

UNIVERSITY OF PITTSBURGH  
SCHOOL OF INFORMATION SCIENCE

LIS 2225	MUSEUM ARCHIVES, SUMMER 2012 TERM
Time/Location	Tuesdays, 9:00 AM – 11:50 AM, IS Room 411 Summer classes meet from May 14, 2012 - Aug 4, 2012
Instructor:	Eleanor “Nora” Mattern
Office Hours:	Wednesdays, 1-3pm, or by appointment
Office Location:	605B IS building
Instructor's Email:	emm100@pitt.edu

**The onsite class will meet on Tuesdays, from 9:00-11:50 AM, from May 15 through July 31, 2012, with the exception of Friday, July 6, when online students, not including the WISE students, will meet from 6:00 – 9:00PM during the FastTrack weekend. Onsite students are invited, but not required to attend. The onsite class will not meet on July 10.**

**Course Description**

Museums can be defined as objects organized within a specific intellectual environment. This course is an opportunity for students to analyze and evaluate the range of recordkeeping systems that have been used by museums to document their collections, and the physical and intellectual environment in which records are created, used and maintained. Records of lasting value to museums include both those records that document individual objects in the museum's collection and those that document the business of the museum in acquiring, preserving and interpreting those objects.

Beginning with an overview of the history of museums and the roles of museum staff in creating and using museum records, students will identify the various types of records created by a museum in the course of its business of building, maintaining and using collections of objects. Functional analysis will be used as an archival appraisal technique to examine the organizational structure of a museum, in order to determine what records are created by the museum in the course of its business, which of those records are essential to the museum and where those records are likely to be created and maintained in a given museum. Students will examine internal and external policies governing the activities of the organization, and determine their influence on records creation and retention. The remainder of the course will apply this knowledge to a series of "hot topics" which bear directly on the capture, retention and interpretation of museum records. Examples of these "hot topics" are disputed acquisition and ownership of cultural property, intellectual property and rights management, repatriation of cultural objects and provenance research, especially of Nazi-era looted art. The course will provide an opportunity to apply previously learned archival theories to a specific institutional setting.

## **Prerequisites**

While direct experience of any type of museum will be helpful in this class, it is not required. Please note that while this class will help you develop skills to identify, interpret, capture and maintain records dealing with museum exhibitions, object description and conservation, this class will not teach you to design or mount museum exhibitions, produce educational programs, or catalog or conserve museum objects. Some of these skills are typically taught in Museum Studies programs but are not the focus of this course.

If you are new to archival studies, you may find the following work helpful as an introduction to the principles and issues important to the archival profession.  
James M. O'Toole and Richard J. Cox. *Understanding Archives and Manuscripts*, 2<sup>nd</sup> ed. Chicago: Society of American Archivists, 2006.

## **Course Goals and Learning Objectives**

As an active and thoughtful participant in this class, and building on your previous archives courses, you will be prepared to serve as an archivist within a museum and to create or maintain a museum archives. These skills will allow you to:

- Identify the historical changes of a museum's purpose and structure and analyze the impact of those changes on museum recordkeeping systems
- Analyze the recordkeeping issues specific to museums
- Describe the specific types of records and recordkeeping systems used by museums
- Apply functional analysis as an appraisal method to the museum's collections and activities as a means of evaluating its records for retention
- Debate the application of archival theory and practice to the organization and access to museum records
- Compare the recommendations and rationale for records management in the archival and collection management literature from the point of view of both an archivist and a museum curator
- Be an advocate for the museum's archives in discussions throughout the museum's administration
- Examine copyright and intellectual property policies and practices in the museum context, particularly in the electronic information environment
- Analyze the popular and professional literature in the museum field that deals with various "hot topics," such as repatriation and provenance research, for their connection to museum archives and recordkeeping systems

## **Course Policies**

### *Concerning Students with Disabilities*

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and Disability Resources and Services, 140 William Pitt Union, 412-648-7890 as early as possible in the term.

Disability Resources and Services reviews documentation related to a student's disability, provides verification of the disability, and recommends reasonable accommodations for specific courses.

### *Academic Integrity*

Students are expected to comply with the University of Pittsburgh's Policy on Academic Integrity. Any student suspected of violating this obligation for any reason during the semester will be required to participate in the procedural process as outlined in the University Guidelines on Academic Integrity. For further information see: <http://www.pitt.edu/~provost/ai1.html>.

