



Museum

Collections

Management

a handbook

Freda Matassa

Museum Collection Management A Handbook

**Tim Ambrose, Timothy Ambrose, Crispin
Paine**



Museum Collection Management A Handbook:

Museum Collections Management Freda Matassa, 2011-05 This landmark publication is the first to draw together all aspects of museum collections management in one handbook It is designed for anyone with responsibility for a cultural collection and covers everything a collections manager needs to know It describes professional practice in managing cultural objects and works of art whatever the size and nature of the collection The book includes essential information on Legal aspects of collections Ethical issues such as due diligence and immunity from seizure Up to date concerns such as sustainability crossing borders and financial constraints Loans acquisitions inventory and movement The book describes all collections management procedures in a simple step by step process and is clear and easy to use with all procedures based on international museum practice Examples of real forms policies and documents drawn from major museums are included throughout the text and act as guides for any transaction Readership Packed full of practical information advice and good practice this will be essential reading for all museum professionals curators of private collections and museum studies students

Handbook for Museums David Dean, Gary Edson, 2013-10-28 Handbook for Museums is the definitive guide of need to know information essential for working in the museum world Presenting a field tested guide to best practice the Handbook is formed around a commitment to professionalism in museum practice The sections provide information on management security conservation and education Including technical notes and international reading lists too Handbook for Museums is an excellent manual for managing and training

Museum Collections Management Handbook California. Department of Parks and Recreation. Museum Collections Management Unit, 1986

The Handbook for Museums Gary Edson, David Dean, 1996 A definitive guide to best practice in museums at a time in which all museums require ever more innovative solutions to processes of interpreting the world s cultural and scientific heritage

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

Museum Handbook United States. National Park Service, 1991

Collections Management as Critical Museum

Practice Cara Krmpotich, Alice Stevenson, 2024-07-22 There is a common misconception that collections management in museums is a set of rote procedures or technical practices that follow universal standards of best practice This volume recognises collections management as a political critical and social project involving considerable intellectual labour that often goes unacknowledged within institutions and in the fields of museum and heritage studies Collections Management as Critical Museum Practice brings into focus the knowledges value systems ethics and workplace pragmatics that are foundational for this work Rather than engaging solely with cultural modifications such as Indigenous care practices the book presents local knowledge of place and material which is relevant to how collections are managed and cared for worldwide Through discussion of varied collection types management activities and professional roles contributors develop a contextualised reflexive practice for how core collections management standards are conceptualised negotiated and enacted Chapters span national museums in Brazil and Uganda to community led heritage work in Malaysia and Canada they explore complexities of numbering digitisation and description alongside the realities of climate change global pandemics and natural disasters The book offers a new definition of collections management travelling from what is done to care for collections to what is done to care for collections and their users Rather than use being an end goal it emerges as a starting point to rethink collections work

The Preservation Management Handbook Ross Harvey, Martha R. Mahard, 2020-02-06 Preservation how to for every medium Cultural heritage professionals museum curators museum professionals archivists and librarians use their specialized knowledge to prioritize the needs of their collections Preservation managers and collections care specialists draw from experts in climate control fire safety pest management and more in assessing a collection and its needs And all the special materials within the collections have their experts too This revised second edition contains a wide range of topic specific expertise that comprises both an enduring text for preservation and collections care students as well as an essential one stop reference for cultural heritage professionals particularly those in small to medium sized organizations where resources are limited and professional help is not always accessible Chapter coverage includes PART I FUNDAMENTALS Chapter 1 Mapping the Preservation Landscape for the Twenty first Century Chapter 2 Preservation Principles Chapter 3 Managing Preservation Policy Assessment Planning Chapter 4 Security and Disaster Planning PART II COLLECTIONS Chapter 5 Artifacts and Information Chapter 6 The Environment Chapter 7 Creating Preservation friendly Objects PART III MEDIA AND MATERIAL Chapter 8 Putting it all together environment and storage quick reference guides Chapter 9 Paper Objects and Books Chapter 10 Photographic Materials Chapter 11 Digital Prints A Carver Kubik Chapter 12 Sound Materials Chapter 13 Moving Image Materials Chapter 14 Digital Storage Media and Files Chapter 15 Textiles Chapter 16 Paintings In addition to updated and expanded existing content a new chapter on digital prints has been added to the Media and Material Also new is Expanded information on disaster planning A quick guide to good better and best preservation practices to help institutions strive to improve their own activities A comparative terminology guide to assist in

greater understanding between LAMs and two quick references for temperature and relative humidity preferences for a wide range of collection materials This comprehensive handbook is an invaluable reference Organizing Exhibitions Freda Matassa,2014-04-28 This ground breaking book is the first to provide museum staff librarians and archivists with practical guidance on creating and organizing successful exhibitions Drawing on international museum practice but applicable to any exhibition or display the book sets out a time line from the initial idea to the final legacy Backed up by advice and guidance and with a list of resources for those who require in depth knowledge it has up to date information on new developments such as sustainability and flexibility in environmental conditions Also included are the ten biggest mistakes and the top ten tips for exhibition success Part One covers the 10 key stages for a successful exhibition idea planning organization packing and transport installation openings maintenance and programmes closure touring and legacy Part Two is a directory of advice and resources supplementing the information provided in Part One Readership Written by an international expert and designed for the first time exhibition organizer as well as the professional this book will become the standard for exhibition success Recommended for museum staff cultural heritage students librarians archivists private collectors and anyone who needs practical guidance on organizing exhibitions Museum Handbook United States. National Park Service,1991

