



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
Website: www.okmuseums.org**

Contents

Page 3	IMLS Connecting to Collections Bookshelf List
Page 4	Resources for Groups Considering Starting a New Museum
Page 5	Accounting
Page 5	Accreditation
Page 5	Administration/Management
Page 7	Advocacy
Page 7	Architecture
Page 8	Archives
Page 9	Audio-Visual
Page 9	Board of Directors/Trustees
Page 10	Collections Management
Page 12	Collections Preservation
Page 15	Computerization
Page 15	Directories/Supply Catalogs
Page 15	Disaster Preparation/Planning
Page 16	Education/Outreach/Public Programming
Page 18	Ethics
Page 18	Exhibits/Interpretation
Page 19	Fundraising/Grants/Earned Income
Page 21	General Oklahoma Resources
Page 23	Historic Sites/Houses
Page 23	Humanities Councils
Page 224	Internet
Page 24	Internships
Page 24	Legal/Tax Issues
Page 25	Local History
Page 25	Material Culture
Page 25	Museum Stores
Page 25	Museum Professional/Training Programs
Page 26	Native American Museums/Cultural Centers
Page 26	Oral History
Page 27	Planning
Page 27	Preservation/Restoration of Buildings and Structures
Page 28	Public Relations/Marketing
Page 28	Security
Page 29	Visitor Services
Page 29	Volunteers

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.

Drewes, Jeanne M. and Julie A. Page, eds. *Promoting Preservation Awareness in Libraries*. West Port, CT: Greenwood Press, 1997.

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

Frey, Franziska, Dawn Heller, Dan Kushel, Timothy Vitale, Jeffrey Warda, and Gawain Weaver. *The AIC Guide to Digital Photography and Conservation Documentation*. Washington, DC: AIC, 2008.

Gorman, G.E., and Sydney J. Shep, eds. *Preservation Management for Libraries, Archives and Museums*. London: Facet Publishing, 2006.

Heritage Preservation, The National Institute for Conservation. *Capitalize on Collections Care*. Washington, DC: Heritage Preservation Inc., 2007.

_____. *Emergency Response and Salvage Wheel*. Chart. Washington, DC: Heritage Preservation Inc., 2005.

_____. *Field Guide to Emergency Response*. Washington, DC: Heritage Preservation Inc., 2006.

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.

National Park Service. *Museum Handbook Part I: Museum Collections*. Washington, DC: National Park Service, 2006.

National Trust. *The National Trust Manual of Housekeeping: The Care of Collections in Historic Houses Open to the Public*. Amsterdam: Elsevier. 2006

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. 2nd 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.

ACCOUNTING

- Angelica, Emil, and Vincent Hyman. Coping with Cutbacks: The Nonprofit Guide to Success When Times Are Tight. Saint Paul: Amherst H. Wilder Foundation, 1997. (Available in OMA Office)
- Daughtrey, William H., Jr. and Malvern Gross Jr. Museum Accounting Handbook. New York: Price Waterhouse & Co., 1978.
- Farris, Sharon. Nonprofit Bookkeeping and Accounting for Dummies. Indiana: Wiley Publishing Inc., 2009.
- Managing Charitable Assets. Boston: Fidelity Investments, n.p. (Available in OMA Office)
- McLaughlin, Thomas A. Financial Basics for Nonprofit Managers, 3rd Ed. New Jersey: John Wiley and Sons Inc., 2009.
- Olenick, Arnold J. and Phillip R. Olenick. A Nonprofit Organization Operating Manual. New York: The Foundation Center, 1991.
- Ruppel, Warren. Not-for-Profit Accounting Made Easy. 2nd ed. Hoboken: John Wiley & Sons, Inc, 2007. (Available in OMA Office)
- Special Issues in Nonprofit Financial Reporting: A Guide for Financial Professionals. n.p., The Urban Institute and Indiana University, 2004. (Available in OMA Office)
- Standards of Accounting and Financial Reporting. 3rd 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.

ACCREDITATION

- 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.

ADMINISTRATION/MANAGEMENT

- Anderson, Gail, ed. Museum Mission Statements: Building a Distinct Identity. Washington, DC: AAM, 1998. (Available in OMA Office)
- Anderson, Gail. Reinventing the Museum: Historical and Contemporary Perspectives on the Paradigm Shift. Maryland: AltaMira Press, 2004.
- Baldoni, John. 180 Ways to Walk the Leadership Talk: The "How To" Handbook for Leaders at All Levels. Dallas, TX: Walk the Talk, 2000. Print. (Available in OMA Office)
- Baldwin, Joan H., and Anne W. Ackerson. Women in the Museum: Lessons from the Workplace. Routledge, 2017. (Available in the OMA Office)
- Barbeito, Carol L. Human Resource Policies and Procedures for Nonprofit Organizations. Hoboken: John Wiley

- and Sons, Inc., 2004. (Available in OMA Office)
- Brophy, Sarah S., and Elizabeth Wylie. The Green Museum: a Primer on Environmental Practice. Lanham: AltaMira, 2008. (Available in OMA Office)
- Burcaw, G. Ellis. Introduction to Museum Work. 2nd ed. Nashville, TN: AASLH, 1983. (Available in OMA Office)
- Carter, Cecil. "Plan for the Future You Want for Your Museum" Technical Bulletin 48, MuseNEWS, Oklahoma Museums Association, 2009. (Available in OMA Office)
- Cottrell, David. Listen Up, Leader! Pay Attention, Improve, and Guide. Dallas, TX: Walk the Talk, 2000. Print. (Available in OMA Office)
- Genoways, Hugh H., and Lynne M. Ireland. Museum Administration; an Introduction. Lanham: AltaMira Press, 2003. (Available in OMA Office)
- George, Gerald and Cindy Sherrell-Leo. Starting Right: A Basic Guide to Museum Planning. Nashville: AASLH, 1986.
- Harvey, Eric L., David Cottrell, Alexander D. Lucia, Steve Ventura, and Melissa Hazlewood. The Leadership Secrets of Santa Claus: How to Get Big Things Done in Your "Workshop"...All Year Long. Dallas, TX: Walk the Talk, 2003. Print. (Available in OMA Office)
- Insurance and Risk Management for Museums and Historical Societies. Hamilton, NY: Gallery Association of New York State, 1985.
- Lawrence, Barbara, and Outi Flynn. The Nonprofit Policy Sampler. Null: BoardSource, 2006.
- Lewis, Ralph H. Manual for Museums. Washington, DC: National Park Service, 1976.
- Malaro, Marie C. Museum Governance; Mission Ethics Policy. Washington DC: Smithsonian Institution Press, 1994. (Available in OMA Office)
- Manz, Charles C., and Jeevan Sivasubramaniam. The Greatest Leader Who Wasn't: A Leadership Fable. Dallas, TX: Walk the Talk, 2005. Print. (Available in OMA Office)
- Matthai, Dr. Robert A. Energy Management for Museums and Historical Societies. New York: New York Hall of Science, 1982.
- Merritt, Elizabeth E. National Standards & Best Practices for U.S. Museums. Washington, DC: American Association of Museums, 2008. Print. Available in OMA Office)
- 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)
- Miller, Ronald L. Personnel Policies for Museums: A Handbook for Management. Washington, DC: AAM, 1980.
- Museum as Catalyst for Interdisciplinary Collaboration; Beginning a Conversation. Cambridge: Museum Loan

Network, 2002.

Nichols, Susan K. Organizing Your Museum: The Essentials. Resource Report #5. Washington, DC: AAM, 1989.

Overton, George W., ed. Guidebook for Directors of Nonprofit Corporations. Chicago: American Bar Association, 1993. (Available in OMA Office)

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

Rich, Patricia and Dana Hines. Membership Development; An Actions Plan for Results. Gaithersburg: Aspen Publishers, Inc., 2002. (Available in OMA Office)

Shapiro, Michael E., Heather Medlock, Maxwell Lincoln Anderson, Kaywin Feldman, Thelma Golden, Michael Govan, Glenn D. Lowry, Ann Philbin, Timothy Rub, Matthew Teitelbaum, Gary Tinterow, and Julián Zugazagoitia. Eleven Museums, Eleven Directors: Conversations on Art & Leadership. Atlanta: High Museum of Art, 2015. Print. (Available in OMA Office)

Southeastern Museums Conference. Southeastern Museums Conference Compensation and Benefits Practice Survey Results, 1992. Columbia, SC: Griffith/Archer, 1992.

