HIS 5090: Care and Management of Historical Artifacts
Fall 2016

1: Course Identification: 3-0-3 credits; meeting Thursdays, 9-11:30 am

This course complies with the Federal credit hour definition and Higher Learning Commission policy that student engagement in academic work meets or exceeds the minimum 37.5 hours per semester hour of course credit (112.5 hours for the 3 credit hour course, an average of 7.5 hours per week).

2: Instructor Contact Information

Instructor: Debra A. Reid
Office Hours: Mon: Noon-3:00; Tues: Noon-2:00; and by appointment
Office: 2572 Coleman Hall; **E-mail:** dareid@eiu.edu **Phone**: 217-581-6361
Locations: Classroom (1166 Coleman Hall); Tarble Arts Center; Greenwood School-Coles County Historical Soc; Spurlock Museum
Contact information for instructional partners: Mike Schuetz, Assistant Director, Tarble Arts Center, mlschuetz@eiu.edu
Norma Winkleblack, Collections Manager, Coles County Historical Society, nwink26@consolidated.net
Christa Deacy-Quinn, Curator, Spurlock, c-deacy@illinois.edu

3: Catalog Description: (3-0-3):

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 inherent and introduced hazards that threaten collections. How can they gain and then maintain physical and intellectual control?

The course includes an overview of the philosophy of curatorship, standards and practices that ensure physical and intellectual control of objects including museum registration (software, hardware, and paper trails related to accessioning and deaccessioning) and the processes of collection acquisition, cataloguing, and inventorying. Then the course shifts focus to explore practices of collections care and preventive conservation. Each week we will focus on a different type of artifact based on the characteristics and needs of different material properties: wood, metal, stone, ceramics, glass, textiles, skin/leather/horn/bone, and composite materials; as well as issues related to intangible material culture (ethnographic collections) and animate objects (living collections, particularly heritage breeds and seeds). 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 non-profits and public museums provide practical experience with collections.

4: Learning Goals & Objectives:

1. Understands professional standards for collections care and management as conveyed in theoretical, scholarly, and professional literature
2. Displays competency in identifying the material composition of historical artifacts and associated care standards for each material.
3. Displays competency in collections care and management policies and procedures to ensure accurate documentation and long-term stewardship of historical artifacts (animate and inanimate).
4. Utilizes tools (software, hardware, professional standards) to create consistent data that ensures access and facilitates intellectual and physical control of collections
5. Advocates for collection, preservation, and documentation of historical artifacts as irreplaceable evidence essential to research.
6. Synthesizes information and applies the understanding to solve problems faced by peers employed in the history museum field and share results in effective oral and written communication.

5: Textbook & Course Materials

Required Texts (acquired through EIU's Textbook Rental Service)

Buck, Rebecca A. and Jean Allman Gilmore, eds., *Museum Registration Methods*, 5th ed., Washington, DC: American Association of Museums, 2010 (**MRM 5.0**). Facebook page for *MRM 5.0* (see *MRM 5.0*, pg viii)

Merritt, Jane and Julie A. Reilly. ***Preventive Conservation for Historic House Museums***. Lantam, Md.: AltaMira Press, 2010 (also in Preservation – Sp16)

Powell, Brent A. ***Collection Care***: *An Illustrated Handbook*. Lanham, Md.: Rowman & Littlefield, 2016.

Additional Readings:

The "how-to" information on collections care can overwhelm you. How do you determine which publications reflect "authority" (sound advice based on scientific study and reversible processes)? Consult materials published by professional organizations and presses (American Institute for Conservation, Canadian Conservation Institute; American Alliance of Museums, American Association for State and Local History, National Park Service, Library of Congress) or publicly available information prepared by conservators and collections managers at institutions such as The Henry Ford). These should be the first place you go to problem-solve the challenges your collection faces from agents of deterioration, care and handling, and disasters.

Malaro, Maria C. and Ildiko DeAngelis, 3rd ed. *A Legal Primer on Managing Museum Collections*. Washington, DC: Smithsonian Books, 2012.

Van Horn, Deborah, et. al. ed. **Basic Condition Reporting:** A Handbook. 4th ed. Lanham, Md: Rowman & Littlefield, 2015.

