MUSEUM METHODS
Anth 196M (1) — Spring 2010

Seminar: W 1:30-2:45 pm, MND 4005; Lab: 6 hrs, Anthropology Museum, MND 1000
Dr. Castaneda tac@csus.edu; Faculty Webpage: www.csus.edu/indiv/c/castanedat
Office: MND 4028; Office Hrs: Wednesday 11-Noon, Friday 10-Noon (& by appt.)
Phone—Office 278-6067; Anthropology Museum 278-5337
Due to furlough conflicts, I will not hold office hours on 2/11, 2/15, 3/4, 3/26, 4/5, 4/6, 4/23, 4/26, or 5/4.

Required Texts

Recommended Text (also available in the Library Reserve Room)

Reserve Articles (will be posted to SacCT)
Select Articles:
- Scholars & Collectors Among the Sierra Miwok, 1900-1920: What Did They Really Find? (Craig Bates)
- Roland Dixon & the Maidu (Bruce Bernstein)
- C. Hart Merriam: The Naturalist as Ethnographer (Suzanne Griset)
- Collecting Pomoan Baskets, 1889-1939 (Sally McLendon)
- Basket Weavers, Basket Collectors, and the Market: A Case Study of Joseppa Dick (Sherrie Smith-Ferri)
- Lila M. O’Neale and the Yurok-Karok Basket Weavers of Northwestern California (Margot Blum Schevill)


Catalog Description: (ANTH 196M) Designed to teach basic museum methods. Surveys contemporary issues and practices in museum governance, management, interpretation, and evaluation. Provides hands-on collections and exhibit experience, including participation in the design, fabrication and installation of an exhibition. Lecture one hour, laboratory six hours. Prerequisite: Classification as anthropology major or graduate student.
Student Learning Outcomes: after completing 196M, students will be able to:

1) Identify and apply a range of techniques, tools, and materials used in museum work, including material culture research.
2) Discuss contemporary methods and critical issues in exhibition and collections management and development.
3) Locate and utilize the basic literature of museum methods, professional museum organizations, and museum reference sources.
4) Research, develop, design, fabricate, and install an exhibit.

Primary Tasks to be Accomplished:

1) Inventory of the Joel S. Cotton Collection for NAGPRA purposes (preparation for consultation and summary publication).
2) Design, fabrication, installation and de-installation of an exhibit highlighting Joel S. Cotton, the inventory and research process, and selected objects from the collection—including cultural attributions, as well as artistic and technical components of construction.

Course Requirements—Attendance at our Wednesday seminar sessions; satisfactory completion of all exercises, assignments, and reading quizzes; satisfactory completion of the semester-equivalent of 6 hours of lab per week (*many of these hours will involve exhibit development, serving as a museum docent, independent research related to Cotton Collection artifacts, and voluntary attendance at scholarly lectures or fieldtrips to off-site locations*).

Assignments & Evaluation—To accomplish the course tasks (see p.1), students will be responsible for both group and individual work. Group work will include exhibit development, installation and de-installation. Individual work will include preparation of research reports and related documentation for a suite of artifacts belonging to the Cotton Collection, a series of reading/text-based exercises, sharing in the responsibility for keeping the museum open and secure once the exhibit is up and running, and maintaining an online journal (*the course and each student will develop a blog on which they will enter a weekly log of lab hours and research-related updates*). Your final course grade will be based on an average of the following components: exhibit development (25%); average of occasional exercises and reading quizzes (25%); maintenance of blog/journal & completion of required lab hours (25%); inventory/research report (25%).

Grading Scale—A (92-100%); A- (90-91%); B+ (88-89%); B (82-87%); B- (80-81%); C+ (78-79%); C (72-77%); C- (70-71%); D+ (68-69%); D (62-67%); D- (60-61%); F (59% or below).

Make-up Policy—Given that your quizzes will be administered through SacCT, I do not intend to provide opportunities for making up missed quizzes. Late Penalty—Assignments and/or exercises will be penalized 10 points for each day late (M-F).
**SacCT**—I will use SacCT to help manage portions of this course. For instance, I will use it to post announcements, to deliver reserve readings, to post exercise/writing assignment instructions, and to quiz you on readings. I also will initiate discussion threads related to our various projects.

