

## Additional Resources

Numerous publications have been published on the topic of museum policy and procedures. They provide a variety of approaches. The materials below consist of documents published online as well as those in print, and can provide a clearer understanding of the purpose of these documents and how they are created.

### Online Resources

Place your cursor on the URL and left click mouse.

- **British Columbia Museums Association - Best Practices Modules**  
<http://www.museumsassn.bc.ca/Content/LearningResources/BestPractices.asp>  
The British Columbia Museum Association have produced a number of Best Practices Modules on museum governance and operations.
- **Australian Museums Online**  
[http://archive.amol.org.au/omj/journal\\_index.asp](http://archive.amol.org.au/omj/journal_index.asp)  
AMOL provides links to professional networks, tools for touring and hosting exhibitions, a reference section of documents, conservation and collection management tools. They have a publication: Museum Methods: a practical manual for managing small museums and galleries – some sample chapters are available on line – the full publication must be purchased. The references selection provides a number of resources – some available online.
- **Canadian Council of Archives - Preservation Policy Development – Chapter 7**  
[http://www.cdncouncilarchives.ca/RBch2\\_en.pdf](http://www.cdncouncilarchives.ca/RBch2_en.pdf)  
While this document is originally intended for archives it is also very useful for museum operations.
- **National Preservation Office - Basic Preservation Guidelines for Library and Archive Collections and Building Blocks for a Preservation Policy**  
<http://www.bl.uk/services/npo/pdf/basic.pdf>  
While this document is originally intended for archives it is also very useful for museum operations
- **National Park Service Museum Handbook**  
<http://www.nps.gov/history/museum/publications/handbook.html>  
This is a comprehensive museum handbook that addresses, in detail, various museum operations.

- **Canadian Conservation Institute**  
[http://www.cci-icc.gc.ca/main\\_e.aspx](http://www.cci-icc.gc.ca/main_e.aspx)  
 CCI provides a number of conservation resources – with free registration for non-profit museums. CCI Notes as well as conservation equipment rental and advice are also available.
- **Ontario Government Department of Heritage - Ontario Museum Notes**  
[http://www.culture.gov.on.ca/english/heritage/museums/museum\\_notes.htm](http://www.culture.gov.on.ca/english/heritage/museums/museum_notes.htm)  
 These notes are a brief and useful reference to museum governance and operations.
- **National Services Te Panerangi**  
<http://www.tepapa.govt.nz/TePapa/Maori/NationalServices/Resources/MuseumInABox/LinksToResources/LinksGovernance/>  
 Linked to this are various publications and **templates** on the development of museum policies.
- **Western Australia Museum – Museum Assistance Program Documents**  
 Museum Management  
<http://www.museum.wa.gov.au/services/map/musmanage.asp>  
 Collections Management  
<http://www.museum.wa.gov.au/services/map/collectmanage.asp>  
 Interpretation  
<http://www.museum.wa.gov.au/services/map/interpretation.asp>  
 Each section listed above provides links to various guidelines for museum policy and procedures as well as other issues related to museum operations and governance.
- **America Association for Museums Website:**  
 This association has a number of resources available to its members in the categories of [collections](#), [facilities & risk management](#), [finance](#) and [governance](#), [human resources](#), [interpretation](#), [education](#), [marketing & public relations](#). In order to access and assess these resources will require a membership.
- **Canadian Museum Association**  
<http://www.museums.ca/>  
 This site provides various links to useful museum related topics and also provides a list of Canadian museums and museum organizations.

- **National Park Service (USA)**  
Museum Management Bibliography  
<http://www.nps.gov/history/museum/publications/mmpbib1.html>  
Large amount of information on general museum management, as well as downloadable museum handbook and a disaster plan.
- **National Park Service – Conserv O Gram**  
[http://www.nps.gov/history/museum/publications/conservoogram/cons\\_toc.html](http://www.nps.gov/history/museum/publications/conservoogram/cons_toc.html)  
This site offer numerous leaflets on the conservation of museum collections.
- **UNESCO – Culture**  
[http://portal.unesco.org/culture/en/ev.php-URL\\_ID=32814&URL\\_DO=DO\\_TOPIC&URL\\_SECTION=201.html](http://portal.unesco.org/culture/en/ev.php-URL_ID=32814&URL_DO=DO_TOPIC&URL_SECTION=201.html)  
*Running a Museum: A Practical Handbook*  
The Handbook aims at providing an overview of the key aspects of practices of museums. Each chapter of the Handbook provides practical guidelines and entry points for discussion.
- **Roles and Responsibilities of Museum Boards of Trustees**  
<http://www.museums.ca/media/Pdf/trusteesguidelines.pdf>
- **Security in Museums, Libraries and Archives: A Practical Guide**  
[http://www.mla.gov.uk/resources/assets//S/security\\_manual\\_pdf\\_5900.pdf](http://www.mla.gov.uk/resources/assets//S/security_manual_pdf_5900.pdf)
- **Ontario Museum Association: Training Staff**  
<http://www.museumsontario.com/members/exchange/manual/manual.pdf>
- **Canadian Museum Association Human Resource Checklists**  
[http://www.museums.ca/en/info\\_resources/reports\\_guidelines/hr\\_toolkit/index.php](http://www.museums.ca/en/info_resources/reports_guidelines/hr_toolkit/index.php)
- **Canadian Heritage Information Network (CHIN) - Intellectual Property Policy and Procedures Development**  
[http://www.chin.gc.ca/English/Intellectual\\_Property/Developing\\_Policies/primer.html](http://www.chin.gc.ca/English/Intellectual_Property/Developing_Policies/primer.html)
- **reCollections: Caring for Collections Across Australia:**  
<http://archive.amol.org.au/reollections/pdf/library.htm>  
Various documents including templates for policies and procedures.