### *Incomplete and Late Assignments*

Incomplete grades will not be given for this course except in extenuating circumstances and stating that notification must be provided as soon as possible after the occurrence of the extenuating circumstances

Assignments submitted later than the posted due date without an extension granted by the instructor will lose a half-letter grade, *e.g.*, from an A- to a B+, for each day beyond the due date.

## **Written Assignments**

Because so much of your interaction with others in this profession will be through written communication, including those in an online environment, the course assignments are opportunities to practice these skills. Reminders of assignments and their due dates will appear on the class Courseweb site. Assignments will be due in electronic form and sent to the instructor via the Courseweb Assignment Tool by 9 AM EST on the day the assignment is due. No assignments will be accepted for full credit after the class period for which they are assigned without prior approval by the instructor.

Use of Chicago Manual of Style will be mandatory for all written assignments, including footnotes and bibliographies. While you are strongly urged to purchase a copy of this work, an online version is available at <http://www.chicagomanualofstyle.org/home.html>. You can access this electronic version through ULS. Footnotes are preferred to endnotes. The use of *Ibid.* and parenthetical inline references will not be accepted. Use of these and incorrect citation formats for both footnotes and bibliography references will result in the loss of half a letter grade.

When summarizing the literature, be sure to identify the writers, note their biases. When citing or quoting, be sure to make it clear to the reader whether this point of view is representative or an outlier.

### Assignments

<i>Assignment</i>	<i>Due Date</i>	<i>% of total grade</i>
Class participation	Throughout	20%
Museum Exhibition Observation	June 5	20%
Literature Review Proposal	June 12	ungraded
Biographical Presentation	As assigned	20%
Literature Review	July 24	40%

#### **Class Participation** – 20 % of total grade

Students will be expected to participate by participating in in-class discussion or on the discussion boards for at least 8 out of the 12 weeks of the course.

#### **Museum Exhibition Observation** – 20% of total grade.

Due date: June 5. Please submit this assignment to the instructor via the CourseWeb Assignment feature by 9 AM, EST.

This 1000-1500 word paper will be based on your observations made during an onsite visit to a specific museum exhibition of your choice. Your discussion of a selected object on that exhibition should include the following concerns:

- Is the object presented in the appropriate cultural context?
- If there are differing views on the information about the object, are all those views evident in the label copy?
- Is the museum's ownership of the object clearly stated?
- Is there evidence that the object has been altered in any way for purposes of exhibition?
- Is there any evident bias in the presentation of the information?
- If the exhibition or the specific object is discussed on the museum's website, what differences do you see between the information presented in the onsite exhibition and the information online?

#### **Biographical Presentation** – 20% of total grade

In your assigned week, identify an individual or an institution connected in some way with the week's theme and report on something that they themselves wrote, or someone else wrote about them that involves some aspect of museum records. A case study of a contested object in a repatriation case would also be acceptable. Present your work in class, having posted a short note identifying the individual or institution, and a discussion question, to the weekly discussion board by Sunday of the week in which you will present. The ten minute presentation, which can include audio, video, Powerpoint slides, or some other presentational software, should include the following:

- a short history of the individual or institution discussed, to provide context for your discussion
- a careful consideration of the impact of the individual's or institution's decision to act as they did on the evidence of the museum records
- a discussion of the impact this individual or institutional act had on the museum community and its use of records

**Literature review** – 40% of total grade

Due date: July 24. Please submit this assignment to the instructor via the CourseWeb Assignment feature by 9 AM, EST.

The literature review will be about 5000 words and provide an overview of the literature available on any of the hot topics either addressed in the class lectures or any controversial topic that deals with the use, purpose, and value of museum recordkeeping systems. Please choose a fairly narrow topic and be sure to include alternate points of view.

You are encouraged to submit a short proposal of the topic for your literature review, noting the primary issues to be addressed, and including a preliminary bibliography, to the instructor for comment by Week 5, June 12. This is an ungraded assignment. The instructor will not read subsequent drafts of the paper, although she would be willing to discuss your progress.

**Course at a Glance**

**Note:** Class will meet on Tuesdays, from 9:00-11:50 AM, with the exception of Friday, July 6, when online students, not including the WISE students, will meet from 6:00-9:00 PM during the FastTrack weekend. The onsite class will not meet on July 10.