Weil, Stephen E. Making Museums Matter. Washington DC: Smithsonian Books, 2002. (Available in OMA Office)

Wilson, Marlene. Survival Skills for Managers. Boulder, CO: Volunteer Management Associates, 1981.

Wolf, Thomas. The Nonprofit Organization: An Operating Manual. New York: Prentice Hall Press, 1984.

_____. Managing A Nonprofit Organization. New York: Prentice Hall Press, 1990.

_____. Managing A Nonprofit Organization in the Twenty-First Century. New York: Simon and Schuster, 1999. (Available at OMA Office)

ADVOCACY

Hall, Jason. How to Be Your Museum's Best Advocate. Resource Report. Washington, DC: AAM, 1994. (Available in OMA Office)

Silberglied, Gail Ravnitzky, and Michael Balderrama. Speak Up for Museums: The AAM Guide to Advocacy. Washington, DC: AAM, 2011. (Available in OMA Office)

Smucker, Bob. The Nonprofit Lobbying Guide. 2nd ed. Waldorf: Independent Sector, 1999. (Available in OMA Office)

“Permissible Activities of 501(c)(3) Organizations During a Political Campaign,” Technical Bulletin 27, MuseNEWS, Oklahoma Museums Association, 1996. Reprinted with permission from the Independent Sector, Washington, DC. (Available in OMA Office)

ARCHITECTURE

Blumenson, John J. G. Identifying American Architecture. Nashville: AASLH, 1977.

Dean, Jeff. Architectural Photography. Nashville: AASLH, 1981. (Available in OMA Office)

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

McAlester, Virginia and Lee A. McAlester. A Field Guide to American Houses. New York: Knopf, 1984.

ARCHIVES

Andrews, Patricia. Writings on Archives, Historical Manuscripts, and Current Records: 1979-1982. Washington, DC: National Archives and Records Administration, 1985.

Brichford, Maynard J. Archives & Manuscripts: Appraisal & Accessioning. Chicago: SAA, 1977.

Casterline, Gail Farr. Archives & Manuscripts: Exhibits. Chicago: SAA, 1977.

Dearstyne, Bruce W. Management of Local Government Records. Nashville: AASLH, 1988.

Deiss, William A. Museum Archives: An Introduction. Chicago: SAA, 1984.

Ehrenberg, Ralph E. Archives & Manuscripts: Maps and Architectural Drawings. Chicago: SAA, 1982.

Evans, Frank B., ed. Managing Archives and Archival Institutions. Chicago: University of Chicago Press, 1989.

Fleckner, John. Archives & Manuscripts: Surveys. Chicago: SAA, 1977.

Gracy, David B. II. Archives & Manuscripts: Arrangement & Description. Chicago: SAA, 1977.

Hickerson, H. Thomas. Archives & Manuscripts: An Introduction to Automated Access. Chicago: SAA, 1981.

Holbert, Sue E. Archives & Manuscripts: Reference and Access. Chicago: SAA, 1977.

Jones, Houston Gwynne. Local Government Records: An Introduction to Their Management, Preservation and Use. Nashville: AASLH, 1980.

Kesner, Richard M. Automation, Machine-Readable Records, and Archival Administration: An Annotated Bibliography. Chicago: SAA, 1980.

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.

Museum & Archival Supplies Handbook. 3rd ed., rev. Canada: Ontario Museum Association and Toronto Archivist Group, 1985.

Pederson, Ann, ed. Keeping Archives. Sydney: Australian Society of Archivists, 1987.

Pederson, Ann E. and Gail Farr Casterline. Archives & Manuscripts: Public Programs. Chicago: SAA, 1982.

Ritzenthaler, Mary Lynn. Archives & Manuscripts: Conservation. Chicago: SAA, 1983.

Ritzenthaler, Mary Lynn, Gerald J. Munoff and Margery S. Long. Archives and Manuscripts: Administration of

Photographic Collections. Chicago: SAA, 1984.

Sung, Carolyn Hoover. Archives & Manuscripts: Reprography. Chicago: SAA, 1982.

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.

BOARD OF DIRECTORS/TRUSTEES

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.

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

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)

Dalsimer, John Paul. Understanding Nonprofit Financial Statements: A Primer for Board Members. Washington DC: Nation Center for Nonprofit Boards, 1995 (Available in OMA Office)

Dorsey, Eugene C. The Role of the Board Chairperson. Washington, DC: National Center for Nonprofit Boards, 1992.

Fischer, Daryl, and Barbara Booker. Templates for Trustees: Building Museum Boards. 2nd ed. Museum Trustee Association, 2008. (Available in OMA Office)

Gale, Robert L. Leadership Roles in Nonprofit Governance. Washington DC: BoardSource, 2003. (Available in OMA Office)

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)

Houle, Cyril O. Governing Boards: Their Nature and Nurture. San Francisco: Jossey-Bass Publishers, 1989.

Howe, Fisher. The Board Member's Guide to Fund Raising: What Every Trustee Needs to Know About Raising Money. San Francisco: Jossey-Bass Publishers, 1991.

_____. Fund Raising and the Nonprofit Board Member. Washington DC: National Center for Nonprofit Boards, 1989. (Available in OMA Office)

- Hughes, Sandra R. To Go Forward, Retreat!: The Board Retreat Handbook. Washington DC: National Center for Nonprofit Boards, 1999. (Available in OMA Office)
- Ingram, Richard T. Ten Basic Responsibilities of Nonprofit Boards. Washington DC: National Center for Nonprofit Boards, 1996. (Available in OMA Office)
- 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. 2nd 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.
- Lessons for Boards from the Nonprofit Overhead Cost Project. n.a., The Urban Institute and Indiana University, 2004. (Available in OMA Office)
- Malaro, Marie C. Museum Governance: Mission, Ethics, Policy. Washington, DC: Smithsonian Institution Press, 1994. (Available in OMA Office)
- 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)
- 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)
- 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)
- Ullberg, Alan D. with Patricia Ullberg. Museum Trusteeship. Washington, DC: AAM, 1981. (Available in OMA Office)
- 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.

- Blackaby, James R., Patricia Greeno, and the Nomenclature Committee. The Revised Nomenclature for Museum Cataloging. Nashville: AASLH, 1988. (Available in OMA Office)
- Bourcier, Paul, Ruby Rogers, and Robert G. Chenhall. Nomenclature 3.0 for Museum Cataloging. Lanham, Md.: Altamira, 2010. (Available in OMA Office)
- Buck, Rebecca A., and Jean Allman Gilmore, eds. MRM5: Museum Registration Methods 5th Edition. Washington, DC: AAM, American Association of Museums, 2010. (Available in OMA Office)
- Buck, Rebecca A. and Jean Allman Gilmore, eds. The New Museum Registration Methods. Washington, DC: AAM, American Association of Museums, 1998. (Available in OMA Office)
- Buck, Rebecca A., and Jean Allman Gilmore. Collection Conundrums; Solving Collections Management Mysteries. Washington DC: AAM, 2007. (Available in OMA Office)
- Clements, Gayle S. The Numbering of Objects for Museums, Historical Houses, Private Collections. Tulsa Gilcrease Museum. 1996.
- Crow, William B. and Din, Herminia. Unbound By Place or Time, Museums and Online Learning. Washington DC: AAM, 2009.
- Delfino, Gina Nicole. “Recommendations for Applying Accession Numbers to Museum Objects: Part I and II,” Technical Bulletins 42 and 43, MuseNEWS, Oklahoma Museums Association, 2005. Reprinted with permission of the Minnesota Historical Society, St. Paul, Minnesota. Originally published in 2000. (Available in OMA Office)
- Dickson, Kathy. “Building Better Collections: Creative Ways to Work With Donors,” Technical Bulletin 21, MuseNEWS, Oklahoma Museums Association, 1994. (Available in OMA Office)
- Gardner, James B., and Meritt, Elizabeth E. The AAM Guide to Collections Planning. Washington DC: AAM, 2004. (Available in OMA Office)
- Gutenkauf, Diane, and Sally DeFauw, and Steph McGrath. “Documenting Collections,” Technical Bulletin 35, MuseNEWS, Oklahoma Museums Association, 2000. Reprinted with permission from Technical Insert 101, Sept.-Oct. 1999, Illinois Heritage Association. (Available in OMA Office)
- Holt, Jennifer. “Deaccessioning Done Right” Technical Bulletin 47, MuseNEWS, Oklahoma Museums Association, 2008. (Available in OMA Office)
- Malaro, Marie C. A Legal Primer on Managing Museum Collections. Second ed. Washington, DC: Smithsonian Institution, 1998. (Available in OMA Office)
- Malaro, Marie C., and Ildiko DeAngelis. A Legal Primer on Managing Museum Collections. 3rd ed. Washington: Smithsonian Institution, 2012. Print. (Available in OMA Office)
- Marshall, Caroline, and Wolf, Keens and Co. Museum as Catalyst for Interdisciplinary Collaboration: Beginning a Conversation. Cambridge: Museum Loan Network, 2002. (Available in OMA Office)
- 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.

