of Ethnicity." *Archival Science*, 01 August 2013. {examines the role of archivists within history profession and a particular historiography using lens of ethnicity and immigration history – solid, mentions Gabbacia, Bodnar, and Novick!}
- Dearstyne, Bruce W. ed. "Archives and Public History: Issues, Problems, and Prospects." Special Issue. *The Public Historian* Vol. 8, No. 3 (Summer 1986): i-124. [HN1 .P8 VOL. 8, NO. 3 ETRC]
- Dearstyne, Bruce W., ed. *Leadership and Administration of Successful Archival Programs*. Greenwood Library Management Collection. Westport, CT: Greenwood Press, 2001. [ebook]
- *Dearstyne, Bruce W. *Managing Historical Records Programs: A Guide for Historical Agencies*. Walnut Creek, CA: AltaMira Press, 2000. [CD3050 .D43 2000 & ETRC & personal] {an excellent concise guide to how to begin and manage historical records programs of all sizes/types from the whole to the item, includes sample forms}
- Ehrenberg, Ralph E. *Archives & Manuscripts: Maps and Architectural Drawings*. Chicago: Society of American Archivists, 1982. [Z110.C7 E36 1982X & ETRC]
- Fawcett, S. K. "Presidential Libraries: A View from the Center." *The Public Historian* Vol. 28, No. 3 (Summer 2006): 13-36. [HN1 .P8 VOL. 8, NO. 3 ETRC]
- Gracy, David B. *The State Library and Archives of Texas: A History, 1835-1962*. Austin: University of Texas Press, 2010. [Z678.4 .T4 G73 201]
- *Grimm, Tracy B. and Chon A. Noriega. "Documenting Regional Latino Arts and Culture: Case Studies for a Collaborative, Community-Oriented Approach." *The American Archivist*, Vol. 76, No. 2 (Spring/Summer 2013): 95-112. {explains the hole within archive development with regards to Latinos and how collaboration can address}
- Hackman, L. J. "Toward Better Policies & Practices for Presidential Libraries." *The Public Historian* Vol. 28, No. 3 (Summer 2006): 165-183.
- Hunter, Gregory S. *Developing and Maintaining Practical Archives: A How-To-Do-It Manual*.

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- 2nd ed. How-To-Do-It Manual for Libraries, no. 122. New York: Neal-Schuman Publishers, 2003. [CD950 .H86 2003 & ETRC]
- Jimerson, Randall C. "Ethical Concerns for Archivists." *The Public Historian* Vol. 28, No. 1 (Winter 2006): 87-92.
- Journal of Archival Organization*. Taylor & Francis/Routledge Vol 1. 2002 – present. [ejournal]
- *Mannon, Melissa. "Cultural Heritage Collaboration." *History News* (Autumn 2010): 17-21. [AASLH website & personal]
- National Archives and Records Administration, <http://www.archives.gov/>
- National Institute for Conservation, *Leaflets*, AASLH #s 101-112. [ILL] {are these too dated?}
- NPS, Museum Handbook, part 2 Appendix D "Archives," <http://www.cr.nps.gov/museum/publications/MHII/mh2appd.pdf>
- Neal, Dr. James, "Introduction to Archives" – Middle Tennessee State University, Fall 1999.
- Oliva, Mary Lou, ARMA, SAA. *Sample Forms for Archival and Records Management Programs*. Lenexa, KS & Chicago: ARMA & SAA, 2002. [CD950 .S26 2002X ETRC]
- Pearce-Moss, Richard. *A Glossary of Archival and Records Terminology*. Chicago: Society of American Archivists, 2005. <http://www2.archivists.org/publications/epubs>, accessed 8/26/2013.
- Prom, Christopher J. and Ellen D. Swain. *College and University Archives: Readings in Theory and Practice*. Chicago: Society of American Archivists, 2008. [CD3065 .C57 2008 ETRC]
- Potter, Susan and Robert P. Holley. "Rare Material in Academic Libraries." *Collection Building* 29/4 (2010): 148-153. {how to ensure that libraries build rare collections}
- Pugh, Mary Jo. *Providing Reference Services for Archives & Manuscripts*. Archival Fundamentals Series. Chicago: Society of American Archivists, 2005. [CD971 .P84 2005 ETRC]
- Roe, Kathleen D. *Arranging and Describing Archives and Manuscripts*. Archival Fundamental Series II. Chicago: Society of American Archivists, 2005. [CD950 .R64 2005 ETRC] {A well-written guide to archival and manuscript collections management. Begins with an overview of the repositories then moves to "core concepts and principles of arrangement and description," before addressing the "context of arrangement and description." The final chapter introduces arrangement and description. Includes text boxes, charts, sample forms, and examples drawn from actual sites.}
- Rustad, Kjersti. "Our Digital Heritage as Source Material to End-Users: Collection of and Access to Net Publications in the National Library of Norway." *Collection Building* 25/3 (2006): 89-94. {how do we collect electronic documents and provide access to such}
- Schmidt, Laura. *Using Archives: A Guide to Effective Research*. Chicago: Society of American Archivists, 2011. <http://www2.archivists.org/publications/epubs>, accessed 8/26/2013. {handy layman's introduction to archives, good references}
- Shulman, Holly C. and Anna K. Nelson. "Public Documents and Public History: An Interview with Anna K. Nelson." *The Public Historian* Vol. 25, No. 1 (Winter 2003): 29-49.
- Smith, N. K. and G. M. Stern. "A Historical Review of Access to Records in Presidential Libraries." *The Public Historian* Vol. 28, No. 3 (Summer 2006): 79-116. [HN1 .P8 VOL. 8, NO. 3 ETRC]
- Society of American Archivists. *Describing Archives: A Content Standard*. 2nd edition. Chicago: Society of American Archivists, 2013. [ebook, SAA]
- Summerville, James. "Using, Managing, and Preserving the Records of Your Historical