**Course Schedule**

<i>Date/Week</i>	<i>Topic</i>	<i>Notes</i>
Wk1, May 15	Introduction to the course and assignments; Introduction to the history of museum archives	
Wk 2, May 22	History of modern museums, including the development of museum collection records	
Wk 3, May 29	Functional analysis of museums; identification and discussion of specific museum records	
Wk 4, June 5	Acquisitions and deaccessioning	Museum Exhibition Observation Due
Wk 5, June 12	Donors and access and use policies specifically related to rights management	Proposal for final paper due
Wk 6, June 19	Working with museum registrars and museum information management systems	Amber Morgan, guest speaker

<i>Date/Week</i>	<i>Topic</i>	<i>Notes</i>
Wk 7, June 26	Looting and repatriation of cultural property: the role of museum records	
Wk 8, July 3	Forgeries, facsimiles and the records of authenticity	
Fast Track July 6	Museum education and outreach using museum archives	Fast Track weekend (Friday)
Wk 9 July 10	Class is not meeting	
Wk 10, July 17	Provenance research and resources and NAGPRA	
Wk 11, July 24	Archeological Records and Museums	Literature Review due Brian Cumer, guest lecture
Wk 12, July 31	Monuments and exhibitions as records	

### **Course Texts**

Alexander, Edward P and Mary Alexander. *Museums in Motion*. Lanham, MD: AltaMira Press, 2008.

Brown, Michael. *Who Owns Native Culture?* New Haven: Harvard University Press, 2003. (available as an eBook through ULS)

Nicholas, Lynn. *Rape of Europa, the fate of Europe's treasures*. New York: Vintage, 1995.

Samuels, Helen. *Varsity Letters*. Chicago: Society of American Archivists, 1992.

Sax, Joseph L. *Playing Darts with a Rembrandt: Public and Private Rights in Cultural Treasures*. Ann Arbor: University of Michigan Press, 2001.

Wythe, Deborah, ed. *Museum Archives*, 2<sup>nd</sup> ed. Chicago: Society of American Archivists, 2004.

### *Recommended Texts*

Bielstein, S. *Permissions, a Survival Guide: Blunt Talk about Art as Intellectual Property*. Chicago: University of Chicago Press, 2006. (available as an eBook through ULS)

Buck, Rebecca A. and Jean A. Gilmore, eds. *The New Museum Registration Methods*. Washington, DC: American Association of Museums, 1998, 2010.

Yeide, Nancy, et al. *American Association of Museums Guide to Provenance Research*. American Association of Museums, 2001.

## **Weekly Readings**

### **Week 1, May 15. Introduction to the course and assignments, introduction to the history of museums and museum archives; drawing a line between archival studies and museum studies**

Alexander, Edward P. "What Is a Museum?" In *Museums in Motion: An Introduction to the History and Functions of Museums*, 1-19. Lanham, MD: AltaMira Press, 2008.

Przybyla, Ann Marie. "The Museum Archives Movement." In *Museum Archives*, edited by Deborah Wythe, 3-8. Chicago: Society of American Archivists, 2004.

### **Week 2, May 22. History of Modern Museums, including the development of museum recordkeeping systems; overview of various museum departments and roles**

Alexander, Edward P. Chapters 2-5 in *Museums in Motion: An Introduction to the History and Functions of Museums*, 23-138. Lanham, MD: AltaMira Press, 2008.

Wythe, Deborah. "The Museum Context." In *Museum Archives*, edited by Deborah Wythe, 9-19. Chicago: Society of American Archivists, 2004.

#### *Recommended Readings:*

Levin, Miriam R. "Museums and the Democratic Order." *Wilson Quarterly* 26, no. 1 (2002): 52-65.

Peale, Charles Willson. "My Design in Forming this Museum." In *Museum Origins: Readings in Early Museum History and Philosophy*.

### **Week 3, May 29. Functional analysis of museums; identification and discussion of specific museum records**

Samuels, Helen W. *Varsity Letters: Documenting Modern Colleges and Universities*. Chicago, IL: Society of American Archivists, 1992.

Stewart, Paula. "Records Management." In *Museum Archives*, edited by Deborah Wythe, 112-119. Chicago, IL: Society of American Archivists, 2004.

