

## **NOVA COLLEGE-WIDE COURSE CONTENT SUMMARY**

### **HIS 186 – COLLECTIONS MANAGEMENT (3 CR.)**

#### **Course Description**

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

#### **General Course Purpose**

The purpose of this course then is to cover topics that are important in managing collections, such as accessioning and deaccessioning cultural materials, records management, care and preservation of historical items. We will cover a small section on the public laws that guide archaeology and museum collections.

#### **Course Prerequisites/Corequisites**

None.

#### **Course Objectives**

Upon completing the course, the student 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) Demonstrate 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) 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