**Cell Phones & Pagers**—Please silence or turn these off during class (*unless* you have an emergency—kids home alone, an ill relative, etc. and you bring this to my attention before class begins). **SSWD**—Students who need disability accommodation are urged to approach me early in the course of the semester. See: [http://www.csus.edu/sswd/services/policies/ID-Policy.html](http://www.csus.edu/sswd/services/policies/ID-Policy.html). **Academic Dishonesty**—Cheating on examinations and/or plagiarism will result in a score of zero on the assignment in question and may well result in your permanent dismissal. See: [http://www.csus.edu/umanual/AcademicHonestyPolicyand Procedures.htm](http://www.csus.edu/umanual/AcademicHonestyPolicyand Procedures.htm).

### Course Schedule *

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Discussion Topics</th>
<th>Readings/Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/27</td>
<td>Introduction to Course; Tour of the Museum</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2/3</td>
<td>Creating your Blog; Intro to Museum Registration; Discussion of Inventory Goals</td>
<td>B&amp;G** pp. xii-xvii; 311-319 Luby and Nelson</td>
</tr>
<tr>
<td>3</td>
<td>2/10</td>
<td>Introduction to the Joel S. Cotton Collection; Introduction to Collections Documentation</td>
<td>B &amp; G pp. 1-40&lt;br&gt;<strong>Deadline</strong>: blog up &amp; running, w/ 1st entry. <em>Hereafter, you will be required to post your lab hours &amp; activity summary by 11 am each Wed.</em></td>
</tr>
<tr>
<td>4</td>
<td>2/17</td>
<td>Museum Registration Processes Finalize Exhibit Concept</td>
<td>B&amp;G pp. 157-191; Burcaw pp. 121-157</td>
</tr>
<tr>
<td>5</td>
<td>2/24</td>
<td>The Museum &amp; Collections in Historical Perspective, Dr. Jerry Johnson, Prof. Emeritus, Anthropology Department, Sacramento State; Distribution of Auction Catalog</td>
<td>1:30 – 2:45 (and beyond)&lt;br&gt;<strong>Deadline</strong>: online reading quiz&lt;br&gt;(completed by 11 am today).</td>
</tr>
<tr>
<td>6</td>
<td>3/3</td>
<td>Meet in Museum to Finalize Exhibit Design; Develop Fabrication Teams &amp; Assign Tasks</td>
<td>B&amp;G pp. 192-206; 303-307&lt;br&gt;<strong>Deadline</strong>: completed Deed of Gift</td>
</tr>
<tr>
<td>7</td>
<td>3/10</td>
<td>Meet in Museum to Review Fabrication Progress</td>
<td>B&amp;G pp. 109-118; 221-226</td>
</tr>
<tr>
<td>8</td>
<td>3/17</td>
<td>Indians of Central California Basketry Lecture &amp; Workshop, by Ralph Shanks, California Indian Basketry Scholar and author</td>
<td>Shanks pp. 1-25&lt;br&gt;1:30-3:30 p.m. (<em>Please note the extended time frame &amp; do your best to attend the entire workshop.</em>)</td>
</tr>
<tr>
<td>9</td>
<td>3/24</td>
<td>Review Exhibit Installation Progress; Produce walk-through list for pre-opening</td>
<td>Shanks pp. 26-69</td>
</tr>
</tbody>
</table>

3/29—4/2 No Class—Spring Break
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Event</th>
<th>Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>4/7</td>
<td>Exhibit Opens; Reception 1-3 pm</td>
<td>Shanks pp. 70-101&lt;br&gt;B&amp;G pp. 43-107</td>
</tr>
<tr>
<td>11</td>
<td>4/14</td>
<td>Guest Speaker: Dr. Charles Roberts, Professor Emeritus, Department of History</td>
<td>Shanks pp. 102-127;&lt;br&gt;Burcaw pp. 193-202.&lt;br&gt;&lt;b&gt;Deadline:&lt;/b&gt; job-related blog entry post by 11am (details TBA)</td>
</tr>
<tr>
<td>12</td>
<td>4/21</td>
<td>Finding and Keeping a Professional Position in the Museum Field</td>
<td>Shanks pp. 128-164;&lt;br&gt;&lt;b&gt;Deadline:&lt;/b&gt; Exhibit Catalog Review &amp; Critique (details TBA)</td>
</tr>
<tr>
<td>13</td>
<td>4/28</td>
<td>Early California Museum Anthropology; Progress Reports on Research</td>
<td>Jacknis &amp; Schellin Articles&lt;br&gt;&lt;b&gt;Deadline:&lt;/b&gt; NAGPRA-related blog post by 11 am (details TBA)</td>
</tr>
<tr>
<td>14</td>
<td>5/5</td>
<td>TBA</td>
<td>&lt;b&gt;Deadline:&lt;/b&gt; online reading quiz (completed by 11 am today).</td>
</tr>
<tr>
<td>15</td>
<td>5/12</td>
<td>Roundtable Evaluation of Exhibit and Inventory</td>
<td>&lt;b&gt;Deadline:&lt;/b&gt; Inventory/Research Reports due at 1:30</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>Finals Week—Exhibit De-Installation</td>
<td>Date &amp; Time TBA</td>
</tr>
</tbody>
</table>