Nomenclature 4.0 [Robert G. Chenhall's System for Classifying Cultural Objects, 4th ed. (2015)]. Previous editions: *Nomenclature 3.0 for Museum Cataloging,* 3rd edition of *Robert G. Chenhall's System for Classifying Man-Made Objects* (2009); *The Revised Nomenclature for Museum Cataloging: A Revised and Expanded Version of Robert G. Chanhall's System for Classifying Man-Made Objects* (AASLH, 1988). First edition, AASLH, 1978.

Copyright Term and the Public Domain in the United States (Peter B. Hirtle, Jan. 1, 2016): http://www.copyright.cornell.edu/resources/publicdomain.cfm

"**Caring for Objects**" is a service that the Benson Ford Research Center of The Henry Ford provides for patrons. Conservators at The Henry Ford, specifically Clara Deck, created "directions" for "caring for objects" based on the type of artifacts and the principle material.
http://www.thehenryford.org/research/caring.aspx

The series includes:
Antique Textiles and Costumes
Archival Materials (subject of HIS 5030)
Brass and Bronze
Clocks
Furniture and Wooden Objects
Glass and Ceramics
Historic Motorized Vehicles
Historical Iron
Historical Silver
Historic Tabby; Log Buildings (subject of HIS 5060)
Oil Paintings
Photographic Prints
Documents and Works of Art on Paper

> Each "Caring for Objects" summary includes:
> Causes of Damage and Guidelines for Care
>   Handling
>   Environment
>   Light Levels
>   Temperature and Humidity
>   Cleaning
>   Structural Repairs
>   Pest Damage
> Bibliography
> Suppliers
> References

Florida Connecting to Collections (C2C) Statewide Training Program: IMLS funded; focused on Emergency plans and Collection policies.
http://fla.connectingtocollections.org/

Society for Historical Archaeology: Questions to ask by material to determine conservation treatments: http://www.sha.org/index.php/view/page/treatment

> Technical Briefs: http://www.sha.org/index.php/view/page/technical_briefs

Collections Management Systems (Open Source or Packaged Product – creating a table for comparison)

> *Airtable:* https://airtable.com/templates/featured/art-gallery-example
>
> *Collection Space*: http://www.collectionspace.org/ ; hosting services by Lyrasis: https://www.lyrasis.org/LYRASIS%20Digital/Pages/CollectionSpace.aspx
>
> *Collective Access*: open source collections management framework: http://www.collectiveaccess.org/
>
> *Collector Systems:* http://www.collectorsystems.com/
>
> *e-Hive*, web-based collections management system: https://ehive.com/
>
> Gallery Systems)
>
> > embARK: http://www.gallerysystems.com/; http://www.gallerysystems.com/products-and-services/embark/
> >
> > TMS (The Museum System): http://www.gallerysystems.com/products-and-services/tms/
>
> *Mimxy XG or iO*; Willoughby, the first museum automation company in the world, acquired by Selago Design, Inc. http://www.selagodesign.com/portfolio/
>
> *Mimsy XG* is based on the relational data base system, Oracle; Illinois Historic Preservation Agency uses iO
>
> *Omeka*, a web-based web-publishing platform based in unqualified Dublin Core fields, http://omeka.org/
>
> *PastPerfect Museum Software* 5.0 an integrated relational database for collection and membership management; Windows based
> > [http://www.museumsoftware.com]; includes access to an on-line version of *Nomenclature 3.0* and a *User's Guide*: http://www.museumsoftware.com/userguide.shtml; Exhibit Prep is a feature (see ch 13, User's Guide: http://www.museumsoftware.com/v5ug/pdf/PP5-13.pdf; explains how to use PastPerfect to create virtual exhibits.
>
> ReDiscovery Software (NPS; DOI): http://www.rediscov.com/default.aspx
>
> SOFTWARE: Access (Windows); Excel (Windows); FileMaker Pro 14; Rights/Reproductions/Digital Assets Management System (DAMS)
>
> Veridian/digital newspaper collections: http://www.veridiansoftware.com/knowledge-base/veridian-vs-open-source/
>
> Library of Congress open source: http://chroniclingamerica.loc.gov/about/

