

# HIS 5090: Care and Management of Historical Artifacts

## Spring 2008

**Official meeting time: Wednesday 9-11:30 am, but please note additional meeting times**

### Instructor:

Dr. Debra A. Reid, Office: 2572 Coleman Hall, phone: 581-7272; e-mail: [dareid@ciu.edu](mailto:dareid@ciu.edu)

**Office Hours:** 1-4 pm Monday; 3-5 Tuesday and by appointment

### Locations:

Classroom (2250 Coleman Hall) first day only; other class meetings at Illinois Historic Preservation Agency in Springfield (IHPA); Lincoln Home National Historic Site in Springfield; the Coles County Historical Society; the Spurlock Museum in Champaign

### Contact information for instructional partners:

Linda Norbut-Suits, [LindaNorbut.Suits@illinois.gov](mailto:LindaNorbut.Suits@illinois.gov); Norma Winkleblack, [nwink26@consolidated.net](mailto:nwink26@consolidated.net)  
Susan Haake, [susan\\_haake@nps.gov](mailto:susan_haake@nps.gov); Christa Deacy-Quinn, [c-deacy@uiuc.edu](mailto:c-deacy@uiuc.edu); Andy Stupperich, [Andy.Stupperich@ky.gov](mailto:Andy.Stupperich@ky.gov)  
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### Course Description:

This course focuses on the steps necessary to mitigate the deterioration of artifacts held in the public trust, particularly in small to medium size historic sites and museums. Curators and collection managers in these institutions face challenges such as inadequate storage, non-controlled environments, collections-intensive programming, and other natural and human-made hazards that threaten collections. How can they gain and then maintain physical and intellectual control?

The course begins with an overview of the philosophy of curatorship, collections care, and preventive conservation, followed by the details of museum registration including computerized systems and the processes of collection acquisition, cataloguing, and inventorying. Then the course shifts focus to explore the characteristics and needs of ten artifact groups: wood, metal, stone, ceramics, glass, textiles, skin/leather/bone, historic structures, living collections, and composite materials. The course concludes with discussion of the importance of research and collections development plans and long-range planning to extend the life and usefulness of collections. Partnerships with private and public museums in Illinois provide practical experience in collections care.

### Texts:

Rebecca A. Buck and Jean Allman Gilmore, *The New Museum Registration Methods*, 4<sup>th</sup> ed., Washington, DC: American Association of Museums, 1998 (NMRM).

Reader – *Collections Care at Historic Sites*. This reader includes articles from *Conserve O Gram*, an NPS publication; a bibliography of selected Canadian Conservation Institute publications and other titles that deal with agents of deterioration, care and handling, and disaster planning.

### Supplemental Texts:

James R. Blackaby, et. al. *The Revised Nomenclature for Museum Cataloging: A Revised and Expanded Version of Robert G. Chanhall's System for Classifying Man-Made Objects*. Nashville: AASLH Press, 1988 – under revision

iO, an "easy collections management software developed by Willoughby, the first museum automation company in the world. [www.willo.com](http://www.willo.com)

*PastPerfect Museum Software*, version 3.0, an integrated relational database (collection and membership management) Windows based; includes access to an on-line version of Chanhall's *Revised Nomenclature for Museum Cataloging* (see below) and a *User's Guide* (downloadable). <http://www.museumsoftware.com>

*Collections: A Journal of Museum & Archives Professionals* (AltaMira Press, Vol. 1, Aug 2004 - present)

