

ACKNOWLEDGMENTS (2023)

National Park Service *Museum Handbook*, Part I, Museum Collections

The National Park Service (NPS) Museum Management Program (MMP) develops policies and procedures for the preservation and protection of NPS museum collections managed in over 385 parks and centers throughout the US. The policies and procedures contained in this *Handbook* provide guidance for the management of NPS archeology, art, ethnography, history, biology, geology, and paleontology, and archival and manuscript collections.

The NPS *Museum Handbook*, Part I, Museum Collections was developed from earlier NPS museum publications, including the NPS *Field Manual for Museums* (1941), NPS *Museum Handbook*, Part I, Museum Collections (1967), and the *Manual for Museums* (1976). The *Handbook* was reissued in full in 1990. Updates and new additions are issued intermittently.

Museum Handbook, Part I, Museum Collections

General Editor, Joan Bacharach, Senior Curator, Museum Management Program, NPS.

Chapters

Chapter 1, NPS Museums and Collections. (2006) – Ann Hitchcock, Chief Curator and Steve Floray, Museum Specialist, MMP.

Chapter 2, Scope of Museum Collections. (2003) – Steve Floray and Tony Knapp, Training Manager, Cultural Resources Stewardship, Stephen T. Mather Training Center, NPS.

Chapter 3, Preservation: Getting Started. (2012) – Kim Neutzlinger, Museum Specialist and Joan Bacharach.

Update based on the 1999 edition by Jessica S. Johnson, Conservator, MMP and Martin Burke, Associate Manager, Department of Conservation, Harpers Ferry Center (HFC).

Chapter 4, Museum Collections Environment. (2016) – Joan Bacharach.

Update based on the 1999 and 1990 editions of this chapter.

Contributors: Brynn Bender, Senior Conservator, Western and Archeological Conservation Center; Mary Coughlin, Assistant Professor, George Washington University Museum Studies; Catherine Hawks, Senior Conservator, Smithsonian Institution, National Museum of Natural History; Gretchen Voeks, Curator, Death Valley National Park; David Bitterman, Northeast Region, Architectural Preservation, Engineering & Maintenance Division, NPS; Antonio Aguilar, Historical Architect, Technical Preservation Services, NPS; Mike Eissenberg Chief, Technical Branch, Denver Service Center, NPS; and F. Boesma, Getty Conservation Institute.

The 1999 edition by Jessica Johnson updated the 1990 edition. The 1990 edition was developed by NPS staff: Edward McManus, Regional Conservator, North Atlantic Region; Tom Carter, Paintings Conservator, Division of Conservation, HFC; Diana Pardue, Staff Curator, Curatorial Services Division (CSD) (now MMP); John Hunter, Supervisory Staff Curator, CSD; and Toby Raphael, Conservator, Division of Conservation, HFC.

Chapter 5, Biological Infestations. (2014) - Amanda Walli Eckstein, Museum Technician and Joan Bacharach, including IPM developed by Barbara Cumberland, Conservator, Museum Conservation Services, HFC.

Update (2016) based on the 1998 edition by Jessica S. Johnson.

Contributors: Carol DiSalvo, WASO Integrated Pest Management Coordinator and Colleen Curry, Supervisory Curator, Yellowstone National Park.

Chapter 6, Handling, Packing, and Shipping. (1999) – Jessica S. Johnson, based on the 1990 edition written by Kathleen Byrne, Staff Curator, CSD (now MMP).

Chapter 7, Museum Collection Storage. (2012) – Eric D. Duyck, Museum Technician, MMP and Joan Bacharach.

Update based on the 1999 edition by Donald Cumberland, Museum Specialist, MMP, with additions by Steve Floray, Museum Specialist, MMP (2001).

Contributors: Brynn Bender, David Bitterman, Catharine Hawks and Gretchen Voeks. Brynn Bender provided photographs.

Chapter 8, Conservation Treatment. (2012) – Eric D. Duyck, Museum Technician and Joan Bacharach.

Update based on the 2001 edition by Sara J. Wolf and Jessica S. Johnson, Conservators, MMP.

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Chapter 9, Museum Fire Protection. (2019) – Dara Shore, Museum Specialist, MMP and Joan Bacharach.

Contributors: Brian Johnson, Chief, NPS Structural Fire Program, Jimmy Stewart, NPS Structural Fire Prevention Manager, NPS Regional Structural Fire Managers, and Michael Kilby, PE, Associate Director, Fire Protection, Smithsonian Office of Safety, Health and Environmental Management.

Chapter 10, Emergency Planning. (2000) – Dara Shore and Joan Bacharach.

Revision (2000) by Diane Vogt O'Connor, Senior Archivist, MMP updated the 1990 edition by John Hunter, MMP.

Chapter 11, Curatorial Health and Safety. (2001) – Jessica S. Johnson based on the 1990 edition by Tony Knapp, MMP, Bill Meuse, Museum Curator, Springfield Armory NHS; Bart Roberts, Metals Conservator, Division of Conservation, HFC.

Contributors: Kathryn Makos, Senior Industrial Hygienist, Smithsonian Institution.