Nichols, Susan K. Organizing Your Museum: The Essentials. Resource Report #5. Washington, DC: AAM, 1989.

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)

Resource Sharing Project. Austin: Texas Association of Museums, 1993. (Available in OMA Office)

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)

Sharing Connections: A Decade of the Museum Loan Network. Cambridge: Museum Loan Network, 2006.

Simmons, John E. Things Great and Small Collections Management Policies. New York: American Association of Museums, 2006. (Available in OMA Office)

Skills and Strategies for Managing Museum Records – Tool Kit. Oklahoma City: Oklahoma Department of Libraries.

Stuckert, Caroline M. Cataloguing from Scratch: A Manual for Cataloguing Undocumented Collections in Small Museums. 1991.

Weil, Stephen E., ed.. A Deaccession Reader. Washington DC: AAM, 1997. (Available in OMA Office)

COLLECTIONS PRESERVATION

Appelbaum, Barbara. Guide to Environmental Protection of Collections. Madison, CT: Sound View Press, 1991.

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

Barclay, R.L., R. Eames and A. Todd. The Care of Wooden Objects. Technical Bulletin 8, rev. ed. Ottawa: Canadian Conservation Institute, 1982.

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.

Bryans, Bill. "Time Capsules: Preserving the Past for the Future," Technical Bulletin 5, MuseNEWS, Oklahoma Museums Association, 1990. (Available in OMA Office)

Canadian Conservation Institute, Textile Laboratory Staff. "Commercial Dry Cleaning of Museum Textiles," Technical Bulletin 14, MuseNEWS, Oklahoma Museums Association, 1992. Reprinted with permission from the Canadian Conservation Institute. (Available in OMA Office)

Clements, Gayle. "Guidelines for Framing Canvas Paintings in Traditional Frames Without Glazing, Parts I and II, Technical Bulletins 19 and 20, MuseNEWS, Oklahoma Museums Association, 1994. (Available in OMA Office)

Cook, Cherie. "Preservation-Related Assistance Available in Oklahoma," Technical Bulletin 4, MUSENEWS, Oklahoma Museums Association, 1990. (Available in OMA Office)

_____. "Keep It Clean: Housekeeping In Museums and Historical Agencies," Technical Bulletin 10, MuseNEWS, Oklahoma Museums Association, 1991. (Available in OMA Office)

_____. "Collections Storage: A Selected Bibliography," Technical Bulletin 13, MuseNEWS, Oklahoma Museums Association, 1992. (Available in OMA Office)

_____. "Sources for Collections Care Supplies & Services, Parts I and II," Technical Bulletins 17 and 18, MuseNEWS, Oklahoma Museums Association, 1993. (Available in OMA Office)

Cowan, Janet. Dry Methods for Surface Cleaning of Paper. Technical Bulletin 11. Ottawa: Canadian Conservation Institute, 1986.

Drewes, Jeanne M. and Julie A. Page, eds. Promoting Preservation Awareness in Libraries. Westport, Conn: Greenwood, 1997. (Available in OMA Office)

Edwards, Stephen R, Bruce Bell, and Mary E. King. Pest Control in Museums: A Status Report. Lawrence, KS: Systematics Collections, 1981.

Efird, Jeb, and Jack Bonds. *The Kent and Jonnie Westbrook Collection*. Leonard, TX: Grove Hill Pub., 2007. Print. (Available in OMA Office)

Ellis, Margaret Holben. The Care of Prints and Drawings. Nashville: AASLH, 1987.

Frey, Franziska, Dawn Heller, Dan Kushel, Timothy Vitale, and Gawain Weaver. The AIC Guide to Digital Photography and Conservation Documentation. Ed. Jeffrey Warda. Washington, DC: American Institute for Conservation of Historic and Artistic Works, 2008. (Available in OMA Office)

Gorman, G. E., and Sydney J. Shep, eds. Preservation Management for Libraries, Archives and Museums. London: Facet, 2006. (Available in OMA Office)

Hampton University Museum. "The International Review of African American Art: Connecting the Three C's Collecting, Conservation and Collaboration." Periodical, Vol. 21, No. 4. Hampton, VA: Hampton University Museum, 2007. (Available in OMA Office)

Jessup, Wendy Claire. "Pest Management Notes: Establishing a Pest Monitoring Program for Museums,"

- Technical Bulletin 1, MuseNEWS, Oklahoma Museums Association, 1989. (Available in OMA Office)
- Keck, Caroline, K. How to Take Care of Your Paintings. New York: Charles Scribner's Sons, 1978. 1984.
- Long, Jane. Caring for Your Family Treasures: Heritage Preservation. New York: H.N. Abrams, 2000.
- Mailand, Harold F. Considerations for the Care of Textiles and Costumes. 3rd ed., rev. Indianapolis: Indianapolis Museum of Art, 1980.
- McGiffin, Robert F. Furniture Care and Conservation, second ed., rev. Nashville: AASLH, 1989.
- _____. Furniture Care and Conservation, third ed., rev. Nashville: AASLH, 1992. (Available in OMA Office)
- Miller, Patricia. "Archival Quality: What's In A Name?," Technical Bulletin 3, MuseNEWS, Oklahoma Museums Association, 1990. Reprinted with permission from Technical Insert 35, Illinois Heritage Association. (Available in OMA Office)
- _____. "Arsenic, Old Lace, and Stuffed Owls May Be Dangerous to Your Health: Hazards in Museum Collections," Technical Bulletin 9, MuseNEWS, Oklahoma Museums Association, 1991. Reprinted with permission from Technical Insert 50, Illinois Heritage Association. (Available in OMA Office)
- National Park Service. Museum Handbook, Part I: Collections Management, rev. ed. Washington, DC Superintendent of Documents, Government Printing Office, 1990.
- Ogden, Shereilyn, ed. Caring for American Indian Objects; A Practical and Cultural Guide. St. Paul: Minnesota Historical Society, 2004.
- Plenderleith, H. J. and A.E.A. Werver. The Conservation of Antiquities and Works of Art. 2nd ed. London: Oxford University Press, 1988.
- Rath, Frederick L. Jr., and Merrilyn Rogers O'Connell. A Bibliography on Historical Organization Practices; Care and Conservation of Collections. Nashville: AASLH, 1977. (Available in OMA Office)
- Reilly, James M. Care and Identification of 19th-Century Photographic Prints. New York: Eastman Kodak, 1988.
- Ritzenthaler, Mary Lynn, Diane Vogt-O'Connor, Helena Zinkham, Brett Carnell, and Kit Peterson. Photographs Archival Care and Management. New York: Society of American Archivists, 2006. (Available in OMA Office)
- Story, Keith O. Approaches to Pest Management in Museums. Suitland, MD: Conservation Analytical Laboratory, Smithsonian Institution, 1985.
- _____. Controlling Vertebrate Pests in Museums. Technical Bulletin 13. Ottawa: Canadian Conservation Institute, 1991.
- The National Trust. The National Trust Manual of Housekeeping The Care of Collections in Historic Houses Open to the Public. Elsevier Butterworth-Heinemann, 2006. (Available in OMA Office)
- Thompson, John M.A., ed. Manual of Curatorship: A Guide to Museum Practice. rev. ed. Boston: Butterworths, 1986.

