



THINGS GREAT AND SMALL

Collections Management Policies

JOHN E. SIMMONS

Second Edition



Things Great And Small Collections Management Policies

Conal McCarthy



Things Great And Small Collections Management Policies:

Things Great and Small John E. Simmons, 2017-12-01 Care of the collections is a core responsibility for all museums and related cultural institutions The foundation of collections care and stewardship is good collections management policies This revised edition of Things Great and Small is a comprehensive resource for preparing and implementing collections management policies Drawing on his extensive experience as a collections manager educator consultant and surveyor for the AAM's Museum Assessment Program John E Simmons reviews current ideas and literature on the subject highlights the issues that collections management policies should address and explains the pros and cons of choosing some policy options over others In the second edition coverage of several key areas is greatly expanded or new Information includes digital collections intellectual property rights deaccessioning and use of deaccessioning proceeds laws regulations changes in standards and benchmarks for collections care the way US museums are funded and administered and new standards and practices for collection storage environments Featuring more than 40 tables and charts and nearly 20 model policy templates this major publication is aimed at museums of all kinds historic houses and sites and other cultural institutions **Things**

Great and Small John E. Simmons, 2024-03-18 Collection care is a fundamental responsibility for museums and other collecting institutions and the foundation of collection stewardship is good collection management policies The new third edition of Things Great and Small continues to be a comprehensive resource for developing implementing and revising collection management policies and includes new information for addressing prolonged or permanent closure of museums wider parameters for collection storage environments and sustainable collection management practices to cope with climate change Drawing on more than 50 years of experience as a collection manager educator consultant and AAM Museum Assessment Program peer reviewer John E Simmons reviews the most recent collection management thinking and literature helps determine which policies an institution needs and provides guidance on policy content In this new edition coverage of critical areas is expanded including digital objects intellectual property rights deaccessioning decolonization standards and best practices collection storage environment parameters managing off site storage facilities health and safety laws and regulations risk management and sustainable collection management practices With more than 50 tables and charts and model policy templates this major publication is aimed at museums of all kinds historic houses and sites and other collecting institutions *Stewardship: Collections and Historic Preservation* Cinnamon Catlin-Legutko, Stacy Klingler, 2011-11-16

Proper collections care planning and conservation is an essential responsibility for a museum of any size but funding for these obligations often falls to the bottom of funding priorities because its constituencies are the quietest Small museums need affordable ways to provide basic care for their collections and the tools to lobby for additional funds for the long term health of collections Small museums often do not have staff expertise on the maintenance and preservation of these large and expensive pieces of history This book offers practical tips for collections care including preservation strategies for historic

properties and a primer on managing potential harms to your artifacts **Museum Registration Methods** John E. Simmons, Toni M. Kiser, 2020-06-22 Since the first edition was published in 1958 *Museum Registration Methods* has defined the profession and served as a fundamental reference for all aspects of collections registration care and management The sixth edition of *Museum Registration Methods* is a comprehensive guide to registration and collections management for museums from acquisition to use and deaccessioning The authors and other contributors come from a wide variety of museums and specializations The 56 chapters in this edition are either new or updated and include the history of the profession the role of the registrar in the museum managing very large collections developing and implementing collection management policies documentation of collections accessioning condition reports deaccessioning repositories and provenance research Contemporary and digital art living and natural history collections loans exhibitions found in collection objects shipping records management and electronic data management are also addressed along with object handling and numbering digitization condition reporting preventive care storage on and off site inventory moving and packing shipping nationally and internationally couriers risk assessment security insurance integrated pest management ethics sustainability sacred and culturally sensitive objects intellectual property rights appraisal ethical and legal issues and research The book includes a comprehensive resource list glossary hypothetical situations to ponder and model collection forms *Museum Administration 2.0* Hugh H. Genoways, Lynne M. Ireland, 2016-07-18 Wondering what a museum director actually does About to start your first director's job Looking for guidance in starting up a museum or working with a museum director Hugh Genoways Lynne Ireland and Cinnamon Catlin Legutko have taken the mystery out and put common sense and good guidance in Learn about everything from budgets and strategic planning to human resources and facilities management to collections and programming They also help you tackle legal documents legal and ethical issues and challenges for today's 21st world Case studies and exercises throughout help you review and practice what you are learning and their extensive references will be a welcome resource *Practical Approaches to Collections Care* Samantha Forsko, 2022-12-09 While cultural heritage practitioners and caretakers are often intimidated by best practices *Practical Approaches to Collections Care* helps to alleviate those concerns offering a stepped approach to preservation encompassing a variety of collections care programs The author drawing on over a decade of experience working in libraries museums archives and other historic sites and specifically building off of her work as a Preservation Specialist at the Conservation Center for Art Historic Artifacts discusses realistic efficient and sustainable approaches to collection housing space planning environmental management facilities care emergency preparedness and much more Giving examples of implementation and easy to follow guides that will allow readers to start from scratch or improve an already existing program Forsko demonstrates how preservation can become a component of any collections care program Encouraging the reader to start by taking small manageable steps the author shows that even the smallest of actions can make a difference that will ultimately help to preserve collections and

