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
bgranger@okmuseums.org
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.


RESOURCES FOR GROUPS CONSIDERING THE FEASIBILITY OF STARTING A NEW MUSEUM


ACCOUNTING


ACCREDITATION


ADMINISTRATION/MANAGEMENT


ADVOCACY


**ARCHITECTURE**


**ARCHIVES**


Lytle, Richard. *Management of Archives and Manuscript Collections*. Philadelphia: Graduate School of Library
Science, Drexel University, 1975.

Manual for Accession, Arrangement and Description of Manuscripts and Archives. n.p.: Archives and Manuscripts Division, Washington State University, 1979.


AUDIO-VISUAL


BOARD OF DIRECTORS/TRUSTEES


The Chair: More Than Just a Title. Cos Cob: Management Consultants for the Arts, Inc. (Available in OMA Office)


*Lessons for Boards from the Nonprofit Overhead Cost Project*. n.a., The Urban Institute and Indiana University, 2004. (Available in OMA Office)


COLLECTIONS MANAGEMENT


**COLLECTIONS PRESERVATION**


“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.


Tools of the Trade: A Listing of Materials and Equipment for Managing Museum Collections. Washington, DC: Curatorial Services Division, Cultural Resources, National Park Service, 1990. (Description of materials and equipment used by NPS museums and historic sites)


**COMPUTERIZATION**


**DIRECTORIES/SUPPLY CATALOGS**


Koek, Karin E. and Susan Boyles Martin, eds. *Encyclopedia of Associations*, 22nd ed. Detroit: Gale Research Co., 1988. (Volume I, Part I contains entries for Cultural Organizations; Volume I Part 2 contains entries for Hobby and Avocational Organizations; Volume I Part 2 contains entries for Patriotic Organizations; Volume I Part 2 contains entries for Chambers of Commerce and Trade and Tourism Organizations; Volume I Part 3 is the Name and Key Word Index; Volume 2 is the Geographic Index; and Volume 3 is the Supplement of New Associations)


**DISASTER PREPARATION/PLANNING**


EDUCATION/OUTREACH/PUBLIC PROGRAMMING


Williams, Harold M. “Public Policy and Arts Education,” policy statement delivered in May 1993 by the president and chief executive officer of the J. Paul Getty Trust.


**ETHICS**


EXHIBITS/INTERPRETATION


**FUNDRAISING/GRANTS/EARNEDED INCOME**


Cilella, Salvatore G. Fundraising for Small Museums: In Good Times and Bad. Lanham, Md.: AltaMira, 2011. (Available in the OMA)


GENERAL OKLAHOMA RESOURCES


Chickasaw Nation: Hall of Fame Honor Garden, Booklet. Sulphur, Oklahoma.


**HISTORIC SITES/HOUSES**


**HUMANITIES COUNCILS**

Creative America; A Report to the President by the President’s Committee on the Arts and the Humanities. Washington DC: President’s Committee on the Arts and the Humanities, 1997. (Available in OMA Office)


**INTERNET**


INTERNSHIPS


LEGAL/TAX ISSUES


**LOCAL HISTORY**
Archibald, Robert R. *A Place to Remember; Using History to Build Community*. Walnut Creek: AltaMira, 1999.


**MATERIAL CULTURE**


**MUSEUM STORES**

**MUSEUM PROFESSIONAL/TRAINING PROGRAMS**


NATIVE AMERICAN MUSEUMS/CULTURAL CENTERS

American Indian Cultural Center & Museum. A project of the Native American Cultural & Educational Authority, 2009.


**ORAL HISTORY**


**PLANNING**


PRESERVATION/RESTORATION OF BUILDINGS AND STRUCTURES


Uniform Federal Accessibility Standards. Washington, DC: General Services Administration, Department of Defense, Department of Housing and Urban Development, U.S. Postal Service, and the Architectural and Transportation Barriers Compliance Board, 1984. (Booklet which describes the minimum requirements for the design, construction and alteration of facilities required to be accessible under the Architectural Barrier Act. The technical data will be of help to anyone who is planning a building project which will be accessible to people with disabilities)


PUBLIC RELATIONS/MARKETING


with permission from Technical Insert 56, Illinois Heritage Association. (Available from the OMA Office)


SE\n
SECURITY

Burke, Robert B. and Sam Adeloye. A Manual of Basic Museum Security. n.p.: International Council of Museums (ICOM), 1986. (This is a companion to the Museum Security Survey, listed below)


VISITOR SERVICES


**VOLUNTEERS**


Policy and Procedure for borrowing books listed as Available in OMA Office

- There is no charge to borrow books from the OMA office.
- Items must be requested in writing to the OMA office.
- Items may be picked up and returned to the OMA office in person. Items may be mailed with borrower being responsible for both forward and return postage. An invoice will be included with the shipment for the forward postage.
- Items may be checked out for a 30-day period and may be checked out for one consecutive additional period.
- Items kept past the due date will result in the borrower being charged $1.00 per item, per day.
- The maximum number of items that may be checked out at one time is five.

Helpful Addresses

Oklahoma Museums Association
2020 Remington Place
Oklahoma City, OK 73111
Voice 405.424.7757
e-mail: bgranger@okmuseums.org
www.okmuseums.org

Oklahoma History Center
800 Nazih Zudhi Drive
Oklahoma City, OK 73105
Voice 405.522.5248
www.okhistorycenter.org

Oklahoma Department of Libraries
Otis Interlibrary Loan System
200 NE 18th Street
Oklahoma City, OK 73105-3298
Voice 405.521.2502
www.odl.state.ok.us/genref/ill.htm

American Association for State and Local History
1717 Church Street
Nashville, TN 37203-2991
Voice 615.320.3203
www.aaslh.org

American Alliance of Museums
2451 Crystal Drive, Suite 1005
Arlington, VA 22202
Voice 202.289.1818
www.aam-us.org
OMA programming, including the lending library is sponsored in part by the Oklahoma Arts Council.

Technical Bulletins are available as a free download from the OMA website, OKMuseums.org.

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