Valuing Your Collection Freda Matassa,2017-07-10 This book addresses the issue of valuing objects in cultural collections ranging from high value to low or no value and featuring a range of collections including fine art archives science and photography Practical advice is given on how to assign values and best practice examples are drawn from museums libraries and archives The subject of valuation has always been challenging for museums and public collections and is becoming more urgent as monetary values of many items continue to break records There is an increase in lending with more loans requiring a value for insurance Cultural collections and exhibitions are expanding to all corners of the world while at the same time lenders are becoming more risk averse Valuing Your Collection will address the issues and offer some solutions Content covered includes questions of valuing public and private cultural collections assigning values to individual objects or an entire collection legal and ethical considerations discussion of authentication and attribution the insurance business and valuation guides to valuing different types of collections a range of case studies showing valuation across multiple sectors sample templates with criteria for valuing different objects This book will be useful for curators of cultural collections professionals in museums libraries and archives cultural heritage students private collectors those involved with art insurance art business and anyone requiring practical guidance on valuation **Museum Basics** Tim Ambrose, Timothy Ambrose, Crispin Paine,2012 Fully updated to include the many changes that have occurred in the last decade this second edition provides a basic guide to all aspects of museum work and staff experience from museum organization through collections management and conservation to audience development and education *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 couriering 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 Handbook* United States. National Park Service,1990 **Metric Handbook** David Littlefield,2012-09-10 An essential reference resource for any architect or architect student the *Metric Handbook* is the major handbook for planning and design data For each building type the book gives basic design requirements principal dimensional data and details of relevant building regulations The book also contains information on broader aspects of design applicable to all building types such as materials acoustics and lighting and data on human dimensions and space requirements Significantly updated the new edition of this work focuses on sustainable design practice to make projects competitive within a green market As well as a full revision including additional new building types and the latest updates to regulation and practice the book features an improved new layout with color images and text to make it easier to find vital information quickly *Metric Handbook* is a tried and tested authoritative reference for solving everyday planning problems it is a must have for every design office desk and drawing board **Museum Handbook** United States. National Park Service,1994 **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 **A Legal Primer on Managing Museum Collections, Fourth Edition** Marie C. Malaro,Ildiko DeAngelis,SI Office of General Counsel,2025-03-18 A new edition of the bible of U S collections management now updated for the 21st century museum professional or Museum Studies student This is the only comprehensive discussion of the legal questions faced by museums as they acquire use and refine their collections This fully revised and expanded fourth edition addresses a thorough range of legal developments museums face including new developments in the digital age and under new repatriation regulations This approachable easy to follow guide provides Major updates on deaccessioning and copyright and fair use New chapters on ethical returns and shared stewardship Real life and hypothetical lawsuit case studies Samples from museum collection policies Templates to help with document writing Suggestions for preventing legal problems Footnotes with more indepth discussion of relevant cases The book covers a wide range of issues including nonprofit status fraud copyright loans documentation accessioning and deaccessioning international exhibitions and cultural heritage concerns The authoritative A Legal Primer on Managing Museum Collections offers detailed explanations of the law that make it a go to book for any museum professional From Concept to Case Science Museum (Great Britain).,1999* **A Legal Primer on Managing Museum Collections, Third Edition** Marie C. Malaro,Ildiko DeAngelis,2012-05-08 Hailed when it was first published in 1985 as the bible of U S collections management A Legal Primer on Managing Museum Collections offers the only comprehensive discussion of the legal questions faced by museums regarding collections This revised and expanded third edition addresses the many legal developments including a comprehensive discussion of stolen art and the international movement of cultural property recent developments in copyright and the effects of burgeoning electronic uses that have occurred during the past twenty five years An authoritative go to book for any museum professional Legal Primer offers detailed explanations of the law suggestions for preventing legal problems and numerous case studies of lawsuits involving museum collections

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the pharmacy for 2 years name quantity and form of the substance number assigned to the order or prescription drug
product containing a narcotic controlled drug or targeted substance that is unused

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web instructions this log must be signed daily and initialed whenever the controlled substance inventory is changed by two

different paramedics one off going and one on coming for daily counts after visually inspecting the drugs to confirm that they are present intact and in the quantities specified by the system

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