Webinars:

AAM Collections Stewardship Recorded Webinars: http://www.aam-us.org/resources/online-programs/collections-stewardship-webinars

Collections Training Resource: http://www.collectionstrainingresource.com/

Connecting to Collections: A National Initiative & Call to Action: http://www.learningtimes.com/events/imls-c2c-series

Connecting to Collections Care Online Community: http://www.connectingtocollections.org/ Upcoming (All Eastern Time – New York, NY)

- January 14, 2016, 2:00 pm – A Conservation Primer: Caring for Historic Furniture
- February 9, 2016, 2:00 pm – Reframing the Problem: Caring for Framed Objects in Small Institutions (aka: On a Budget)
- March 8, 2016, 2:00 pm – Much Ado About Mannequins: Making the Perfect Form

Lyrasis: Digital Preservation, Digitization courses: https://www.lyrasis.org/Pages/Events.aspx

Museum Study, LLC: www.MuseumStudy.com – they employ their own instructions and host webinars for the American Association for State and Local History

Journals & Selected Publications / Standards:

> *Collections: A Journal of Museum & Archives Professionals* (AltaMira Press, Vol. 1, Aug 2004 - present)
>
> *Conserv-o-Grams*: technical leaflets produced by the National Park Service: http://www.nps.gov/museum/publications/conserveogram/cons_toc.html
>
> *Museum Handbook*, National Park Service: http://www.nps.gov/museum/publications/handbook.html
>
> Material Safety Data Sheets: The following provides free access to 1,000s of MSDS: http://www.msdsonline.com/
>
> *Moving the Mountain: the Science Museum of Minnesota's Guide to Moving Collections.* Please email science@smm.org or call (651) 221-9435; http://www.smm.org/collections/moving
>
> *National Standards & Best Practices for U.S. Museums* (Washington, D.C.: American Alliance of Museums, 2008)
>
> *StEPs Workbook*: Standards and Excellence Program for History Organizations (American Association for State & Local History, 2009).

Social Media:

Museum-L (4,600+ subscribers; if you are not already logged in, please do so!): http://home.ease.lsoft.com/scripts/wa-HOME.exe?A0=MUSEUM-L

Monitor conversations to understand the diversity of opinions expressed about the "science" of collections care and management ("science" defined as a body of facts or truths, knowable and rationally explained, observable, measurable and repeatable).

Registrars Committee of the AAM, the largest professional network of AAM [950 members; 2000 member list-serv: http://www.rcaam.org/Listserv

CurCom (Curators Committee of the AAM, chaired by EIU HA alum, Ellen Endslow, 2015 distinguished HA Alum to be recognized April 2015. Presence on Facebook and Linked-In: http://aam-us.org/resources/professional-networks/curcom

ARCS: Association of Registrars and Collection Specialists: https://www.arcsinfo.org/ (See Programs-Resources for videos and other instructional materials)

6: Topical Outline/Schedule

Practical Management (Records):	Practical Care of Historical Artifacts / Preventive Conservation:
Accessioning/Deaccessioning; Legal Requirements	Textiles/Clothing
Records management (manual and computerized/automated)	Wood; Composite Artifacts
Numbering/Marking; Condition Reports	Metal; Composite Artifacts
Insuring Against Maximum Probable Loss	Stone
Digital Applications	Ceramics
	Glass
Physical Control:	Animate objects (living collections, i.e. heritage breeds and seeds)
Storage (controlled, secure, open); Inventory	Natural Polymers: Leather, Skin/Fur, Bone, Ivory/Horn
Agents of Deterioration; IPM, Emergency Mitigation; Housekeeping	Intangible heritage (ethnographic collections)
Collections in Use; Tiering Artifacts	Plastics/Synthetics
Intellectual Control & Management:	NOTE: HIS 5030 addresses paper/photographs and archival collections
Preservation Planning, Collections Development	HIS 5060 addresses historic preservation and the built environment

