

# MUSEUM METHODS

## Anth 196M (1) —Spring 2010

Seminar: W 1:30-2:45 pm, MND 4005; Lab: 6 hrs, Anthropology Museum, MND 1000

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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

Buck, Rebecca A. and Jean Allman Gilmore (1998) *The New Museum Registration Methods*, Washington DC: American Association of Museums.

Shanks, Ralph (2006) *Indian Baskets of Central California: Art, Culture, and History*.

Lisa Woo Shanks (ed.), Novato, CA: Costañó Books, in association with the Miwok Archaeological Preserve of Marin).

### Recommended Text *(also available in the Library Reserve Room)*

Burcaw, G. Ellis (1997) *Introduction to Museum Work*, 3<sup>rd</sup> Edition. Walnut Creek: AltaMira Press.

### Reserve Articles *(will be posted to SacCT)*

Jacknis, Ira & Margot Blum Schevill, eds (1993) *Museum Anthropology in California, 1889-1939. Museum Anthropology* (Special Issue) Vol. 17(2).

#### 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)

Luby, Edward M. & Melissa K. Nelson (2008) More Than One Mask: The Context of NAGPRA for Museums and Tribes *American Indian Culture and Research Journal* 32(4): 85-105.

<p><b>Catalog Description:</b> (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.</p>
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**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/LD-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/um anual/AcademicHonestyPolicyandProcedures.htm>.

### Course Schedule \*

Week	Date	Discussion Topics	Readings/Assignment
1	1/27	Introduction to Course; Tour of the Museum	
2	2/3	Creating your Blog; Intro to Museum Registration; Discussion of Inventory Goals	B&G** pp. xii-xviii; 311-319 Luby and Nelson
3	2/10	Introduction to the Joel S. Cotton Collection; Introduction to Collections Documentation	B & G pp. 1-40 <b>Deadline:</b> blog up & running, w/ 1 <sup>st</sup> entry. <i>Hereafter, you will be required to post your lab hours &amp; activity summary by 11 am each Wed.</i>
4	2/17	Museum Registration Processes Finalize Exhibit Concept	B&G pp. 157-191; Burcaw pp. 121-157
5	2/24	<b>The Museum &amp; Collections in Historical Perspective</b> , Dr. Jerry Johnson, Prof. Emeritus, Anthropology Department, Sacramento State; Distribution of Auction Catalog	1:30 – 2:45 ( <i>and beyond</i> ) <b>Deadline:</b> online reading quiz ( <i>completed by 11 am today</i> ).
6	3/3	Meet in Museum to Finalize Exhibit Design; Develop Fabrication Teams & Assign Tasks	B&G pp. 192-206; 303-307 <b>Deadline:</b> completed Deed of Gift
7	3/10	Meet in Museum to Review Fabrication Progress	B&G pp. 109-118; 221-226
8	3/17	<b>Indians of Central California Basketry Lecture &amp; Workshop</b> , by Ralph Shanks, California Indian Basketry Scholar and author	Shanks pp. 1-25 1:30-3:30 p.m. ( <i>Please note the extended time frame &amp; do your best to attend the entire workshop.</i> )
9	3/24	Review Exhibit Installation Progress; Produce walk-through list for pre-opening	Shanks pp. 26-69
<b>3/29—4/2 No Class—Spring Break</b>			

10	4/7	Exhibit Opens; Reception 1-3 pm	Shanks pp. 70-101 B&G pp. 43-107
11	4/14	Guest Speaker: Dr. Charles Roberts, Professor Emeritus, Department of History	Shanks pp. 102-127; Burcaw pp. 193-202. <b>Deadline:</b> job-related blog entry post by 11am (details TBA)
12	4/21	Finding and Keeping a Professional Position in the Museum Field	Shanks pp. 128-164; <b>Deadline:</b> Exhibit Catalog Review & Critique (details TBA)
13	4/28	Early California Museum Anthropology; Progress Reports on Research	Jacknis & Schevill Articles <b>Deadline:</b> Nagpra-related blog post by 11 am (details TBA)
14	5/5	TBA	<b>Deadline:</b> online reading quiz (completed by 11 am today).
15	5/12	Roundtable Evaluation of Exhibit and Inventory	<b>Deadline:</b> Inventory/Research Reports due at 1:30
16		Finals Week—Exhibit De-Installation	Date & Time TBA

\* 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)

Luby & Nelson Article (see p. 1): *More Than One Mask: The Context of NAGPRA for Museums and Tribes*

**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)

(Burcaw 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-Kplash)

**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* (Kittu 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)