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Working Bibliography

- Organization,” AASLH *Technical Report* 9. [ILL] {Do I have a copy? Is it dated?}
- *Thomassen, Theo. “A First Introduction to Archival Science.” *Archival Science* 1 (2001): 373-385. {a good introduction to what archives are and their function}
- *Wakimoto, Diana, Christine Bruce, and Helen Partridge, “Archivist as Activist: Lessons from Three Queer Community Archives in California.” *Archival Science*, 14 March 2013. {nice article about archive creation beyond the typical organization/govt. approach}
- Wosh, Peter J., ed. *Waldo Gifford Leland and the Origins of the American Archival Profession*. Chicago: Society of American Archivists, 2011. {I haven’t read, but looks to be good}
- Yaco, Sonia and Beatriz Betancourt Hardy. “Historians, Archivists, and Social Activism: Benefits and Costs.” *Archival Science*, 14 March 2013. {could be great for 210 – how activism affects work and work affects activism – based on survey of 195 historians}
- Yakel, Elizabeth. *Starting An Archives*. Chicago: Society of American Archivists, 1994. [ILL] {This text is more concerned with the policies and practices of archival management rather than the functions of arrangement and description. In this way it complements Roe and Carmicheal’s “hands-on” approaches. It has good text boxes of terms and definitions throughout the text, sample forms, and resource contacts. At the same time, it is also covered by Dearstyne.}
- Zamon, Christina. *The Lone Arranger: Succeeding in a Small Repository*. Chicago, IL: Society of American Archivists, 2012. [CD950 .Z36 2012]

Facilities – Physical & Conservation

- 1000 Friends of Florida. *Disaster Planning for Florida’s Historic Resources*. N.p.: Florida Department of State and Florida Department of Community Affairs, n.d. {includes case Studies on how to integrate historic preservation}
- Ambrose, Tim and Crispin Paine. *Museum Basics*. 2nd ed. New York: Routledge, 2006. [AM5 .A43 2006] [personal of 1st edition] {Is an ICOM book, has chapters on building elements, care of collections, storage, staff, exhibits, etc. Succinct and checklist format}
- American Institute for Conservation of Historic and Artistic Works. www.conservation-us.org
- CCI, *Notes*, <http://www.cci-icc.gc.ca/publications/notes/index-eng.aspx> {This series of mini-reports is intended for “those who care for cultural objects” and “offer practical advice about issues and questions related to the care, handling, and storage of cultural objects.” CCI is a leader in conservation research and publication, so much so that most American collections managers actively search for the CCI publications. Topics include general guidelines; preventive conservation; biological factors; ceramics & glass; ethnographic materials; furniture and wooden objects; leather, skin, and fur; metals; paintings and polychrome sculptures; paper and books; stone and plaster; textiles & fibers; planning for disaster management; modern materials & industrial collections; care of photographic materials; spot tests in conservation; and conservation equipment, etc.}
- CCI, *Technical Bulletins*, <http://www.cci-icc.gc.ca/index-eng.aspx> {additional like above}
- Cardinal, Louis, Maygene F. Daniels, and David Peycere. *A Guide to the Archival Care of Architectural Records: 19th-20th Centuries*. Paris: ICA, 2000. [Z110.C7 G85 2000X ETRC]
- Charola, A. Elena and Robert J. Koestler, eds. *Pesticide Mitigation in Museum Collections*. Smithsonian Contributions to Museum Conservation, Number 1. Washington, DC: Smithsonian Institution Scholarly Press, 2010. [pdf publication, www.sil.si.edu]
- “Code of Practice for Couriering Museum Objects,” in *Registrars on Record*: 239-246.

*Required reading for HIS570 Fall 2013

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Working Bibliography

- 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. [pdf publication, www.getty.edu] {Is a guide for museum personnel developing an emergency plan for both natural and human disasters that could adversely affect their sites and/or collections. Although it provides a very detailed program for disaster response, the narrative is enhanced by anecdotal examples, tables, charts, and clearly boxed steps. Within the field, this is the least addressed area of collections management. }
- Ellis, Jamie. "Lessons Learned: The Recovery of a Research Collection after Hurricane Katrina." *Collection Building* 26/4 (2007): 108-111. {procedures of staff after flooding}
- Faulk, Wilbur and Laurie Sowd. *Collections Theft Response Procedures*. Malibu, CA: The Getty Conservation Institute, 2001. [pdf publication, www.getty.edu]
- Foard, Madelyn. *After the Flood: Rehabilitating Historic Resources*. Atlanta: Georgia Department of Natural Resources, n.d. [personal] {good overview of structural damage repair}
- *Frame, Kate. "Creative Conservation Risk Management. Evolving a Collection Risk Management Strategy at a Major Heritage Attraction." *Collections: A Journal for Museum and Archives Professionals* Vol. 9, No. 1 (Winter 2013): 103-114. {upbeat fun article mixing CCI's guidelines about conservation with real world use and thus dangers – publisher's sample article}
- Gaylord. *Guide to Collections Care. Paper, Photographs, Textiles & Books*. Gaylord.com, 2007. [personal] {although encouraging purchases, well illustrated and proper}
- General Services Administration, The U.S., <http://www.gsa.gov/portal/category/20987> {includes sections on historic preservation – technical guidelines, preservation technology etc. – and environmental programs – landscaping, fire, hazardous materials etc. }
- The Getty, <http://www.getty.edu> – includes *Conservation Perspectives*, the GCI Newsletter
- Heritage Preservation, Inc. *Field Guide to Emergency Response*. 2006. Includes DVD. [personal, DVD in video library]
- International Journal of Conservation Science*, <http://www.ijcs.uaic.ro/ante.html> Vol. 1 (2010)-present
- Journal of the American Institute of Conservation*, <http://cool.conservation-us.org/coolaic/jaic/index.html>, [free/open - Volume 16, 1977 - Volume 44, 2005; moving wall]
- Journal of Conservation and Museum Studies*, <http://www.jcms.ucl.ac.uk/> (printout of JAIC articles from volumes 16 to 44 1977-2005 in binder)
- Kane, Lucile M. *A Guide to the Care and Administration of Manuscripts*. 2nd ed. Nashville: AASLH, 1966. [Z110.C7 K3 1966 & ETRC]
- Kansas City Area Archivists, *Keeping Your Past: A Basic Guide to the Care & Preservation of Personal Papers*. Kansas City: Kansas City Area Archivists, 1987. [Z110.C7 K44 1987X]
- Knell, Simon. *Care of Collections*. Leicester Readers in Museum Studies, ed. Susan M. Pearce. New York: Routledge, 1994. [AM141 .K54 1994] {According to the American Association of Museums, "Care of Collections examines collections management and care, in particular preventative conservation. Focusing on specific, practical guidelines for collections care, climate control, indoor air pollution, and handling works of art, this text is essential for all curators, conservators, and students of museum studies and collections management."}
- NARA, <http://www.archives.gov/preservation/family-archives/index.html> (family papers) and

