

Primer Managing Museum Collections Edition

Having “the talk” can sometimes be an awkward experience for both parent and child. Even so, I didn’t want to wait until my children’s hormones kicked in, and I didn’t want to be caught off guard when they had questions, but most of all, I didn’t want them growing up with misconceptions concerning sex. I wanted my children to be informed about the facts of life, yet without being too sexually explicit in the process, because some of the facts weren’t good such as pornography, diseases, and predators, but these subjects needed to be addressed as well. As a result, I told them what I have written in *Your Special Gift*, by using the analogy of a gift, a lock, and a key to define commonly used sexual terms, and to caution them about possible consequences, and to warn them of potential predators. I also used Scripture as the basis of defining true love. The simplicity of the gift analogy opens the door of communication between parent and child in an effective straightforward, and yet sensitive way, so that any question concerning sex can be answered by using this method. *Your Special Gift* is well-suited for children in the 8-to-12 year-old range.

Daniel B Reibel's *Registration Methods for the Small Museum* has been the definitive guide to registration methodology since 1978.

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Covering all aspects of the registration of museum collections, *Registration Methods for the Small Museum* provides practical solutions for any museum professional in a concise, readable manner. The new fourth edition brings the classic handbook up-to-date with the electronic registration techniques that are available for today's museum.

Are your collections up for grabs? Does the spouse of one of your trustees have too much say in development the exhibition schedule? How much is too much public participation? Where's does a curator's authority begin and end? Grounded in a series of case studies, *A Practical Guide to Museum Ethics* leads the reader through the process of making ethical decisions about dilemmas encountered while working in museums in chapters dealing with

- accessibility, disability, and diversity;
- collections;
- conflict of interest;
- governance;
- management;
- deaccessioning; and
- accountability and transparency.

Suitable for classroom use as well as a professional reference, here is a comprehensive, practical guide for dealing with ethical issues in museums.

Here is a complete introduction to the history of museums, types of museums, and the key roles that museums play in the twenty-first century. Following an introductory chapter looking at what a museum is today, Part I looks at the history and types of museums: art and design museums natural

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history and anthropology museums science museums history museums, historic houses, interpretation centers, and heritage sites botanical gardens and zoos children's museums The second part of the book explores the primary functions of museums and museum professionals: to collect to conserve to exhibit to interpret and to engage to serve and to act The final chapter looks at the museum profession and professional practices. Throughout, emphasis is on museums in the United States, although attention is paid to the historical framing of museums within the European context. The new edition includes discussions of technology, access, and inclusivity woven into each chapter, a list of challenges and opportunities in each chapter, and "Museums in Motion Today," vignettes spread throughout the volume in which museum professionals provide their perspectives on where museums are now and where they are going. More than 140 images illustrate the volume.

Anyone Can Intubate

A Legal Primer on Managing Museum Collections, Third Edition

My Cat, My Dog

Museums and the Battle over Our Ancient Heritage

How Founders and Their Successors Can Avoid the Clichés That Inhibit Growth

Preserve, Protect, and Defend

A child compares pets in this silly look

at cats and dogs. "My cat can sleep. My dog can sleep. My cat can sleep on top of my dog." Simple sentences and whimsical illustrations are ideal for toddlers, preschoolers, and beginning readers.

Are you trying to improve performance, but find that the same problems keep getting in the way? Safety, health, environmental quality, reliability, production, and security are at stake. You need the long-term planning that will keep the same issues from recurring. **Root Cause Analysis Handbook: A Guide to Effective Incident Investigation** is a powerful tool that gives you a detailed step-by-step process for learning from experience. Reach for this handbook any time you need field-tested advice for investigating, categorizing, reporting and trending, and ultimately eliminating the root causes of incidents. It includes step-by-step instructions, checklists, and forms for performing an analysis and enables users to effectively incorporate the methodology and apply it to a variety of situations. Using the structured techniques in the **Root Cause Analysis Handbook**, you will:

- Understand why root causes are important.
- Identify and define inherent problems.
- Collect data for problem-solving.
- Analyze data for root causes.
- Generate practical

recommendations. The third edition of this global classic is the most comprehensive, all-in-one package of book, downloadable resources, color-coded RCA map, and licensed access to online resources currently available for Root Cause Analysis (RCA). Called by users "the best resource on the subject" and "in a league of its own." Based on globally successful, proprietary methodology developed by ABS Consulting, an international firm with 50 years' experience in 35 countries. Root Cause Analysis Handbook is widely used in corporate training programs and college courses all over the world. If you are responsible for quality, reliability, safety, and/or risk management, you'll want this comprehensive and practical resource at your fingertips. The book has also been selected by the American Society for Quality (ASQ) and the Risk and Insurance Society (RIMS) as a "must have" for their members.

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.

From the Council on High Blood Pressure Research. American Heart Association.

An Introduction to the History and Functions of Museums

A Life in Museums

Your Special Gift

Managing Your Museum Career

National Standards & Best Practices for U.S. Museums

**A Guide to Efficient and Effective
Incident Investigation**

Alexander brings to life the stories of twelve ambitious leaders from the United States and Europe who helped shape the future of the museum world.

Fenicus Flint, a young dragon, lives with the last of his fading species in a secluded mountain sanctuary known as Berathor Valley. When he awakens from an accident that leaves him injured and temporarily unable to fly, Fenicus discovers that the peace and tranquility of his homeland has been shattered; Berathor is in ruins and his loved ones abducted. With few clues to guide him, the young dragon embarks on a dangerous quest beyond the sheltering walls of his homeland to find his loved ones before their flame is extinguished forever.

*Hailed when it was first published in 1985 as the bible of U.S. collections management, **A Legal Primer on Managing Museum Collections** offers the only comprehensive discussion of the legal questions faced by museums regarding collections. This revised and expanded third edition addresses the many legal developments—including a comprehensive discussion of stolen art and the international movement of cultural property, recent developments in copyright, and the effects of burgeoning electronic uses—that have occurred during the past twenty-five years. An authoritative, go-to book for any museum professional, **Legal Primer** offers detailed*

explanations of the law, suggestions for preventing legal problems, and numerous case studies of lawsuits involving museum collections.

"[This publication] synthesises the experience and best thinking of leading professionals, looking both inward at how museums function and outward toward their role in society at large. Our goal: to offer specific ways to think more deeply about making your institution the best it can be and provide tools to bring your ideas to fruition." -- Preface.

A Practical Guide to the Care of Collections

A Preteen Primer to the Facts of Life

Deaccessioning and Its Discontents

A Peak Performance Primer

Ten Thousand A-year

Green Hotels Conservation Guidelines and Ideas

The Author's Book Journal is a must have for anyone writing a book or a novel. It easily lets you keep track of events and characters in your chapters. There are dedicated pages for 100 chapters, plus main character profiles, secondary characters profiles and also pages to note reference research sources, acknowledgements, quotes, notes, prologue, epilogue, back cover blurb, beta readers, ARC reviews, publishing details, author details. You also have some extra pages at the back for making notes on ideas for your next book. Keep all your book

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information in one handy place. Journal size 7x10 inches.

A Legal Primer on Managing Museum Collections, Third Edition Smithsonian Institution

Since 1987, *Anyone Can Intubate* has been the book for teaching intubation and related techniques. This 5th edition has been extensively rewritten and many new figures have been added. -- Provided by publisher.

In recent years, many museums have implemented sweeping changes in how they engage audiences. However, changes to the field's approaches to collections stewardship have come much more slowly. *Active Collections* critically examines existing approaches to museum collections and explores practical, yet radical, ways that museums can better manage their collections to actively advance their missions. Approaching the question of modern museum collection stewardship from a position of "tough love," the authors argue that the museum field risks being constrained by rigid ways of thinking about objects. Examining the field's relationship to objects, artifacts, and specimens, the volume explores the question of stewardship through the dissection of a broad range of issues,

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including questions of "quality over quantity," emotional attachment, dispassionate cataloging, and cognitive biases in curatorship. The essays look to insights from fields as diverse as forest management, library science, and the psychology of compulsive hoarding, to inform and innovate collection practices. Essay contributions come from both experienced museum professionals and scholars from disciplines as diverse as psychology, education, and history. The result is a critical exploration that makes the book essential reading for museum professionals, as well as those in training.