Week 1 Thursday, August 25, 2016		
Collections Care Philosophy; Preventive Conservation Philosophy; Staff Duties; Care Materials ID		
EIU Classroom ~ ~ Intellectual & Physical Control		
9:00-9:30	Course Expectations; Philosophy, Terminology (Registrar; Curator, etc) Preventive Care/Preventive Conservation	MRM 5.0: Registration History; Collection Roles, Job Descriptions (pgs 2-22):; Registrars and Sustainability (pgs. 381-391) *Preventive Cons* (pgs. 1-10); *Collections Care*, Chap 1 and Chap 2
9:30-10:30	State of the Field: Collections Care & Management Principles of Preventive Conservation	*A Public At Risk: Heritage Health Index Report on the State of America's Collections* http://www.heritagepreservation.org/hhi/HHIsummary.pdf; *Preventive Con* (11-16)
10:30-11:30	Practicum: Material Identification **(100 pts/10% grade)**	Archival supply catalogues: i.e. Gaylord, University Products, etc. provided; *Conserve-O-Gram* (How to Select Gloves: http://www.nps.gov/museum/publications/conserveogram/01-12.pdf) Identification of Materials for Collections Care (in class) & Budgeting

Week 2: Thursday, September 1, 2016 – Quiz 1 (15 pts)
Acquisition/Accession/Deaccession, Cataloging, etc.
Condition Reports

EIU Classroom ~~ ~~ Intellectual Control

Intellectual Control: Acquisition/Accession/Deaccession Old Loans, Unclaimed Property	The Basics I & II (custody, accessioning, old loans/found in collections, deaccessioning): MRM (37-119) Malaro, Ch 4 (Acquisition; Accessioning); Malaro, Ch 5 (Disposal; Deaccessioning) Malaro, Ch. 6 (Loans: Incoming & Outgoing); Ch 7 (unclaimed loans); Ch 9 (Objects left in temp custody); MRM: Loans (120-132); *Collection Care* (relevant pages) Laura Donnelly-Smith, "Dropping Off: The Blessings and Curses of Doorstop Donations," *Museum* (May /June 2011): 48-53.
Copyright	Current Copyright & Public Domain Information, U.S.: http://www.copyright.cornell.edu/resources/publicdomain.cfm
Collections Management Policy	Collections Management Policy: Malaro, Ch 3; MRM (24-35); Spurlock model online
Practicum: Collections Policies	*Discuss Projects (collections policy and procedures for African American Museum)*

Week 3: Thursday, September 8, 2016 – Quiz 2 (15 pts)
Records Management, Processing Collections, etc.

(HA Classroom) ~~ ~~ Intellectual Control

Records & Records Management Found in Collections Cataloging Procedures (Distinctive from Policies)	MRM, 149-203; 208 Ron Kley & Jane Radcliffe, "'Production Line' Cataloging to Cope with Backlogged Collections," Conference Proceedings, Association for Living History, Farm and Agricultural Museums (2012)
Catalog Worksheets; Condition Reports Procedures (distinctive from policies)	Malaro, Ch 10 (Objects found in Collections) Ron Kley, "Nomenclature: How did it Begin: Where is it Going? *History News* (Autumn 2013), 24-27. *Basic Condition Reporting: A Handbook* (relevant sections; distributed via D2L). Using Chenall and all editions [*Nomenclature 3.0 and 4.0* (distributed during class)] MRM 5.0: Condition Reporting (223-232); *Nomenclature 3.0* (distributed during class); Lanmon, *Evaluating Your Collection*
Numbering; Measuring Photography	MRM: Numbering, Handling, Measuring, Marking (205-276; 286) MRM: Photography (277-285); NPS Photography policy; *Museum Handbook*, App K

<table>
<tr><td colspan="3">Week 4: Thursday, September 15, 2016
Deaccessioning Practicum</td></tr>
<tr><td colspan="3">Tarble Arts Center ~~ Physical Control; Collections Care/Preventive Maintenance (CC/PM)</td></tr>
<tr><td>9 am – 11:30 am</td><td>Practicum
Tarble Arts Center (in a work/project space organized by Tarble GA, Hailey Paige. Note: Hailey and I will coordinate before class, but Hailey will have the "con" during class).</td><td>Collection Care, Chap 5 and Chap 8 (plus other relevant sections; and chaps in MRM5).