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- <http://www.archives.gov/preservation/index.html> (professionals)
- NCPPT, <http://ncptt.nps.gov>
- NPS, *Artifact Conservation*, Harpers Ferry Center, <http://www.nps.gov/hfc/products/cons/>
- NPS, *Conserve-O-Grams*,
<http://www.cr.nps.gov/museum/publications/conserveogram/conserv.html>
- NPS, *Curatorial Safety Messages*, <http://www.cr.nps.gov/museum/safety/index.htm>
- NPS, *Museum Handbook*, Part I (Museum Collections) {aka scope and handling}
<http://www.nps.gov/museum/publications/handbook.html>
- NEDCC, *Preservation Leaflets*, <http://www.nedcc.org/resources/leaflets.list.php>
- Northeast Document Conservation Center. *COSTEP Starter Kit. Coordinated Statewide Emergency Preparedness*. Andover, MA: NEDCC, 2009. [personal]
- Pacifico, Michele F. and Thomas Wilsted. *Archival and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers*. Chicago: Society of American Archivists, 2009. [CD981 .A695 2009 ETRC]
- The Preservation Survey: A First Step in Saving Your Collections*. Dallas, TX: Amigos Library Service, 2003. (DVD) [Z701 .P76 2003X ETRC]
- Ritzenthaler, Mary Lynn. *Preserving Archives & Manuscripts*. 2nd ed. Archival Fundamentals Series. Chicago: Society of American Archivists, 2010. [Z110 .C7 R58 2010 & ETRC]
- Rosenblatt, Arthur. *Building Type Basics for Museums*. New York: J. Wiley, 2001. [ebook]
- Selwitz, Charles and Shin Maekawa. *Inert Gases in the Control of Museum Insect Pests*. Research in Conservation. Malibu, CA: The Getty Conservation Institute, 1998. [pdf publication, www.getty.edu] {This report answers the need for insect, fungi, and algae control while ensuring the methods do no long-term harm to the collections or conservators.}
- Smithsonian, Museum Conservation Institute, <http://www.si.edu/mci/>, publishes *Smithsonian Contributions to Museum Conservation* (<http://www.sil.si.edu/smithsoniancontributions/museumconservation/>) ; the Smithsonian Institution Libraries (<http://library.si.edu/>) has an extensive collection of free online journals, many historic and contemporary!
- Smithsonian Institution, National Archives and Records Administration, Library of Congress, and National Park Service, *Primer on Disaster Preparedness, Management & Response*, <http://www.cr.nps.gov/museum/publications/primer/primintro.html>
- Spenneman, Dirk H. R. and David W. Look, eds. *Disaster Management Programs for Historic Sites*. San Francisco, CA: U.S. National Park Service, 1998. [personal] {good case studies of prevention, retrofitting, and repair of damaged historic structures}
- University of Quebec at Montreal. "Preventive Conservation in Museums." No. 8. Quebec: Canadian Conservation Institute, 1995. (VHS) [ILL] {Excellent film that introduces measures to be taken to assure preservation & conservation of artifacts on exhibition.}
- Williams, Don and Louisa Jaggard. *Saving Stuff: How to Care for and Preserve Your Collectibles, Heirlooms, and Other Prized Possessions*. New York: Simon & Schuster, 2005. [NPL – 745.1028 W & ETRC & personal] {fun, well illustrated; begins with overviews of sources of risk and basic preservation then addresses all sorts of items such as toys, memorabilia, furniture, books, etc.}

Facilities – Personnel

AASLH's Historic House Affinity Group Committee. "How Sustainable is Your Historic House