## Course Schedule & Readings

<u>Date</u>	<u>Course Content</u>	<u>Location</u>
<b><u>Week 1</u></b> JANUARY 9	Course expectations; Philosophy; Terminology  <b>State of the Field</b> Summary Report (20pgs) - <a href="http://www.heritagepreservation.org/hhi/HHIsummary.pdf">http://www.heritagepreservation.org/hhi/HHIsummary.pdf</a> of <i>A Public Trust at Risk: Heritage Health Index Report on the State of America's Collections</i> - <a href="http://www.heritagepreservation.org/hhi/">http://www.heritagepreservation.org/hhi/</a>  Job Descriptions Material Identification	Classroom
<b>Jan. 9 Practicum Focus:</b> Collections Care material identification		
<b>Jan. 9 READINGS:</b>	NMRM: Collection Roles, Job Descriptions, xiii-xvii; Administrative Functions, 209-20; Appraisals, 303-307 Electronic version of Summary Report (20pgs) of <i>A Public Trust at Risk: Heritage Health Index Report on the State of America's Collections</i> - <a href="http://www.heritagepreservation.org/hhi/HHIsummary.pdf">http://www.heritagepreservation.org/hhi/HHIsummary.pdf</a> Reader: Preventive Conservation aka Collections Care (goals & staff roles) Catalogs: Light Impressions; etc. (distributed before class)	
<b>SECTION I</b> <b>(Jan.16-30): Record &amp; Object Control</b>		
<b><u>Week 2</u></b> Q JANUARY 16  9:00-11:30 Linda Norbut Suits	Intellectual Control/Scope of Collections Accessioning & Deaccessioning Recordkeeping & Manual and Computerized Documentation Legal Requirements Nomenclature Introduction to IHPA cataloging worksheets; Data Content Standards Collections databases (iO Willoughby.com; Past Perfect)	IHPA
<b>Jan. 16 READINGS:</b>	NMRM: Documentation: Manual and Computerized, 1-40 Reader: Malero, excerpts from <i>A Legal Primer</i> , pgs. 64-73; pgs. 355-359. NMRM: Acquisitions, 157-65; Deaccessioning, 167-76. Reader: Burkhardt and Trimpe, "Museums and Copyright Ownership: Is Ignorance Really Bliss?" <i>Collections</i> 2, no. 4 (2006). Handout: Copyright Term and the Public Domain in the United States, 1 January 2007 <a href="http://www.copyright.cornell.edu/public_domain/">http://www.copyright.cornell.edu/public_domain/</a> Reader: Collections Policy (inc. CCHS policy –additional information on WebCT) NMRM - Loans, 177-88 NMRM: Collections Management Policies, 221-23	
<b>Jan. 16 Practicum Focus:</b> complete catalog worksheets for IHPA (IHPA staff select artifacts)		

**Week 3** Physical Control / Recordkeeping & Storage IHPA  
**Q JANUARY 16**  
**1:00-3:30** Numbering & Marking  
Linda Norbut Suits Condition Assessment: Documentation, Monitoring; Condition Reports

**Jan. 16 Practicum:** continue Recordkeeping & Manual and Automated Documentation practicum including Condition Reports;  
compare physical control at IHPA, Old State Capitol State Hist. Site

**Jan. 16 READINGS:** NMRM: Numbering, 43-44; Handling, 45-48; Measuring, 49-52; Marking, 65-93; Storage, 116; Condition Reporting, 53-62  
Reader: Physical Control - Record Keeping, Care & Handling  
*Revised Nomenclature*

**Week 4** Care of Collections - Agents of Deterioration IHPA  
**Q JANUARY 23** Storage Vachel Lindsay Home  
**9:00-11:30 am** (Jennie Battles)  
Linda Norbut Suits

**Jan. 23 Practicum focus:** Touring Vachel Lindsay Home State Historic Site; assessing IHPA strategies to reduce negative affects of agents of deterioration

**Jan. 23 READINGS:** Reader: Agents of Deterioration  
NMRM: Preventive Care, 103-07

**Week 5** Care of Collections – Storage Lincoln Home NHS  
**Q JANUARY 23** Designing Ideal and Low-Cost Collections Storage  
**1:00-3:30 pm** Care of Collections - Housekeeping  
Linda Norbut Suits & Susan Haake

**Jan. 23 Practicum Focus:** Assess storage at IHPA and housekeeping strategies at the Lincoln Home NHS, a heavily trafficked historic house museum.

**Jan. 23 READINGS:** NMRM: Storage, 109-16; Preparation, 121-25; Packing/Crating, 130-38  
Reader: Care and Handling; Collections Storage: Moving and Hauling  
Reader: Historic Housekeeping  
Appendix: IMLS Conservation Training Grant, ‘1996-1997  
Appendix: IMLS Environmental Survey Grant, 1998-1999  
Appendix: Choosing a Vacuum Cleaner

**Week 6** Inventory Bryant Cottage  
**JANUARY 30** Bement, IL  
**9-11:30 am**

**Jan 30 Practicum Focus:** work with location records to complete the inventory  
 Cross-reference current location records re. actual object locations  
 record current locations through digital photographs of rooms/walls/exhibits

**Jan. 30 READINGS:** NMRM: Inventory, 117-119; Photographing, 95-101  
Reader: Tilly Laskey, “Inventory Isn’t Sexy,” *Collections* (2005).

**Feb. 1 – CCHS Collection Policy Revision DUE – no later than 4 pm**

## **SECTION II**

**(Jan. 30-March 5): Collection Characteristics & Care Requirements –**

**Practicum focus:** for each artifact type we will complete catalog worksheets and condition reports, consider preventive conservation needs, and analyze storage needs at LLC & IHPA.