Tidwell, Karen. "Guidelines for Matting and Framing Paper and Photographs, Parts I and II, Technical Bulletins 22 and 23, MuseNEWS, Oklahoma Museums Association, 1994 and 1995. (Available in OMA Office)

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)

Ward, Philip. The Nature of Conservation: A Race Against Time. The Getty Conservation Institute. 1986. (Available in OMA Office)

Wilhelm, Henry and Carol Brewer. The Permanence and Care of Color Photographs. Grinnell, IA: Preservation Publishing Co., 1993.

Williams, Marc A. Keeping It All Together: The Preservation and Care of Historic Furniture. Worthington, OH: Ohio Antique Review, Inc., 1988.

Zycherman, L. and J.R. Schrock, eds. A Guide to Museum Pest Control. Washington, DC: Foundation of the American Institute for the Conservation of Historic and Artistic Works and the Association of Systematic Collections, 1988.

COMPUTERIZATION

Adelstein Peter Z. IPI Media Storage Quick Reference. Rochester, NY: Image Permanence Institute, 2004. (Available in OMA Office)

Chenhall, Robert G. Museum Collections and Today's Computers. New York: Greenwood Press, 1988.

Din, Herminia, and Phyllis Hecht, eds. The Digital Museum: A Think Guide. Washington DC: AAM, 2007. (Available in OMA Office)

Koeling, Jill Marie. Digital Imaging; A Practical Approach. Walnut Creek: AltaMira Press, 2004. (Available in OMA Office)

Williams, David. A Guide to Museum Computing. Nashville: AASLH, 1987.

DIRECTORIES/SUPPLY CATALOGS

Hudson, O. Kenneth and Ann Nicholls. The Directory of Museums and Living Displays. New York: Stockton Press, 1985.

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)

Landskroner, Ronald A. The Nonprofit Manager's Resource Directory. 2nd ed. New York: John Wiley & Sons, 2002. (Available in OMA Office)

Museum & Archival Supplies Handbook. 3rd ed., rev. Canada: Ontario Museum Association and Toronto Archivist Group, 1985.

The Official Museum Directory. Providence, NJ: R.R. Bowker, 1996.

Streich, Mary Deane. The Directory of Oklahoma Foundations. 6th ed. Oklahoma City: The Foundation Research Project Oklahoma City Community Foundation, 1997. (Available in OMA Office)

Wellikoff, Alan. The American Historical Supply Catalogue #2. New York: Schocken Books, 1986.

DISASTER PREPARATION/PLANNING

Carmicheal, David W. Implementing the Incident Command System at the Institutional Level: a Handbook for Libraries, Archives, Museums, and Other Cultural Institutions. Washington D.C.: Heritage Preservation, 2010. (Available in OMA Office)

Disaster Assistance Network Committee. PREP: Planning for Response & Emergency Preparedness. Austin: Texas Association of Museums, 1993.

Guide to Emergency Management Supplies, Services, and Resources. Technical Bulletin 41, sponsored by the Oklahoma Registrars Association (OKRA) and compiled by the OKRA Disaster Response Committee, 2003, updated 2010. (Available in OMA Office)

Heritage Preservation Inc. "Emergency Response and Disaster Wheel." Chart. Washington DC: Heritage Preservation Inc., 2005. (Available in OMA Office)

_____. "Field Guide to Emergency Response." Washington, DC: Heritage Preservation Inc., 2005. (Available in OMA Office)

Hunter, John E. Emergency Preparedness for Museums, Historic Sites and Archives: An Annotated Bibliography. Nashville: AASLH, 1979.

Insurance and Risk Management for Museums and Historical Societies. Hamilton, NY: Gallery Association of New York State, 1985.

Murray, Toby. "Disaster Preparedness: A Checklist," Technical Bulletin 2, MuseNEWS, Oklahoma Museums Association, 1989. (Available in OMA Office)

National Fire Protection Association. Protecting Our Heritage: A Discourse on Fire Protection and Prevention in Historic Buildings and Landmarks, 2nd ed. Boston: National Fire Protection Association, 1970.

Nelson, Carl L. Protecting the Past From Natural Disasters. Washington, DC: The Preservation Press, 1991.

EDUCATION/OUTREACH/PUBLIC PROGRAMMING

The Accessible Museum: Model Programs of Accessibility for Disabled and Older People. Washington, DC: AAM, 1992.

Alexander, Kay and Michael Day, ed. Discipline-Based Art Education: A Curriculum Sampler. Santa Monica, CA: Getty Center for Education in the Arts, 1991.

Building Museum and School Partnerships. Harrisburg: Pennsylvania Federation of Museums and Historical Organizations, 1993.

Collins, Zipporah W., ed. Museums, Adults and the Humanities; A Guide for Educational Programming. Washington DC: AAM, 1981. (Available in OMA Office)

- Cultural Tourism in the United States; A Position Paper for the White House Conference on Travel and Tourism. Washington DC: AAM, 1995. (Available in OMA Office)
- Discipline-Based Art Education and Cultural Diversity. Santa Monica, CA: Getty Center for Education in the Arts, 1993.
- Dobbs, Stephen Mark. The DBAE Handbook: An Overview of Discipline-Based Art Education. Santa Monica, CA: Getty Center for Education in the Arts, 1992.
- Excellence and Equity; Education and the Public Dimension of Museums. Washington DC: AAM, 1992. (Available in OMA Office)
- Grinder, Alison L. and Sue E. McCoy. The Good Guide: A Sourcebook for Interpreters, Docents and Tour Guides. Scottsdale, AZ: Ironwood Press, 1985.
- Fortney, Kim and Sheppard, Beverly. An Alliance of Spirit: Museum and School Partnerships. Washington DC: AAM, 2010.
- Hirzy, Ellen Cochran, ed. True Needs True Partners: Museums and Schools Transforming Education. Washington, DC: Institute of Museum Services, 1996. (Available in OMA Office)
- Improving School Readiness and Strengthening Families: The 5 by 5 Project. Denver, CO: Mayor's Office for Education and Children, 2008. (Available in OMA Office)
- Improving Visual Arts Education: Final Report on the Los Angeles Getty Institute for Educators on the Visual Arts. Santa Monica, CA: Getty Center for Education in the Arts, 1993.
- Kaagan, Stephen S. Aesthetic Persuasion: Pressing the Cause of Arts Education in American Schools. Santa Monica, CA: Getty Center for Education in the Arts, 1990.
- Moffat, Hazel, and Vicky Woollard. Museum and Gallery Education; A Manual of Good Practice. Walnut Creek: Altamira Press, 1999.
- Museum Educator's Manual Educators Share Successful Techniques. Lanham, MD: AltaMira Press, 2008.
- Museums in Partnership with Their Communities. Washington DC: Institute of Museum Services, 1994. (Available in OMA Office)
- Nine to Nineteen – Youth in Museums and Libraries: A Practitioner's Guide. Ed. Mary Downs, Ph.D. Washington: DC: Institute of Museum and Library Services, 2008.
- Organizing Events: Putting the Pieces Together. Oklahoma City, OK: Oklahoma Tourism and Recreation Department, 1989.
- Patterns in Practice: Selections From the Journal of Museum Education. n.p.: The Museum Education Roundtable, 1992.
- Patton, Michael Quinn. Utilization Focused Evaluation. Second ed. Newbury Park: Sage Publications, 1986.
- Perkins, David. The Intelligent Eye: Learning to Think by Looking at Art. Santa Monica, CA: Getty Center for Education in the Arts, 1993.

- Peterson, Keith. Historical Celebrations: A Handbook for Organizers of Diamond Jubilees, Centennials, and other Community Anniversaries. Boise, ID: Idaho State Historical Society, 1986. (Available in OMA Office)
- Robinson, Cynthia, and Gretchen S. Sorin. Going Public: Community Program and Project Ideas for Historical Organizations. Waltham: Bay State Historical League, 1999. (Available in OMA Office)
- SachaVoicelo-Sawyer, Bonnie, Robert A. Fellenz, and Hanly Burton. Adult Museum Programs; Designing Meaningful Experiences. Walnut Creek: Altamira Press, 2002. (Available in OMA Office)
- Serving the Community: Training Museum Educators to Meet Teacher Needs. CD-ROM. Virginia Association of Museums, 2008. (Available in OMA Office)
- Silverman, Lois H. The Social Work of Museums. New York: Routledge, 2010. (Available in OMA Office)
- Simon, Nina. The Art of Relevance. S.L.: Createspace, 2016. Print. (Available in OMA Office)
- Simon, Nina. The Participatory Museum. Santa Cruz, CA: Museum 2.0, 2010. (Available in OMA Office)
- 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.
- Wilson, Brent. The Quiet Evolution: Changing the Face of Arts Evolution. Los Angeles: The Getty Education Institute for the Arts, 1997.