Chapter 12, Programming, Funding and Staffing. (2003) – Abby Sue Fisher, Chief of Museum Services, Keweenaw National Historical Park and Sara J. Wolf.

Chapter 13, Housekeeping. (1998) coordinated by Jessica S. Johnson.

Chapter 14: Museum Security. (2002) - Danny McDaniel, Director, Security, Safety and Transportation, The Colonial Williamsburg Foundation; John Hunter; Tony Knapp. (Currently under revision.)

Contributors: Steve Floray and Sara J. Wolf.

Former *Appendix G, Protection of NPS Museum Collections.* (1996) – Danny McDaniel; John Hunter; Tony Knapp. (Contents to be incorporated into revised Chapter 14: Museum Security.)

Appendices

Appendix A, Mandates and Standards for NPS Museum Collections. (2000) – Steve Floray, based on the 1990 edition by Tony Knapp.

Appendix B, Accreditation. (2006) – Ann Hitchcock.

Appendix C, Professional Organizations and Societies. (2000) – Steve Floray, based on the 1990 edition by Tony Knapp.

Appendix D, Code of Ethics. (2006) – Ann Hitchcock.

Appendix E, Scope of Collections. (2003) – Steve Floray based on the 1990 and 1990 editions.

Appendix F, NPS Museum Collections Management Checklists. (1999) – Jessica S. Johnson, with additions by Steve Floray (2005).

Appendix G, Museum Firearms, Small Arms Ammunition, Munitions, and Artillery. (2022) – Joan Bacharach and Dara Shore.

The appendix was developed in consultation with Mike May and Daryl Avery, Office of Risk Management (ORM), Washington D.C. Area Support Office (WASO); Greg Goodell, Museum Curator, Gettysburg National Military Park; Alexander MacKenzie, Curator, Springfield Armory National Historic Site; Brenda McLain, Museum Curator, Western Archeological and Conservation Center (WACC); Tef Rodeffer, Museum Services Program Manager, WACC; and the DOI Office of the Solicitor. Other consultants include Anthony Gallegos, Program Coordinator, Abandoned Mineral Lands Program; Ashley Hlebinksy, Curator emerita, Cody Firearms Museum; Captain James Otto, US Marine Corps; and Mark Wall, Administrative Supervisor, FBI Hazardous Devices School.

The appendix updates guidance, including for safe management of small arms ammunition, in the NPS Safety Alert: Discarded Military Munitions and Unexploded Ordnance (Feb 10, 2022).

(See Ch 14: Museum Security for former App G: Protection of National Park Service Museum Collections.)

Appendix H, Curatorial Health and Safety. (2000). Jessie Johnson, based on the 1990 edition by Tony Knapp, Bill Meuse, and Bart Roberts.

Appendix I, Curatorial Care of Archeological Objects. (2001) – Cynthia Murdock, Program Assistant, Museum Management Program, and Jessica S. Johnson, based on the 1999 edition by Brigid Sullivan, Regional Conservator, Midwest Region.

Appendix J, Curatorial Care of Paper Objects. (2003) – Sara J. Wolf.

Contributor: Nancy Purinton, Conservator, Department of Conservation, HFC

Appendix K, Curatorial Care of Textile Objects. (2002) – Sara J. Wolf.

Appendix L, Curatorial Care of Easel Paintings. (2000) – Jessica S. Johnson and Karen Bennett, Intern, MMP, based on the 1990 edition by Tom Carter.

Contributor: Sara McElroy, Paintings Conservator, University of Texas at Austin (Appendix L).

Appendix M, Management of Cellulose Nitrate and Cellulose Ester Film. (1999) – Diane Vogt O'Connor, Senior Archivist, MMP.

Appendix N, Curatorial Care of Wooden Objects. (2002) – Cynthia Murdock, based on the 1990 edition by Al Levitan, Furniture Conservator, Division of Conservation, HFC.

Appendix O, Curatorial Care of Metal Objects. (2002) – Martin Burke.

Appendix P, Curatorial Care of Ceramic, Glass, and Stone Objects. (2000) – Jessica S. Johnson, based on the 1990 edition by Shelley Sturman, Objects Conservator, and Judy Ozone, Objects Conservator, National Gallery of Art.

Appendix Q, Curatorial Care of Natural History Collections. (1999) – Catherine Hawks, Private Conservator.

Appendix R, Curatorial Care of Photographic Objects. (1996) – Debbie Hess Norris, Assistant Professor of Photographic Conservation, University of Delaware, and President of the American Institute for Conservation of Historic and Artistic Works.

Appendix S, Curatorial Care of Objects Made from Leather and Skin Products. (1996) – Toby Raphael, Conservator, Department of Conservation, HFC.

Appendix T, Curatorial Care of Biological Collections.(2005) - Stephen L. Williams, Assistant Professor of Museum Studies, Baylor University and Collections Manager, Strecker Museum Complex (adapted from Mr. Williams' Ph.D. dissertation); Catherine Hawks.

Appendix U, Curatorial Care of Paleontological Collections. (2005) - Greg McDonald, Senior Curator of Natural History, MMP; Ann Elder, Paleontologist and Museum Curator, Dinosaur National Monument; Sally Shelton, Collections Officer, Smithsonian Institution, National Museum of Natural History.