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- Museum?" Technical Leaflet #244. *AASLH History News* Vol. 63, No. 4 (Autumn 2008). {has checklist of symptoms & suggested remedies – applicable for historic sites}
- Bastian, Jeannette Allis. *Archival Internships: A Guide for Faculty, Supervisors, and Students*. Chicago: Society of American Archivists, 2008. [CD987 .B37 2008 ETRC]
- Bauer, David G. *The "How To" Grants Manual: Successful Grantseeking Techniques for Obtaining Public and Private Grants*. Phoenix: Oryx Press, 1999. [658.1522 B NPL]
- *Bomar, William F. "Skills Most Valued for Entry-Level Professional Museum Positions." Technical Leaflet #261. *AASLH History News* Vol. 68, No. 1 (Winter 2013). {not data entry or cleaning or repairing, rather development, planning, management}
- Bray, Iiona M. *Effective Fundraising for Nonprofits: Real-World Strategies that Work*. Berkeley, CA: Nolo, 2008. [658.15 B NPL]
- Brophy, Sarah S. "Is Your Site Grant-Ready? How to Prepare to Attract Grants." Technical Leaflet #257. *AASLH History News* Vol. 67, No. 1 (Winter 2012). {good for org. prep}
- Catlin-Legutko, Cinnamon and Stacy Klingler, eds. *Small Museum Toolkit*. Lanham, MD: 2013. {includes six books-Leadership, Mission, and Governance; Financial Resource Development and Management; Organizational Management; Reaching and Responding to the Audience; Interpretation: Education, Programs, and Exhibits; and Stewardship: Collections and Historic Preservation}
- Case, Mary ed. *Registrars on Record: Essays on Museum Collections Management*. Washington, DC: American Association of Museums, 1988. [ILL] {This excellent collection of essays introduces the reader to the role of a registrar to ethical considerations and to creative opportunities. Each readable essay is well written and provides an in-depth critique of a particular issue. Although directed for potential registrars at traditional collections museums, the essays would benefit individuals at small historic sites, archives, or other historic organizations. Good despite being dated.}
- Coe, Charles K. *Nonprofit Financial Management: A Practical Guide*. Hoboken, NJ: Wiley, 2011. [ebook]
- Costello, Thomas M. and Patricia E. Williams. "Managing Through Hard Times." Technical Leaflet #250. *AASLH History News* Vol. 65, No. 2 (Spring 2010). {direct & pointed charts for boards to consider}
- Edie, Kara. "Marketing as a Group Activity: Using Customer Evangelists to Spread your Mission." *AASLH History News* Vol. 67, No. 3 (Summer 2012): 18-21. {nice article about how to utilize social media to build visitor relationships}
- Fopp, Michael A. *Managing Museums and Galleries*. New York: Routledge, 1997. [AM121 .F66 1997 and ebook] {This monograph directly and expertly addresses the management needs of museums and galleries. Before concluding with an extremely detailed and lengthy glossary, Fopp addresses personnel selection, division, management, quality control, and budgetary issues related to management. This would be good for a non-profit administration course.}
- Geyer, "Moving Imagery: Collections Management during a Museum Move," in *Registrars on Record*: 91-110.
- 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. [AM7 .G55 1996] {Edited by Smithsonian Inst. employees, this selection of 11 essays, each a balance of quotations and narrative, is divided into 6 parts: the museum world, principles and standards, what museum workers do, museum careers, global

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- perspectives, and the future in museum. Each essay summarizes some of the benefits and challenges of a museum career and concludes with a selected bibliography. There are 4 appendices: bibliographies & salaries; organizations & services; funding for internships, fellowships, and research; and example mission statements and organizational charts.}
- Gonzales, Sara. "Working Together to Preserve History." *History News* Vol. 65 No. 2 (Spring 2010): 17-20. {explains CAP grants and other preservation funding programs}
- Grace, Kay Sprinkel. *Beyond Fundraising: New Strategies for Nonprofit Innovation and Investment*. 2nd ed. Hoboken, NJ: John Wiley & Sons, 2005. [ebook]
- Grove, Tim. "Citizen History Projects." *History News* Vol. 67, No. 1 (Winter 2012): 5-6. {good article on planning for technological needs both interior and for visitors}
- Harris, Donna Ann. *New Solutions for House Museums: Ensuring the Long-Term Preservation of America's Historic Houses*. Lanham, MD: AltaMira Press, 2007. [personal] {frank examination of what to do if the house museum is in trouble & how do you know that is the case}
- Kammen, Carol. "On Board." *AASLH History News* Vol. 68, No. 2 (Spring 2013): 3-4. {great article about what questions to ask/be asked before serving on a board – warning signs!}
- Kotler, Neil and Philip Kitler. *Museum Strategy and Marketing: Designing Missions, Building Audience, Generating Revenue and Resources*. San Francisco: Jossey-Bass Publishers, 1998. [personal]
- Lord, Gail Dexter and Barry Lord eds. *The Manual of Museum Planning*. 2nd ed. Walnut Creek, CA: AltaMira Press, 2001. [personal] {This collection of 21 essays deals with 3 critical areas of museum planning, expansion, or renovation: planning for people, planning for collections, and planning for construction. The authors, both renowned, have produced a text that "has become the definitive text for museum professionals, trustees, architects, students, and others" (back cover) and includes numerous figures and tables. Each essay is divided into numerically sequenced subparts for easy reference. Substantial glossary followed by a bibliography and index.}
- Lord, Gail Dexter, Barry Lord, and Lindsay Martin. *Manual of Museum Planning: Sustainable Space, Facilities, and Operations*. 3rd ed. Lanham, MD: AltaMira Press, 2012. [AM121 .M37 2012] {a construction builders/planners comprehensive guide}
- *Lord, Gail Dexter and Kate Markert. *The Manual of Strategic Planning for Museums*. Lanham, MD: Altamira Press, 2007. [AM121 .L67 2007] {a good step-by-step outline of strategic planning process}
- Operating Grants for Nonprofit Organizations*. New York: Oryx Press, 2000. [658.1522 O NPL]
- Tolles, Bryant Franklin and Edward P. Alexander. *Leadership for the Future: Changing Directorial Roles in American History Museums and Historical Societies*. Nashville: AASLH, 1991. [ILL] [personal] {dated but good – probably replaced by Small Museum Toolkit volume}
- Weiss, Allison. "Relevance, Relationships, and Resources: The Three R's of Museum Management." *AASLH History News* Vol. 67, No. 3 (Summer 2012): 7-16. {Good case study of the Southern Oregon Historical Society}
- *Wolf, Thomas. *Managing a Nonprofit Organization*. Updated 21st Century Edition. New York: Simon & Schuster, 2012. {summary of personnel & fiscal responsibilities}

Museums/Artifact Collections – Identity, Operation, and History

*Required reading for HIS570 Fall 2013

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Alexander, Edward P. "The Rise of American History Museums," in Tolles, *Leadership for the Future*, 3-20.

