

## TABLE OF CONTENTS

|   | <u>Page</u> |
|---|-------------|
| INTRODUCTION.....   | iii         |
| <b>1. EVALUATING AND DOCUMENTING MUSEUM COLLECTIONS USE</b>             |             |
| A. Overview .....   | 1:1         |
| B. Evaluating Proposed Use of Collections.....                          | 1:2         |
| C. Management Issues.....   | 1:5         |
| D. Ethical Issues .....   | 1:13        |
| E. Cultural Issues .....  | 1:26        |
| F. Scientific Issues .....  | 1:36        |
| G. Preservation and Protection Issues .....                             | 1:39        |
| H. Interpretation Issues.....   | 1:49        |
| I. User Qualifications.....   | 1:51        |
| J. Documentation .....  | 1:53        |
| K. Checklist: Evaluating a Request to Use Museum Objects.....           | 1:55        |
| L. Bibliography .....   | 1:57        |
| <b>2. LEGAL ISSUES</b>  |             |
| A. Overview .....   | 2:1         |
| B. Access and Use Legislation .....                                     | 2:5         |
| C. Copyright Laws .....   | 2:6         |
| D. Freedom of Information Act .....                                     | 2:25        |
| E. Location Information.....  | 2:28        |
| F. Privacy and Publicity Legislation.....                               | 2:31        |
| G. Other Legal Issues.....  | 2:38        |
| H. Patent Laws .....  | 2:40        |
| I. Trademarks and Servicemarks.....                                     | 2:41        |
| J. List of Figures.....   | 2:42        |
| K. Bibliography .....   | 2:51        |
| <b>3. PUBLICATIONS</b>  |             |
| A. Overview .....   | 3:1         |
| B. Legal Issues Specific to Publications Using Museum Collections ..... | 3:4         |
| C. User Requirements .....  | 3:4         |
| D. Documentation .....  | 3:8         |
| E. General Information on Producing a Publication .....                 | 3:9         |
| F. Producing Paper Media.....   | 3:37        |
| G. Producing Moving Images .....  | 3:50        |
| H. Producing Multimedia.....  | 3:55        |
| I. Producing Sound Recordings .....                                     | 3:60        |
| J. Identifying and Developing Special Skills .....                      | 3:65        |
| K. Annotated Selected Bibliography .....                                | 3:68        |
| L. List of Figures.....   | 3:71        |
| <b>4. TWO-DIMENSIONAL REPRODUCTIONS</b>                                 |             |
| A. Overview .....   | 4:1         |
| B. Preliminary Policy and Planning Considerations .....                 | 4:17        |
| C. 2-D Reproductions Management Implementation Issues.....              | 4:39        |
| D. Glossary .....   | 4:58        |
| E. Selected Bibliography .....  | 4:63        |
| F. List of Figures.....   | 4:68        |