**Week 7** Collections Care/Preventive Maintenance (CC/PM)  
**Q January 30** CC/PM: Organic Objects; Wood & Composite  
**1-3:30 pm** i.e. Furniture, Wagons Bryant Cottage  
Bement, IL

**Jan. 30 READINGS:** Reader: Organic Objects; Furniture

**Week 8** Collections Care/Preventive Maintenance (CC/PM)  
**Q FEBRUARY 6** CC/PM: Metal & Composite – Tools, Machinery Coles Co Hist Soc

**Feb. 6 READINGS:** Reader: Metals

**Week 9** CC/PM: Textiles & Costumes IHPA (David Davis  
**Q FEBRUARY 13** Collection)  
**9-11:30**

**Feb. 20 READINGS:** Reader: Textiles

**Week 10** Buildings / Landscapes IHPA  
**FEBRUARY 13** Dana-Thomas House  
**1:00-3:30 pm** Lincoln Tomb  
Linda Norbut Suits

**Feb. 13 READINGS:** Reader: Historic Buildings; Historic Landscape  
Reader: IMLS Environmental Survey Grant

[In preparation for discussing Structures, refer to your notes from HIS 4920: Historic Preservation in the U.S.  
Consider how treating a building as the largest artifact may affect collection preservation.]

**Week 11** CC/PM: Ceramics; Glass, Stone Coles Co Hist Soc  
**Q FEBRUARY 20**

**Feb. 20 READINGS:** Reader: Glass and Ceramics; Stone

**Week 12** CC/PM: Living Collections - Animals, Plants Lincoln Log  
**Q FEBRUARY 27** Collections for Use:  
**7** Artifacts in Programming  
Tiering Collections; Outdoor Storage

Natural Plastics / Polymers; Plastics

**Feb. 27 READINGS:** Reader: Living Collections  
NMRM, relevant pages under Handling, Measuring, Marking, Storage

**Feb. 27 READINGS:** NMRM: Rights & Reproductions, 225-26; Copyright, 289-300  
Reader: Managing Collections for Use in Exhibits  
Reader: Managing Collections Used in Interpretation & Ed. Programming

Reader: Natural Plastics / Polymers; Plastics

### **March 3 – HA Interviews**

**Week 13** Ivory, Skin/Leather/Horn/Bone Spurlock  
**Q MARCH 5** Collections for Use: Exhibitions  
**2:00-4:30 pm**  
Christa Deacy-Quinn, Collections Manager, Spurlock Museum

**READINGS:** Reader: Ivory, Leather and Skin  
NMRM, relevant pages under Handling, Measuring, Marking, Storage  
NMRM: Exhibitions, 189-206

### **Culminating Project for Section II**

completion of worksheets, storage recommendations, and preventive conservation suggestions

### **March 7 – CCHS Collection Manual Revision DUE**

**March 6-8 Midwest Open Air Museums Coordinating Council – Lake County, Indiana**

**March 10-14 - SPRING BREAK – No Class**

### **Section III**

**(March 28-April 23) - Physical and Intellectual Management**

**Week 14** Collections Ethics & the Law Classroom  
**Noon-2:30 pm - FRIDAY, MARCH 28**  
Guest Lecturer: Andy Stupperich, Curator, Kentucky Hist. Soc.

#### **READINGS:**

AASLH “Ethics Position Paper: The Capitalization of Collections” Technical Leaflet 224  
IRS website: [www.irs.gov](http://www.irs.gov)

Instructions for Form 8283 and 8282.

Instructions for IRS Publication 561.

AAM website: [http://www.aam-us.org/museumresources/ethics/nazi\\_guidelines.cfm](http://www.aam-us.org/museumresources/ethics/nazi_guidelines.cfm) - "Guidelines  
Concerning the Unlawful Appropriation of Objects During the Nazi Era"

NMRM: 277-87; 301-340

COPIES: Marie Malero, *A Legal Primer*, 84-135; 369-383; 384-393

Reader: Collections Ethics & Legal Issues

**Wk 14, Cont.**                      Collection Development Plans  
**March 28, cont.**                      Long-Range Planning for Collections Stewardship

**READINGS:** Reader: Intellectual Management (all sections)

**March 28-29 - HAPA Symposium**

**April 14-18 - HA EXHIBIT INSTALLATION WEEK**

**April 19 – Exhibit Opening**

**Week 15**                      Curator Health / Hazardous Materials                      Lincoln Log  
**APRIL 23**                      Insuring for Maximum Probable Loss  
Linda Norbut Suits                      Integrated Pest Management; Emergency Preparedness & Risk Management