The HIS 5090 project will include: 1) Organizing and packing artwork deaccessioned during 2016 to buffer/protect the artwork while in transit. Tarble will supply materials. Destination: surplus storage in Springfield. 2) Completing state-required paperwork so EIU Movers can pick up and transport the "stuff."</td></tr>
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Week 5: Thursday, September 22, 2016– Quiz 3 (10 pts) Agents of Deterioration; Housekeeping		
Greenwood School ~~ Physical Control; Collections Care/Preventive Maintenance (CC/PM)		
	Agents of Deterioration Integrated Pest Management (IPM) Emergency Preparedness	MRM: Preventive Care, 287-292; *Preventive Con* (storage, light, environment, 53-99) Ten Agents of Deterioration, Canadian Conservation Institute (www.cci-icc.gc.ca) *Preventive Con* (IPM, 100-116); MuseumPests.net MRM: Emergency Procedures, 218; *Preventive Con* (Emergencies, Safety&Security, 148-162)
	Housekeeping	*Preventive Con* (relevant pages – check Index) Susan Haake, Lincoln Home, article in Illinois Historical Association publication.

Week 6: Thursday, September 29, 2016 – Quiz 4 (10 pts) For the People, By the People Project; Inventory		
HA Classroom then Greenwood School & Lab School Exhibit (Buzzard); Discuss CMS Comparison~Collections Care/Preventive Maintenance (CC/PM)		
9-11:30	Inventory Discussion & Application; Photography	Review: Malaro, Ch 14, 447-9; MRM: Inventory, 300-306; Photography

Week 7: Thursday, October 6, 2016 – Quiz 5 (10 pts) Storage/Security (review Agents of Deterioration)		
EIU Classroom / Greenwood School / Tarble Arts Center/ EIU Lab School (Buzzard) ~~ Physical Control; Collections Care/Preventive Maintenance (CC/PM)		
	Storage	MRM: Storage, 293-299; Stephanie S. Jandl, "A Clear View," Museum (Sept-Oct 2013): 42-9.

	Review Security/ Agents of Deterioration	MRM: Preparation, 307-314; Packing/Crating, 322-331 *Preventive Con* (storage, light, environment, 53-99); MRM: Preventive Care, 287-292; Ten Agents of Deterioration, Canadian Conservation Institute (www.cci-icc.gc.ca) *Collection Care* (relevant sections)
	Work on CMS Comparison and Bibliography	In class Group work

Week 8: Thursday, October 13, 2016 **Stone – Quiz 6 (10 pts)** **Plastics -- Quiz 7 (10 pts)**	
EIU Classroom – Collections Care/Preventive Maintenance (CC/PM)	
9:00-10:15	Stone; State of the Field: Care & Management ID material and classification	MRM 5.0: relevant pages under Object Handling (209-219), Measuring (219-222), Condition Reporting (223-232), Marking (233-262), Preparation (307-313). *A Public At Risk: Heritage Health Index Report on the State of America's Collections* http://www.heritagepreservation.org/hhi/HHIsummary.pdf *Nomenclature 3.0* (distributed during class) ConservO'Gram
10:15-11:30:	Plastics (Natural & Synthetic Polymers); State of the Field: Care & Management ID material and classification	Natural & Synthetic Polymers; Plastics (see "Plastics" under Readings on WebCt) MRM 5.0: relevant pages under Marking (233-262). *A Public At Risk: Heritage Health Index Report on the State of America's Collections* http://www.heritagepreservation.org/hhi/HHIsummary.pdf

Week 9: Thursday, October 20, 2016 – Quiz 8 (10 pts); Quiz 9 (10 pts) **Wood; Living Collections; Collections for Use**	
EIU Classroom ~~ Collections Care/Preventive Maintenance (CC/PM)	
Wood (Organic objects, generally; including furniture) ID; Condition Reports	"Caring for Objects," & MRM 5.0: relevant pages under Object Handling (209-219), Measuring (219-222), Condition Reporting (223-232), Marking (233-262), Preparation (307-313); Conserve O'Grams (Clocks, Organic; Upholstered Furniture)
Living Collections Collections for Use (Replicas, Programming) Exhibitions	Livestock Policies (Living History & Open Air Museums) Intellectual & Physical Control (*Preventive Con*, pgs. 17-29) [applicable to House Museums!]; articles from ALHFAM about managing collections for use (tiering) Malero, Ch 16; MRM 5.0: Exhibitions, 189-206