ensure that the world's heritage will remain intact for future generations Practical Approaches to Collections Care takes an applied approach making suggestions the reader can immediately implement no matter the size of their institution It is an essential tool for stewards of cultural heritage collections particularly collections managers registrars and preservation specialists It will also be useful to students who are engaged in the study of collections care **Managing Previously Unmanaged Collections** Angela Kipp, 2024-11-19 This book is a practical guide for everyone who is confronted with a collection that hasn't seen any preventive conservation or cataloging before It helps gaining an overview defining priorities and organizing the work in a way it is safe for the objects and the people involved It defines logical exits goals to work towards where the collection is in a state the next steps can wait without risking the progress made Later on readers learn to define their own logical exits that fit their specific situation Compared to other books about collections management it doesn't focus on the details of collections care but rather on the big picture of managing such a project It assumes that at the beginning there is nothing but the reader and an unmanaged collection so that part of the project is to source money material and people to help The second edition has a new chapter on setting up collections management systems the original text was reworked and in parts enhanced there are additional success stories in the last chapter with references to them in the text and the bibliography now contains some resources for natural history indigenous and archaeological collections

What Every Museum Director Should Know about Working with Boards Edward M. Luby, 2024-09-16 While new directors learn how to manage and lead museums as part of their professional training and career development the skills and knowledge required to work with boards which are instrumental to a museum director's work must somehow be acquired on the job as one's career progresses *What Every Museum Director Should Know about Working with Boards* is designed to empower new and aspiring museum directors by equipping them with the skills and knowledge to work with boards *What Every Museum Director Should Know about Working with Boards* uses museum based vignettes of all too true situations encountered by new museum directors to illustrate what museum directors need to understand about their work with museum boards so that they have the skills and knowledge to identify assess and successfully navigate the common issues they will inevitably encounter as a director Following the vignette analysis of the situation and strategic guidance are offered A new director's understanding of how boards are structured and operate how they will interact with the board and what areas they will work on with the board are all critical to a new museum leader's success However busy new directors often do not have time to access the many widely dispersed resources about working with boards or to ascertain what parts of board operations will most affect their daily work Consequently *What Every Museum Director Should Know about Working with Boards* outlines how boards are organized discusses the common points of contact between the director and the museum's board and examines the kinds of challenges museum directors will likely encounter in working with their boards Given the importance of museum boards to the success of museums and a director's understanding of boards to their own

career development What Every Museum Director Should Know about Working with Boards is an essential resource for new and aspiring museum directors *Cultural Property Acquisitions* Aimée L. Taberner, 2016-06-16 Museum staff whether new to the field or working with collections for decades are often overwhelmed by the complexities of acquiring cultural property particularly antiquities and archaeological material Collecting practices now require a greater degree of transparency and cooperation with various stakeholders than in the past and are under greater scrutiny to be in line with current legal requirements and ethical expectations This book provides a concise unbiased and practical resource for those tasked with navigating the complicated and rapidly changing legal and ethical landscape governing the acquisition of cultural property and archaeological material

Foundations of Museum Studies Kiersten F. Latham, John E. Simmons, 2025-09-02 A holistic introduction to museum theory and practice this second edition is designed to be the core introductory text for any foundational museum studies course being taught in any discipline You ll examine the evolution divergence definition and legal organization of museums in the context of collections of objects and how museums perform the basic functions of preservation communication and research Through the lens of museological theory and a systems approach you ll learn how museum objects are managed by professionals and used by the public and scholars You ll get an overview of contemporary museums worldwide and think through the future of museums Useful as an introductory text for any foundational museum studies course whether in library and information science museum studies or a related area this text s unique perspective approaches museums as communicative knowledge systems that deal with people objects and ideas The second edition includes new material on museum careers legal issues globalization climate change positive museology and museums and sustainability This foundational text is adaptable to a broad range of courses and disciplines when paired with supplementary readings

