

# The AAM Guide to COLLECTIONS PLANNING

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# The Aam Guide To Collections Planning

**Angela Kipp**



## **The Aam Guide To Collections Planning:**

**The AAM Guide to Collections Planning** James B. Gardner, Elizabeth E. Merritt, 2004 This AAM guide will help your museum create a collections plan The authors discuss building an intellectual framework writing the plan itself the planning process and the challenges of museum politics Page 4 of cover

**Stewardship: Collections and Historic Preservation** Cinnamon Catlin-Legutko, Stacy Klingler, 2011-11-16 Proper collections care planning and conservation is an essential responsibility for a museum of any size but funding for these obligations often falls to the bottom of funding priorities because its constituencies are the quietest Small museums need affordable ways to provide basic care for their collections and the tools to lobby for additional funds for the long term health of collections Small museums often do not have staff expertise on the maintenance and preservation of these large and expensive pieces of history This book offers practical tips for collections care including preservation strategies for historic properties and a primer on managing potential harms to your artifacts

**Collection Conundrums** Rebecca A. Buck, Jean Allman Gilmore, 2023-12-21 Collection Conundrums Solving Museum Registration Mysteries provides guidelines for investigating the oddities found in every museum collection objects without record identification or sometimes even a location and determining what to do Written by registrars Rebecca Buck and Jean A Gilmore editors of the best selling The New Museum Registration Methods this new volume contains essential information for museums large and small new and old The text offers solutions to the problems of old loans undocumented objects found in collections items lost in inventory supplementary collections and more as well as guidelines on how to keep problems from occurring in the first place Features a history of registration methods and the standards for collection documentation and care along with sample documents such as loan agreements co tenancy agreements storage agreements and deed of gift Recommended for everyone involved in collections planning and management

**Manual of Museum Planning** Barry Lord, Gail Dexter Lord, Lindsay Martin, 2012-03-29 As museums have taken on more complex roles in their communities and the number of museum stakeholders has increased to include a greater array of people effective museum planning is more important than ever The Manual of Museum Planning has become the definitive text for museum professionals trustees architects and others who are concerned with the planning design construction renovation or expansion of a public gallery or museum Rewritten and reorganized the third edition features revised sections on planning for visitors collections and the building itself and new sections on operations and implementation which have become an essential part of the planning process This new edition of the Manual of Museum Planning has been updated to meet the needs of professional museum practice in the 21st century and includes contributions by leading museum professionals This manual is intended to be used as a guide for museum professionals board members or trustees government agencies architects designers engineers cost consultants or other specialist consultants embarking on a capital project expansion renovation or new construction of museum space

*Think Like a Curator* Donna R. Braden, 2025-04-01 Most history

museums large and small indoor and outdoor have a staff member with the title of curator or at minimum have tasks that can be classified as curator s work But understanding what is involved in doing this work is more complicated than it seems This book will help you to think like a curator Written by an author who has spent 45 years doing this type of work at one of the largest history museums in the country this book guides the reader through curatorial methodology in today s world with topics that include reading objects shaping collections engaging in rigorous research the curatorial role in exhibitions and historic site interpretation the basics of curatorial writing and curators as leaders It gives special focus to applying DEAI lenses as well as aligning with institutional mission and goals incorporating audience perspectives and using conceptual and systems thinking Both succinct and substantial this book includes easy explanations step by step process guides practical tips real life examples activities and source lists

### **Managing Archaeological Collections in Middle Eastern Countries**

Dianne Fitzpatrick,2016-11-30 In this guide archaeologist Dianne Fitzpatrick sees archaeological collections management as a means of integrating achievable good practice strategies into research designs and site management plans from the outset

*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

### 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

**Museum Practice** Conal McCarthy, 2020-11-19 MUSEUM PRACTICE Edited by CONAL MCCARTHY

Museum Practice covers the professional work carried out in museums and art galleries of all types including the core functions of management collections exhibitions and programs Some forms of museum practice are familiar to visitors yet within these diverse and complex institutions many practices are hidden from view such as creating marketing campaigns curating and designing exhibitions developing fundraising and sponsorship plans crafting mission statements handling repatriation claims dealing with digital media and more Focused on what actually occurs in everyday museum work this volume offers contributions from experienced professionals and academics that cover a wide range of subjects including policy frameworks ethical guidelines approaches to conservation collection care and management exhibition development and public programs From internal processes such as leadership governance and strategic planning to public facing roles in interpretation visitor research and community engagement and learning each essential component of contemporary museum practice is thoroughly discussed