Museums in Motion

Registration Methods for the Small Museum

Medallic Art of the First World War

Museums and Archaeology

Fenicus Flint & the Dragons of Berathor

Museum Registration Methods

Managerial styles are influenced by habit, familiarity, and workplace culture. It's no wonder that well-intentioned professionals doing their best to be good organizational leaders often repeat unhelpful supervisory practices experienced in their early careers, even if they disliked them at the time. In the DUH! Book of Management and Supervision, the author disagrees with many accepted leadership principles (unabashedly referring to them as myths) and makes new and different approaches easier

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to imagine. Her challenging and controversial concepts illustrated with poignant stories suggest common-sense and immediately applicable alternatives more suitable in today's workplace.

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

New York Times Bestseller Bestselling author and peak performance expert Steven Kotler decodes the secrets of those elite performers—athletes, artists, scientists, CEOs and more—who have changed our definition of the possible, teaching us how we too can stretch far beyond

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our capabilities, making impossible dreams much more attainable for all of us. What does it take to accomplish the impossible? What does it take to shatter our limitations, exceed our expectations, and turn our biggest dreams into our most recent achievements? We are capable of so much more than we know—that's the message at the core of *The Art of Impossible*. Building upon cutting-edge neuroscience and over twenty years of research, bestselling author, peak performance expert and Executive Director of the Flow Research Collective, Steven Kotler lays out a blueprint for extreme performance improvement. If you want to aim high, here is the playbook to make it happen! Inspirational and aspirational, pragmatic and accessible, *The Art of Impossible* is a life-changing experience disguised as a how-to manual for peak performance that anyone can use to shoot for the stars . . . space-suit, not included. This is the first comprehensive resource to focus solely on the rights and reproductions guidelines, established standards and emerging best practices at cultural institutions. First published in 2015, the second edition is the first time the Handbook is available in print.

The Handbook for Cultural Institutions
A Practical Guide to Museum Ethics
Managing Previously Unmanaged Collections
Active Collections
Dispelling Common Leadership Myths
Museum Masters

"A broad approach to systematically organizing the management of costume collections to a diverse spectrum of audiences ranging from personal hobbyists, vintage dealers, museums, historical societies,

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university theaters, and study collections while adhering to the needs of the Costume Society of America"--Provided by publisher--
Written in accessible, nontechnical language, this book's twenty-three essays provide invaluable conservation guidelines for a variety of materials and media. Focusing also on proper storage techniques and environmental control, contributors offer information on emergency planning, disaster management, and identifying damages that may require professional treatment.

A cornucopia of greening information, techniques, procedures and tips gathered over 23 years of smart, practical information, ideas, techniques and options for hoteliers. We have always guaranteed that more money will be saved than the book costs by implementing this incredible knowledge. Apr16 edition

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.

*Learn How to Green Your Property
Rights and Reproductions
Museum Practice*

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Hypertension Primer Managing Costume Collections

This book offers the only comprehensive discussion of the legal questions faced by museums as they acquire, use, and refine their collections. This second edition is completely revised, expanded, and updated, incorporating into the original format the many legal developments that have occurred during the past 13 years.

Preserve, Protect, and Defend: A Practical Guide to the Care of Collections is an essential text for museum professionals, volunteers and consultants across a wide range of responsibilities: curators, registrars, collections managers, archivists, museum administrators, museum educators, conservators, art historians, operations staff, designers, engineers, architects, building contractors, suppliers, security specialists, and pest control experts. The topics are wide ranging: conservation assessments; practical advice for examining collections and buildings to uncover collection safety issues; routine collection safety practices; preparing for the unexpected, including wind and water penetration, fire and smoke, and infestations; and controlling the museum environment including temperature and relative humidity, light and lighting, and air quality. The book also offers an inside look into the world of museums and the people who work in them. Written in the accessible-and sometimes irreverent-style that the author is famous for, this book is a must-have for everyone who cares for collections and the buildings that house them-museums of all sizes, archives, libraries, and private collections.