|   |      |
|---|------|
| <b>5. THREE-DIMENSIONAL REPRODUCTIONS</b>   |      |
| A. Overview .....   | 5:1  |
| B. Preliminary Policy and Planning Considerations .....   | 5:4  |
| C. Reproductions for NPS Purposes .....   | 5:7  |
| D. Reproductions for non-NPS Purposes .....   | 5:10 |
| E. Reproduction Agreements .....  | 5:11 |
| F. Developing a Standard Operation Procedure for Reproductions by NPS and by<br>Agreement with Others ..... | 5:17 |
| G. Producing a Reproduction .....   | 5:19 |
| H. Selected Glossary .....  | 5:23 |
| I. Selected Bibliography .....  | 5:24 |
| J. List of Figures.....   | 5:25 |
| <b>6. OTHER USES OF MUSEUM COLLECTIONS</b>  |      |
| A. Overview .....   | 6:1  |
| B. Management Concerns.....   | 6:2  |
| C. General NPS Policy on Filming and Photography .....  | 6:8  |
| D. Filming and Photography in Spaces Housing Museum Collections .....                                       | 6:9  |
| E. Special Events in an Exhibit and Other Spaces Housing Museum Collections.....                            | 6:13 |
| F. Museum Objects in Working Order .....  | 6:18 |
| G. Museum Objects Used in Performances, Sound Productions or Demonstrations .....                           | 6:23 |
| H. Other Uses of Museum Objects in Educational, Interpretative and Other Programs<br>and Activities .....   | 6:25 |
| I. Selected Bibliography .....  | 6:29 |
| J. List of Figures.....   | 6:29 |
| <b>7. USING MUSEUM COLLECTIONS IN EXHIBITS</b>  |      |
| A. Overview .....   | 7:1  |
| B. Finding Background Information .....   | 7:2  |
| C. Getting Started.....   | 7:7  |
| D. Defining the Purpose and Audience .....  | 7:12 |
| E. Planning and Designing Exhibits .....  | 7:17 |
| F. Producing and Installing Exhibits .....  | 7:23 |
| G. Exhibit Planning, Design, Production, and Installation Documents .....                                   | 7:25 |
| H. Exhibit Conservation .....   | 7:27 |
| I. Preserving and Protecting Objects in the Exhibit Process.....  | 7:30 |
| J. Exhibit Case Design.....   | 7:36 |
| K. Traveling and Non-NPS Initiated Exhibits .....   | 7:39 |
| L. Exhibit Funding and Outreach .....   | 7:41 |
| M. Documenting Collections on Exhibit .....   | 7:45 |
| N. Evaluating Exhibits.....   | 7:49 |
| O. Maintaining Exhibits .....   | 7:52 |
| P. Rehabilitating Exhibits.....   | 7:56 |
| Q. Selected Bibliography .....  | 7:57 |
| R. List of Figures.....   | 7:58 |
| <b>8. USING MUSEUM COLLECTIONS IN HISTORIC FURNISHED STRUCTURES</b>   |      |
| A. Overview. ....   | 8:1  |
| B. Finding Background Information to Furnish a Historic Structure.....                                      | 8:4  |
| C. Getting Started. ....  | 8:8  |
| D. Planning Historic Furnishings Projects. ....   | 8:12 |
| E. Producing and Installing Historic Furnishings.....   | 8:21 |
| F. Preservation and Maintenance. ....   | 8:25 |
| G. Documenting Historic Furnishings on Exhibit. ....  | 8:30 |

|  | <u>Page</u> |
|--|-------------|
| H. Interpreting Furnished Historic Interiors.....          | 8:32        |
| I. Evaluating Historic Furnishings.....                    | 8:35        |
| J. Rehabilitating Historic Furnishings Installations. .... | 8:37        |
| K. Selected Bibliography. ....                             | 8:37        |
| L. List of Figures.....                                    | 8:39        |

## APPENDICES

|  | <u>Page</u> |
|--|-------------|
| <b>A. PUBLICATIONS GLOSSARY .....</b>                  | A:1         |
| <b>B. GUIDANCE ON PLANNING FOR A RESEARCH SPACE</b>    |             |
| A. Research Space Definition and Use .....             | D:1         |
| B. Research Space Standards .....                      | D:2         |
| C. Security .....                                      | D:2         |
| D. Environmental Conditions .....                      | D:3         |
| E. Space Issues.....                                   | D:4         |
| F. Researcher Staging Area.....                        | D:4         |
| G. Equipment for Research Space .....                  | D:5         |
| H. Access for Researchers with Disabilities .....      | D:5         |
| I. Utilities.....                                      | D:6         |
| J. Planning for Research Space in a New Facility ..... | D:6         |
| K. Upgrading Your Facility for Research Space.....     | D:6         |
| L. Using the Research Space .....                      | D:8         |