*Collection Care* Brent Powell, 2015-10-27 *Collection Care An Illustrated Handbook for the Care and Handling of Cultural Objects* provides a solid overview of basic collection care procedures and policies The topics covered address the decision making criteria and risk assessment solutions involved in the best practices for handling art and artifacts Technical subjects will cover proven techniques materials equipment and address problem solving assessment and current solutions The comprehensive overview of staff responsibilities relationships and training will bring the book to a conclusion of addressing the unison of all professionals responsible for proper handling and caring for collections Highlights include This book provides both visual and narrative descriptions of current best practices for caring for collection objects Emphasis is placed on risk assessment in the decision making process with proven accepted technical methods and materials Detailed coverage of technical methods and methodologies for principles of proper handling transport and storage of two and three dimensional objects Chapters will cover the institutional structure for managing hiring training both full and part time staff responsible for safely handling and caring of collection objects 100 photographs figures and charts provide overall directions for collection care preventive maintenance and proper handling of objects

**The Care and Display of Historic Clothing** Karen M. DePauw, 2017-07-18 Wearable textiles hold their own stories of trade manufacture and regionalism just to name a few they also tell a personal tale of the individuals who created our history When we look at a piece of clothing a coat a dress an undergarment we see an item that is more personal more closely related to the human body than nearly anything else it comes in contact with throughout the day Garments can do far more for exhibitions and interpretation than merely providing a bit of color and beauty Clothing is both artistic and utilitarian and is capable of adding so much to the story of who we are and where we came from *The Care and Display of Historic Clothing*

aims to assist with the full integration of costume collections into the interpretation of the past. Often relied on for their ability to add beauty and color to exhibitions, these collection items provide a very personal side to any story at a given moment in history. The topics explored in this publication range from the care and identification of items in a costume collection to discussions about both physical display and how they can be used to engage audiences. The book's focus is on costume collections and discussion topics will include information in regards to costume collection storage display techniques, basic identification and ideas on how to incorporate costumes into exhibitions and programming. A list of further resources at the back of the book helps provide supplemental in-depth information on individual areas. The layout of this work will aim to provide information that slowly leads from understanding your costume collection and obtaining physical control to incorporating it in a significant and informative way into the work of the organization. Providing all of these resources in one place will make the incorporation of costumes a more obtainable goal for small to mid-sized museums and historical societies.

*Leadership, Mission, and Governance* Cinnamon Catlin-Legutko, Stacy Klingler, 2012. Small museums need champions. In this book, we make a case for small museums and share what the broader museum field can learn from the small museum leadership. Because a few tools have been invaluable to small museum leaders and are referred to throughout the book series, we highlight the MAP and CAP assessment process, accreditation, and provide an overview of the StEPs program that inspired this book series in this first book. *The Small Museum Toolkit* Cinnamon Catlin-Legutko, Stacy Klingler, 2012. Small museums need affordable ways to provide care for their collections and the tools to lobby for additional funds for their long-term health. In this book, we offer practical tips for collections care including preservation strategies for historic properties, strategies for managing collections, developing policies, and planning for the future of your museum's history.

Public History Thomas Cauvin, 2016-05-20. Public History: A Textbook of Practice is a guide to the many challenges historians face while teaching, learning, and practicing public history. Historians can play a dynamic and essential role in contributing to public understanding of the past, and those who work in historic preservation in museums and archives, in government agencies as consultants, as oral historians, or who manage crowdsourcing projects need very specific skills. This book links theory and practice and provides students and practitioners with the tools to do public history in a wide range of settings. The text engages throughout with key issues such as public participation, digital tools and media, and the internationalization of public history. Part One focuses on public history sources and offers an overview of the creation, collection management, and preservation of public history materials: archives, material culture, oral materials, or digital sources. Chapters cover sites and institutions such as archival repositories and museums, historic buildings and structures, and different practices such as collection management, preservation, archives, objects, sounds, moving images, buildings, sites, and landscape, oral history, and genealogy. Part Two deals with the different ways in which public historians can produce historical narratives through different media, including exhibitions, film, writing, and digital tools. The last part explores the challenges

and ethical issues that public historians will encounter when working with different communities and institutions Either in public history methods courses or as a resource for practicing public historians this book lays the groundwork for making meaningful connections between historical sources and popular audiences

