

1/8/03

**NATURAL HISTORY COLLECTIONS MANAGEMENT
ANTH(BIOL)(ECOL)(ENTO)(PBIO) 4260-4260L/6260-6260L**

Semester: Spring, 2003
Lecture: MWF 1:25-2:15
Lab: M 2:30-4:25
706-542-1464

Instructor: Elizabeth J. Reitz
Office: Rm 10, Natural History Building
Office hours: WF 2:15-3:15

Course Objectives:

In this course, students will learn theories, policies, and procedures related to the management of natural history collections. Students will learn about basic roles, functions, and history of natural history and natural history museums, issues in natural history collection management, and natural history museum administration. At the end of the course they should know some of the reasons such collections are important, be familiar with the diversity of research, service, and teaching opportunities associated with natural history collections, and have experienced some procedures used in natural history collection management. They will also learn about museum education and outreach. An important part of the class experience will be visits to natural history collections affiliated with the Georgia Museum of Natural History. In labs, students will practice accessioning, specimen preparation, cataloguing, curation, and data management skills. From this class, students should understand the mission of natural history collections, procedures involved in their curation, and their roles in teaching, research, service, and public outreach.

Course Format:

The lecture portion of the class meets MWF from 1:25-2:15. The lab will meet on Monday from 2:30-4:25 pm. During the labs, students will have hands-on experience in collection-related activities. **Students must be enrolled both in the lecture and in the lab.**

Although the class will generally meet in Rm 8 of the Natural History Building, the class will visit other locations. These alternative meeting places will be announced in class. It is the responsibility of students to keep informed about where the class will be meeting next. Failure to be present when a change of location is announced does not constitute an excuse for absence. Labs and other activities will not be rescheduled for students who are absent. Failure to attend lectures/labs held outside the Natural History Building will result in the loss of one point from the **final grade** for each absence.

Grading:

Two exams are scheduled, a mid-term and a final. The final will be cumulative. The lab test will cover only the lab portion of the class.

A research paper will be required. The research paper should focus on an aspect of natural history collection management of your choice. The paper might report on a project with a specific collection or on a general issue related to natural history collection management. It is important to discuss your paper topic with Dr. Reitz early in the semester. Length is not as important as an adequate treatment of the topic. Papers are due **APRIL 11th**.

Class participation is important. You should be prepared to contribute the knowledge you have gained from your readings to class discussions. Punctuality and attendance will be

considered when evaluating class participation as will your treatment of specimens and willingness to follow instructions. This will be a subjective evaluation.

Graduate students will be expected to do a research paper focused on an important collection management issue related to their research and to present their paper in class.

IMPORTANT DATES:

Feb. 28: Mid-term
April 11: Papers Due
April 21: Lab Test
May 5: Final Exam (7:00-10:00 pm)

DISTRIBUTION OF GRADE:

Mid-term: 25%
Paper: 20%
Lab test: 25%
Final exam: 25%
Participation: 5%

NO LATE PAPERS WILL BE ACCEPTED FOR ANY REASON. NO MAKE-UP MIDTERM OR FINAL EXAMS WILL BE GIVEN FOR ANY REASON OTHER THAN MEDICAL. REQUESTS FOR AN EXCUSED ABSENCE OR A MAKE-UP TEST MUST BE ACCOMPANIED BY A DOCTOR'S NOTE.

TEXTBOOKS:

Carter, David, and Walker, Annette K. (1999). *Care and Conservation of Natural History Collections*. Butterworth-Heinemann, Oxford. (purchase from bookstore)
Cato, Paisley S., and Jones, Clyde (1991). *Natural History Museums: Directions for Growth*. Texas Tech University Press, Lubbock, TX. (on Reserve, Science Library)
Hoagland, K. Elaine, ed. (1994). *Guidelines for Institutional Policies & Planning in Natural History Collections*. Association of Systematic Collections, Washington, D.C. (purchase from bookstore)
Metsger, Deborah A., and Byers, Shelia C., eds (1999). *Managing the Modern Herbarium: An Interdisciplinary Approach*. Society for the Preservation of Natural History Collections, Washington, D.C. (on Reserve, Science Library)

NOTE:

The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary. Absence from class is not an excuse for being unaware of such changes.

All academic work must meet the standards contained in "A Culture of Honesty." Each student is responsible to inform themselves about those standards before performing any academic work.

