



# Museum Collection Management Manual

**Thomas Griffiths**



## **Museum Collection Management Manual:**

*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

*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

*The Manual of Museum Management* Gail Dexter Lord, Barry Lord, 2009-04-16 The *Manual of Museum Management* presents a comprehensive and detailed analysis of the principles of museum organization the ways in which people work together to accomplish museum objectives and the ways in which museums large and small can function most effectively This new edition offers updated information on management practices to satisfy the current needs of museum professionals All new contemporary case studies provided by practitioners from museums and galleries around the world bring the principles to life with first hand accounts of challenges and achievements in the operation of museums today

**Museum Handbook** United States. National Park Service, 1991 *Collections*

*Management Manual, National Museum of American History, Office of the Registrar* Wesley C. Mattie, National Museum of American History (U.S.). Office of the Registrar, 1988      **Collections Management** Anne Fahy, 2005-07-25 An invaluable and practical introduction bringing together leading recent papers emphasising some of the major issues affecting collections management      **Manual of Museum Management** Gail Dexter Lord, 2024-02-27 The Manual of Museum Management Third Edition presents a comprehensive and detailed analysis of the principles of museum organization the ways in which people work together to accomplish museum objectives and the ways in which museums large and small can function most effectively This new edition offers updated information on the key aspects of museum practice that dominate today everything from flatter organizational models shared leadership the efflorescence of digital practice and complexity in the field museums and social justice the hard work and positive rewards of community engagement and partnership platform balance to alternative revenue models All new contemporary snapshots provided by practitioners and drawn from museums and galleries around the world bring the principles to life and digitally accessed links and resources in the e book round out the relevance and usefulness of this third edition      **Collections Management Manual** Wesley C. Mattie, National Museum of American History, 1988      **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      Registrars on Record Mary Case, 1995      *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      Registration Methods for the Small Museum Daniel B. Reibel, 2017-07-13 Registration Methods for the Small Museum has been the definitive guide to registration methodology for small museums since 1978 The book covers all aspects of the registration

process and provides practical solutions for the small museum professional in a concise readable manner This step by step guide begins with developing policy and takes the reader through acquisition numbering accessioning documentation loans and deaccessioning It is a great introduction to both manual and computer systems and can help those that are unfamiliar with museum registration systems learn more about their collections The fifth edition updates the handbook to fit the registration systems in today s small museums and provides additional forms that weren t in previous additions of the book Features include Easy to understand forms and templates Overviews of both manual and computer registration systems Overview of the acquisition process Overview of the cataloging process Overviews of museum loans Examples of a collections policy and registration manual for a small museum Guidance for small museums on how to create a new registration system or interpret the one they have

A Bibliography of Museum Studies Simon J. Knell, 2016-12-05 A comprehensive bibliographic reference for students and others wishing to investigate the contemporary literature on museums and collections The references are systematically arranged into sections including collections management communication and exhibitions museum education material culture the museums profession and museum management Compiled from the research and teaching materials of the Department of Museum Studies at the University of Leicester it provides an essential resource for anyone studying or working in museums Containing more than 4 000 references this new bibliography provides ready access to the literature whether you are developing a disaster plan or visitor survey or studying the history of museum education

**A Report to the Legislature on Museum Collections Management** California. Department of Parks and Recreation, 1984

**Historic Lighthouse Preservation Handbook**, 1997

**The Museum** Margaret Talbot Jackson, 1917

*Natural History Museums* Paisley S. Cato, Clyde Jones, 1991 Topics that will prove useful to all persons involved with natural history museums include conservation care use management and preservation of collections role of exhibits and guidelines for approaches to creating new exhibits the future for natural history museums and prospects for funding

*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

**Museum Handbook** United States. National Park Service, 1994

**Preventive Conservation for Historic House Museums** Jane Merritt, Julie A. Reilly, 2010-01-16 Preventive Conservation for Historic House Museums is a primer on the preventive care practices that these unique sites need to slow the rate of deterioration and prevent damage and wear to the property and its collections It proposes a collaborative approach to preservation planning that is based on interdisciplinary research critical thinking and observation rather than rote maintenance schedules and everyday residential cleaning practices The authors recommend that sites have documents and plans in place that direct the intellectual and physical control of the collections and site The intellectual controls include administrative and management policies and procedures the physical controls include security and safety precautions routine maintenance and cleaning practices among

others Historic house administrators staff board members and volunteers will find this volume indispensable Professionals who deal with historic sites from the museum administrator or curator to architect to engineer as well as students pursuing studies in the field of preservation and conservation will also find this a valuable reference This volume promotes a pro active approach to preservation planning for historic sites and their collections

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