



# LENDING LIBRARY

Museum Field Services for North Dakota

Historical organizations and museums in North Dakota are eligible to participate in the Lending Library offered through the State Historical Society of North Dakota's (SHSND) Field Service program. Contact the Outreach Coordinator, Danielle Stuckle, at 701-328-2794 or [dlstuckle@nd.gov](mailto:dlstuckle@nd.gov) if you have any questions.

- The Lending Library **Reference Materials Request Form** is available at [history.nd.gov](http://history.nd.gov).
- Borrowers can request up to **two** items at a time.
- Materials are available for a **four-week period**. A two-week extension may be allowed as long as it does not interfere with other requests.
- The State Historical Society of North Dakota (SHSND) will ship materials as needed, but borrowers are responsible for any return shipping expenses. Items may also be returned in person to the Communication and Education Division at the North Dakota Heritage Center in Bismarck.
- The SHSND reserves the right to decline requests at its discretion.
- Borrowers are responsible for replacement of damaged or missing materials.

## LENDING LIBRARY BIBLIOGRAPHY

### Museum Administration and Governance

*A Cabinet of Curiosities: Inquiries into Museums and Their Prospects*, Stephen E. Weil, Smithsonian Institution Press, 1995.

*A Legal Primer on Managing Museum Collections*, Marie C. Malaro, Smithsonian Institution Press, 1985.

*A Primer for Local Historical Societies*, Laurence R. Pizer, American Association for State and Local History, 1991.

*Achieving Excellence in Fund Raising*, Henry A. Rosso, Jossey-Bass Publishers, 1991.

*Building Museums: A Handbook for Small and Midsized Organizations*, Robert Herskovitz, Timothy Glines, and David Grabitske, Minnesota Historical Society Press, 2012 (two copies).

*Cities, Museums, and Soft Power*, Gail Dexter Lord and Ngaire Blankenberg, The AAM Press, 2015.

*Introduction to Museum Work*, G. Ellis Burcaw, American Association for State and Local History, 1983 (two copies).

*Leadership for the Future: Collected Essays*, ed. By Bryant F. Tolles, Jr., American Association for State and Local History, 1991.

*Leadership Matters*, Anne W. Ackerson and Joan H. Baldwin, AltaMira Press, 2014.



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*Museum Accounting Handbook*, William H. Daughtrey, Jr. and Malvern J. Gross, Jr., American Association of Museums, 1978.

*Museum Administration: An Introduction*, Hugh H. Genoways and Lynne M. Ireland, AltaMira Press, 2003.

*Museum Store Management*, Mary Miley Theobald, American Association for State and Local History, 1991.

*Museums in Motion: An Introduction to the History and Functions of Museums*, Edward P. Alexander, American Association for State and Local History, 1979.

*Organizing Your Museum: The Essentials*, Susan K. Nichols, ed., American Association of Museums, 1989.

*Project 2013 for Dummies*, Cynthia Snyder and Nancy Muir, John Wiley & Sons, Inc., 2013.

*Project Management for Dummies*, Stanley E. Portny, John Wiley & Sons, Inc., 2013.

*Rethinking the Museum and Other Meditations*, Stephen E. Weil, Smithsonian Institution Press, 1990.

*Robert's Rules of Order: In Brief*, Henry M. Robert III et. al., Da Capo Press, 2004.

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*Robert's Rules of Order: The Modern Edition*, Darwin Patnode, Berkley Books, 1989.

*Speak Up for Museums: the AAM Guide to Advocacy*, Gail Ravnitzky Silberglied, American Association of Museums, 2011.

*Small Museum Toolkit*, Cinnamon Catlin-Legutko and Stacy Klinger, eds., AltaMira Press, 2012 (three copies). \*This counts as two items when you order materials, but the Toolkit is actually six separate books including: *Leadership, Mission, and Governance*; *Financial Resource Development and Management*; *Organizational Management*; *Reaching and Responding to the Audience*; *Interpretation*; and *Stewardship*.

*Starting Right: A Basic Guide to Museum Planning*, Gerald George and Cindy Sherrell-Leo. American Association for State and Local History, 1995.

*The Complete Idiot's Guide to Project Management*, G. Michael Campbell, Alpha Books, 2011.



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*The Complete Idiot's Guide to Robert's Rules*, Nancy Sylvester, Alpha Books, 2010.

## **Museum Collections and Conservation**

*Caring for Your Collections*, Arthur W. Schultz, ed., National Institute for the Conservation of Cultural Property, 1992.

*Caring for Your Family Treasures*, Jane S. Long and Richard W. Long, Harry N. Abrams Inc., 2000.

*Conservation Concerns: A Guide for Collectors and Curators*, Konstanze Bachman, ed., Smithsonian Institution, 1992.