**The International Handbooks of Museum Studies, 4 Volume Set** Sharon Macdonald, Helen Rees Leahy, 2015-07-20 The International Handbooks of Museum Studies is a multi volume reference work that represents a state of the art survey of the burgeoning field of museum studies Featuring original essays by leading international museum experts and emerging scholars readings cover all aspects of museum theory practice debates and the impact of technologies The four volumes in the series divided thematically offer in depth treatment of all major issues relating to museum theory historical and contemporary museum practice mediations in art design and architecture and the transformations and challenges confronting the museum In addition to invaluable surveys of current scholarship the entries include a rich and diverse panoply of examples and original case studies to illuminate the various perspectives Unprecedented for its in depth topic coverage and breadth of scholarship the multi volume International Handbooks of Museum Studies is an indispensable resource for the study of the development roles and significance of museums in contemporary society

[A Legal Primer on Managing Museum Collections, Fourth Edition](#) Marie C. Malabar, 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

*Planning Successful Museum Building Projects* Walter L. Crimm, Martha Morris, Carole L. Wharton, 2009-02-16 In an era of expanded responsibility and constricted funding museum personnel often need strong practical guidance on the best practices for building projects The authors of Planning Successful Museum Building Projects discuss the reasons for undertaking building projects new construction renovation expansion the roles and responsibilities of key players the importance of a strong vision and the best methods for selecting architects and construction firms They also offer in depth information about budgeting and finance feasibility studies capital campaigns marketing and communications as well as advice on how to live through the disorienting process of construction manage post

opening needs and evaluate the project's success over time Planning Successful Museum Building Projects provides all the tools for successfully managing projects from predesign through opening and beyond *Starting Right: A Basic Guide to Museum Planning* Gerald George, Carol Maryan-George, 2012-09-04 Are you thinking of starting a museum Starting Right has been helping non professionals learn the basics of museum planning for nearly three decades This fully revised third edition will help you understand what you are getting into evaluate prospects avoid pitfalls and take advantage of many kinds of available help Addressing current and perennial issues facing new museums from digital technologies to fund raising concerns Starting Right takes you step by step through the process of creating a sound plan for starting your museum

**Dictionary of Museology** François Mairesse, 2023-04-05 The internationally focused Dictionary of Museology reflects the diversity of cultural and disciplinary approaches to theory and practice in the museum field today The museum world is changing rapidly and the characteristics and social roles of the world's approximately 100 000 existing museums are constantly evolving In addition to their traditional functions of preservation research and communication museums are increasingly addressing issues related to social inclusion human rights sustainable development and finances all of which are explored in this dictionary Drawing on the support of an international editorial committee including influential figures from the US Canada Brazil Japan Spain Germany France and the UK this collaborative work produced by over 100 researchers from around the world provides an overview of this unique field by defining over 1 000 terms relating to museology The Dictionary of Museology is intended for a broad spectrum of museum professionals academics researchers and students The book will be especially useful to those working with international partners since a common lexicon that conveys the complex reality of current social and cultural values is particularly vital for those working across borders Managing Natural Science Collections Robert Huxley, Christiane Quaisser, Carol R Butler, René WRJ Dekker, 2020-07-15 Managing Natural Science Collections demonstrates the need for consistency and evidence based decision making in the management of natural science collections which are becoming increasingly valuable when it comes to addressing societal challenges Drawing upon the experience of four experts who have managed some of the largest and most diverse collections in the world the book aims to assist in the making of strategic and operational decisions regarding care development access and resource management Encouraging the reader to consider how collection strategies can be aligned with the mission of their institution and contribute to its vision the authors also examine ways to deliver a consistent approach that will secure the present and future availability and relevance of collections Principles of good practice and resource optimisation in an ethical and legal context are provided throughout the book as well as case studies sample documents and templates all of which will be useful for discussion and teaching Managing Natural Science Collections encourages each reader to consider the different options available to them As such it should be essential reading for museum practitioners and other professionals around the world who are involved with any strategic aspect of managing natural science collections Students of museum studies will



also find much to interest them within the pages of this book

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