Wythe, Deborah. "Appraisal." In *Museum Archives*, edited by Deborah Wythe, 28-34. Chicago, IL: Society of American Archivists, 2004.

Wythe, Deborah. "Records Surveys." In *Museum Archives*, edited by Deborah Wythe, 91-95. Chicago, IL: Society of American Archivists, 2004.

*Recommended Readings:*

Danzinger, Danny. *Museum: Behind the Scenes at the Metropolitan Museum of Art*. New York: Penguin Books, 2007.

Fortey, Richard. *Dry Storeroom No. 1: The Secret Life of the Natural History Museum*. New York: Vintage Books, 2008

**Week 4, June 5. Acquisitions and Deaccessioning**

Conforti, Michael. "Deaccessioning in American Museums: II – Some Thoughts for England." In *A Deaccession Reader*, edited by Stephen E. Weil, 73-85. Washington, DC: American Association of Museums, 1997.

DeAngelis, Ildiko Pogany. "Collections Management: Hypothetical Cases, Acquisitions, Deaccessions, and Loans." In *Libraries, Museums, and Archives: Legal Issues and Ethical Challenges in the New Information Era*, edited by Tomas A. Lipinski, 83-94. Lanham, MD: Scarecrow Press, 2002.

Demb, Sarah R. "Accessioning." In *Museum Archives*, edited by Deborah Wythe, 96-100. Chicago, IL: Society of American Archivists, 2004.

Doylan, Michael. "Experiments in Deaccessioning: Archives and On-Line Auctions." *American Archivist* 64, no. 2 (2001): 350-362.

Malaro, Marie C. "Restricted Gifts and Museum Responsibilities," in her *Museum Governance: Mission, Ethics, Policy*, 79-107. Washington, DC: Smithsonian Institution Press, 1994.

Wythe, Deborah. "Description." In *Museum Archives*, edited by Deborah Wythe, 43-54. Chicago, IL: Society of American Archivists, 2004.

**Week 5, June 12. Donors and access and use policies**



Anderson, Susan. "Research Use: Ethics, Privacy and Restrictions." In *Museum Archives*, edited by Deborah Wythe, 55-64. Chicago: Society of American Archivists, 2004.

Sax, Joseph L. *Playing Darts with a Rembrandt: Public and Private Rights in Cultural Treasures*. Ann Arbor, MI: University of Michigan Press, 1999.  
(Give particular attention to: "Forward," "Introduction," Collectors: Private Vices, Public Benefits," "Heirs, Biographers, and Scholars," and "Access to Library and Museum Collections")

***Recommended Reading:***

Bielstein, Susan M. *Permissions: A Survival Guide*. Chicago, University of Chicago, 2006. (Available as an eBook through ULS)

**Week 6, June 19: Working with Museum Registrars and Museum Information Management Systems**

**Guest Lecture: Amber Morgan, Warhol Museum**

Alexander, Edward P. "Museum as Collection," In *Museums in Motion: An Introduction to the History and Functions of Museums*. Lanham, MD: AltaMira Press, 2008.

Case, Mary. "What Registrars Do All Day." In *Registrars on Record*, edited by Mary Case, 13-33. Washington, D.C.: American Association of Museums, 1995.

Malaro, Marie. "Collection Management Policies." In *Collections Management*, edited by Anne Fahy, 11-28. London: Routledge, 1995.

Marty, Paul F. and Michael B. Twidale. "Museum Informatics Across the Curriculum: Ten Years of Preparing LIS Students for Careers Transcending Libraries, Archives, and Museums." *Journal of Education for Library and Information Science* 52, no. 1 (2011): 9-22 (January 2011).

**Week 7, June 26. Theft and Repatriation of Cultural Property: the Role of Museum Records**

Bogdanos, Matthew. "The Casualties of War: The Truth about the Iraq Museum." *American Journal of Anthropology* 109(3): 477-526 (July 2005).

Cuno, James. "Museums, Antiquities, Cultural Property, and the US Legal Framework for Making Acquisitions." In *Who Owns the Past? Cultural Policy, Cultural Property,*

*and the Law*, edited by Kate Fitzgibbon, 143-157. New Brunswick, NJ: Rutgers University Press, 2005.

Merryman, John Henry. "Thinking about the Elgin Marbles." *Michigan Law Review* 83, no. 8 (1985): 1880-1923.