*Museum Collections: Their Roles and Future in Biological Research*, E.H. Miller, ed., British Columbia Provincial Museum, 1985.

*Museum Registration Methods*, Dorothy H. Dudley, et. al., American Association of Museums, 1979.

*PastPerfect Software for Museum Collections: Version 5 User's Guide*, Besty S. Witt, et. al., PastPerfect Software, Inc., 2012. Includes three training CDs.

*Registrars On Record: Essays on Museum Collections Management*, Mary Case, ed., American Association of Museums, 1995.

*Registration Methods for the Small Museum*, Daniel B. Reibel, AltaMira Press, 1997.

*The Care of Historical Collections: A Conservation Handbook for the Nonspecialist*, Per E. Guldbeck, American Association for State and Local History, 1972.

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## **Exhibits**

*Good Show! A Practical Guide for Temporary Exhibitions*, Lothar P. Witteborg, Smithsonian Institution, 1981.

*Help for the Small Museum: Handbook of Exhibit Ideas and Methods*, Arminta Neal, Pruett Publishing Company, 1987.

## **Interpretation and Education**

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*Interpretation of Historic Sites*, William T. Alderson and Shirley Payne Low, American Association for State and Local History, 1996.

*Interpreting Our Heritage*, Freeman Tilden, The University of North Carolina Press, 1977.

*Long Story Short: The Only Storytelling Guide You'll Ever Need*, Margot Leitman, Sasquatch Books, 2015.

*Magnetic: The Art and Science of Engagement*, Anne Bergeron and Beth Tuttle, American Alliance of Museums, 2013.

*On Doing Local History*, Carol Kammen, AltaMira Press, 2003.

*Planning for People in Museum Exhibitions*, Kathleen McLean, Association of Science-Technology Center, 1993.

*Teach Like a Champion Field Guide: A Practicle Resource to Make the 49 Techniques Your Own*, Doug Lemov, Jossey-Bass, 2012 (with DVD).

*Teach Like a Pirate: Increase Student Engagement, Boost Your Creativity, and Transform Your Life as an Educator*, Dave Burgess, Dave Burgess Consulting, Inc., 2012.

*Telling History: A Manual for Performers and Presenters of First-Person Narratives*, Joyce M. Theirer, Rowman and Littlefield Publisher, Inc., 2010.

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*The Museum Educator's Manual: Educators Share Successful Techniques*, Anna Johnson, et al., AltaMira Press, 2009.

*The Participatory Museum*, Nina Simon, Museum 2.0, 2010.

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*Archives for the Lay Person: A Guide to Managing Cultural Collections*, Lois Hamill, AltaMira Press, 2013.

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*Arranging & Describing Archives & Manuscripts*, Kathleen D. Roe, Society of American Archivists, 2005.

*Assessing Preservation Needs, A Self-Survey Guide*, Beth Patkus, Northeast Document Conservation Center, 2003.

*Curatorial Care of Works of Art on Paper*, Anne F. Clapp, Lyons and Burford, Publishers, 1987.

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*Managing Congressional Collections*, Cynthia Pease Miller, Society of American Archivists, 2008.

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*Native American Archives: An Introduction*. John A. Fleckner, Society of American Archivists, 1984.

*Organizing Archival Records: A Practicle Method of Arrangement and Description for Small Archives*, David W. Carmicheal, AltaMira Press, 2012.

*Photographs Archival Care and Management*, Mary Lynn Ritzenthaler and Diane Vogt-O'Connor, Society of American Archivists, 2006 (two copies).

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*Selecting and Appraising Archives and Manuscripts*, F. Gerald Ham, Society of American Archivists, 1993.

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## **Historic Preservation**

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*American Architecture since 1780: A Guide to the Styles*, Marcus Whiffen, MIT Press, 1999.

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*Landscapes and Gardens for Historic Buildings*, Rudy J. Favretti and Joy Putman Favretti, AltaMira Press, 1997.

*The Visual Dictionary of American Domestic Architecture*, Rachel Carley, Henry Holt and Company, 1994.

## **Additional Resources**

*Technical Leaflets*, American Association for State and Local History (AASLH), Online:

[about.aaslh.org/home](http://about.aaslh.org/home). Visit

[blogs.aaslh.org/a-little-help-from-our-friends-aaslh-technical-leaflets](http://blogs.aaslh.org/a-little-help-from-our-friends-aaslh-technical-leaflets) for more information.

National Register of Historic Places, Online: [www.nps.gov/nr/index.htm](http://www.nps.gov/nr/index.htm). Information on how to nominate a property, or find and research a listed property.

*Preservation Briefs*, National Park Service, Online: [www.nps.gov/tps/how-to-preserve/briefs.htm](http://www.nps.gov/tps/how-to-preserve/briefs.htm). More than 40 technical publications recommending historically correct/consistent methods and approaches for rehabilitating historic buildings.