*Alexander, Edward P. and Mary Alexander. *Museums in Motion: An Introduction to the History and Functions of Museums*. 2nd ed. Lanham, MD: AltaMira Press, 2008. [AM5 .A38 2008] [personal] {good history of different museum types and overall functions such as collect, conserve, exhibit, and serve}

American Association of Museums. *Caring for Collections: Strategies for Conservation, Maintenance, and Documentation*. Washington, DC: American Association of Museums, 1984. [AM141 .A64 1984X and personal] {A report aimed at the entire museum field of the United States encouraging institutions to update, implement, and plan for the future conservation of their collections.}

American Association for State and Local History. "Collections Management and Practices." Shawnee Mission, KS: Johnson County Museums, June 19-20, 2008. {binder}

*Anderson, Lisa A., Jody A. Crago, and Peter H. Welsh. "A New Day for Local History: No Longer an Island." *AASLH History News* Vol. 66, No. 4 (Autumn 2011): 20-25. {examines why the museum in Phoenix closed and what to do in future}

*Anderson, Gail, ed. *Reinventing the Museum. The Evolving Conversation on the Paradigm Shift*. 2nd ed. Lanham, MD: AltaMira Press, 2012. [AM7 .R435 2012] {numerous chapters about all aspects of management, personnel, collections}

Bourcier, Paul, Ruby Rogers, and AALSH The Nomenclature Committee. *Nomenclature 3.0 for Museum Cataloging: Third Edition of Robert G. Chenhall's System for Classifying Man-Made Objects*. 3rd edition. American Association for State and Local History Series. Lanham, MD: AltaMira Press, 2010. [AM139 .C48 2010X & ETRC] [electronic version for databases via AltaMira] {The standard reference work for American museum collection registration. It divides every conceivable piece of material culture into ten categories (structures, building furnishings, personal artifacts, tools & equipment [T&E] for materials, tools for science & technology, tools and equipment for communication, distribution & transportation artifacts, communication artifacts, recreational artifacts, and unclassifiable artifacts) each of which have two or more subsections.}

Brodie, Neil, ed. *Archaeology, Cultural Heritage, and the Antiquities Trade*. Gainesville: University of Florida Press, 2006. [ebook]

Brodie, Neil and Kathryn Walker Tubb. *Illicit Antiquities: The Theft of Culture and the Extinction of Archaeology*. New York: Routledge, 2002. [CC135 .I36 2002] {"This high-quality selection of sixteen essays addresses the worldwide problem of the historical and contemporary cultural heritage trade: sales, illegal excavations, thefts, and both national and international regulation and prevention. Each essay has a substantial bibliography. The book is geared towards archaeologists, curators, regulators, and dealers at a professional and/or graduate level of reading." - publisher}

*Bryant, Janeen and Kamille Bostick. "What's the Big Idea? Using Listening Sessions to Build Relationships and Relevance." Technical Leaflet #263. *AASLH History News* Vol. 68, No. 3 (Summer 2013). {how to work with entities beyond museum to build support}

Buck, Rebecca A. and Jean Allman Gilmore, eds. *Museum Registration Methods*. 5th edition Washington, DC: American Association of Museums, 2011. {Updated version of *Museum Registration Methods* edited by Dorothy H. Dudley and Irma Bezold Wilkinson and initially published in 1958 by AAM for registrars. Written for professionals, this is an excellent resource for students and facilities. This title is quite similar to *Things Great*

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- and Small: Collections Management Policies* written by John E. Simmons and touches on many of the same issues as *Collections Management* edited by Anne Fahy.}
- Butler, Patrick H. III. "Past, Present, and Future: The Place of the House Museum in the Museum Community, 18-42. In *Interpreting Historic House Museums*, edited by Jessica Foy Donnelly. Walnut Creek, CA: AltaMira Press, 2002. [973.0747D NPL, E159 .D66 2002, & personal] {excellent history of house museums}
- Bearman, David. *Functional Requirements for Collections Management Systems*. Pittsburgh: Archives & Museum Informatics, 1987. [ILL] {I have notes – some good basics}
- Case, Mary. "What Registrars Do All Day," in *Registrars on Record: Essays on Museum Collections Management* (Washington: American Association of Museums, 1988): 13-33.
- "Code of Ethics for Registrars," in *Registrars on Record*: 229-238.
- Conn, Steven. *Museums and American Intellectual Life, 1876-1926*. Chicago: The University of Chicago Press, 1998. [personal] {an excellent history of the development of museums}
- Corsane, Gerard, ed. *Heritage, Museums and Galleries: An Introductory Reader*. New York: Routledge, 2005. [AM7 .H465 2005] {A collection of 28 essays divided into 4 parts: heritage/museums/galleries background and overview, highlighting key issues, heritage and cultural tourism, and democratizing museums and heritage. The authors are oft-published practitioners in their respective fields and they bring together a selection of topics focused temporally upon the 1990s to circa 2005. The essays include a selection of case studies from across the globe including the Anacostia Museum, South Africa, Southeast Asia, and New Zealand. Each part has a 2-page additional reading bibliography. Directed to the professional/graduate level reading: theory with practical examples. This book would be particularly good for a museum course as well as a heritage/public/tourism/facilities course. Note essays on human remains & illicit trades.}
- Curator: The Museum Journal*. Vol. 1 1958 – present. Full TOCs available online. <http://onlinelibrary.wiley.com/journal/10.1111/%28ISSN%292151-6952> [ILL] {world wide, all museum types, all aspects of museums}
- Couttenier, Maarten. "'No Documents, No History': The Moral, Political and Historical Sciences Section of the Museum of the Belgian Congo, Tervuren (1910-1948)." *Museum History Journal*, Vol. 3, No. 2 (July 2010): 123-146. {nice article about collection development driving interpretation, without regard for power/minority/class issues}
- Cowton, Jeff. *Spectrum*. Rev. ed., <http://www.mda.org.uk/spectrum.htm> Cambridge: The Museum Documentation Association, 1997. {ended in 2009, no longer being updated}
- *Dean, Sharon E. and Jason Crabhill. "Controversy: Pieces You Don't Normally See." *AASLH News* Vol. 67, No. 4 (Autumn 2012): 28-29. {an award winner spotlight}
- Digital Curation Centre (DCC), UK. www.dcc.ac.uk/about us (accessed 9/2/2013) {"provides expert advice and practical help to anyone in UK higher education and research wanting to store, manage, protect and share digital research data" –from website}
- 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.
- Fahy, Anne, ed. *Collections Management*. Leicester Readers in Museum Studies, ed. Susan M. Pearce. New York: Routledge, 1995. [AM133 .C64 1995X] {This collection of 33 essays is divided into 5 essential collections areas: collections management policies, acquisitions and protecting cultural property, de-accessioning and disposal,