## LIST OF FIGURES

| <u>Figure<br/>Number</u> | <u>Caption</u>   | <u>Page</u> |
|--------------------------|--|-------------|
| 2.1                      | Access and Use Legal Action Chart .....  | 2:43        |
| 2.2                      | Sample License Agreement.....  | 2:50        |
| 3.1                      | Master Checklist for Publication Project (Sample) [Optional].....  | 3:72        |
| 3.2                      | Intellectual Property Permission Request (Sample) [Optional] .....   | 3:75        |
| 3.3                      | Research Sheet (Sample) [Optional] .....   | 3:76        |
| 3.4                      | Assignment of Copyright by Contractor (Sample) .....   | 3:77        |
| 3.5                      | Cooperative Publishing Agreement (Sample) [Optional] .....   | 3:78        |
| 3.6                      | Model Release Form 1 .....   | 3:80        |
| 3.7                      | Model Release Form 2 .....   | 3:81        |
| 3.8                      | Paper Printing Job Organizer (Sample) [Optional] .....   | 3:82        |
| 3.9                      | Museum Management Program Editing Checklist (Sample) [Optional] .....  | 3:84        |
| 3.10                     | Museum Management Program Proofreaders' Checklist (Sample) [Optional].....   | 3:87        |
| 3.11                     | Digital Publication Project Checklist (Sample) [Optional] .....  | 3:89        |
| 3.12                     | Memorandum of Agreement (Sample) [Optional].....   | 3:97        |
| 3.13                     | Selected Foundations that Fund Publications .....  | 3:101       |
| 4.1                      | How to Select an Appropriate Process or Format of Reproduction for each Reproduction Purpose or Function.....  | 4:69        |
| 4.2                      | Reproduction Order Notification Sheet.....   | 4:70        |
| 4.3                      | Comparison of the Advantages and Disadvantages of 2-D Copy Formats (Sample) .....  | 4:71        |
| 4.4                      | 2-D Reproductions Cost Recovery Chart for Estimating Time Spent (Sample) .....   | 4:76        |
| 4.5                      | Cost-recovery Fees Formula (Sample).....   | 4:77        |
| 4.6                      | Permission to Publish Letter (Sample) .....  | 4:78        |
| 4.7                      | Wording to be Included in a 2-D Independent Contractor Agreement (Sample).....   | 4:79        |
| 5.1                      | Sample Wording to Include in a Contract between the NPS and a Contractor when a Reproduction is to be Made for In-house Use.....                             | 5:25        |
| 5.2                      | Sample Wording to Include in an Agreement Authorizing the Park Cooperating Association to Produce Three-dimensional Reproductions on Behalf of the Park..... | 5:27        |
| 5.3                      | Sample Wording to Include in an Agreement between the Park and an Organization to Produce a Three-dimensional Reproduction for Sale and Distribution.....    | 5:31        |
| 5.4                      | Sample Wording to Include in a Contract between the Park and a Contractor to Produce a Three-dimensional Reproduction for Sale and Distribution.....         | 5:35        |
| 6.1                      | Hold Harmless or Liability Clause to be Included in a Special Use Permit .....   | 6:30        |
| 6.2                      | Documents Needed for Other Uses of Museum Objects.....   | 6:31        |
| 6.3                      | Sample Conditions to Attach to a Special Use Permit in Spaces Housing Museum Collections.....  | 6:32        |
| 7.1                      | Sample Wording for a Park Project Agreement with Harpers Ferry Center, Department of Exhibits.....   | 7:59        |
| 7.2                      | Sample Fabrication and Installation Contract Wording.....  | 7:64        |
| 7.3                      | Park Exhibit Checklist.....  | 7:68        |
| 7.4                      | Exhibit Conservation Checklist.....  | 7:72        |
| 8.1                      | Checklist for Exhibit Museum Collections in a Furnished Historic Interior.....   | 8:40        |
| 8.2                      | Checklist for Preventive Object Conservation in Historic Furnished Interior.....   | 8:44        |
| 8.3                      | Sample Agreement between Harpers Ferry Center, Department of Planning and Research and a Park.....   | 8:47        |

Page

|     |  |      |
|-----|--|------|
| 8.4 | Annotated Guidelines for Preparing Historic Furnishings Report prepared by<br>HFC, Department of Planning and Research.....  | 8:51 |
| 8.5 | Determining the Cost of Furnishing Historic Interiors based on a HFC,<br>Department of Planning and Research Document.....   | 8:53 |
| 8.6 | Outline of Recommended Practices for Historical Furnished Interiors adapted<br>From “Standards for Preservation & Guidelines for Preserving Historic<br>Furnished Interiors” of the NPS Northeast Region’s Guidelines..... | 8:55 |