Whether antiquities should be returned to the countries where they were found is one of the most urgent and controversial issues in the art world today, and it has pitted museums, private collectors, and dealers against source countries,

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*archaeologists, and academics. Maintaining that the acquisition of undocumented antiquities by museums encourages the looting of archaeological sites, countries such as Italy, Greece, Egypt, Turkey, and China have claimed ancient artifacts as state property, called for their return from museums around the world, and passed laws against their future export. But in *Who Owns Antiquity?*, one of the world's leading museum directors vigorously challenges this nationalistic position, arguing that it is damaging and often disingenuous. "Antiquities," James Cuno argues, "are the cultural property of all humankind," "evidence of the world's ancient past and not that of a particular modern nation. They comprise antiquity, and antiquity knows no borders." Cuno argues that nationalistic retention and reclamation policies impede common access to this common heritage and encourage a dubious and dangerous politicization of antiquities--and of culture itself. Antiquities need to be protected from looting but also from nationalistic identity politics. To do this, Cuno calls for measures to broaden rather than restrict international access to antiquities. He advocates restoration of the system under which source countries would share newly discovered artifacts in exchange for archaeological help, and he argues that museums should again be allowed reasonable ways to acquire undocumented antiquities. Cuno explains how *partage* broadened access to our ancient heritage and helped create national museums in Cairo, Baghdad, and Kabul. The first extended defense of the side of museums in the struggle over antiquities, *Who Owns Antiquity?* is sure to be as important as it is controversial. Some images inside the book are unavailable due to digital copyright restrictions.*

A Life in Museums: Managing Your Museum Career is the guide for museum workers of all ages and stages—full of sound advice, practical tips, and illuminating personal stories

that span the array of museum disciplines. Topics range from personal branding and resume writing to managing from the middle and leadership at all levels; from professional writing to keeping a career journal; and from navigating within your institution to knowing when it's time to move on.

Don't Mess It Up

A Critical History

Who Owns Antiquity?

Museum Collections Management

Ancient Art and Ritual

Conservation Concerns

The first history of the deaccession of objects from museum collections that defends deaccession as an essential component of museum practice. Museums often stir controversy when they deaccession works—formally remove objects from permanent collections—with some critics accusing them of betraying civic virtue and the public trust. In fact, Martin Gammon argues in *Deaccessioning and Its Discontents*, deaccession has been an essential component of the museum experiment for centuries. Gammon offers the first critical history of deaccessioning by museums from the seventeenth to the twenty-first century, and exposes the hyperbolic extremes of “deaccession denial”—the assumption

that deaccession is always wrong—and “deaccession apology”—when museums justify deaccession by finding some fault in the object—as symptoms of the same misunderstanding of the role of deaccessions in proper museum practice. He chronicles a series of deaccession events in Britain and the United States that range from the disastrous to the beneficial, and proposes a typology of principles to guide future deaccessions. Gammon describes the liquidation of the British Royal Collections after Charles I's execution—when masterworks were used as barter to pay the king's unpaid bills—as establishing a precedent for future deaccessions. He recounts, among other episodes, U.S. Civil War veterans who tried to reclaim their severed limbs from museum displays; the 1972 “Hoving affair,” when the Metropolitan Museum of Art sold a number of works to pay for a Velázquez portrait; and Brandeis University's decision (later reversed) to close its Rose Art Museum and sell its entire collection of contemporary art. An appendix provides the first extensive listing of notable deaccessions since the seventeenth century. Gammon

ultimately argues that vibrant museums must evolve, embracing change, loss, and reinvention.