Collection Conundrums Rebecca A. Buck, Jean Allman Gilmore, 2023-12-21 *Collection Conundrums Solving Museum Registration Mysteries* provides guidelines for investigating the oddities found in every museum collection objects without record identification or sometimes even a location and determining what to do Written by registrars Rebecca Buck and Jean A Gilmore editors of the best selling *The New Museum Registration Methods* this new volume contains essential information for museums large and small new and old The text offers solutions to the problems of old loans undocumented objects found in collections items lost in inventory supplementary collections and more as well as guidelines on how to keep problems from occurring in the first place Features a history of registration methods and the standards for collection documentation and care along with sample documents such as loan agreements co tenancy agreements storage agreements and deed of gift Recommended for everyone involved in collections planning and management

Registration Methods for the Small Museum Daniel B. Reibel, 2008-03-20 Daniel B Reibel s *Registration Methods for the Small Museum* has been the definitive guide to registration methodology since 1978 Covering all aspects of the registration of museum collections *Registration Methods for the Small Museum* provides practical solutions for any museum professional in a concise readable

manner The new fourth edition brings the classic handbook up to date with the electronic registration techniques that are available for today's museum

Museum Practice Conal McCarthy, 2020-11-17 MUSEUM PRACTICE Edited by CONAL MCCARTHY Museum Practice covers the professional work carried out in museums and art galleries of all types including the core functions of management collections exhibitions and programs Some forms of museum practice are familiar to visitors yet within these diverse and complex institutions many practices are hidden from view such as creating marketing campaigns curating and designing exhibitions developing fundraising and sponsorship plans crafting mission statements handling repatriation claims dealing with digital media and more Focused on what actually occurs in everyday museum work this volume offers contributions from experienced professionals and academics that cover a wide range of subjects including policy frameworks ethical guidelines approaches to conservation collection care and management exhibition development and public programs From internal processes such as leadership governance and strategic planning to public facing roles in interpretation visitor research and community engagement and learning each essential component of contemporary museum practice is thoroughly discussed

The International Handbooks of Museum Studies, 4 Volume Set Sharon Macdonald, Helen Rees Leahy, 2015-07-20 The International Handbooks of Museum Studies is a multi volume reference work that represents a state of the art survey of the burgeoning field of museum studies Featuring original essays by leading international museum experts and emerging scholars readings cover all aspects of museum theory practice debates and the impact of technologies The four volumes in the series divided thematically offer in depth treatment of all major issues relating to museum theory historical and contemporary museum practice mediations in art design and architecture and the transformations and challenges confronting the museum In addition to invaluable surveys of current scholarship the entries include a rich and diverse panoply of examples and original case studies to illuminate the various perspectives Unprecedented for its in depth topic coverage and breadth of scholarship the multi volume International Handbooks of Museum Studies is an indispensable resource for the study of the development roles and significance of museums in contemporary society

The Small Museum Toolkit Cinnamon Catlin-Legutko, Stacy Klingler, 2012 Small museums need affordable ways to provide care for their collections and the tools to lobby for additional funds for their long term health In this book we offer practical tips for collections care including preservation strategies for historic properties strategies for managing collections developing policies and planning for the future of your museum's home

A Legal Dictionary for Museum Professionals Heather Hope Kuruvilla, 2021-04-15 Presented in an easily digestible format this go to desktop reference guide provides explanations and clarifications on a variety of legal issues and concerns facing today's museum professional in over 200 plain language dictionary entries Alphabetized and extensively cross referenced this text will provide a quick go to when a general introduction to or refresher of a concept is needed on the go including Intellectual property issues including copyright trademarks and fair use Corporate issues including nonprofit status and tax exemption Governance issues including

boards of trustees and fiduciary duties The second edition adds over 40 new dictionary entries that address emerging issues in the field such as the 2019 FASB update and direct care of collections plus new topics such as marital property and business structures The text is divided into three main sections In the first over forty common acronyms and symbols are explained and over twenty statutes impacted museum work are listed with common names or acronyms plus citations provided In the second over 200 terms are concisely defined and situated specifically in relation to the day to day work of the museum professional each cross referenced to related definitions In the third ten additional topics are developed in depth allowing the subtleties and complications to be examined and explained in an accessible plain language manner Further the supplemental in focus section includes new chapters on museum deaccessioning and disposal business structures and worker classification and independent contractors in addition to updated chapters on topics ranging from intellectual property to business formation tax exempt status and worker classification Written by a past museum director with legal training this reference book is intended to be kept within arm s reach at a desk and be the first stop for a professional whenever a question arises

