



## **MUSEUM REFERENCE LENDING LIBRARY**

The Oklahoma Museums Association offers the reference lending library as a service to museums across the state. Materials are available to staff and volunteers of Oklahoma museums, historic sites, tribal cultural centers, archives, libraries, related institutions and the general public.

**Most titles in this listing are available from Oklahoma public libraries through the Otis interlibrary loan system of the Oklahoma Department of Libraries. Some materials, however, must be borrowed directly from the Oklahoma Museums Association. Special instructions follow these listings. See the back page for helpful phone numbers and websites.**

For more information on the lending library contact:

**Oklahoma Museums Association  
2020 Remington Place  
Oklahoma City, OK 73111  
Voice: 405.424.7757  
Fax: 405.427.5068  
E-mail: [bgranger@okmuseums.org](mailto:bgranger@okmuseums.org)  
Website: [www.okmuseums.org](http://www.okmuseums.org)**

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### **IMLS Connecting to Collections Bookshelf List**

*All items are available for loan directly from the OMA office. Information on borrowing books from OMA appears on the next to last page of this document. These books are listed here as a collection for easy reference and also are listed under the appropriate subject heading on the following pages.*

Adlestein, Peter Z. *IPI Media Storage Quick Reference*. Rochester, NY: Image Permanence Institute, 2004.

Canadian Conservation Institute, Department of Canadian Heritage. *Framework for Preservation of Museum Collections*. Chart. Ottawa: Canadian Conservation Institute, 2004.

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Ellis, Margaret Holben. *The Care of Prints and Drawings*. New York: AltaMira Press, 1995.

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International Review of African American Art: Collecting, Conservation, and Collaborations, 22.1, 2007.

Long, Jane S. and Ricard W. Long. *Caring for Your Family Treasures*. New York: Harry N. Abrams, Inc. Publishers, 2000.

Malaro, Marie C. *A Legal Primer on Managing Museum Collections*. Washington, DC: Smithsonian Institute Press, 1985.

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Ogden, Sherelyn, ed. *Caring for American Indian Objects: A Practical and Cultural Guide*. St. Paul, MN: Minnesota Historical Society Press, 2004.

Ritzenthaler, Mary Lynn and Diane L. Vogt O'Connor. *Photographs, Archival Care and Management*. Chicago: Society of American Archivists, 2006.

Ward, Philip. *The Nature of Conservation: A Race Against Time*. Marina del Rey, CA: The Getty Conservation Institute, 1986.

## **RESOURCES FOR GROUPS CONSIDERING THE FEASIBILITY OF STARTING A NEW MUSEUM**

Anderson, Gail, ed. Museum Mission Statements: Building a Distinct Identity. Washington, DC: AAM, 1998. (Available in OMA Office)

Brosky, Stanley T., ed. JumpStart Workbook. Lafayette: Louisiana Association of Museums, 1995.

Buck, Rebecca A. and Jean Allman Gilmore, eds. The New Museum Registration Methods. Washington, DC: AAM, 1998.

DeAngelis, Ildiko Pogany. U.S. Museums and the Nonprofit Sector. Washington DC: AAM, 1994. (Available in OMA Office)

The Field Guide for Museums. Des Moines: The State Historical Society of Iowa-Historical Resource Development Program and The Iowa Museum Association, 1998. (Available in OMA Office)

George, Gerald and Cindy Sherrell-Leo. Starting Right: A Basic Guide to Museum Planning. Nashville: AASLH, 1986.

Graubard, Stephen R., ed. Daedalus: America's Museums. Cambridge: American Academy of Arts and Sciences, 1999. (Available in OMA Office)

Hummel, Joan M. Starting and Running a Nonprofit Organization. 2<sup>nd</sup> ed. Minneapolis: University of Minnesota Press, 1996. (Available in OMA Office)

Malaro, Marie C. Museum Governance: Mission, Ethics, Policy. Washington, DC: Smithsonian Institution Press, 1994.

Miller, Patricia. "Probably Not a Good Idea, Parts I and II," Technical Bulletins 25 and 26, MuseNEWS, Oklahoma Museums Association, 1996. Reprinted with permission from Technical Insert 59, Illinois Heritage Association. (Available in OMA Office)

Museums and Libraries; Gateways to Discovery. Washington DC: Institute of Museum and Library Services, n.p. (Available in OMA Office)

Nichols, Susan K. Organizing Your Museum: The Essentials. Washington, DC: AAM, 1989.

Olenick, Arnold J. and Philip R. Olenick. A Nonprofit Organization Operating Manual. New York: The Foundation Center, 1991.

Pizer, Laurence R. A Primer for Local Historical Societies, 2nd ed., rev. Nashville: AASLH, 1991.

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Standards of Accounting and Financial Reporting. 3<sup>rd</sup> ed. New York: National Health Council, Inc., the National Assembly of National Voluntary Health and Social Welfare Organizations, and the United Way of America, 1988.

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Hart, Julie, and Elizabeth E. Merritt. A Higher Standard: Museum Accreditation Program Standards. Washington, DC: AAM, 2005. (Available in OMA Office)

Small Museums & Accreditation II: Profiles of Small Accredited Museums. CD-ROM. AAM, 2007. (Available in OMA Office)

Williams, Patricia E. Accreditation: Self-Study Guide. Resource Report #4. Washington, DC: Technical Information Service, AAM, 1987.

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Marshall, Howard W. American Folk Architecture: A Selected Bibliography. Washington, DC: American Folklife Center, Library of Congress, 1981.

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Walch, Timothy. Archives & Manuscripts: Security. Chicago: SAA, 1977.

