

# 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.

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# New Books Added in 2023 thanks to the Oklahoma Department of Libraries and Institute of Museum and Library Services American Rescue Plan Act of 2021.

These books are available for loan directly from the Oklahoma Museums Association 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.

- Decter, Avi Y, Marsha L. Semmel, and Ken Yellis. <u>Change is Required: Preparing for the Post-Pandemic</u> Museum. Lanham, MD: Rowan and Littlefield, 2022.
- Fritz, Angela. Sustainable Enterprise Strategies for Optimizing Digital Stewardship: A Guide for Libraries, Archives, and Museums. Lanham, MD: Rowan and Littlefield, 2021.
- Gallagher Nalls, Andrea. <u>Come, Stay, Learn, Play: A Guide to Making the Museum Experience.</u> Lanham, MD: Rowan and Littlefield, 2021.
- Higginbotham, Colleen. <u>Creating Great Visitor Experiences: A Guide for Museum Professionals</u>. Lanham, MD: Rowan and Littlefield, 2022.
- Porter, Jason L. and Mary Kay Cunningham. <u>Museum Education for Today's Audiences: Meeting Expectations</u> with New Models. Lanham, MD: Rowan and Littlefield, 2022.
- Simek, Jamie. <u>Beyond the Bake Sale: Fundraising for Local History Organization</u>. Lanham, MD: Rowan and Littlefield, 2022.
- Simmons, John E. and Toni M. Kiser. <u>Museum Registration Methods</u>, 6<sup>th</sup> <u>Edition</u>. Lanham, MD: Rowan and Littlefield, 2020.
- Vanderwarf, Sandra and Bethany Romanowski. <u>Inventorying Cultural Heritage Collections: A Guide for Museum and Historical Societies</u>. Lanham, MD: Rowan and Littlefield, 2022.
- Zickuhr, Kristine. <u>Beyond the Numbers: Budgeting for Museum Professionals</u>. Lanham, MD: Rowan and Littlefield, 2022.

# **IMLS Connecting to Collections Bookshelf List**

All items are available for loan directly from the Oklahoma Museums Association 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.
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- Ellis, Margaret Holben. The Care of Prints and Drawings. New York: AltaMira Press, 1995.
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- 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.
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- Malaro, Marie C. *A Legal Primer on Managing Museum Collections*. Washington, DC: Smithsonian Institute Press, 1985.
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- 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. <u>Museum Mission Statements: Building a Distinct Identity</u>. 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. <u>The New Museum Registration Methods</u>. Washington, DC: AAM, 1998.
- DeAngelis, Ildiko Pogany. <u>U.S. Museums and the Nonprofit Sector</u>. 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. <u>Starting Right: A Basic Guide to Museum Planning</u>. Nashville: AASLH, 1986.
- Graubard, Stephen R., ed. <u>Daedalus: America's Museums</u>. Cambridge: American Academy of Arts and Sciences, 1999. (Available in OMA Office)
- Hummel, Joan M. <u>Starting and Running a Nonprofit Organization</u>. 2<sup>nd</sup> ed. Minneapolis: University of Minnesota Press, 1996. (Available in OMA Office)
- Malaro, Marie C. <u>Museum Governance: Mission, Ethics, Policy</u>. Washington, DC: Smithsonian Institution Press, 1994.
- Miller, Patricia. "Probably Not a Good Idea, Parts I and II," Technical Bulletins 25 and 26, <u>MuseNEWS</u>, Oklahoma Museums Association, 1996. Reprinted with permission from Technical Insert 59, Illinois Heritage Association. (Available in OMA Office)
- <u>Museums and Libraries; Gateways to Discovery</u>. 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. <u>A Nonprofit Organization Operating Manual</u>. 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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- Angelica, Emil, and Vincent Hyman. <u>Coping with Cutbacks: The Nonprofit Guide to Success When Times Are Tight</u>. Saint Paul: Amherts H. Wilder Foundation, 1997. (Available in OMA Office)
- Daughtrey, William H., Jr. and Malvern Gross Jr. <u>Museum Accounting Handbook</u>. 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. <u>Financial Basics for Nonprofit Managers</u>, 3<sup>rd</sup> <u>Ed</u>. New Jersey: John Wiley and Sons Inc., 2009.
- Olenick, Arnold J. and Phillip R. Olenick. <u>A Nonprofit Organization Operating Manual</u>. New York: The Foundation Center, 1991.
- Ruppel, Warren. <u>Not-for-Profit Accounting Made Easy</u>. 2<sup>nd</sup> 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. 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.
- Zickuhr, Kristine. <u>Beyond the Numbers: Budgeting for Museum Professionals</u>. Lanham, MD: Rowan and Littlefield, 2022. (Available in OMA Office)

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- Hart, Julie, and Elizabeth E. Merritt. <u>A Higher Standard: Museum Accreditation Program Standards</u>. Washington, DC: AAM, 2005. (Available in OMA Office)
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- . <u>Managing A Nonprofit Organization in the Twenty-First Century</u>. New York: Simon and Schuster, 1999. (Available at OMA Office)

#### **ADVOCACY**

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- Silberglied, Gail Ravnitzky, and Michael Balderrama. <u>Speak Up for Museums: The AAM Guide to Advocacy</u>. Washington, DC: AAM, 2011. (Available in OMA Office)
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- Wallace, Patricia, et. al. <u>Records Management: Integrated Information Systems</u>. 2nd ed. New York: Wiley, 1987.

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

# **BOARD OF DIRECTORS/TRUSTEES**

- Axelrod, Nancy R. <u>The Chief Executive's Role in Developing the Nonprofit Board</u>. Washington, DC: National Center for Nonprofit Boards, 1988.
- Carver, John. <u>Boards That Make A Difference: A New Design for Leadership In Nonprofit and Public Organizations</u>. San Francisco: Jossey-Bass Publishers, 1990.
- <u>The Chair; More Than Just a Title</u>. Cos Cob: Management Consultants for the Arts, Inc. (Available in OMA Office)
- Chait, Richard P. <u>How to Help Your Board Govern More and Manage Less</u>. Washington DC: National Center for Nonprofit Boards, 1994. (Available in OMA Office)
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- Gale, Robert L. <u>Leadership Roles in Nonprofit Governance</u>. Washington DC: BoardSource, 2003. (Available in OMA Office)
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- Hughes, Sandra R. <u>To Go Forward, Retreat!: The Board Retreat Handbook</u>. Washington DC: National Center for Nonprofit Boards, 1999. (Available in OMA Office)
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- <u>Lessons for Boards form the Nonprofit Overhead Cost Project</u>. n.a., The Urban Institute and Indiana University, 2004. (Available in OMA Office)
- Malaro, Marie C. <u>Museum Governance: Mission, Ethics, Policy</u>. Washington, DC: Smithsonian Institution Press, 1994. (Available in OMA Office)
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- <u>The Source; Twelve Principles of Governance That Power Exceptional Boards</u>. Washington DC: Board Source, 2005. (Available in OMA Office)
- Ullberg, Alan D. with Patricia Ullberg. <u>Museum Trusteeship</u>. Washington, DC: AAM, 1981. (Available in OMA Office)
- Zimmerman, Robert M., and Ann W. Lehman. <u>Boards That Love Fundraising: A How-To Guide for Your Board</u>. 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)
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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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