

## **MUSEUM STUDIES DEPARTMENT**

### **COURSE SYLLABUS**

#### **ARCHIVES, COLLECTIONS, AND EXHIBITIONS**

INSTRUCTOR: MR. GRANT

PERIOD: 8

SCHOOL YEAR: FALL 2018 / SPRING 2019

CREDITS: 1

## **ARCHIVES, COLLECTIONS, AND EXHIBITIONS**

### **COURSE DESCRIPTION**

This course is designed to introduce students to the methods and techniques of registration as they are used in current museum settings. Students will visit area museums to observe the functions of registrar offices, conservation labs and will participate in workshops on registering and conserving artifacts. Students will serve as registrars of the Duke Ellington School of the Arts collection and for exhibits which the Museum Studies department will mount. Students will learn about collection policies, management, care, and ethics through activities using the Ellington Collection.

### **COURSE OBJECTIVES**

- Use the registrar methods and techniques in a museum setting
- Create a comprehensive object catalogue
- Understand the legalities and surrounding objects

### **CONTENT STANDARDS**

- Registration and its Relationship to collection development
- Registration Practices
- Role of registrar
- Collections Management Policy
- Accountability, Law and Ethics Religion
- Caring for and preserving a collection
- Detecting damage and making repairs, cleaning

### **COURSE OUTLINE**

Unit One: introduction to the collection and profession

1. The Profession
2. The Ellington Collection
  - a. History
  - b. Celebrates alumni, DC artists, National artists
3. Policies
  - a. Policy vs Procedure
  - b. Collections Management Policies
4. The Basics
  - a. Initial custody and documentation
  - b. Acquisitions and Accessioning
  - c. Catalogue project

Unit Two: Looking at our current collection and expanding our records

5. Hypothetical's
  - a. Old Loans
  - b. Old Loans: State Legislation
  - c. Unit Two:

- d. Found in Collection
- e. Deaccessioning
- 6. Records
  - a. Types of Files
  - b. Manual vs Computerized systems
  - c. Basic Components of an Institutional Archive
- 7. Collections Management

Unit Three: Things happen but how do we plan for emergencies and prevent damage to our collection?

- 8. Risk Management
  - a. Overview
  - b. Insurance
  - c. Emergency Preparedness Planning, Response and Recovery

Unit Four: Doing the Right Thing

- 9. Ethical and Legal Issues
  - a. Ethics for Registrars and Collections Managers
  - b. Collections Ethics
  - c. Care of Sacred and Culturally Sensitive Objects

## **POLICIES AND PROCEDURES**

### **GENERAL RULES**

1. Attendance is required. Any absences must be supported by a note from the student's parent or guardian. Five unexcused absences may result in a dropped letter grade.
2. Arriving on time for class is mandatory.
3. Students must take all tests and quizzes.
4. Students must complete all assignments on time. Students are responsible for coming to the teacher for missed work.
5. Students must keep a notebook.
6. Students may use mobile phones for educational purposes only.
7. Students are not permitted to sleep or have headphones in ears during class time

### **GRADING POLICY**

**(Grade percentage per quarter)**

<b>Participation</b>	<b>10%</b>
<ul style="list-style-type: none"> <li>● Listening</li> <li>● Speaking</li> <li>● Effort</li> </ul>	
<b>Practice and Application</b>	<b>50%</b>
<ul style="list-style-type: none"> <li>● Classwork/Homework</li> <li>● Writing assignments</li> <li>● Projects</li> <li>● Field trips</li> </ul>	
<b>Assessments</b>	<b>40%</b>

- Quizzes
- Unit Tests
- Presentations

***NOTE: 5 unexcused absences results in the automatic drop in one letter grade, ten unexcused absences in one advisory results in a grade of FA, & 30 absences in a year is an automatic F for the course.***

## **CONTACT INFORMATION**

- jarvisgrant@gmail.com
- Aspen

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Parent /Guardian Signature

Date

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Student Signature

Date