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- documentation, research, security, and insurance and indemnity. Although the series approaches the topic from a British perspective, these essays are relevant for US museum work (many written by Americans) and the included authors are some of the leading practitioners of museum science.}
- Gardner, James B. and Elizabeth E. Merritt. *The AAM Guide to Collections Planning*. Professional Education Series. Washington, DC: American Association of Museums, 2004. [AM133 .A22 2004] {comprehensive and extensive}
- Genoways, Hugh ed. *Collections (A Journal)* AltaMira Press, Vol. 1 (2004-2005) – present.
- Genoways, Hugh H. and Lynne M. Ireland. *Museum Administration: An Introduction*. Walnut Creek, CA: AltaMira Press, 2003. [AM121 .G465 2003] [personal] {straight forward discussion of topics including budgets, personnel, collections, marketing, legal, etc.}
- Heritage and Society* (was *Heritage Management*). Walnut Creek, CA: Left Coast Press, Inc. Was at Arizona State, now at Center for Heritage & Society, UMass Amherst, with Elizabeth Chilton & Neil Silberman, editors. Vol. 1 2008 – present [ejournal] {strong focus on archaeology & crm but a mix of other}
- Holm, Stuart A. *Facts and Artefacts: How to Document a Museum Collection*. Cambridge: The Museum Documentation Association, 1991. [ILL] {I have notes}
- History News*, AASLH, 3/1/2009-present [ebook] {note-began in 1962}
- Journal of Conservation and Museum Studies*. London: British Library, 2011-present. [previously published 1996-2002] [open access - <http://www.jcms-journal.com/>]
- Journal of the History of Collections*. Oxford University Press. Published, 1989-present [EBSCO, 1 year moving wall, 1996-present] {"the study of collections and their collectors"}
- Kipfer, Barbara Ann. *Dictionary of Artifacts*. Oxford: Blackwell Publishing, 2007. [CC70 .K55 2007] {id guide to archaeological artifacts}
- *Levin, Amy K., ed. *Defining Memory: Local Museums and the Construction of History in America's Changing Communities*. Lanham, MD: AltaMira Press, 2007. [E172 .D44 2007 ETRC, personal] {excellent series of essays examining the evolving reasons for and roles of museums in communities, have used often}
- Maine State Museum. *Accessioning and Cataloging Museum Collections*. Augusta, ME: Maine State Museum, n.d. [ILL] {basic guide, I have notes, based upon the Maine State Museum's collection management program, this manual outlines essential necessary forms and systems, lists suppliers, and provides an annotated bibliography.}
- Malaro, Marie C. *A Legal Primer on Managing Museum Collections*. 2nd ed. Washington, DC: Smithsonian, 1998. [KF4305 .M35 1998 & ETRC & personal] **The 3rd edition came out in 2012.** {Malaro is the leading writer on collections management legal issues}
- McManamon, "The Long View," *Common Ground* Summer 1996, Vol. 1(2) http://www.cr.nps.gov/archeology/Cg/vol1_num2/longview.htm {article about role of archaeologists and collections development, dated but still applicable}
- *NPS, *Museum Handbook*, Part II (Museum Records) <http://www.nps.gov/museum/publications/handbook.html>
- Museum History Journal*. Maney Publishing, UK, Lynne Teather & Peter Davis editors [Vol 6, No. 1 January 2013 – present] Originally, Walnut Creek, CA: Left Coast Press, Inc. Vol. 1 2008 with editor Hugh H. Genoways [AM1 .M6335 Vol. 3 no. 1 (2010:01) –present; ejournal Vol.1 - present] {museums' establishment, meanings, and trends}
- O'Keefe, Patrick J. *Trade in Antiquities: Reducing Destruction and Theft*. London: UNESCO,