ETHICS

- Association of Art Museum Directors. Professional Practices in Art Museums. Savannah, GA: Association of Art Museum Directors, 1992.
- Code of Ethics for Museums, (most current code) as adopted by the American Association of Museum in 2000. (Available in OMA Office)
- International Council of Museums. ICOM Code of Professional Ethics and Statutes. Washington, DC: AAM, 1987.
- Malaro, Marie C. Museum Governance; Mission Ethics Policy. Washington DC: Smithsonian Institution Press, 1994. (Available in OMA Office)
- Miller, Patricia L. "Developing a Written Code of Ethics," Technical Bulletin 33, MuseNEWS, Oklahoma Museums Association, 1999. Reprinted with permission of the Illinois Heritage Association, 1996. (Available in OMA Office)
- Writing A Museum Code of Ethics. AAM Resource Report. Washington, DC: AAM, 1992.

EXHIBITS/INTERPRETATION

- Ames, Kenneth L., Barbara Franco, and L. Thomas Frye. Ideas and Images: Developing Interpretive History Exhibits. Nashville: AASLH, 1992.
- Cook, Cherie. "Traveling Exhibition Sources, Parts I and II, Technical Bulletins 15 and 16, MuseNEWS, Oklahoma Museums Association, 1993. (Available in OMA Office)
- George, Gerald. Visiting History: Arguments Over Museums and Historic Sites. Nashville:

American Association for State and Local History, 1990.

Hansen, Beth. Great Exhibits! An Exhibit Planning and Construction Handbook for Small Museums. Rowman & Littlefield, 2017. (Available in OMA Office)

Harris, Karyn Jean. Costume Display Techniques. Nashville: AASLH, 1977.

Jackson, Patsy and David Salay. "Titillating the Senses: A Practicum in Seeing, Analyzing and Interpreting Works of Art and Historical Objects," session outline, reprint articles and notes from conference session, Mountain Plains Museums Association, October 1994, Corpus Christi, Texas.

Karp, Ivan and Steven D. Lavine, eds. Exhibiting Cultures: The Poetics and Politics of Museum Display. Washington, DC: Smithsonian Institution Press, 1991.

Kennedy, Jeff. User Friendly: Hands-On Exhibits That Work. Washington, DC: Association of Science-Technology Centers, 1990.

_____. Help for the Small Museum: A Handbook of Exhibit Ideas and Methods. 2nd ed. Boulder, Co: Pruitt Publishing Co., 1987.

Norris, Patrick. History by Design: A Primer on Interpreting and Exhibiting Community History. Austin, TX: Texas Association of Museums, 1985.

Parman, Alice and Jeffery Jane Flowers. Exhibit Makeovers; A Do-It-Yourself Workbook for Small Museums. New York: AltaMira Press, 2008.

Profitable Exhibiting; Get More Leads, Sales and ROI From Trade Shows and Events! Eagan: Skyline Exhibits, 2003. (Available in OMA Office)

Punt, Barbara. Doing It Right: A Workbook for Improving Exhibit Labels. New York: The Brooklyn Children's Museum, 1989.

Reeve, James K. The Art of Showing Art. Tulsa, OK: HCE Publications/Oak Books, LTD., 1976.

Serrell, Beverly. Exhibit Labels: An Interpretive Approach. Nashville: AASLH, 1996.

Serrell, Beverly. Judging Exhibitions, A Framework for Assessing Excellence. California: Left Coast Press, 2006.

_____. Making Exhibit Labels. Nashville: AASLH, 1983.

Witteborg, Lothar P. Good Show! A Practical Guide for Temporary Exhibitions, 2nd ed. Washington, DC: Smithsonian Traveling Exhibition Service, 1991. (Available in OMA Office)

FUNDRAISING/GRANTS/EARNED INCOME

Amos, Janell Shride. Fundraising Ideas. Jefferson, NC: n.p., 1995.

Annual Register of Grant Support. Wilmett, IL: National Register Publishing Co., 1987.

Ardman, Perri and Harvey Ardman. Woman's Day Book of Fund Raising. New York: St. Martins Press, 1980.

Bayley, Ted D. The Fund Raiser's Guide to Successful Campaigns. New York: McGraw-Hill, 1988.

- The Big Book of Museum Grant Money. Rockville, MD: Taft Group, 1995. Print. (Available in OMA Office)
- Broce, Thomas E. Fund Raising: The Guide to Raising Money From Private Sources, 2nd ed., rev. Norman: University of Oklahoma Press, 1986.
- Brody, Ralph and Marcie Goodman. Fund-Raising Events: Strategies and Programs for Success. New York: Human Services Press, Inc., 1988.
- Carter, Cecil. "Ten Points to Increase Your Grant Writing Success" Technical Bulletin 46, MuseNEWS, Oklahoma Museums Association, 2007. (Available in OMA Office)
- Cobb, Nina Kressner. Looking Ahead: Private Sector Giving to the Arts and the Humanities. Washington DC: President's Committee on the Arts and Humanities, 1995. (Available in OMA Office)
- Cullman, Lewis B. How to Succeed in Fundraising By Really Trying. n.a.: Lewis B. Cullman, 2006. (Available in OMA Office)
- Dove, Kent E. Conducting a Successful Capital Campaign: A Comprehensive Fundraising Guide for Nonprofit Organizations. San Francisco: Jossey-Bass Publishers, 1988.
- Eckstein, Richard. Directory of Building and Equipment Grants. Margate, FL: Richard Eckstein, 1988.
- Eisenstein, Amy M. 50 Asks in 50 Weeks: a Guide to Better Fundraising for Your Small Development Shop. Rancho Santa Margarita, CA: CharityChannel, 2010. (Available in OMA Office)
- Flanagan, Joan. Successful Fundraising: A Complete Handbook for Volunteers and Professionals. Chicago: Contemporary Books, 1991.
- Gee, Ann D., Annual Giving Strategies: A Comprehensive Guide to Better Results. Washington DC: Council for Advancement and Support of Education, 1990. (Available in OMA Office)
- Geller, Robert E. Plain Talk About Grants. Sacramento: California State Library Foundation, 1988.
- George, G. Worth. Fearless Fund-Raising for Nonprofit Boards. Washington DC: National Center for Nonprofit Boards, 1998. (Available in OMA Office)
- Ginn, Janet K. Circle of Giving; Donors' Stories of Wisdom. Little Rock: Eudora Press, 2006.
- How To Run A Successful Library Millage Campaign. n.p.: Michigan Library Association, 1987.
- Howe, Fisher. The Board Member's Guide to Fund Raising: What Every Trustee Needs to Know About Raising Money. San Francisco: Jossey-Bass Publishers, 1991.
- _____. Fund Raising and the Nonprofit Board Member. Washington DC: National Center for Nonprofit Boards, 1989. (Available in OMA Office)
- Huntsinger, Jerry. Fund Raising Letters: A Comprehensive Study Guide to Raising Money by Direct Response Marketing, 3rd ed. Richmond, VA: Emerson Publishers, 1989.
- Kaiser, Michael M. The Art of the Turnaround: Creating and Maintaining Healthy Arts Organizations. Waltham, Mass: Brandeis UP, 2008. (Available in OMA Office)
- Kraatz, Katie. The Fundraising Formula: 50 Creative Events Proven Successful Nationwide. Anaheim, CA:

- KNI Incorporated Book Manufacturers, 1987.
- Kuniholm, Roland. The Complete Book of Model Fund-Raising Letters. Paramus: Prentice Hall, 1995. (Available in OMA Office)
- Lefferts, Robert. Basic Handbook of Grants Management. New York: Basic Books, 1983.
- McNay, Linda Wise. Fundraising for Museums: 8 Keys to Success Every Museum Leader Should Know. Rancho Santa Margarita: CharityChannel, 2015. Print. In *The Trenches*. (Available in OMA Office)
- New, Anne L. Raise More Money For Your Nonprofit Organization: A Guide to Evaluating and Improving Your Fundraising. New York: The Foundation Center, 1991.
- Nichols, Susan K. Fund Raising: A Basic Reader. Resource Report #1. Washington, DC: Technical Information Service, AAM, 1987.
- Parezo, Nancy. The Fine Art of Federal Grantsmanship. Resource Report #7. Washington, DC: AAM, 1988.
- Reiss, Alvin. Don't Just Applaud-Send Money. n.p.: Theatre Communications Group, 1995.
- Renz, Loren, ed. The Foundation Directory. 10th ed. New York: The Foundation Center, 1985.
- Rosso, Henry A. Achieving Excellence in Fund Raising: A Comprehensive Guide to Principles, Strategies, and Methods. San Francisco: Jossey-Bass Publishers, 1991.
- Cilella, Salvatore G. Fundraising for Small Museums: In Good Times and Bad. Lanham, Md.: AltaMira, 2011. (Available in the OMA)
- Sarabi, Brigette. "Fundraising Readiness: How Does Your Agency Stack Up?" Technical Bulletin 34, MuseNEWS, Oklahoma Museums Association, 1999. Reprinted with permission of the Grantsmanship Center, 1997. (Available in the OMA)
- Seltzer, Michael. Securing Your Organization's Future: A Complete Guide to Fundraising Strategies. New York: The Foundation Center, 1987.
- Sheerin, Mira. How to Raise Top Dollar\$ From Special Events. Hartsdale, NY: Public Service Materials Center, 1984.
- Streich, Mary Deane, compiler and editor. Directory of Oklahoma Foundations, sixth ed. Oklahoma City, OK: Foundation Research Project, 1997.
- Stroman, M. Kent. Asking about Asking: Mastering the Art of Conversational Fundraising. Second ed. Rancho Santa Margarita: CharityChannel, 2014. Print. In *The Trenches*. (Available in OMA Office)
- Swanson, Robert G. Fundraising Magic: 33.5 Strategies for Turning Board Members into Money Makers. Wichita: ASR Philanthropic Publishing, 2007. (Available in OMA Office)
- Tempel, Eugene R. Hank Rosso's Achieving Excellence in Fund Raising (Jossey Bass Nonprofit & Public Management Series). San Francisco: Jossey-Bass, 2003. (Available in OMA Office)
- Vincent, Carol Norris. "The Agony and the Ecstasy: Developing an Annual Fundraising Program, Parts I and II," Technical Bulletins 31 and 32, MuseNEWS, Oklahoma Museums Association, 1998. Reprinted with

permission of the author. (Available in OMA Office)

Wells, Michael K. Grantwriting Beyond the Basics: Proven Strategies Professionals Use to Make Their Proposals Work. Portland: Portland State University Extended Studies Continuing Education Press, 2005. (Available in OMA Office)

GENERAL OKLAHOMA RESOURCES

A Memorial Walking Tour: Commemorative Edition. Oklahoma City: The Oklahoma City National Memorial Foundation, 2005 (Available in OMA Office)

A University Natural History Museum for the New Millennium: The Same Noble Oklahoma Museum of Natural History May, 2001. Norman: University of Oklahoma Foundation, Inc. and Williams, 2001. (Available in OMA Office)

Adams, Kathy. "Planning Programs for the Oklahoma Centennial" Technical Bulletin 44, MuseNEWS, Oklahoma Museums Association, 2006. (Available in OMA Office)

Buranelli, Francesco and Maurizio Sannibale. Etruscan Treasures from the Cini-Alliata Collection. Rome: Crisalide, 2004. (Available in OMA Office)

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

Churchill, April, and Dorothy Kizer-Dennis. Postcard History Series; Claremore. Chicago: Arcadia Publishing, 2007. (Available in OMA Office)

Edney, Jeanie McCain. Oklahoma State Cultural Plan. Oklahoma City: Oklahoma Cultural Coalition, 1995. (Available in OMA Office)

Everett, Dianna, ed. The Chronicles of Oklahoma. Vol. LXXXV #3. Oklahoma City: Oklahoma Historical Society, 2007. (Available in OMA Office)

Everett, Dianna, Linda D. Wilson, Larry O'Dell, and Jon D. May. The Encyclopedia of Oklahoma History and Culture. Vol. 1 and 2. Oklahoma City, Okla.: Oklahoma Historical Society, 2009. Print. (Available in OMA Office)

The First Decade. Oklahoma City: The Oklahoma City National Memorial Foundation, 2005. (Available in OMA Office)

Folk Art in Oklahoma. Oklahoma City: Oklahoma Museums Association, 1981. (Available in OMA Office)

Howard, Judy. Heavenly Patchwork: Quilt Stories Stitched with Love. Oklahoma City: Dorcas Publishing, 2006.

Hunt, David C. Guide to Oklahoma Museums. Norman: University of Oklahoma Press, 1981. (Available in OMA Office)

Joseph, Bruce, and Bob Burke. A Field Guide to Oklahoma's Historical Markers. Oklahoma City: Oklahoma Historical Society, 2005. (Available in OMA Office)

Lambert, Paul, Kenny Arthur Franks, Paul F. Lambert, and Margaret W. Teague. Washington County A Centennial History. Norman: Oklahoma Heritage Association, 1999.

Nichols, Max J. John and Eleanor: A Sense of Community. Tulsa: Council Oak Books, 1995. (Available in

OMA Office)

Oklahoma Almanac 2011-2012. Oklahoma City: Oklahoma Department of Libraries, 2011. (Available in OMA Office)

Oklahoma Open Meeting and Open Records Book. 13th ed. Oklahoma City: Oklahoma Press Service, Inc., 2005. (Available in OMA Office)

Oklahoma Tax-Exempt Organizations. Eau Claire: Lorman Education Services, 1999. (Available in OMA Office)

Oklahoma Volunteer Handbook: A Guide to Laws About and for Volunteers. 2nd ed. Oklahoma City: Oklahoma Bar Association, 2001. (Available in OMA Office)

Oklahoma's National Register Handbook. Oklahoma City: Oklahoma Historical Society, 2006. (Available in OMA Office)

Prince, Jeanne. An Oklahoma Diary. Wyandotte, OK: Gregath, 2012. Print. (Available in OMA Office)

“Spread the News! Publicity Help from the Oklahoma Tourism and Recreation Department” Technical Bulletin 37, MuseNEWS, Oklahoma Museums Association, 2000. Reprinted with permission of the Oklahoma Tourism and Recreation Department. (Available in OMA Office)

Stephens, Amy Dee. Images of America: Oklahoma City Zoo 1902-1959. Chicago: ArBorkcadia Publishing, 2006. (Available in OMA Office)

Streich, Mary Deane. The Directory of Oklahoma Foundations. 6th ed. Oklahoma City: The Foundation Research Project Oklahoma City Community Foundation, 1997. (Available in OMA Office)

Teall, Kaye M. Black History in Oklahoma; A Resource Book. Oklahoma City: Oklahoma City Public Schools, 1971. (Available in OMA Office)

Tomorrow's Legacy: Oklahoma's Statewide Preservation Plan. Oklahoma City: State Historic Preservation Office, Oklahoma Historical Society and Oklahoma History Center, 2005. (Available in OMA Office)

Town and Place Locations. Oklahoma City: Oklahoma Department of Transportation, 1991. (Available in OMA Office)

Voices of Oklahoma: Centennial Edition. Oklahoma Public Radio. Audio Compact Disk. McCasland Foundation. (Available in OMA Office)

HISTORIC SITES/HOUSES

AAM Historic Sites Committee. An Annotated Bibliography for the Development and Operation of Historic Sites. Washington, DC: AAM, 1982.

Butcher-Youngmans. Sherry. Historic House Museums: A Practical Handbook for Their Care, Preservation and Management. n.p.: Oxford University Press, 1993.