* This schedule is subject to change at the instructor’s discretion; updated syllabi will be posted to my faculty webpage and SacCT. I will alert you to changes via our course blog and SacSend.

** B&G = Buck and Gilmore Text

*** We have several additional guest speakers whose schedules have yet to be finalized. I will post an announcement to SacCT when their dates and times are set.

**Weekly Readings by Title & Author**

**Week 2** (Buck & Gilmore pp. xii-xvii)

**INTRODUCTION**

- **Collections Roles** (Rebecca A. Buck)
- **A Composite Job Description for the Registrar** (Buck)
- **The Role of the Registrar in the Museum’s Web** (Charles Hummel)

**ETHICAL AND LEGAL ISSUES**

- **Complying with NAGPRA** (C. Timothy McKeown, A. Murphy & J. Schansberg)


**Week 3** (Buck & Gilmore pp. 1-40) **DOCUMENTATION**

- **Manual Systems** (Kittu Longreth-Brown, ed.)
  - Creating Documentation
  - Types of Files
  - Managing Files and Records
- **Computerized Systems** (Suzanne Quigley, ed.)
  - Collections Management Systems
  - Implementing a Collections Management System
Data Management
Data Entry
System Management and Integration

**Week 4** (Buck & Gilmore pp. 157-199) PROCESSES
*Acquisitions and Accessioning* (Clarisse Carnell and Rebecca A. Buck)
*Deaccessions* (Martha Morris)
*Loans* (Sally Freitag and Cherie Summers)
*Exhibitions*
  *In-House Exhibitions* (Gwen Bitz)

(Burcaaw pp. 121-157)
*Use of Collections*
*Permanent Exhibitions*
*Temporary Exhibits*

**Week 6** (pp. 192-206; 303-307)
PROCESSES *Exhibitions* (cont’d)
  *Organizing Loans and Traveling Exhibitions* (Julia Bakke)
  *Hosting Traveling Exhibitions* (Deborah Slaney)

ETHICAL & LEGAL ISSUES
*Appraisals* (Sonja Tanner-Kaplash)

**Week 7** (Buck & Gilmore pp. 109-118; 221-226) COLLECTIONS MANAGEMENT
*Storage* (Lynn Swain)
*Inventory* (Suzanne Cowan)

**Week 8** (Shanks pp. 1-25)
*Basketry in Native California*

**Week 9** (Shanks pp. 26-69)
*Ohlone* (Costanoan) *Basketry of San Francisco Bay and Monterey Bay*
*Esselen Basketry of the Big Sur Country of Monterey County*
*Pomo Basketry of Sonoma, Mendocino and Lake Counties*

**Week 10** (Shanks pp. 70-101)
*Patwin Basketry of San Francisco Bay and the Sacramento Valley*
*Coast Miwok Basketry of Marin and Southern Sonoma Counties*
*Wappo Basketry of the Napa Valley and Alexander Valley*

(Buck and Gilmore pp. 43-107) COLLECTIONS MANAGEMENT
*Numbering* (Kirtu Longreth-Brown)
*Handling* (Reba Jones)
*Measuring* (Holly Young)
*Condition Reporting* (Marie Demeroukas)
  *Condition Reporting Glossary*
Marking (Terry Segal)
Photography (Victoria Pointer)
Preventative Care (Genevieve Fisher)

**Week 11** (Shanks pp. 102-127)
Yuki Basketry of Round Valley in Mendocino County
Huchnom Basketry of the Eel River in Mendocino County
Lake Miwok Basketry of Lake County
Nomlaki Basketry of the Sacramento Valley and the Inner Coast Range

(Burcaw pp. 193-202)
Practical Matters

**Week 12** (Shanks 128-164)
Plains Miwok Basketry of the Sacramento Valley and the Delta
Maidu Basketry of the Northern Sierra Nevada and the Sacramento Valley
Sierra Miwok Basketry of the Southern Sierra Nevada

**Week 13**
Jacknis and Schevill articles (see p. 1)