ANTH 261: MUSEUM COLLECTIONS MANAGEMENT  
Spring 2005, TTH 11:00-12:15, Butte 305

Instructor:  Dr. Georgia L. Fox  
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Office Hours:  
TTH 1:00-2:00  
W 9:00-12:00 or by appt.

COURSE DESCRIPTION

This course is designed to introduce you to the current practices, policies, and procedures in managing museum or cultural heritage collections. We will explore the acquisition of objects into museum collections, how collections are organized and accounted for through registration and documentation, as well as current practices used in the care and protection of cultural property.

LEARNING OBJECTIVES

1. To develop a greater understanding of managing museum collections.  
2. Learn the necessary skills and requirements of collections management.  
3. Learn about the proper care and handling of objects for research, exhibit, and storage.  
4. To understand the museum environment, conservation concerns, and ethics.  
5. Become familiar with administrative and facility aspects of collections management.

REQUIRED TEXTS AND STYLE GUIDE


Anthropology 261 Reader, #75, purchase at Mr. Kopy, 119 Main St..

COURSE REQUIREMENTS

Because this class is hands-on and involves a very active lecture/discussion format, class attendance is critical for this course. If you miss an in-class exercise, you will lose points for it. This class, unlike many others, is a small seminar-style class that is often relaxed and fun, but to make this happen, your in-class participation is absolutely necessary. Sitting off to the side and not participating is just not happening in this class. Class participation is worth 10 points, and it should be the easiest 10 points you’ve ever had to earn! Because of the seminar-style class, you must complete the assigned readings before class. Lecture/discussion will focus on the weekly topics, readings, and in-class exercises as well as other assignments relevant to the course.
COURSE ASSIGNMENTS

Exams and Quizzes

There will be two exams in Bluebook essay format; one mid-term and one final worth 50 points each. Missing an exam is highly discouraged, but if you miss an exam, please notify me as soon as possible before or within one week after the exam has been taken. In addition, there will be short quizzes on the readings. The quiz dates are noted on this syllabus.

In-Class Projects

There will be a variety of in-class assignments and exercises:
1. Donor Information Sheet/Acquisition form 10 pts.
2. Deed of Gift and Thank-you letter 5 pts.
3. Loan form 5 pts.
4. Numbering and labeling objects 10 pts.
5. Object Condition Report 10 pts.
6. Deaccession Request/Form 10 pts.

Major Project

Each student will be assigned a chapter toward the Museum of Anthropology’s Collections Policy or Disaster Management Plan. We will discuss this project early in the semester, and you will be handed out the requirements of the project in class.

Late Assignments Policy

If you turn in your assignments on time, late assignments are a non-issue for all of us. Because the museum/cultural heritage world is full of deadlines and time-sensitive projects, it’s a good idea to get used to turning in completed assignments on time. In this regard, I will not accept late work unless you have a documented, legitimate excuse. All work must be turned in at the beginning of class on the day it is due, and I will enforce this policy.

POINTS DISTRIBUTION

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tr>
<td>Five in-class projects, @ 10 pts. each</td>
<td>50 pts.</td>
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<tr>
<td>In-class participation</td>
<td>10 pts.</td>
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<tr>
<td>Quizzes (10 pts. ea.)</td>
<td>60 pts.</td>
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<td>Midterm</td>
<td>50 pts.</td>
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<td>Final Exam</td>
<td>50 pts.</td>
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<tr>
<td>Collections project outline</td>
<td>10 pts.</td>
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<tr>
<td>First draft of chapter</td>
<td>20 pts.</td>
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<tr>
<td>Final draft of chapter</td>
<td>50 pts.</td>
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<td>Total</td>
<td>300 pts.</td>
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Grading Scale

The grading scale, with 300 points possible, is as follows: 300-260 A; 259-220 B; 219-180 C; 179-140 D; 139 and below F. Please note that I do not grade on a curve, nor do I give extra credit points. The +/- system is used in this course for the final grade.

Important Due Dates to Remember

- Detailed chapter outline: March 1
- Mid-term exam: March 10
- First draft of chapter: April 12
- Final draft of chapter: May 10

Special Note

Students with any learning disabilities should contact the Office of Disability Support Services at 898-5959. If you have a learning disability that will affect your classroom performance (on examinations, taking notes, etc.), please discuss the situation privately with me.

