Paper Number: 167.742

Paper Title: COLLECTION MANAGEMENT

Credit Value: 30

Calendar Prescription: An examination of the following areas of museological theory and practice: material culture; private collecting; preventive conservation; collection management policy and practice; contemporary collection management issues including collection rationalisation, contemporary collecting and the changing roles of curators and collection managers.

Pre and co requisites: Undergraduate degree or AES entry.

Semester: 1/2

Campus: Turitea

Mode: Extramural

E-Learning Category: Not Applicable

Paper Coordinator and lecturer contact details:

Programme Co-ordinator
Museum and Heritage Studies
School of People, Environment and Planning
Massey University
P.O Box 11-222
Palmerston North.

Telephone: 06 350 5799 xtn 2409 or 06 350 5799 xtn 4343
Email: S.F.Abasa@massey.ac.nz or F.Sherriff@massey.ac.nz

Status of contact or block courses (for extramural and block papers only):
Absolutely compulsory
Turitea Campus, Palmerston North OR
Christchurch
Teaching Timetable (for internal papers only):
N/A.

Learning Outcomes:
To develop basic collection management competencies
To be knowledgeable about contemporary collection management issues
To understand the importance of access to collections and access strategies
To have an understanding of collection management policy, planning and ethics

Major topics or paper structure:

Semester One
- Material Culture Studies
- Role of the Registrar/Collection Manager
- Preventive Conservation

Semester Two
- Object Documentation and Significance
- Collection Policy and Planning
- Contemporary Collection Issues

Assessment Proportions:
Internal Assessment:
(1) Material Culture Exercise – documenting and researching an object (20%)
(2) Preventive Conservation Practicum and Written Test (20%)
(3) Essay (30%)
(4) Essay – Contemporary Collection Issues (30%)

Final Examination: None

Description of assessment activities:
See above

Due dates / deadlines:
(1) Material Culture Exercise – 30 March
(2) Preventive Conservation Practicum and Written Test – Contact Course
(3) Essay – Making Collections Accessible – 4 September
(4) Essay – Contemporary Collection Issues – 27 October

Penalties for late assignment submission:
Extensions may be negotiated.
Overdue assignments without extensions will be penalised one grade for each week overdue

Assignment turnaround:
University standard of 3 weeks
Any specific requirements for passing the paper:
Students need to demonstrate at least pass standard in each semester.

Principal Textbook:

Aims:
The aim of the paper is to provide a systematic overview of contemporary of contemporary collection management theory and practice. Students are encouraged to read widely in both the New Zealand and international literature, to investigate and explore contemporary issues and develop a basic range of practical competencies. This paper will prepare students for entry level collection management positions and provide a professional development programme for museum staff with several years’ experience who are looking for an opportunity to explore and write about collection management and related policy, planning and contemporary issues.

Learning methods:
Course work and assignments require students to:
- engage with a wide range of museological literature, on-line and audio-visual resources,
- interview museum/gallery/heritage staff about their practice and contemporary issues,
- become familiar with methodologies for studying and documenting objects and collections
- study institutional policies and plans
- engage in email communication with the paper coordinator
- engage in group activities with other students at contact courses
- write reports and essays

Learning programme or schedule:
The study guide is organised in weekly units.

Student workload / student time budget:
Each 30 point paper requires 10-12 hours study and assignment related activity each week.

Mechanisms for feedback and learning support:
Extramural students have access to excellent library and student learning support services. Information will be provided about these services when you enrol or you can locate such information on the university web site.

If you live with the effects of injury, long-term illness or disability which impacts upon your study, you are encouraged to contact the paper coordinator.
Additional costs:
None

Assessment criteria:
This depends on the nature of each assignment, but will include some or all of the following factors:
- following assignment instructions
- evidence of appropriate use of resources and references provided and initiative in locating additional reference material
- appropriate research methods and ethical procedures
- appropriate structure and presentation of reports and essays clarity of expression, arguments, conclusions
- critical understanding of key issues, theories, dilemmas.

Recommended and additional readings:

<table>
<thead>
<tr>
<th>Author</th>
<th>Simmons, John E (2006).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Things great and small : collections management policies</td>
</tr>
<tr>
<td>Published</td>
<td>Washington, DC : American Association of Museums</td>
</tr>
</tbody>
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<tbody>
<tr>
<td>Title</td>
<td>Museums and the future of collecting.</td>
</tr>
<tr>
<td>Published</td>
<td>Aldershot, Hampshire, Great Britain ; Burlington, Vt.: Ashgate, 2004. 2nd. edition</td>
</tr>
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<table>
<thead>
<tr>
<th>Author</th>
<th>Keene, Suzanne (2005)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Fragments of the world : uses of museum collections</td>
</tr>
<tr>
<td>Edition</td>
<td>1st ed</td>
</tr>
<tr>
<td>Published</td>
<td>Amsterdam ; Boston : Elsevier Butterworth-Heinemann.</td>
</tr>
</tbody>
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<thead>
<tr>
<th>Author</th>
<th>Case, Mary (ed.). (2005)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Registrars on record : essays on museum collections management.</td>
</tr>
<tr>
<td>Published</td>
<td>Washington, D.C. : Registrars Committee of the American Association of Museums, c1988</td>
</tr>
</tbody>
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<thead>
<tr>
<th>Author</th>
<th>Ogden, Sherelyn (c2004)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Caring for American Indian objects : a practical and cultural guide.</td>
</tr>
<tr>
<td>Published</td>
<td>St. Paul : Minnesota Historical Society Press.</td>
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University Grievance Procedures and Student Contract:
"The Student Contract outlines the terms that govern the University – Student relationship and the University has Grievance Procedures to ensure students receive a quality education and do not sustain academic disadvantage. Further information can be obtained from the University Calendar, Students’ Associations or the Paper Coordinator."
**Aegrotat and Impaired Performance:**

“Students who have been affected by illness, injury, bereavement, or other critical personal circumstance may apply for Aegrotat or Impaired Performance consideration in relation to final examinations, and to internal assessment and other compulsory elements that occur at a fixed time and place as defined in the paper outline. For further information see the Calendar Regulations at [www.massey.ac.nz](http://www.massey.ac.nz), and Student Guidelines for Making AEG/IP applications".