

## **Museum Collections Management Useful Web References**

### **36 CFR 79, Curation of Federally Owned and Administered Archaeological Collections**

<http://www.nps.gov/history/aad/tools/36CFR79.htm>

### **DOI Museum Property Policy and Guidance Homepage**

<http://www.doi.gov/museum/policy/index.cfm>

### **Part 411 of the Departmental Manual, 411 DM), Identifying and Managing Museum Property**

<http://elips.doi.gov/ELIPS/DocView.aspx?id=3519>

### **DOI Museum Property Directives**

<http://www.doi.gov/museum/policy/Museum-Directives.cfm#>

### **Department of the Interior Handbooks for Managing Museum Property, Volumes I and II**

<http://www.doi.gov/museum/policy.htm>

#### **Volume I: Preservation and Protection of Museum Property**

- Chapter 1: Introduction to Museum Property Management
- Chapter 2: Planning for Museum Property Management
- Chapter 3: Scope of Museum Property Collections
- Chapter 4: Introduction to Museum Property Preservation
- Chapter 5: Agents of Deterioration
- Chapter 6: Biological Infestations
- Chapter 7: Housekeeping: Preventative Conservation
- Chapter 8: Handling, Packing, and Shipping
- Chapter 9: Museum Property Storage
- Chapter 10: Conservation Treatment
- Chapter 11: Museum Property Security and Fire Protection
- Chapter 12: Museum Property Emergency Planning
- Chapter 13: Professional Considerations
- Chapter 14: Programming: Funding, and Staffing
- Chapter 15: Artwork in Office Space
- Appendix A: Mandates and Standards
- Appendix B: Professional Organizations and Societies
- Appendix C: Codes of Ethics
- Appendix D: Scope of Collections Statement
- Appendix E: Museum Property Management Checklist
- Appendix F: Monitoring the Environment
- Appendix G: Storage of Museum Property
- Appendix H: Documentation of Conservation Treatment
- Appendix I: Protection of Museum Property
- Appendix J: Museum Property Supplies and Equipment Sources
- Appendix K: Glossary

#### **Volume II: Documentation of Museum Property**

- Chapter 1: Accountability and Documentation
- Chapter 2: Accessioning

Chapter 3: Cataloging  
Chapter 4: Inventory and Other Special Instructions  
Chapter 5: Incoming and Outgoing Loans  
Chapter 6: Deaccessioning  
Appendix A: Mandates and Standards  
Appendix B: Estimating Cataloging Costs  
Appendix C: Historical and/or Scientific Documents  
Appendix D: Classifying Museum Property  
Appendix E: Lot Cataloging  
Appendix F: U.S. Postal Service State and Territory Codes  
Appendix G: FIPS County Codes  
Appendix H: Recommended Readings for Cataloging  
Appendix I: Photography  
Appendix J: Marking and Numbering Museum Property  
Appendix K: Techniques for Recording Measurements  
Appendix L: Optional Data Categories for Accessioning  
Appendix M: Optional Data Categories for Cataloging Cultural Resources  
Appendix N: Optional Data for Natural History  
Appendix O: Optional Data Categories - Loans  
Appendix Q: Glossary

### **Guidelines, Standards, Technical Leaflets**

#### Society for Historical Archaeology

Standards and Guidelines for the Curation of Archaeological Collections

[http://www.sha.org/index.php/view/page/curation\\_standards](http://www.sha.org/index.php/view/page/curation_standards)

#### NPS Conserve O'Grams

Short, focused leaflets on a variety of topics related to caring for museum objects.

[http://www.nps.gov/museum/publications/consveogram/cons\\_toc.html](http://www.nps.gov/museum/publications/consveogram/cons_toc.html)

#### Canadian Conservation Institute Notes

Practical advice about issues and questions related to the care, handling, and storage of cultural objects.

[www.cci-icc.gc.ca/resources-ressources/ccinotesicc/index-eng.aspx](http://www.cci-icc.gc.ca/resources-ressources/ccinotesicc/index-eng.aspx)

### **Museum Training**

#### DOI Museum Program – Classroom Courses

<http://www.doi.gov/museum/classroom.htm>

- Managing Museum Property (5-day classroom based course)
- Curating Natural History Collections (3 day classroom based course)

#### DOI Museum Program Online Courses

- Available through DOI Learn:
  - o Introduction to Managing Museum Property
  - o Conducting the DOI Museum Inventory
- NPS Managing Archeological Collections  
[http://www.nps.gov/history/aad/collections/Laws\\_04.htm](http://www.nps.gov/history/aad/collections/Laws_04.htm)