Course Description

Discusses the fundamentals of collections policy, deaccessioning, appraisal, and curatorial management. Lecture 3 hours per week.

General Course Purpose

This course discusses the fundamentals of collection policy, including accessioning, records management, care and preservation, and deaccessioning, as related to archives, historic sites and museums.

Course Prerequisites/Corequisites

None

Course Objectives

Upon completion of the course, students will be able to:

A. Summarize issues related to standard museum and archives collections policy
B. Identify the steps required for acquiring, accessioning, and deaccessioning documents and objects
C. Explain the basic care, protection and preservation of historic objects and documents
D. Describe issues related to digitalization and accessibility of historic objects and documents
E. Identify and explain current ethical and legal issues related to collections management

Major Topics To Be Included

A. Acquisitions
   a. Collections policy
   b. Legal documentation
   c. Gifts, loans and other methods of acquisitions
B. Accessioning for museum and archives
   a. Registration
   b. Cataloging procedures
   c. Records management
C. Care of historic objects and archival material
   a. Handling and monitoring procedures
   b. Storage, exhibitions and displays
   c. Environmental concerns
   d. Security and risk management
   e. Conservation and stability
   f. Deaccessioning
D. Access of material
   a. Public outreach
   b. Digitization and accessibility
E. Legal and ethical considerations
   a. Rights and reproductions