The Art Collector's Handbook Ms Mary Rozell,2014-06-28 With the rapid and unprecedented global expansion of the art market new collectors are emerging every day When buying art whether for pure enjoyment for investment or some other motive few art collectors consider the practical and financial implications of owning and maintaining art and many do not have a plan for how they might eventually dispose of it This book probing a number of resources and incorporating advice from top experts in the field offers guidance on collection management and care and serves as an important reference guide for collectors and those charged with managing collections

Museum Basics Timothy Ambrose,Crispin Paine,2012-06-14 Museums throughout the world have common needs and face common challenges Keeping up to date with new ideas and changing practice is challenging for small and medium sized museums where time for reading and training is often restricted This new edition of Museum Basics has therefore been produced for the many museums worldwide that operate with limited resources and few professional staff The comprehensive training course provided within the book is also suitable for museum studies students who wish to gain a full understanding of work within a museum Drawing from a wide range of practical experience the authors provide a basic guide to all aspects of museum work from audience development and education through collections management and conservation to museum organisation and forward planning Organised on a modular basis with over 110 Units Museum Basics can be used as a reference work to assist day to day museum management and as the key textbook in pre service and in service training programmes It is designed to be supplemented by case studies project work and group discussion This third edition has been fully updated and extended to take account of the many changes that have occurred in the world of museums in the last five years It includes over 100 new diagrams supporting the text a glossary sources of information and support as well as a select bibliography Museum Basics is also now supported by its own companion website providing a wide range of additional

resources for the reader **The Care of Prints and Drawings** Margaret Holben Ellis, 2016-12-15 The 2nd edition of *The Care of Prints and Drawings* provides practical straightforward advice to those responsible for the preservation of works on paper ranging from curators facility managers conservators registrars collection care specialists private collectors artists or students of museum studies visual arts art history or conservation A greater emphasis is placed on preventive conservation a trend among collecting institutions which reflects the growing recognition that scarce resources are best expended on preventing deterioration rather than on less effective measures of reversing it Expanded and richly illustrated chapters include Supports for Prints and Drawings discusses the properties of parchment and paper and introduces the general preservation needs and conservation problems of all works on paper regardless of their media Conservation Problems Related to the Paper Support of Prints and Drawings presents a guide to recognizing the symptoms and diagnosing the causes of damage specific to paper Conservation Problems Related to the Materials and Techniques of Prints describes the conservation problems that affect certain printmaking materials and arise from specific processes Conservation Problems Related to the Materials and Techniques of Drawings focuses on the various materials used to create marks on paper Item Level Collection Protection Envelopes Sleeves Folders Enclosures Mats Boxes Frames and Furniture discusses measures taken for prints and drawings so that they can better withstand the rigors of handling examination exhibition travel and adverse environmental conditions Preventive Conservation for Prints and Drawings describes how the integration of a comprehensive Collections Care Program into a Collections Management Policy can reduce the need for item level conservation treatments Basic Paper Conservation Procedures provides instructions on how to stabilize damaged works How to Make Starch Paste and Methyl Cellulose Adhesive and Suppliers of Paper Conservation Materials and Equipment are appended as well as a Glossary **Introduction to Arts Management** Jim Volz, 2017-09-21 *Introduction to Arts Management* offers a unique dynamic and savvy guide to managing a performing or visual arts organization be that an arts center theatre museum art gallery symphony orchestra or other arts company For those training to enter the industry workers in arts administration or those seeking to set up their own company the wealth of expert guidance and direct accessible style of this authoritative manual will prove indispensable Gathering best practices in strategic planning marketing fundraising and finance for the arts the author shares practical proven processes and valuable tools from his work with over 100 arts companies and professional experience producing over 100 music dance theatre and visual arts events Unique features include boilerplate guides for marketing and fundraising a sample Board of Trustee contract specific budget checklists day to day working tools that can be immediately instituted in any arts organization resources at the end of each chapter designed to help readers consider and implement the strategies in their own practice Interviews with arts leaders offer insights into the beginnings and growth of significant arts institutions while examples based on real situations and successful arts organizations from both North America and Britain illustrate and underpin the strategic and practical advice

Expanded from the author's highly successful *How to Run a Theatre* this edition offers both trainees and seasoned professionals the hands on strategic leadership tools needed to create build and nurture a successful career in the challenging world of arts administration and management

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