Harris, Donna Ann. New Solutions for House Museums Ensuring the Long-Term Preservation of America's Historic Houses (American Association for State and Local History). New York: AltaMira Press, 2007. (Available in OMA Office)

Pettengill, Shirley. "Historic House Museums," Technical Bulletin 7, MuseNEWS, Oklahoma Museums Association, 1991. (Available in OMA Office)

Suits, Linda Norbut. "Here I Have Lived: The Preparation and Implementation a Historic Furnishing Report," Technical Bulletin 40, MuseNEWS, Oklahoma Museums Association, 2000. Reprinted with permission of the Illinois Heritage Association, Champaign Illinois. (Available in OMA Office)

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)

Prose, Maryruth. Attending to the Humanities: A Guide for Arts and Humanities Councils. Oklahoma City: Assembly of Community Arts Councils of Oklahoma, n.d. (Available in OMA Office)

INTERNET

Levine, John R., Carol Baroudi and Margaret Levine Young. The Internet for Dummies, 4th ed., Foster City, CA: IDG Books Worldwide, 1997.

_____. The Internet for Dummies, 6th ed., Foster City, CA: IDG Books Worldwide, 1999. (Available in OMA Office)

O'Daniel, Stacy, "Web Site and Discussion Group Resource List," Technical Bulletin 30, MuseNEWS, Oklahoma Museums Association, 1998. (Available in OMA Office)

INTERNSHIPS

Craig, Bruce C., and Stacey Burkhardt, eds. Internship Opportunities at the Smithsonian Institution 1997-1998. Washington DC: Center for Museum Studies Smithsonian Institution, 1997. (Available in OMA Office)

New England Museum Association. Standards and Guidelines for Museum Internships. Resource Report. Washington, DC: AAM, 1994. (Available in OMA Office)

LEGAL/TAX ISSUES

DuBoff, Leonard D. Art Law in a Nutshell, 2nd ed. St. Paul, MN: West Publishing Co., 1993. (Available in OMA Office)

Finch, Andy. Congressional and IRS Actions on Museum Tax Issues. Resource Report. Washington, DC: AAM, 1994. (Available in OMA Office)

Gifts of Property: A Guide for Donors and Museums. Washington, DC: AAM, 1985.

Legal Problems of Museum Administration. San Francisco: Ali-Aba Course of Study Materials, 1995. (Available in OMA Office)

Leifer, Jacqueline Corey and Michael B. Glomb. The Legal Obligations of Nonprofit Boards: A Guidebook for Board Members. Washington, DC: National Center for Nonprofit Boards, 1992.

Malaro, Marie C. A Legal Primer on Managing Museum Collections. Washington, DC: AAM/Smithsonian Institution Press, 1985.

_____. A Legal Primer on Managing Museum Collections. Second Ed. Washington, DC: AAM/Smithsonian Institution Press, 1998. (Available in OMA Office)

Malaro, Marie C., and Ildiko DeAngelis. A Legal Primer on Managing Museum Collections, Third Edition. Washington: Smithsonian Institution, 2012. Print. (Available in OMA Office)

Phelan, Marilyn E. Museum Law: A Guide for Officers, Directors, and Counsel. 4th ed. Lanham, MD: Rowman & Littlefield, 2014. (Available in OMA Office)

Phelan, Marilyn E. Museum Law: A Guide for Officers, Directors and Counsel. Evanston: Kalos Kapp Press, 1994. (Available in OMA Office)

_____. Museums and the Law. Nashville: AASLH, 1982. (Available in OMA Office)

Saito, Kim. A Primer to Endangered Species Law: Obtaining Federal Permits for Specimens Protected by Endangered Species Laws. Washington DC: Smithsonian Institution, 1993. (Available in OMA Office)

Shapiro, Michael S., and Brett I. Miller. A Museum Guide to Copyright and Trademark. Washington DC: AAM, 1999. (Available in OMA Office)

LOCAL HISTORY

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

Conrad, James H. Developing Local History Programs in Community Libraries. Chicago: American Library Association, 1989.

Cumming, John. A Guide for the Writing of Local History. Lansing: Michigan Bicentennial Commission, 1974.

Felt, Thomas Edward. Researching, Writing, and Publishing Local History. Nashville: AASLH, 1976.

Jolly, Brad. Videotaping Local History. Nashville: AASLH, 1982.

Kyvig, David E. and Myron A. Marty. Nearby History: Exploring the Past Around You. Nashville: AASLH, 1982.

Mahoney, James. Local History: A Guide for Research and Writing. Washington, DC: National Education Association, 1981.

Weitzman, David L. Underfoot: An Everyday Guide to Exploring the American Past. New York: Scribner, 1976.

Ziegler, Arthur P. Jr., and Walter C. Kidney. Historic Preservation in Small Towns; A Manual of Practice. Nashville: AASLH, 1980. (Available in OMA Office)

MATERIAL CULTURE

Pearce, Susan M., ed. Museum Studies in Material Culture. London: Leicester University Press, 1989.

Schlereth, Thomas J. Artifacts and the American Past. Nashville: AASLH, 1980.

_____. Material Culture Studies in America. Nashville: AASLH, 1982.

MUSEUM STORES

Theobald, Mary Miley. Museum Store Management. Nashville: AASLH, 1991.

MUSEUM PROFESSIONAL/TRAINING PROGRAMS

Adams, Roxana, ed. 1997 Guide to Museum Studies and Training in the United States. Washington, DC: AAM, 1997.

Bates, G.W. Museum Jobs From A-Z: What They Are, How to Prepare, and Where to Find Them. n.p.: Batax Museum Publishing, 1994. (Available in OMA Office)

Careers in Museums: A Variety of Vocations. Resource Report. Washington, DC: AAM, 1994.

Collins, Jim. Good to Great and the Social Sectors. Boulder: Jim Collins, 2005. (Available in OMA Office)

Danilov, Victor J. Museum Careers and Training: A Professional Guide. n.p.: Greenwood Press, 1994.

Glaser, Jane R. with Artemis A. Zenetou. Museums: A Place to Work, Planning Museum Careers. n.p.: Routledge, 1996.

Goodman, Andy with Cause Communications. Why Bad Presentations Happen to Good Causes. n.p.: Cause Communications, 2006. (Available in OMA Offices)

Guide to Museum Studies and Training in the United States. Resource Report. Washington, DC: AAM, 1994.

The Leadership Secrets of Santa Clause: How to Get Big Things Done In Your 'Workshop' ...All Year Long. Dallas: The Walk the Talk Co., 2003.

Museum Studies and Training in the United States: A Resource Guide. Resource Report. Washington, DC: AAM, 1993.

New England Museum Association. Standards and Guidelines for Museum Internships. Resource Report. Washington, DC: AAM, 1994. (Available in OMA Office)

Nichols, Susan K. Staff Development: Innovative Techniques. Washington, DC: AAM, 1989.

Stevens, Greg, and Wendy Luke. A Life in Museums: Managing Your Museum Career. Washington, DC: AAM/American Association of Museums, 2012. Print. (Available in the OMA)

NATIVE AMERICAN MUSEUMS/CULTURAL CENTERS

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

“Building Museum Collections,” curriculum notebook from the Smithsonian Institution sponsored workshop for Native American museums and cultural centers, Canada, 1992.

“Collections Management for Tribal Cultural Facilities,” curriculum notebook from the Smithsonian Institution sponsored workshop, Wisconsin, 1991.

Cooper, Karen Coody, and Nicolasa I. Sandoval, eds. Living Homes for Cultural Expression: North American Native Perspectives on Creating Community Museums. Washington DC: Smithsonian Institution, 2006. (Available in OMA Office)

Dyal, Susan. Preserving Traditional Arts: A Toolkit for Native American Communities. Berkley, CA: UCLA American Indian Studies Center, 1985.

Multicultural Initiative in Texas Museums. Austin: Texas Association of Museums, 1995. (Available in OMA Office)

Ogden, Shereilyn, ed. Caring for American Indian Objects; A Practical and Cultural Guide. St. Paul: Minnesota Historical Society, 2004. (Available in OMA Office)

ORAL HISTORY

Baum, Willa K. Oral History for the Local Historical Society. 3rd ed., rev. Nashville: AASLH, 1987.

Harris, Rodger. "Oral History Programs for Museums and Historical Societies," Technical Bulletin 11, MuseNEWS, Oklahoma Museums Association, 1992. (Available in OMA Office)

Ives, Edward D. The Tape-Recorded Interview: A Manual for Field Workers in Folklore and Oral History. Knoxville, TN: University of Tennessee, 1980.