Wallace, Patricia, et. al. Records Management: Integrated Information Systems. 2nd ed. New York: Wiley, 1987.

## **AUDIO-VISUAL**

Nick, Patricia A., ed. Museum Video: A Source Book for Museums. Boston: New England Museums Association, 1981.

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Axelrod, Nancy R. The Chief Executive's Role in Developing the Nonprofit Board. Washington, DC: National Center for Nonprofit Boards, 1988.

Carver, John. Boards That Make A Difference: A New Design for Leadership In Nonprofit and Public Organizations. San Francisco: Jossey-Bass Publishers, 1990.

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Chait, Richard P. How to Help Your Board Govern More and Manage Less. Washington DC: National Center for Nonprofit Boards, 1994. (Available in OMA Office)

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Hirzy, Ellen Cochran. Nonprofit Board Committees: How to Make Them Work. Washington, DC: National Center for Nonprofit Boards, 1993.

Hopkins, Bruce R. Legal Responsibilities of Nonprofit Boards. Washington DC: BoardSource, 2003. (Available in OMA Office)

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Kurtz, Daniel L. Board Liability: A Guide for Nonprofit Directors. Mt. Kisco, NY: Moyer Bell Limited, 1988.

- Kurtz, Daniel L., and Sarah E. Paul. Managing Conflicts of Interest: A Primer for Nonprofit Boards. 2<sup>nd</sup> ed. Washington DC: BoardSource, 2006.
- Leifer, Jacqueline C. The Legal Obligations of Nonprofit Boards: A Guidebook for Board Members. Washington, DC: National Center for Nonprofit Boards, 1992.
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- Mathiasen, Karl III. Board Passages: Three Key Stages in a Nonprofit Board's Life Cycle. Washington DC: National Center for Nonprofit Boards, 1999 (Available in OMA Office)
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- Nelson, Judith Grummon. Six Keys to Recruiting, Orienting, and Involving Nonprofit Board Members. Washington DC: National Center for Nonprofit Boards, 1991.
- O'Connell, Brian. The Board Member's Book. n.p.: The Foundation Center, 1985.
- The New Robert's Rules of Order. New York: Barnes & Noble, Inc., 1993. (Available in OMA Office)
- The Source; Twelve Principles of Governance That Power Exceptional Boards. Washington DC: Board Source, 2005. (Available in OMA Office)
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- Zimmerman, Robert M., and Ann W. Lehman. Boards That Love Fundraising: A How-To Guide for Your Board. San Francisco: Jossey-Bass, 2004. (Available in OMA Office)

## **COLLECTIONS MANAGEMENT**

- AAM Guidelines on Exhibition Borrowed Objects, Technical Bulletin 36: from the American Association of Museums, July 2000. (Available in OMA Office)
- Akinsha, Konstantin, Walsh, Amy L., Yeide, Nancy H. The AAM Guide to Provenance Research. Washington DC: AAM, 2001. (Available in OMA Office)
- Basic Principles of Artifact Storage. Alberta: Alberta Museums Association. 1993.
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- Gardner, James B., and Meritt, Elizabeth E. The AAM Guide to Collections Planning. Washington DC: AAM, 2004. (Available in OMA Office)
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- Miller, Patricia. "Risk Management and Insurance for Nonprofits, Part I and II," Technical Bulletin 38 and 39, MuseNEWS, Oklahoma Museums Association, 2000. Reprinted with permission of the Illinois Heritage Association, Champaign, IL. (Available in OMA Office)
- The Museum Forms Book. Austin: Texas Association of Museums and the Mountain Plains Museums Association, 1999. (Available in OMA Office)
- National Park Service. Museum Handbook, Part I: Collections Management, rev. ed. Washington, DC: Superintendent of Documents, Government Printing Office, 1990.
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Odegaard, Nancy. A Guide to Handling Anthropological Museum Collections. Rev. ed. N.p.: Western Association for Art Conservation, 1991.

Reibel, Daniel B. Registration Methods for the Small Museum, 3rd ed. Nashville: AASLH, 1997. (Available in OMA Office)

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Schultz, Arthur Warren. In Praise of America's Collectors; Their Secrets Reveal How to Be a Successful Collector. Santa Barbara: Santa Barbara Museum of Art, 1997. (Available in OMA Office)

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Bachmann, Konstanze, ed. Conservation Concerns: A Guide for Collectors and Curators. Washington, DC: Smithsonian Institution Press, 1992.

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Barclay, R.L. The Care of Musical Instruments in Canadian Collections. Technical Bulletin 4, rev. ed. Ottawa: Canadian Conservation Institute, 1982.

“Basic Art Handling.” Hamilton, NY: Gallery Association of New York State, 1990. Videotape (26 minutes) designed for registrars, curators — anyone responsible for handling works of art or historical artifacts; may be used as introduction to the topic for new staff or students or a refresher for experienced personnel. Borrow directly from the Oklahoma Historical Society, Museums Division office (405/522-5231). Borrower pays return postage.

Basic Principles of Artifact Storage. Alberta: Alberta Museums Association. 1993.

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Canadian Conservation Institute, Textile Laboratory Staff. “Commercial Dry Cleaning of Museum Textiles,”

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## **PUBLISHER ABBREVIATIONS**

AAM - American Association of Museums, AASLH - American Association for State and Local History, ICOM - International Council of Museums  
SAA - Society of American Archivists

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### **Oklahoma History Center**

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[www.odl.state.ok.us/genref/ill.htm](http://www.odl.state.ok.us/genref/ill.htm)

### **American Association for State and Local History**

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