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1997. [ILL] {I have notes, O'Keefe writes about the demand and supply of antiquities which often intersects with the illegal trade. The author examines the issue throughout the course of several chapters: those with interests in collecting, sources of antiquities, reducing destruction and theft, changing the market, changing the law, education and publicity, conclusion, and bibliography.}
- Orosz, Joel J. *Curators and Culture: The Museum Movement in America, 1740-1870*. Tuscaloosa: University of Alabama Press, 1990. [AM11 .O76 1990 & ebook] {need to read}
- Raikes, Susan. "Is Collections Management an "Art" or a "Science"?" *Journal of Conservation and Museum Studies* no. 1 (May 1996).
- *Reibel, Daniel B. *Registration Methods for the Small Museum*. 4th edition. Walnut Creek, CA: AltaMira Press, 2008. [AM139 .R44 2008 and personal] {excellent, most concise & precise; This is a handbook for registering historical collections written by a long-time registrar. During the course of the eight chapters Reibel explains registration, the acquisition process, and required materials. Each chapter ends with a selected bibliography. This overlaps *Things Great and Small* (2006) by Simmons, *New Museum Registration Methods* (4th ed. 1988) ed. by Buck and Gilmore and *Cataloging from Scratch* by Stuckert.}
- Schwarzer, Marjorie. *Riches, Rivals & Radicals: 100 Years of Museums in America*. Washington: American Association of Museums, 2006. [AM11 .S35 2006] {need to read}
- Schweizer, Claudia. "Migrating Objects: The Bohemian National Museum and its Scientific Collaborations in the Early Nineteenth Century." *Journal of the History of Collections*, Vol. 18, No. 2 (2006): 187-199. {nice article about collection & museum development}
- Simmons, John. *Things Great and Small: Collections Management Policies*. Washington: American Association of Museums, 2006. [AM133 .S56 2006] [personal] {This is, in many ways, an expanded version of Stuckert's *Cataloging from Scratch* – includes policy statements thus making *Things Great and Small* extremely similar to Buck and Gilmore, *New Museum Registration Methods*. The reason I chose Simmons's text over Buck and Gilmore (a standard within the museum field) is the inclusion of bulleted tables at the end of each section re-emphasizing the policy statements and a more cohesive text resulting from a single author rather than edited essays.}
- Sonderman, "Primal Fear: Deaccessioning Collections," *Common Ground*, Vol. 12 (Summer 1996), http://www.cr.nps.gov/archeology/Cg/vol1_num2/fear.htm
- 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. [ILL] {I have notes, becoming dated, not fancy, but to the point and remarkably comprehensive summary of the cataloging or registration process with attention directed at the process rather than theory. This is a very easy read – written for new professionals and unpaid volunteers – yet at the same time it is quite detailed. This is the inexpensive version of *New Museum Registration Methods* or *Things Great and Small* without the policies sections.}
- Sullivan, Lynne P. *Curating Archaeological Collections: From the Field to the Repository*. Walnut Creek, CA: Altamira Press, 2003. [CC55 .S85 2003]
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- *Tisdale, Rainey. "Do History Museums Still Need Objects?" *History News* (Summer 2011): 19-24. [AASLH website & personal] {article about the growth of community collections, changing role of museums, and collecting}
- *Turino, Kenneth and Susan Ferentinos. "Entering the Mainstream, Interpreting GLBT History." *AASLH History News* Vol. 67, No. 4 (Autumn 2012): 21-25. {deal with the hard stuff}
- *Voss, Barbara L. and Megan S. Kane. "Re-establishing Context for Orphaned Collections." *Collections*, Vol. 8, No. 2 (Spring 2012): 87-112. {uses artifacts from archaeological excavations at Chinatown to explain how to "regain" research potential}
- *Walden, Barbara B. "Like a Good Neighbor: Community Advocacy and Outreach for Small Museums." *AASLH History News* 68, No. 3 (October 2013): 19-23. {good ideas, useful}
- *Weil, Stephen. *A Cabinet of Curiosities*. Washington: Smithsonian Institution Press, 1995. [AM7 .W392 1995 & personal] {Weil has combined a series of his previously published essays beginning with museums in general and flowing through collections and public policy to museum training and legal considerations. Weil utilized numerous "real world" examples in each essay and sprinkles the essays with pithy comments and remarks.}
- Weil, Stephen, "The Deaccession Cookie Jar," in Weil, *A Cabinet of Curiosities* (originally *Museum News* 71) p. 139-143.
- Weil, Stephen E., ed. *A Deaccession Reader*. Washington: American Association of Museums, 1997. [ILL] {a series of really good case studies; primarily a selection of eleven essays written by leading experts in the museum field (a majority of which were previously published in industry journals), including Weil and Marie C. Malro, this book also includes organizational statements concerning the ethics of de-accessioning, collections management disposal policies, and an appendix. The essays examine the rational and necessity of de-accessioning within the greater context of museum ethics, public support, and basic practicality. Several concern Met & Hoving c. 1973.}
- White, Carolyn L. *American Artifacts of Personal Adornment, 1680-1820: A Guide to Identification and Interpretation*. Lanham, MD: AltaMira Press, 2005. [NK4712 .W48 2005] {good resource for processing collections}