Oral History for the 21st Century Toolkit. CD-ROM. Oklahoma Department of Libraries, 2009.

Ritchie, Donald A. Doing Oral History: a Practical Guide. 2nd ed. Oxford: Oxford UP, 2003. (Available in OMA Office)

PLANNING

Adams, Roxana, ed. Preservation Planning: Guidelines for Writing A Long-Range Plan. Washington DC: AAM, 1997. (Available in OMA Office)

Barry, Bryan W. Strategic Planning Workbook for Nonprofit Organizations. St. Paul, MN: Amherst H. Wilder Foundation, 1986.

Herskovitz, Robert, Timothy Glines, and David Grabitske. Building Museums: A Handbook for Small and Midsize Organizations. St. Paul, MN: Minnesota Historical Society, 2012. Print. (Available in OMA Office)

Lord, Gail Dexter, and Barry Lord. The Manual of Museum Planning. Second ed. Walnut Creek: AltaMira, 1999. (Available in OMA Office)

Merrit, Elizabeth E., and Victoria Garvin, eds. Secrets of Institutional Planning. Washington DC: AAM, 2007. (Available in OMA Office)

Miller, Patricia. "Looking Inward: Institutional Self-Assessment, Parts I and II," Technical Bulletins 28 and 29, MuseNEWS, Oklahoma Museums Association, 1998. Reprinted with permission from Technical Insert 81, Illinois Heritage Association. (Available in OMA Office)

National Needs Assessment of Small, Emerging, Minority and Rural Museums in the United States; A Report to Congress September 1992. Washington DC: Institute of Museum Services, 1992. (Available in OMA Office)

Rogoff, Edward G. Bankable Business Plans Second Edition. Grand Rapids: Rowhouse, 2007.

Shaping the Museum: The MAP Institutional Planning Guide. Washington, DC: AAM, 1990.

PRESERVATION/RESTORATION OF BUILDINGS AND STRUCTURES

Moss, Roger W. Lighting for Historical Buildings. Washington, DC: Preservation Press, 1988.

Moss, Roger and Gail Caskey Winkler. Victorian Exterior Decoration: How To Paint Your 19th Century American House Historically. New York: H. Holt, 1987.

Nylander, Jane C. Fabrics for Historic Buildings. Washington, DC: Preservation Press, 1983.

Seale, William. Recreating the Historic House Interior. Nashville: AASLH, 1979.

_____. The Tasteful Interlude. New York: Praeger, 1975.

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)

Von Rosenstiel, Helene and Gail Caskey Winkler. Floor Coverings for Historic Buildings. Washington, DC: Preservation Press, 1988.

Ziegler, Arthur P. Jr., and Walter C. Kidney. Historic Preservation in Small Towns; A Manual of Practice. Nashville: AASLH, 1980. (Available in OMA Office)

PUBLIC RELATIONS/MARKETING

Adams, G. Donald. Museum Public Relations. AASLH Management Series, Volume 4. Nashville: AASLH, 1983.

Blackall, Simon and Jan Meek, ed. Marketing the Arts. Paris: International Council of Museums, 1992.

Bonk, Kathy, Griggs, Henry, Tynes, Emily. Jossey Bass Guide to Strategic Communications for Nonprofits. Jossey Bass, 1999. (Available in OMA Office)

Carr, Eugene, and Michelle Paul. Breaking the Fifth Wall: Rethinking Arts Marketing for the 21st Century. New York: Patron, 2011. (Available in OMA Office)

Deutsch, Jennifer, and Tamara Real. Just Who Do Your Customers Think You Are? A Guide to Branding Your Organization. Michigan: Michigan Museums Association, 2002. (Available in OMA Office)

Kotler, Neil G., Kotler, Phillip, Kotler, Wendy I. Museum Marketing and Strategy: Designing Missions, Building Audiences, Generating Revenue and Resources. Jossey Bass: 2008. (Available in OMA Office)

McCarthy, Bridget Beattie. Cultural Tourism: How the Arts Help Market Tourism Products; How Tourism Can Help Provide Markets for the Arts. Washington, DC, American Association of Museums, 1992.

Miller, Patricia. "Public Relations With Government Officials: Communications Tips for Nonprofit Organizations," Technical Bulletin 24, MuseNEWS, Oklahoma Museums Association, 1995. Reprinted with permission from Technical Insert 56, Illinois Heritage Association. (Available from the OMA Office)

Stern, Gary J. Marketing Workbook for Nonprofit Organizations. St. Paul, MN: A.H. Wilder Foundation, 1990.

SECURITY

Baril, Paul. "Fire Prevention Programs for Museums," CCI Technical Bulletin No. 18. Ottawa, Ont. Canadian Conservation Institute, Dept. of Canadian Heritage, 1997.

Burke, Robert B. and Sam Adeloje. 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)

Fennelly, Lawrence J. Museum, Archive and Library Security. Boston: Butterworth's, 1983.

"Internal Security: Keeping Employees Honest." AAM annual meeting cassette, 1988.

Jaquith, Andrew. Security Metrics: Replacing Fear, Uncertainty, and Doubt. Upper Saddle River, NJ: Addison-Wesley, 2007.

Kelly, Wayne. "Security Hardware and Security System Planning for Museums," CCI Technical Bulletin No. 19. Ottawa, Ont. Canadian Conservation Institute, Dept. of Canadian Heritage, 1997.

Layne, Stevan and William Powers. "Art Theft II: Protecting Collections on Exhibit, in Storage and in Transit." American Association of Museums Conference, Denver, CO. 28 Apr. 2008. (Available in OMA Office)

Layne, Stevan P. Business Survival Guide: Part 1. 5th ed. N.p: Layne Consultants International, 2002.

Layne, Stevan P. The Cultural Property Protection Manual. 2nd ed. N.p.: Layne Consultants International, 2002.

Layne, Stevan and William Powers. "Making the Best Out of the Worst Times: Protecting Collections during Construction." American Association of Museums Conference, Denver, CO. 29 Apr. 2008. (Available in OMA Office)

Liston, David, ed. Museum Security and Protection: A Handbook for Cultural Heritage Institutions. Paris: International Committee on Museum Security, 1993.

Menkes, Diana, ed. Museum Security Survey. Paris: ICOM, 1981. (This book should be checked out with A Manual of Basic Museum Security, listed above)

Security for Libraries: People, Buildings, Collections. Chicago: American Library Association, 1984.

VISITOR SERVICES

Adams, Roxana. Museum Visitor Services Manual. Washington, D.C.: American Association of Museums, 2006. (Available in OMA Office)

Chung, James and Wilkening, Susie. Life Stages of the Museum Visitor, Building Engagement Over a Lifetime. Washington DC: AAM, 2009. (Available in OMA Office)

Falk, John H. Identity and the Museum Visitor Experience. California: Left Coast Press, 2009. (Available in OMA Office)

VOLUNTEERS

American Association of Volunteers. Transforming Museum Volunteering A Practical Guide for Engaging 21st Century Volunteers. Bloomington: AuthorHouse, 2007.

Davis, Robbin. "Creating a Successful Volunteer Program" Technical Bulletin 45, MuseNEWS, Oklahoma

Museums Association, 2007. (Available in OMA Office)

Ellis, Susan J. The Volunteer Recruitment (and Membership Development) Book. Philadelphia: Energize, Inc., 2002. (Available in OMA Office)

Kuyper, Joan with Ellen Hirzy and Kathleen Huftalen. Volunteer Program Administration: A Handbook for Museums and Other Cultural Institutions. Washington, DC: American Council for the Arts and American Association of Museum Volunteers, 1993.

Oklahoma Volunteer Handbook: A Guide to Laws About and for Volunteers. 2nd ed. Oklahoma City: Oklahoma Bar Association, 2001. (Available in OMA Office)

Save Outdoor Sculpture! Volunteer. Washington DC: Institute for the Conservation of Cultural Property, 1992. (Available in OMA Office)

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

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

1575 Eye St., NW, Ste. 400
Washington, DC 20005
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 free to OMA members and are available at a cost of \$2.00 each to non-members. Technical Bulletin #41 is sponsored by the Oklahoma Registrars Association, a professional interest network of OMA, and is available as a free download from the OMA website, www.okmuseums.org.

Updated October 2, 2017
Oklahoma Museums Association