		Preventive Con (Interpretation & Preventive Conservation; Preventive Conservation and Exhibits in the Historic House Museum, 31-52)

Week 10: Thursday, October 27, 2016 – Quiz 10 (10 pts) Leather, Skin, Ivory, Horn, Bone, Feathers Ethnographic Collections		
Spurlock Museum, University of Illinois-Urbana/Champaign ~~ Collections Care/Preventive Maintenance (CC/PM) Christy Deacy-Quinn		
9:00-9:40	Leather, Skin, Ivory, Horn, Bone, Feathers ID material and classification Ethnographic Collections	MRM 5.0: relevant pages under Object Handling (209-219), Measuring (219-222), Condition Reporting (223-232), Marking (233-262), Preparation (307-313) MRM 5.0: Ethical & Legal Issues (458-471); Malaro readings relevant to issues of collecting cultural artifacts Care of Historic Leather Artifacts, Museum of Florida History Conservation Treatments: Bone; Leather; Horn, Tortoiseshell, Baleen, Society for Historical Archaeology
9:45-11:30	Christa Deacy-Quinn; conversation about and identification of relevant Spurlock collections.	Collections Management Policy: Malaro, Ch 3; MRM (24-35); Spurlock model online

Week 11: Thursday, November 3, 2016 – Quiz 11 (10 pts) Textiles; Project: Application of Procedures to Textile Collections		
TBD ~~ Collections Care/Preventive Maintenance (CC/PM)		
9:00-11:30	Textiles; Historic Clothing	"Caring for Objects," & MRM 5.0: relevant pages under Object Handling (209-219), Measuring (219-222), Condition Reporting (223-232), Marking (233-262), Preparation (307-313); *Conserve O'Gram*: Dust Covers, Flag Rolling, Synthetics; Mold
	Practicum: worksheets; condition reports;	MRM 5.0: Condition Reporting (223-232); *Nomenclature 3.0* (distributed during class); Lanmon, *Evaluating Your Collection*

Week 12: Thursday, November 10, 2016– Quiz 12 (10 pts)
Metal & Composite

EIU Classroom – Collections Care/Preventive Maintenance (CC/PM)	
9:00-11:30	Metal & Composite; i.e. Tools/Machinery State of the Field: Care & Management ID material and Classification	"Caring for Objects" THF: Brass/Bronze, Historical Iron, Historical Silver; Historic Motorized Vehicles; MRM 5.0: relevant pages under Object Handling (209-219), Measuring (219-222), Condition Reporting (223-232), Marking (233-262), Preparation (307-313). *A Public At Risk: Heritage Health Index Report on the State of America's Collections* http://www.heritagepreservation.org/hhi/HHIsummary.pdf *Nomenclature 3.0* (distributed during class) Conserve O'Gram

Week 13: Thursday, November 17, 2016
Glass & Ceramics – Quiz 13 (10 pts)

EIU Classroom ~~ Collections Care/Preventive Maintenance (CC/PM)		
9-10:00	Glass(including art glass) Ceramics (with an emphasis on unglazed materials)	"Caring for Objects," & MRM 5.0: relevant pages under Object Handling (209-219), Measuring (219-222), Condition Reporting (223-232), Marking (233-262), Preparation (307-313). Conserve O'Gram (ring supports)
10:00-11:30	Practicum: ID; discussion of methods to photograph for collections purposes, complete condition reports, etc.	MRM 5.0: Condition Reporting (223-232); *Nomenclature 3.0* (distributed during class); Lanmon, *Evaluating Your Collection*

Week 14: Thursday, December 1, 2016 – Quiz 14 (10 pts)
Risk Management/Security, Insurance, Health & Safety

EIU Classroom ~~ Physical Control; Collections Care/Preventive Maintenance (CC/PM)	
9-11:30	Risk Management, Insurance, Film Policy; Security Health & Safety	Managing Risk: Malaro, Ch 14, 449-50; 454-56; MRM: Risk Management, 351-380; 392 Safety: Malaro, Ch 17; Insurance: Malaro: Ch 15 MRM: Hazards in the Workplace, 217

