

## Museum Registration Methods

Fall 2004  
ARH 6895

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Course Objectives: Registration involves both information management and care of objects under the museum's purview. It involves object handling, loan contracts and acquisition documentation, traveling arrangements including packing and shipping, facilities care, security, storage, exhibition planning and installation methods, collections photography and legal and ethical issues surrounding museum collections. This course will provide an introduction to these areas and an opportunity for field trips and discussions with other museum professionals.

Attendance: It is important to attend every class. There are many topics to be covered in the short time we have together. Each week will feature a different component of registration and several weeks we will have guest speakers and/or field trips. Missing a class will often mean missing an entire section, and all sections will be incorporated into your final exam. Readings and assignments for the following week may be given in class. If an unavoidable absence occurs, email me for the next assignment. Do not underestimate the importance of participating in class. This is a seminar and discussion is a vital part of the class; attendance and participation are part of your final grade.

Expectations: Please be prompt. Often there will be guest lecturers or field trips that impose on other people or institutions. It is very difficult on field trip staff when "stragglers" drift in late. Feel free to eat and drink in this class, within reason (coffee, sodas, candy, cookies or crackers). Please be mindful of others, especially guest speakers, when crackling food wrappers or chewing loud foods. **No food or drink will be allowed on field trips.** Of course cell phones will be turned off during class. At least one break per class will be scheduled. One of the hallmarks of a good registrar is accuracy. Papers must contain correct spelling, proper grammar and accurate information.

Academic Honesty: As a result of completing the registration form at the University of Florida, every student has signed the following statement: "I understand that the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University." The instructor of this course fully supports the intent of the above statement and will not tolerate academic dishonesty nor unauthorized use of copyrighted materials.

Textbook: *The New Museum Registration Methods*. Special Purchase on first day of class – \$50.00  
Readings from this book are listed on this syllabus in blue. They should be completed *prior* to coming to class

Papers and Projects: Two reaction papers will be assigned on topics relevant to registration; each paper must be 3-5 pages in length, typed, double-spaced. Be prepared to discuss your paper in class. A project will be assigned in lieu of a mid-term exam. The topics will be discussed during class and approval for your project is required. Projects will include a class presentation as well as a written report, at least 10 pages in length, typed, double-spaced.

<u>Grades:</u> Reaction Papers	20%
Attendance and Participation	10%
Project and Presentation	30%
Final Exam	40%*

\* Make-up exams will not be given except in extreme circumstances, with prior approval.

Students with Disabilities: Students requesting classroom accommodations must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide such to the Instructor when requesting accommodation.

- 8/27      **I.      Introduction to Registration [Read pp. xiii-xvii](#)**  
 A. What is a Registrar?  
 B. Collection Roles  
 C. Composite job description  
 D. Office Personnel  
 E. Internship Opportunities  
 F. Project Discussion
- 9/3      **II.      Accessioning [Read pp. 1-15, 26-36, and 157-176](#)**  
 A. Purchases  
 B. Gifts, Deeds of Gift  
 C. Deaccessioning  
**Documentation**  
 A. Creating Documentation  
 B. Types of Files  
 C. Data Management  
**Photography**  
 A. Publication Photos/Documentary Photos  
 B. Archival Photo Files
- 9/10      **III.      Art Handling [Read pp. 45-62, 192-206](#)**  
 A. Video/Discussion  
 B. Condition Reporting  
     1. Reporting Terms  
     2. Measuring  
 B. Examination of Objects – UFG
- 9/17      **IV.      Loan Exhibitions [Read pp. 177-188](#)**  
 A. Prerequisites for loans  
 B. Loan Forms  
 C. Couriers  
 D. Hosting Loaned Exhibitions  
**Traveling Exhibitions**  
 A. Choosing Venues  
 B. Exhibition Loan Forms  
 C. Condition Report Notebooks
- 9/24      **V.      [Project Assignments](#)**  
 A. Discussion  
 B. Topic Approval  
**Grants – Speaker Beverly Sensbach**  
 A. Types of Granting Organizations  
 B. Grant Applications
- 10/1      **VI.      Archeological and Ethnographic Collections - Speaker Elise Le Compte, registrar**  
 Field Trip to Florida Museum of Natural History  
*Meet at desk at Florida Museum, Powell Hall, Cultural Plaza, Hull Road*  
***Please be prompt***

**Class Outline** (cont.)

- 10/8      **VII. Crating and Shipping** **Read pp. 130-155, 355-358**  
**Speakers Mark Silverman Sr. VP and Mark Lank CEO, USArt**  
A. Assessing Risks  
B. Environmental Conditions  
C. Shock and Vibration Protection  
D. Soft Packs and Crates  
E. Choosing a Shipper  
F. Couriering  
**Reaction Paper due**
- 10/15      **VIII. Conservation – Speaker John Maseman, South Florida Conservation Center**  
A. Recognizing Damage  
B. Choosing a Conservator  
C. Conservation Contract  
D. Ethnographic Conservation  
E. Conservation Equipment  
F. Slide Presentation (?)
- 10/22      **IX. Collections Management – Field Trip to Harn Museum of Art** **Read pp. 109-116**  
*Meet in Museum's lobby, 9:30 a.m., please be prompt*  
A. Tour of Registration/Storage Areas  
B. Proper types of storage for differing medium  
C. Inventory  
D. Filing Systems
- 10/29      **X. Historic Homes - Field Trip to Marjorie Kinnan Rawlings Historic State Park**  
**Speaker Director Valerie Rivers**  
*Meet at Historic House, Rte. 3. Hawthorne, 10:00 a.m. please be prompt*
- 11/5      **XI. Legal and Ethical Codes and Copyrights** **Read pp. 277-280, 289-300, 341-347**  
A. AAM's Code of Ethics  
B. Registrar's Code of Ethics  
C. Creating Ethics Policies  
D. Hazards in the Workplace  
E. Copyrights
- 11/12      **No classes, Homecoming**
- 11/19      **XII. Risk Management** **Read pp. 237-275**  
**Reaction Paper due**  
A. Insurance  
B. Disaster Planning  
C. Security Systems  
D. Pest Management  
E. Personnel Safety  
F. Facilities Planning
- 11/26      **No classes, Thanksgiving**
- 12/3      **Project Reports**
- Week of 12/6      **Exam**