Availability – Researchers, Digitization, Education, and Exhibition

- Adair, Bill, Benjamin Filene, and Laura Koloski. *Letting Go? Sharing Historical Authority in a User-Generated World*. Walnut Creek, CA: Left Coast Press, 2011. [CD950 .L488 2011]
- *Allison-Bunnel, Jodi, Elizabeth Yake, and Janet Hauck. "Researchers at Work: Assessing Needs for Content and Presentation of Archival Materials." *Journal of Archival Organization* Vol. 9, No. 2 (2011): 64-104. {a thorough study on how researchers access digital collections and how best to meet that need}
- Behrnd-Klodt, Menzi L. *Navigating Legal Issues in Archives*. Chicago: Society of American Archivists, 2008. [KF4325 .B44 2008 ETRC]
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- *Clareson, Thomas F. R., Liz Bishoff, and Ann Russell. "The Next Generation of Preservation." *History News* Vol. 63, No. 4 (Autumn 2008): 7-10. {examines the role and future of digitization projects & NEDCC role}
- Cunningham, "How the West Was Hung: A Corporate Collection Tour," in *Registrars on Record*, 77-88. {transporting and loaning collections}
- *Day, Shelby M. "Going Beyond Digitization." *History News* Vol. 68, No. 3 (Summer 2013): 28-29. {case study of Granite Falls H. S.'s use of GIS and archives digitization}
- *Dean, David. *Museum Exhibition: Theory and Practice*. New York: Routledge, 1996.
[AM151 .D43 1996 & ebook & personal] {good step-by-step of theory & resources}
- Duff, Wendy, Barbara Craig, and Joan Cherry, "Historians' Use of Archival Sources: Promises and Pitfalls of the Digital Age" in *Public Historian* Vol. 26, No. 2 (Spring 2004): 7-22.
{good article, based on mail survey in 2004, bit dated, what historians trust & that they want the originals, finding aids, access, etc. – how do plan processing for researchers}
- Gladney, Henry M. "Long-Term Preservation of Digital Records: Trustworthy Digital Objects." *The American Archivist*, Vol. 72 (Fall/Winter 2009): 401-435. {how do we know we will really be able to access it later? How do we make sure we can?}
- *Grinstead, Leigh A. "How to Plan Your Digitization Project." Technical Leaflet #246. *History News*, Vol. 64, No. 2 (Spring 2009). {very practical and thoughtful}
- *Grove, Tim. "Writing for the Web." *History News* Vol. 63, No. 4 (Autumn 2008): 5-6. {tips}
- *Grove, Tim. "Online Timelines." *History News* Vol. 67, No. 3 (Summer 2012): 5-6. {pros and cons of different timeline models}
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- *Grove, Tim. "Reflections on the Past Decade." *History News* Vol. 68, No. 3 (Summer 2013): 5-6. {provides best online exhibits in past 10 years}
- Hansen, Lars-Erik and Anneli Sundqvist. "To Make Archives Available Online: Transcending Boundaries or Building Walls?" *Journal of Archival Organization*, 10 (2012): 207-230.
{does the digitization of collections make something new and how does it relate to orig?}
- *Hague, Stephen. "How to Plan and Implement Interpretation." Technical Leaflet #262.
History News Vol. 68, No. 2 (Spring 2013). {good checklist for entire staff & process}
- Hirtle, Peter B. "Archives or Assets?" *The American Archivist*, Vol. 66 (Fall/Winter 2003): 235-247. {a presidential address that concerned the valuation of archival materials, the law, ownership, and control of public domain}
- *Klein, Joan Echtenkamp. "The Philip S. Hench Walter Reed Yellow Fever Digitization Project." *Journal of Archival Organization*, Vol. 1, No. 3 (2002): 5-34. {a nice article explaining the IMLS-grant project, how they did it – especially use of XLM for markup and transcription of handwritten materials, pitfalls, and final product}
- Klobe, Tom. *Exhibitions: Concept, Planning, and Design*. Washington: The AAM Press, 2012.
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- Koelling, "Digitizing Your Collection," Technical Leaflet, *History News*, Vol. 57, No. 1 (Winter 2002). {older, good reference but newer materials}

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- Levy, Barbara Abramoff, Sandra Mackenzie Lloyd, Susan Porter Schreiber. *Great Tours! Thematic Tours and Guide Training for Historic Sites*. Lanham, MD: AltaMira Press, 2001. [E159 .L488 2001 & personal] {useful, but a bit difficult for beginners to utilize, really for trainers}
- Lipinski, Tomas A. *Libraries, Museums, and Archives: Legal Issues and Ethical Challenges in the New Information Era*. Lanham, MD: Scarecrow Press, 2002. [KF4315 .L53 2002 ETRC]
- Lord, Barry and Gail D. Lord. *Manual of Museum Exhibitions*. Walnut Creek, CA: AltaMira Press, 2001. [AM151 .M34 2001] {From publisher: Lord and Lord's museum exhibition treatise continues their notable museum series. 18 chapters in 4 parts (why?, where?, how?, and what now?) provide readers with a template for the entire museum exhibition process from initial conception and determining the target audience through facility requirements/limitations and the development process, including interp. and exhibit construction, to a series of 5 case studies reviewing exhibition development experiences around the world. The book concludes with a glossary, annotated bibliography, and an index. The Lords' use usual system of numerical bullets and case studies throughout the text is supplemented by approximately 50 figures & 25 tables.}
- Malin, Gwynneth. "Digitize This!" *Journal of Archival Organization* Vol. 1, No. 4 (2002): 65-76. {brief article utilizing two digital projects to examine use of item-level description & digitization despite preference for collection-level description – possibly dated}
- Martin, Dr. Bren. "Public Programming for Historical Organizations and Archives." {Syllabus} National Archives and Records Administration. *Recover Lost and Stolen Documents*.
<http://www.archives.gov/research/recover/>
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<http://www.nps.gov/museum/publications/handbook.html>
- *Parman, Alice and Jeffrey Jane Flowers. *Exhibit Makeovers: A Do-It-Yourself Workbook for Small Museums*. Lanham, MD: AltaMira Press, 2008. [AM151 .M34 2001 & personal] {a step-by-step process to go from small (case) to large (full museum) revitalization with emphasis on coming back to mission (does it need updating) and community involvement}
- *Poyner, Fred IV. "Copyright Issues, Rights Management, and Licensing Programs for Digital Collections by Historical Institutions." Technical Leaflet #251. *History News* Vol. 65, No. 3 (Summer 2010). {gives a list of suggested policies and pitfalls}
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- Serrell, Beverly. *Exhibit Labels: An Interpretive Approach*. Walnut Creek, CA: AltaMira Press, 1996. [AM157 .S46 1996 & personal] {classic, enough said}
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*Zhang, Jane. “Archival Representation in the Digital Age.” *Journal of Archival Organization* Vol. 10 (2012): 45-68. {nice article about how the context of provenance, order, and content, are altered during digitization}