There's a Form for That: Documenting Your Collections

Beverly Balger Sutley
Registrar
Palmer Museum of Art
The Pennsylvania State University
University Park, PA 16802
814-8683-9189
bxb35@psu.edu

Resources

American Alliance of Museums *www.aam-us.org*
> Museum members at the Tier 3 level (dues of $150-$5,000 based on staff size) can search their on-line sample documents, found under **Resources → Information Center** on their website

Association of Registrars and Collections Specialists *www.arcsinfo.org*
> See the ARCS Twitter Chat archives : *https://storify.com/Arcs4All/*

The Collections Trust *www.collectionstrust.org.uk*

Internal Revenue Service *www.irs.gov*
> For Form 8283, Noncash Charitable Contributions, see https://www.irs.gov/uac/about-form-8283

International Council of Museums *www.icom.museum*

Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) *https://www.cites.org/eng*

Registrars Committee of the American Alliance of Museums *www.rcaam.org*
> See the Form and Policy Swap under Resources on their website

Bibliography

Buck, Rebecca A. and Jean Allman Gilmore, Editors, **Museum Registration Methods, 5th Edition**, Washington, DC: American Association of Museums, 2010

Malaro, Marie C. and Ildiko Pogány DeAngelis, **A Legal Primer on Managing Museum Collections,** third edition, Washington, DC: Smithsonian Books, 2012

Orna, Elizabeth and Charles Pettitt, **Information Management in Museums,** Broomsfield, VT: Gower, 1998

Perry, Kenneth D., editor, **The Museum Forms Book,** Third Edition, Austin, TX: Texas Association of Museums, 1999.

> This book is currently being reviewed for a new edition, but the Texas Association of Museums has a few print copies of the 1999 edition still available for $50. If you are interested in purchasing a copy, contact them through their website, *http://www.texasmuseums.org.*

Simmons, John E., Things Great and Small: Collections Management Policies, Washington, DC: American Association of Museums, 2006

29 September 2016