Managing previously unmanaged collections can be challenging. The process of securing the collection and making it accessible needs the mindset of a collections manager as well as the one of a project manager. The target audience are museum professionals with a basic training in collections care that are confronted with collections that are either large in numbers (1000+ artifacts) or stored confusingly, or both. The book is a step-by-step guide how to approach this situation, assuming that there's nothing to start with but a collection that has to be accessioned and the person who is assigned to do it. It is about how to bring order into the chaos, to define what is needed in terms of time, money, staff and material, to spot facility issues and potential dangers, and to use the power of networking to solve an otherwise unsolvable task. Many chapters conclude with "logical exits," the points at which the collection in a condition that allows you to leave it for the next curator to take over. A common

issue is that time frames are often so tight that the target of having the collection in good shape at the end of a contract or at a fixed date can't be met. Another common scenario may be that other projects become more important and you have to stop working on the collection, which might sound familiar to many directors of small museums. "Logical exits" are the points you can do this without risking that everything you've done so far or since the last "logical exit" was a waste of time. For contractors those "logical exits" might serve as orientation points when negotiating the work that has to be done on the collection.

The sixth edition of Museum Registration Methods is a comprehensive guide to registration and collections management of museum collections, from acquisition, use, and deaccessioning.

Nomenclature 4.0 for Museum Cataloging is an updated and expanded edition of Robert G. Chenhall's system for classifying human-made objects, originally published in 1978. The Chenhall system is the standard cataloging tool for thousands of

museums and historical organizations across the United States and Canada. For this fourth edition, hundreds of new terms have been added, and every category, class, sub-class, and object term has been reviewed and revised as needed by a professional task force appointed by the American Association for State and Local History. This new edition features crucial revisions including:

- A revised and updated users' guide with new tips and advice**
- An expanded controlled vocabulary featuring nearly 950 new preferred terms**
- 475 more non-preferred terms in the index**
- An expanded and reorganized section on water transportation**
- Expanded coverage of exchange media, digital collections, electronic devices, archaeological and ethnographic objects, and more**

Their Museums and Their Influence
Cases and Materials
Root Cause Analysis Handbook
The Duh! Book of Management and Supervision
The Essentials of High Blood Pressure
A Legal Primer on Managing Museum Collections

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This revised edition of *Things Great and Small* is a comprehensive resource for preparing and applying collections management policies. 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 *Don't Mess It Up: How Founders and Their Successors Can Avoid the Clichés That Inhibit Growth*, author and six-time second CEO Les Trachtman offers his expertise on the most effective ways to successfully hand off your company to a worthy successor. He also has advice for those who are inheriting a business and want to take it to the next level, as well as for those who are dealing with these leadership transitions. In his direct, no-nonsense approach, Les shows readers how seemingly harmless business clichés such as "get it right" and "be careful" can have a detrimental effect on a company's future by conveying that such imperative ingredients such as risk and innovation are things to now be avoided. Readers will learn how to:

- Understand the metamorphosis required to transition from great founder to great CEO
- Know when, and if, it's time to replace yourself
- Pick the right successor
- Prepare yourself and your company for the fragile transition
- Create a successful CEO transition
- Separate yourself from the company

There is likely no one more experienced in founder transitions than Les Trachtman. He has been an innovative and respected successor at six different companies; let his hard-won advice guide you through your transition and toward success.

Museums and Archaeology brings together a wide, but carefully chosen, selection of literature from around the world that connects museums and archaeology. Part of the successful Leicester Readers in Museum Studies series, it provides a combination of issue- and practice-based perspectives. As such, it is a volume not only for students and researchers from a range of disciplines interested in museum, gallery and heritage studies,

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including public archaeology and cultural resource management (CRM), but also the wide range of professionals and volunteers the museum and heritage sector who work with archaeological collections. The volume's balance of theory and practice and its thematic and geographical breadth is explored and explained in an extended introduction, which situates the readings in the context of the extensive literature on museum archaeology, highlighting the many tensions that exist between idealistic 'principles' and real-life 'practice' and the debates that surround these. In addition to this, section introductions and the seminal pieces themselves provide a comprehensive and contextualised resource on the interplay of museums and archaeology.

A Guide for Collectors and Curators

The Author's Book Journal

Blue Water Edition

An Essential Primer

Things Great and Small

The Art of Impossible