INTRODUCTION

The Museum Handbook covers a broad range of topics to guide National Park Service staff in managing museum and archival collections:

- Part I covers planning, preservation, and protection for the disciplines and materials represented in NPS collections, including professional ethics, specialized storage, environment standards, conservation treatments, and emergency preparedness.

- Part II outlines procedures for museum record keeping, including accessioning, cataloging, loans, deaccessioning, photography, and reporting annual collection management data.

- Part III provides guidance on access and use for interpretation, education, exhibition, and research. It covers legal issues, publications, two and three-dimensional reproductions, using museum objects in exhibits and furnished historic structures, and providing access for research.

NPS staff responsible for collections should make informed choices based on their own skills and experience, standards and procedures outlined in the Museum Handbook, advice provided by specialists, and additional information provided in the references found in the Museum Handbook. Staff should, as needed, seek advice or technical information from support offices, the Harpers Ferry Center, and the Museum Management Program, National Center for Cultural Resources Stewardship and Partnership Programs.

By following the practices represented in this guidance, trained staff can ensure that the National Park Service collections will be, as mandated by the 1916 NPS Organic Act, preserved and maintained for the use and enjoyment of the present and future generations.

Ann Hitchcock
Chief Curator
Museum Management Program
National Center for Cultural Resources
Stewardship and Partnership Programs
September 1998
ACKNOWLEDGMENTS

The NPS Museum Handbook, Part III, is coordinated by the Access and Use Team (AUT), Museum Management Program (MMP), National Center for Cultural Resources Stewardship and Partnership Programs. AUT members with contributions from selected NPS and other museum professionals wrote the first three chapters and appendices. AUT members who developed the first three chapters of the new Museum Handbook, Part III are Diane Vogt O’Connor, Senior Archivist; Virginia Kilby, Staff Curator; and Joan Bacharach, Museum Curator. AUT members Joan Bacharach and Diane Vogt O’Connor wrote the chapters on two and three-dimensional reproductions, and other uses of museum collections. Joan Bacharach coordinated the project. Cynthia Murdock, Program Assistant, MMP, assisted with the layout and final editing. Chapters on using museum collections in exhibits, furnished historic structures, and research are being developed.

Museum Handbook, Part III authors are:

Chapter 1: Virginia Kilby, Diane Vogt O’Connor, and Joan Bacharach. Jane Gray, Ethnographer, Archeology and Ethnography Program, National Center for Cultural Resources Stewardship and Partnership Programs (Section E) and Sandy Weber, Interpretive Specialist, Division of Interpretation, Washington Office (Section H) contributed to the chapter.

Chapter 2: Diane Vogt O’Connor

Chapter 3: Diane Vogt O’Connor and Joan Bacharach (Sections G, and I). Brian Jones, Chief, Division of Audiovisual Arts, Harpers Ferry Center (Section G), and Tom Valentine, Chief, Audio-Visual Services, National Gallery of Art (Section I) also contributed.

Chapter 4: Diane Vogt-O’Connor

Chapter 5: Joan Bacharach

Chapter 6: Joan Bacharach

Appendix A: Diane Vogt O’Connor

Appendix D: Donald Cumberland, Museum Specialist, MMP

The authors offer a special note of appreciation to Lorrie Castaneda, Editorial Experts, Inc.; Melissa Cronin, Chief, Publications Division, Harpers Ferry Center, National Park Service; Al Gardiner, Mammalogy Department, National Museum of Natural History, Smithsonian Institution; Bob Groves, Supervisor of Digital Imaging Services, National Gallery of Art; Brian Jones, Chief, Division of Audiovisual Arts, Harpers Ferry Center, National Park Service; Martha Lee, Museum Technician, Yosemite National Park; Melissa Smith Levine, National Digital Library, Library of Congress; Edward McManus, Metals Conservator, National Air and Space Museum, Smithsonian Institution; Walt Meshaka, Curator, Everglades National Park; Carla Mattix, Department of the Interior, Office of the Solicitor; Dave Nathanson, Chief, Library and Archival Services, Harpers Ferry Center, National Park Service; and Tom Valentine, Chief, Audio-Visual Services, National Gallery of Art, for their contributions to this Handbook.

Members of the NPS Museum Handbook Steering Committee who guided an early version of the Handbook outline from 1991 to 1993 are Michele Aubry, Senior Archeologist, Anthropology Division, Washington Office; Betty Browning, Museum Curator, Valley Forge National Historical Park; John Brucksch, Staff Curator, Historic Furnishing Division, Harpers Ferry Center; Dan Chure, Paleontologist/Curator Dinosaur National Park; Trinkle Jones, Archeologist, Western Archeological and Conservation Center; Dale Durham, Regional Curator, Southeast Region; Steve Harrison, Deputy Regional Curator, Southeast Regional Office; Diane Nicholson, Museum Curator, Golden Gate National Recreation Area; Sarah Olson, Chief, Historic Furnishings Division, Harpers Ferry Center; Carolyn Rose, Senior Research Conservator, National Museum of Natural History, Department of Anthropology, Smithsonian Institution; Virginia Salazar, Regional Curator, Southwest Regional Office; Jim Thomson, Regional Archeologist, Pacific Northwest Regional Office; Sandy Weber, Interpretive Specialist, Division of Interpretation,
Washington Office; and Tony Knapp, Staff Curator and committee coordinator, Virginia Kilby, Staff Curator, and Ann Hitchcock, Chief Curator, Washington Office, ex-officio members. Members are listed by the institutions where they worked during their term of office on the committee.