**April 23 READINGS:** NMRM: Hazards of the Workplace, 341-47; Insurance, 239-46  
NMRM: Risk Management, 237-38; Disaster Mitigation, 247-50; Security & Fire, 251-54;  
Reader: Hazards in Collections; Emergency Preparedness / Disaster Planning  
Reader: Integrated Pest Management  
NMRM: Preventive Care, 103-07; Pests, 255-66

**Culminating Project Section III -**

**April 25 – CCHS Collection Development Policy DUE no later 4 pm.**

**FINAL                      WEDNESDAY – APRIL 30                      CLASSROOM**

### **Course Logistics**

NOTE: This course travels, so abide by the following schedule:

Trips to Springfield & Bement ()  
VAN departs the parking lot NORTH of Coleman Hall at 6:30 AM  
VAN returns to the North lot around 6:00 PM  
Bring snacks and a sack lunch to save time and money.

Trip to Champaign (March 5)  
VAN departs the parking lot NORTH of Coleman Hall at 1 pm  
VANS returns to the North lot by 5:30 PM

Carpool to Lincoln Log Cabin and the Coles County Historical Society Storage (Mattoon)

**Driver** (Debra Reid) – I will get the van from the parking lot at the EIU Physical Plant the morning of each trip and will return the van to that lot after dropping off passengers at the parking lot NORTH of Coleman Hall.

### **Course Requirements**

- **MATERIAL IDENTIFICATION** of basic collections care resources such as ethafoam, tissue paper, mylar, etc. (**100 points TOTAL – 10% of total grade**)

- APPLIED LEARNING PROJECTS: (50 pts for each segment; 150 pts TOTAL – 10% of total grade)**
  - Collection Documentation: Automation, Record Keeping, Space Allocation (Jan. 16-30)**  
 Include: Accessioning/Deaccessioning; Legal Requirements  
 Records management (manual and computerized/automated)  
 Numbering/Marking  
 Condition Reports  
 Storage; Housekeeping
  - Collection Characteristics & Care Requirements (Feb. 6-March 5)**  
 Include: Textiles  
 Metal; Composite Artifacts  
 Living Collections  
 Natural Polymers  
 Structures/Landscapes  
 Wood; Composite Artifacts  
 Ceramics; Glass; Stone  
 Plastics  
 Leather, Skin, Bone, Ivory  
 Collections and Programming
  - Physical & Intellectual Management (March 28-April 23)**  
 Include: Emergency Mitigation; Integrated Pest Management Insurance  
 Intellectual Management

You will receive verbal feedback and three written evaluations following completion of each phase. I will assess: knowledge of recommended processes; application of recommended processes; technical abilities; ability to work independently and in a group, and the quality of the finished worksheets/reports/treated objects, etc.

- VERBAL REPORT** on the collection care and preventive conservation requirements related to one type of material, i.e. living collections, plastics. . . You will select the material to explore in depth. On the day we cover this material in class, you will share your findings – in ten minutes or so – including the basic characteristics of the material as well as the recommendations to care for the material in perpetuity. You will be the “expert” for the day, fielding other students’ inquiries about care and handling procedures as we work at our partner institutions (**100 points TOTAL – 10% of total grade**).
- WEEKLY QUIZZES** over material drawn from the readings (both NMRM & the Reader). Ten quizzes total. Each quiz will consist of at least 10 questions including multiple choice, true/false, and fill-in-the-blank questions. Each quiz will be worth 25 points. Note the schedule for Q dates (**250 points TOTAL – 20% of total grade**).
- CCHS COLLECTIONS PLAN** revision. **Due in three installments (150 points TOTAL – 20% of total grade)**.
- RESEARCH PAPER** on a topic of your choice related to collections care, use of collections in programming or exhibitions; history of collecting in a particular museum, etc. Discuss your topic with Dr. Reid **during class, January 23**; Research Plan/Sources due **February 27**; FINAL paper due **May 2 (100 points TOTAL – 30% of total grade)**.

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**Academic Integrity**

Higher education has high standards. Academic dishonesty threatens the system. This applies to every faculty and student at EIU. Students must assume responsibility for their performance and should not plagiarize other’s ideas or words or cheat in any other way on any exam or written work. Such activity will not be tolerated. **If I catch any student copying someone else’s work without attribution and appropriate punctuation, or if I catch any student cheating in any other way on any class work, I will fail the student and report her/him to the Office for Academic Misconduct for further discipline.**

Ignorance is no defense. Remember that legal caveat.

For your protection, become familiar with the Student Conduct Code: <http://www.eiu.edu/~judicial/>

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**N.B.** The instructor reserves the right to revise the syllabus and schedule of assignments over the semester as need arises.