

ROWMAN & LITTLEFIELD

Managing Previously Unmanaged
Collections

A Practical Guide for Museums

By Angela Kipp

SPECIAL OFFER

30% DISCOUNT OFF LIST PRICE USING CODE RLFANDF30

Hardcover 978-1-4422-6347-5 • \$75.00, after discount \$52.50 Paperback 978-1-4422-6348-2 • \$32.00, after discount \$22.40 eBook, 978-1-4422-6349-9, list price • \$31.99, after discount \$22.40

technology for the special needs of museums.

About the Book

Managing previously unmanaged collections can be challenging. The process of securing the collection and making it accessible needs the mindset of a collections manager as well as the one of a project manager. The book is a step-by-step guide how to approach this situation, assuming that there's nothing to start with but a collection that has to be accessioned and the person who is assigned to do it. It is about how to bring order into the chaos, to define what is needed in terms of time, money, staff and material, to spot facility issues and potential dangers, and to use the power of networking to solve an otherwise unsolvable task.

About the Author

Angela Kipp is the Collections Manager of the TECHNOSEUM in Mannheim, Germany and an independent museum consultant with a special focus on science, technology, farming and history collections. She holds the German Museum Studies degree of Diplom-Museologin (FH) and has worked in the museum field since 1998. She worked for various institutions including large museums like the Museum für Kommunikation (museum for communication) in Berlin and the Deutsches Museum in Munich, as well as for many smaller museums and cultural projects. She specializes in logistics, project management and the adaption of

Table of Contents

Chapter 1: Congratulations, It's Your Mess Now!

Chapter 2: A First Glimpse

Chapter 3: Back at the Desk

Chapter 4: Getting Organized

Chapter 5: Diving into the Collection

Chapter 6: The Power of Coffee

Chapter 7: Getting Stuff Done

Chapter 8: Storage Wants and Storage Needs

Chapter 9: We Had Nothing

Chapter 10: Failing Successfully

Chapter 11: Success Stories

Review

Managing Previously Unmanaged Collections is a must have for the library of any collections caretaker! This book takes the ideas of project management and applies them to those messy collections that we all face at least once in our career. Kipp provides guidelines that will help both the new collections manager and veterans work their way through those unmanaged collections.

 Deborah Rose Van Horn, Registrar, Kentucky Historical Society & Chair, Southeastern Registrars Association

ORDER FORM (billing in U.S. dollars) Please send me the following book right away:

ISBN	Title	Price	Qty.	Cost
978-1-4422-6347-5	Managing Previously Unmanaged	after discount:		
	Collections (Cloth)	\$52.50		
978-1-4422-6348-2	Managing Previously Unmanaged	after discount:		
	Collections (Paperback)	\$22.40		
Promo Code*			RLFANDF30	
Total				

- ebooks can be ordered online
- **Promotional price on books** is for U.S. orders only | offer expires Dec. 31, 2016 and may not be combined with other offers
- Shipping and handling: U.S.: \$5 first book, \$1 each additional book
- Rowman & Littlefield Publishing Group offers special discounts for bulk purchases in the United States by corporations, institutions, and other organizations. For more information, please contact our Customer Service Department at special.sales@rowman.com or by phone at 800-462-6420 ext 3023.

WAYS TO ORDER: Go to rowman.com

Call toll-free: 1-800-462-6420 / fax this order form toll-free to: 1-800-338-4550 Or mail this order form to: Rowman & Littlefield, 15200 NBN Way, P.O. Box 191 Blue Ridge Summit, PA 17214-0191

All orders from in	dividuals must be prepaid / Prices are subject to	change without notice
	Mastercard □ Visa □ Amex (make payable to Rowman & Littlefield)	
Credit Card #: Signature:		Exp. Date
BILLING AND	SHIPPING ADDRESS:	
Name		
Institution		
Street		
City, State, Zip		
Country		
Phone		