The Seven Goals of the Department of Anthropology at CSU, Chico

1. An understanding of the phenomenon at that which differentiates human life from other life forms; understanding of the roles of human biology and cultural processes in human behavior and human evolution.

2. A positive appreciation of the diversity of contemporary and past human cultures and an awareness of the value of anthropological perspectives and knowledge in contemporary society.

3. Knowledge of the substantive data pertinent to the several sub-disciplines of anthropology and familiarity with the major issues relevant to each.

4. Familiarity with the forms of anthropological literature and basic data sources and knowledge of how to access such information.

5. Knowledge of the methodology appropriate to the sub-disciplines of anthropology and the capacity to apply appropriate methods when conducting anthropological research.

6. The ability to present and communicate in anthropologically appropriate ways anthropological knowledge and the results of anthropological research.

7. Knowledge of the history of anthropological thought.
CLASS SCHEDULE

WEEK 1: (Jan. 25, 27)  Introduction to the Course; Why Museums Collect

READ:  Reader, Part II:  Gurian, Lewis, Mayberry

WEEK 2: (Feb 1, 3, 8) Mission Statements/ Collections Policies

READ:  Buck and Allman, pp. XIII-XIV, 209-223, 227-234  
Reader, Part III.:  Gardner and Merritt; look over materials.
QUIZ:  Thursday, Feb. 3 (readings for this section only)

WEEKS 3, 4:  (Feb 10-24) Object Handling, Acquisitions, and Marking

READ:  Buck and Allman, pp. 43-52, 65-91, 157-165  
Reader, Part IV.: look over materials.
CLASS:  In-class exercises (donor info, acquisitions, numbering and labeling)  
Video: Art is Not Icecream
QUIZ:  Thursday, Feb. 17 (Buck and Allman, Reibel)

WEEKS 5, 6 (Mar. 1, 3) Registration and Documentation/Computer Programs

READ:  Buck and Allman, 1-40;  
Reibel: Chps: Intro, 1-6, 8  
Reader, Part IV., look over Fowler Museum materials
CLASS:  In-class exercise (Deed of Gift; Thank-you letter)
QUIZ:  Thursday, April 3 (readings for this section)
DUE:  March 1, Detailed outline of chapter

WEEK 7 Storage (Mar. 8)

READ:  Buck and Allman, 103-116, 121-125  
Reader, Part V:  look over information on storage

March 10 MIDTERM EXAM

SPRING BREAK, March 14-18

WEEK 8 (Mar. 22-24) Condition Reports and Inventory Control

READ:  Buck and Allman, pp. 53-62, 95-101, 117-119, 189-191  
Reader, Part V.:  Hansen and Sawdey
CLASS:  In-class exercise (condition reports)
QUIZ:  Tuesday, Mar. 29 (readings for this section)
WEEKS 9, 10 (Mar. 29, Apr. 7) Insurance, Loans, Packing and Shipping

READ: Buck and Allman, pp.120-155, 177-188, 192-206, 239-246, 281-287
Reibel, Chp. 7
CLASS: In-class exercise (loan form);
VIDEO: Packing and Shipping
QUIZ: Thursday, Apr 7. (readings, this section)

WEEK 11: (Apr. 12, 14) Ethics, Appraisals, and Legal Issues

Reader: Duggan, Gamble
QUIZ Thursday, Apr. 14 (readings for this section)
DUE: Tuesday, Apr. 12, First draft of chapter

WEEK 12 (Apr. 19, 21) Deaccessions and Repatriation

READ: Buck and Allman, pp. 167-176, 311-319
Reader, Part VII. Roth, Horse Capture; look over materials
CLASS: In-Class exercise (Deaccession forms)

WEEK 13 (Apr. 26, 28) Museum Environment, Exhibit Cases, and Materials

READ: Reader, Parts VIII and Part IX materials on exhibit cases

WEEK 14 (May 3, 5) Care and Conservation of Collections; Archival/Photograph Collections

READ: Reader, Parts. IX, X: look over materials.


READ: Buck and Allman, 237-238, 247-275
Reader, Part. XI: Rusch and Herro; look over materials
DUE: Tuesday, May 10, Final draft of chapter due.

***FINAL EXAM, Thursday, May 19, 10:00-11:50 am***