- **Museum Operations and Management Books by the Alberta Museum Association** [http://www.museumsalberta.ab.ca/new\\_books2005.pdf](http://www.museumsalberta.ab.ca/new_books2005.pdf)
- **ICOM – Code of Ethics for Museums**  
<http://icom.museum/ethics.html#intro>
- **CMA Ethical Guidelines**  
<http://www.museums.ca/media/Pdf/ethicsguidelines.pdf>
- **Government of Newfoundland and Labrador - Department of Tourism, Culture and Recreation**  
Historic Resources Act  
<http://www.assembly.nl.ca/legislation/sr/statutes/h04.htm>
- **Government of Newfoundland and Labrador - The Rooms Corporation Act**  
<http://www.assembly.nl.ca/Legislation/sr/statutes/r15-1.htm>  
This act governs The Rooms Provincial Archives, Museum and Art Gallery
- **The Heritage Foundation of Newfoundland and Labrador**  
<http://www.heritagefoundation.ca/home.aspx>

## Printed Resources

- **Museums Alberta *Standard Practices Handbook for Museums, 2nd Edition, and Museum Excellence Program Guide***  
The *Standard Practices Handbook* outlines standards and suggests how to implemented them. Arranged in the same four units as the Handbook, the Guide is a tool for developing policies and procedures. Available **print format**, from Museums Alberta.
- **Exhibitions: a practical guide for small museums and galleries**  
by Georgia Rouette, Museums Australia  
  
A step-by-step guide book on how to initiate, manage and deliver an exhibition. The book will assist small museums and galleries. It includes a comprehensive list of all the documentation templates you will ever need to deliver exhibitions to museum standards and includes a CDROM. Produced by Museums Australia (Victoria).

- **Historic House Museums: A Practical Handbook for Their Care, Preservation, and Management**  
 by Sherry Butcher-Youngans, Oxford University Press. 1996  
 A handbook that examines the problems encountered in historic house museums, offering practical advice and solutions. Topics include governance, resources, care of collections, conservation, security, and interpretation. ISBN: 978-0-19-510660-2
- **Managing Conservation in Museums**, 2nd edition  
 by Suzanne Keene Butterworth-Heinemann  
 2002  
 The practice and management of conservation. Includes a discussion of digital collections and the use of information and communications technology.  
 ISBN: 978-0-7506-5603-0
- **A Handbook for Museum Trustees**  
 by Harold and Susan Skramstad, American Association of Museums / Museum Trustee Association, 2003  
 Written to help museum trustees better understand the "why" and the "how" of trusteeship.  
 ISBN: 978-0-931201-83-7
- **Creating and Implementing Your Strategic Plan: A Workbook for Public and Nonprofit Organizations. 2nd edition**  
 By John M. Bryson and Farnum K. Alston Jossey-Bass, 2004  
 A guide to strategic planning. Included examples, questionnaires, and worksheets.  
 ISBN: 978-0-7879-6754-3
- **Handbook for Small Science Centers**  
 Edited by Cynthia Yao, AltaMira Press, 2006  
 Articles covering administration, staffing, finance, marketing, and exhibit design.  
 ISBN: 978-0-7591-0653-6
- **Importance of Mission in Guiding Museum Practice, The *Essays from the 2002 series 3x3: Workshops for Museum and Not-For-Profit Leaders***  
 edited by Joan H. Baldwin and Anne W. Ackerson Museum Association of New York, 2003  
 Second in a series of three publications on professional practice, This issues discusses the benefits of developing and implementing a clear, meaningful mission.