Week 15: Thursday, December 8, 2016 – Quiz 15 (10 pts) **Collection Development Plans; Legal Issues; Ethical Issues**		
EIU Classroom ~~ Management/Planning		
9:00-10:10	Review Collections Management Policies & Procedures Collection Development Plans	Collection Development Plans; MRM, 194-202; MN Living History
10:20-10:50	CMAP: Collections Management Assessment CAP: Conservation Assessment Program	CMAP Collections Management Assessment, 2009 Workbook (RESTRICTED TO CLASS USE) SAMPLE: http://www.aam-us.org/docs/MAP/sample-cmap-port-city-social-history-museum.pdf?sfvrsn=2 CAP: Heritage Preservation: http://www.heritagepreservation.org/cap/ AIC Collections Care Network
10:50-11:05	Legal Issues (Tax Reporting; Legal Obligations)	IRS website: www.irs.gov; Instructions, Form 8283, 8282; IRS Publication 561. AAM website: http://www.aam-us.org/museumresources/ethics/nazi_guidelines.cfm - "Guidelines Concerning the Unlawful Appropriation of Objects During the Nazi Era"
11:05-11:30	Ethical Issues; Professional Standards (above the law)	Malaro, Ch 4, 237-247; Ch 12, Ch 13; MRM: Ethical & Legal Issues (393-426); Copyright, Rights & Repros, Tax, Appraisals (427-471) Current Copyright & Public Domain Information, U.S.: http://www.copyright.cornell.edu/resources/publicdomain.cfm

FINAL: Thursday, December 15, 2016	
9:00-11:00	Exam and Closure	EIU Classroom

7: Assignments

In-Class Engagement (5 per class = 75 pts. Readings; Discuss issues in the news; Registrars List posts

Collections Care Materials Identification, i.e. ethafoam, tissue paper, mylar, etc.; Budgeting for collections care necessities. **(100 pts)** Due August 25

Quizzes – reading comprehension / recall (15 quizzes at 10 pts per week, 150 pts total)

Packing Deaccessioned Items: Tarble Arts Center **(100 pts)** (in-class project DUE September 15

Loan forms and Standard Facility Report for Booth Library for Abraham Lincoln Presidential Library & Museum – HA 2017 exhibit: For the People, By the People. **(100 pts)** (divide duties; each contribute parts; grade for whole). DUE September 29

Inventory: Greenwood School (**100 pts**). DUE Sept 29

Table to Compare Collection Management Software (CMS) (individual submission to group project; **total 100 pts).** DUE October 13

Practical Projects: 1) loan forms; scope of collections statement & Collection Policy and Procedures for Springfield and Central Illinois African American Museum; 2) housekeeping plan for Greenwood School; 3) completion of Catalog Worksheets and Condition Reports for Greenwood School; **(PICK ONE - 200 pts for completion of the project).** DUE Dec 15, 2016 (OR SOONER).

Final Exam: artifact material identification (50 pts): collection care material ID (25 pts); open/book/open notes oral answers to Qs (25 pts) **(100 points)**

8: Grading Policy -- Your grade is based on the following:

Points	Requirement
75	Collections Care Materials Identification
150	Quizzes (15 quizzes, 10 pts each; completed online via D2L before class)
100	Packing Deaccessioning Objects
100	Loan forms & Standard Facility Report (For the People, By the People)
100	Inventory (Greenwood School)
100	Table Comparing Collection Management Software
75	In-Class Engagement (5 per class = 75 pts. Readings; Discuss issues in the news; Registrars List posts
200	Practical Projects (pick ONE)
100	Final Exam (comprehensive)
1000	**TOTAL**

Viewing Grades: Points you receive for graded activities will be posted to EIU's Desire2Learn Grade Book. Click on the My Grades link on the left navigation to view your points. I will post your grades when I finish grading all submissions—typically no more than five (5) days following the completion of an activity. An icon will appear on your EIU Desire2Learn homepage that indicates that a grade has been posted for this course.