Nicholas, Lynn H. *The Rape of Europa: The Fate of Europe's Treasures in the Third Reich and the Second World War*. New York: Vintage Books, 1994.

*Recommended Reading:*

Skim *Museum International*, volume 61, nos. 1-2, 2009. Conference proceedings of the 2008 "Athens International Conference on the Return of Cultural Objects to their Countries of Origin" held at the New Acropolis Museum. E-journal

**Week 8, July 3: Forgeries, facsimiles and the records of authenticity**

Gracy, David B., III. "What You Get is Not What You See: Forgery and the Corruption of Recordkeeping Systems." In *Archives and the Public Good: Accountability and Records in Modern Society*, edited by Richard J. Cox and David A. Wallace, 247-263. Westport, CT: Quorum Books, 2002.

Landesman, Peter. "A 20th-Century Master Scam." *New York Times Magazine*, July 18, 1999.

Hoving, Thomas. *False Impressions: The Hunt for Big-Time Art Fakes*, 19-25. New York: Simon & Schuster, 1996.

Rentschler, Eric, "The Fascination of a Fake: The Hitler Diaries." In *Cultures of Forgery: Making Nations, Making Selves*, edited by Judith Ryan and Alfred Thomas, 199-212. New York: Routledge, 2003.

Schloetzer, Mattie. "Andrew Carnegie's Original Reproductions: the Hall of Architecture at 100." *Western Pennsylvania History* 90, no. 3(Fall 2007): 36-47.

**Fast Track: July 6: Museum Education and Outreach Using Museum Archives.**

Bourgain, Marisa. "Research Use: Outreach." In *Museum Archives*, edited by Deborah Wythe, 65-76. Chicago, IL: Society of American Archivists, 2004.

Kalfatovic, M.R., Kapsalis, E., Spiess, K. Van Camp, A. & Edson, M. "Smithsonian Team Flickr: A Library, Archives and Museums Collaboration in Web 2.0 Space." *Archival Science* 8(2008):267-277.

Weil, Stephen E. "From Being *about* Something to Being *for* Somebody: The Ongoing Transformation of the American Museum." *Daedalus* 128 (3): 229-258, 1999.

**\*Week 9 Session does not meet\* because of Fast Track session.**

### **Week 10, July 17: NAGPRA and Provenance Research and Resources**

Brown, Michael F. *Who Owns Native Culture?* Cambridge, MA: Harvard University Press, 2003.

Demb, Sarah. "Native American Graves Protection and Repatriation Act (NAGPRA)." In *Museum Archives*, edited by Deborah Wythe, 182-184. Chicago: Society of American Archivists, 2004.

Herbert, Catherine, "Restitution of Nazi-looted Art" in *Museum Archives*, ed. D. Wythe, 185-190. Chicago: Society of American Archivists, 2004.

#### *Recommended Readings:*

Yeide, Nancy, et al. *American Association of Museums Guide to Provenance Research*. Washington, DC: American Association of Museums, 2001. (Skim this)

#### *Take a look at:*

International Research Portal for Records Related to Nazi-Era Cultural Property. NARA, 2011. <http://www.archives.gov/research/holocaust/international-resources/>

Nazi-Era Provenance Internet Portal. American Association of Museums, 2003-  
<http://www.nepip.org/>

### **Week 11, July 24. Archeological Records and Museums.**

#### **Guest Lecture with Brian Cumer, University of Pittsburgh Doctoral Candidate**

Kenworthy, Mary Anne, Eleanor M. King, Mary Elizabeth Ruwell, and Trudy Van Houten. *Preserving Field Records: Archival Techniques for Archaeologists and Anthropologists*. Philadelphia: University of Pennsylvania, 1985.

### **Week 12, July 31: Monuments and exhibitions as records**

Gordon , T.S. “Community Exhibition: History, Identity, and Dialogue.” In *Private History in Public: Exhibition and the Settings of Everyday Life*, by T.S. Gordon, 33-57. Lanham: AltaMira Press, 2010.

Wagner-Pacifici, Robin and Barry Schwartz. “The Vietnam Veterans Memorial: Commemorating a Difficult Past.” *The American Journal of Sociology* 97, no. 2. (1991): 376-420.

Yakel, Elizabeth. “Museums, Management, Media, and Memory: Lessons from the Enola Gay Exhibition. *Libraries & Culture* 35, no. 2 (2000): 278-310.