SCHEDULE OF LECTURES, LABS, AND ASSIGNED READINGS FOR NATURAL HISTORY COLLECTION MANAGEMENT, SPRING, 2003

- Jan 10: Introduction to the Georgia Museum of Natural History
Readings: Georgia Museum of Natural History handouts
- Jan 13-17: History, Philosophy, Goals, and Organization of Natural History Museums
Lab: Systematics, Taxonomy, Nomenclature, Topologies, & Specimens and Tour of the Natural History Building
Readings: Cato & Jones, pages 1-47
Hoagland, pages 1-12
Systematics Agenda 2000 (available in Rm 8)
- Jan 22-24: Rules, Regulations, Laws, Ethics, Standards, & Guidelines
Lab: No lab due to MLK Day
Readings: Cato & Jones, pages 51-89
Hoagland, Chapters 10-12
<http://www.lab.fws.gov/summary_of_laws.htm>
and <<http://laws.fws.gov/lawsdigest/reslaws.html>>
(CITES, Eagle Protection Act, Endangered Species Act of 1973, Fish and Wildlife Act of 1956, Lacey Act, Marine Mammal Protection Act, Migratory Bird Treaty Act, Wild Bird Conservation Act)
- Jan 27-31: General Principles of Collection Management
Lab: Mammalogy & Ornithology, Elizabeth McGhee
Readings: Carter & Walker, Chapter 1
Hoagland, Appendix
<<http://www.spnhc.org/documents/guidelines.htm>>
- Feb 3-7: Collection Management: Acquisition and Accessions
Lab: Herpetology, Elizabeth McGhee
Readings: Carter & Walker, Chapters 5, 9; Appendices I and II
Cato & Jones, pages 91-111
Hoagland, Chapters 3-4
- Feb 10-14 Collection Management: Access and Use
Lab: Ichthyology and Aquatic Invertebrates, Lee Hartle and Byron Freeman
Readings: Carter & Walker, Chapter 5
Hoagland, Chapter 5

Feb 17-21: Collection Management: Destructive Sampling; Deaccessions
Lab: Arthropods, Cecil Smith and Joseph McHugh
Readings: Carter & Walker, Chapters 2, 6
 Cato & Jones, pages 113-122
 Hoagland, Chapters 6-7, 16
 Metsger & Byers, pages 263-350

Feb 24-28: Collection Management: Documentation, Databases, Archives, and Records
Lab: Arthropods, Cecil Smith and Joseph McHugh
Readings: Carter & Walker, Chapter 2
 Hoagland, Chapters 8-9

Feb 28: MID-TERM, on Lectures only

March 3-7: Collection Environments and Conservation
Lab: Botany, Wendy Zomlefer and David Giannasi
Readings: Carter & Walker, Chapters 3, 7
 Metsger & Byers, pages 19-102

March 10-14: Pest Management
Lab: Botany, Wendy Zomlefer and David Giannasi
Readings: Carter & Walker, Chapters 3, 8
 Hoagland, Chapters 13-14
 handouts on chemical hazards
 www.esd.uga.edu/rtkcs
 www.esd.uga.edu/hazmat
 These two web sites require you to have your test results forwarded
 to your supervisor. Have them forwarded to me at
 <ereitz@arches.uga.edu> before March 14.

March 17-21: SPRING BREAK WEEK

March 24-28: Emergency Preparedness (Elizabeth McGhee) and Museum Management
Lab: Archaeology, Mark Williams
Readings: Carter & Walker, Appendices III, IV
 Hoagland, Chapter 15
 36 CRF Part 79 (available in Rm 8)

March 31-April 4: Museum Management
Lab: Mycology, Richard Hanlin
Readings: Carter & Walker, Chapter 4

<<http://www.aam-us.org/> then click on Programs; then click on accreditation>. Click on each link and read the accompanying section.

April 7-11: Education and Outreach in a Natural History Museum
Lab: GMNH Outreach Programs, Carol Hoffman and David Noah
Readings: Cato & Jones, pages 125-198

April 11: PAPERS DUE

April 14-18: Working in a Museum of Natural History: Career Opportunities
Lab: Zooarchaeology, Elizabeth Reitz
On Wednesday visit Geology, Douglas Crowe and/or Paul Schroeder
Readings: Parmalee, Paul W. (1985) Identification and Interpretation of Archaeologically Derived Animal Remains. In *The Analysis of Prehistoric Diets*, edited by R. I. Gilbert and J. H. Mielke, pp. 61-95. Academic Press, New York. (available in Rm 8)

April 21-25: Significance and Value of Natural History Collections
Lab: LAB TEST; April 21
Class cancelled on Wednesday, April 23, for Honors Day
Readings: Cato & Jones, pages 201-249

April 28-30: The Future of Natural History Museums
Lab: State Botanical Garden of Georgia; Jefferson Lewis and James Affolter
Readings: Botanical Garden readings in Readings box, Rm 8
Humphrey, P. S. (1992) University Natural History Museum Systems. *Curator* 35(1):49-70.
Pike, S. J. and J. E. Winston (2000) State Natural History Museums: Results of a Survey. *ASC Newsletter* (August):5-8.
& other clippings available in Rm 8

May 5: FINAL EXAM (7:00-10:00 pm)

OTHER READINGS:

Other reading materials have been assembled for the labs and will be available in the Rm 8 of the Natural History Building for short-term checkout.

Curator is an important journal in collection management. Some issues prior to 1991 are available in the science library (QH 70 .C8). As you consider a paper topic or project, I recommend that you consult this journal for guidance. Much information about collection management is hard to find, in articles with limited circulation, or based on personal experience.

It is important that you discuss your interest with the appropriate curator or collection manager early in the semester.