Letter Grades: Final grades assigned for this course will be based on the percentage of total points earned and are assigned as follows:

Letter Grade	Percentage	Performance
A	90-100%	Excellent Work
B	80-89.5%	Competent Work
C	Below 79.5%	Failing Work

9: Course Policies

Your Attendance -- excerpt from the EIU Class Attendance Policy (# 43):

You must attend class meetings as scheduled. When an absence occurs, you are responsible for the material covered during the absence. When possible, you should notify me (the instructor on record) in advance of an anticipated absence. I will grant make-up privileges (when make-up is possible) to you for properly verified absences due to illness, emergency, or participation in an official University activity; and such absences will not militate against you in classes in which attendance is used directly in determining final grades. It is your responsibility to initiate plans for make-up work and to complete it promptly.

Instructor Attendance:

Please note that I will be on time for class each day, and I expect you to be in class, too. If you are late, please do not disrupt the class as you enter. If I am late, and the History Department Administrative Assistant (Donna Nichols) does not know where I am, you may leave after 15 minutes. I respect your efforts to come to class on time, and will treat you with equal respect by being on time.

Accepting Late Work:

If you feel overwhelmed please let me know. Deadlines matter. I will not accept late work without a compelling reason, and I must know before, not after, you missed the deadline.

Withdrawal: http://www.eiu.edu/registra/latewithdrawalpolicy.php

10: Required Information

Students with Disabilities: If you are a student with a documented disability in need of accommodations to fully participate in this class, please contact the Office of Student Disability Services (OSDS). All accommodations must be approved through OSDS. Please stop by Ninth Street Hall, Room 2006, or call 217-581-6583 to make an appointment.

Academic Integrity: Students are expected to maintain a high degree of professionalism and integrity in your behavior in and out of the classroom, and in academic integrity and conduct as defined in EIU's Code of Conduct: **http://www.eiu.edu/judicial/studentconductcode.php** -Violations will be reported to the Office of Student Standards.

The Student Success Center: Please contact the Student Success Center (www.eiu.edu/~success) for assistance with time management, test taking, note taking, avoiding procrastination, setting goals, and other skills to support academic achievement. The Student Success Center provides individualized consultations. To make an appointment, call 217-581-6696, or go to 9th Street Hall, Room 1302

NOTE: This Syllabus is subject to change. It is the student's responsibility to check the HIS 5090 course site on Design2Learn for corrections or updates.

Complete Assignments

All assignments for this course will be submitted electronically through Design2Learn unless otherwise instructed. Assignments must be submitted by the given deadline or special permission must be requested from the instructor *before the due date*. Extensions will not be given beyond the next assignment except under extreme circumstances. Late or missing assignments will hurt your grade.

Incomplete Policy -- Under emergency/special circumstances, students may petition for an incomplete grade.

Attendance

An excerpt from the EIU Class Attendance Policy (# 43) follows:

Students are expected to attend class meetings as scheduled. When an absence occurs, the student is responsible for the material covered during the absence. When possible, the student should notify the instructor in advance of an anticipated absence.

Instructors will grant make-up privileges (when make-up is possible) to students for properly verified absences due to illness, emergency, or participation in an official University activity; and such absences will not militate against students in classes in which attendance is used directly in determining final grades. It is the student's responsibility to initiate plans for make-up work and to complete it promptly.

Communication

If you find that you have any trouble keeping up with assignments or struggle with other aspects of the course, please let me know. Open communication is key to becoming an effective professional. Make sure that you are proactive in informing me when difficulties arise during the semester so we can find a solution.

Documented Disability; Accommodations Needed

You must provide documentation and meet with staff at EIU's Office of Disability Services to request special accommodation *before* classes start.

Academic Integrity

You are expected to maintain integrity in your behavior in and out of the classroom here at EIU. Academic dishonesty threatens the system. Students must assume responsibility for their performance and should not plagiarize other's ideas or words. I will not tolerate such activity. **If I catch any student copying anyone else's work without attribution, or 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. Please familiarize yourself with the Student Conduct Code: http://www.eiu.edu/~judicial/. Please see me if you have questions.

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N.B. The instructor reserves the right to revise the syllabus and assignments as the need may arise.