



## LLHSM Lending Library

Vermont Historical Society  
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The Vermont Historical Society maintains a collection of publications and resources to assist local historical societies & museums. This list represents the most current and/or relevant publications. Additional books are available, please contact Eileen Corcoran, [director.outreach@vermonthistory.org](mailto:director.outreach@vermonthistory.org) if you are looking for additional titles or topics.

Materials will be leant within these guidelines:

- Books will be leant to VHS member organizations. Non-member organizations may make an appointment to read the books at the History Center in Barre.
- An organization can borrow up to 3 books at a time for a total of 8 weeks.
- Books may be picked up and dropped off at the History Center in Barre, or they can be shipped (via media mail) to the organization. Up to 5 lbs of books can be shipped to an organization for free at a time. Organizations are responsible for any fees for return shipping.
- Organizations are responsible for returning books in the same condition they arrived. Loss or damage of a book may be charged to the organization.

Please email [director.outreach@vermonthistory.org](mailto:director.outreach@vermonthistory.org) to request titles.

### Archives

#### **Archival Basics: A Practical Manual for Working with Historical Collections**

Arp, Charlie

Rowman & Littlefield, Lanham, MD, 2019

An introduction to the concepts, policies, infrastructure and tasks needed to collect, preserve and make archival collections available to researchers.

#### **Archives 101**

Hamill, Lois

Rowman & Littlefield, Lanham, MD, 2021

Step-by-step guidance for managing all facets of archival collections, from acquisition, arrangement, and description to storage and security. The book also offers advice on how to integrate description in PastPerfect software with archival finding aids to optimize the strengths of each.

#### **Organizing Archival Records, 4th Edition**

Carmichael, David E.

Rowman & Littlefield, Lanham, MD, 2018

Book equips non-professional archivists to tackle the challenging task of arranging and describing archival materials. It includes practical ways to arrange and describe digital records; simple tools you can use to manage and store your descriptions, how to share your descriptions with others; and more.

#### **Describing Archives: A Content Standard (DACs)**

Standards Committee of the Society of American Archivists

Society of American Archivists, Chicago, IL, 2019

Facilitates consistent, appropriate, and self-explanatory description of archival materials and creators of archival materials.

## **Care & Preservation**

### **Assessing Preservation Needs, A Self-Survey Guide**

Beth Patkus

Northeast Document Conservation Center, Andover, MA, 2003

Identifying preservation needs and development of systematic preservation programs for historical collections.

### **Museum Environment, The; 2nd ed.**

Thomson, Garry

Butterworth-Heinemann Ltd., Oxford, England, 1986

Textbook for conservators, curators, and collections managers on the damaging effects on exhibits of light, humidity, and air pollution and what to do to minimize the damage. Information is divided into two parts, one devoted to conservation research.

### **Pollutants in the Museum Environment**

Hatchfield, Pamela B.

Archetype Publications, London, England, 2002

Comprehensive resource on pollutants in museums. Includes information on sources of pollutants, damage caused, testing, mitigation, materials to use with collections, and protecting objects.

### **Practical Approaches to Collections Care**

Forsko, Samantha

Routledge, New York, NY, 2023

While cultural heritage practitioners and caretakers are often intimidated by "best practices, this book helps to alleviate those concerns, offering a stepped approach to preservation encompassing a variety of collections care programs. The author discusses realistic, efficient, and sustainable approaches to collection housing, space planning, environmental management, facilities care, emergency preparedness, and much more. Giving examples of implementation and easy-to-follow guides that will allow readers to start from scratch or improve an already existing program.

### **Preservation Management Handbook: A 21st-Century Guide for Libraries, Archives, and Museums, 2nd Edition, The**

Harvey, Ross and Martha R. Mahard. Revised by Donia Conn

Rowman & Littlefield, Lanham, MD, 2020

Presents the basic principles in preservation management with a twenty-first-century perspective, integrating traditional preservation with digital and providing preservation information on many of the materials typically found in archives.

### **Preservation Program Blueprint, The**

Bruckner Higginbotham, Barbara & Judith W. Ward

American Library Association, Chicago, IL, 2001

Complete guide to developing a library preservation program. Emphasizes decentralizing preservation activities and integrating them into ongoing functions.

### **Preservation: Issues and Planning**

Banks, Paul N. and Roberta Pilette, eds.

American Library Association, Chicago, IL, 2000

Collection of essays on topics related to the preservation of library/archival collections. Includes topics such as planning, funding, security, exhibitions, conservation, digitization, etc.

### **Preserve, Protect, and Defend: A Practical Guide to the Care of Collections**

Appelbaum, Barbara

Barbara Appelbaum Books, New York, NY, 2018

Topics covered include: conservation assessments; practical advice uncovering collection safety issues;

routine collection safety practices; preparing for the unexpected, including wind and water penetration, fire and smoke, and infestations; and controlling the museum environment.

## **Collections Management**

### **AAM Guide to Collections Planning, The**

Gardner, James B. & Elizabeth Merritt

American Association of Museums, Washington, DC, 2004

Guide to help museums create collections plans. Includes sections on developing an intellectual framework writing the plan, the planning process, and the challenges of museum politics. Includes excerpts from sample collections plans.

### **Active Collections**

Wood, Elizabeth , Rainey Tisdale, & Trevor Jones, eds.

Routledge, New York, NY 2018

In recent years, many museums have implemented sweeping changes in how they engage audiences. However, changes to the field's approaches to collections stewardship have come much more slowly. Active Collections critically examines existing approaches to museum collections and explores practical, yet radical, ways that museums can better manage their collections to actively advance their missions.

### **Collection Conundrums: Solving Collections Management Mysteries**

Buck, Rebecca A. and Jean Allman Gilmore

American Association of Museums, Washington, DC, 2007

Provides guidelines for investigating the oddities found in every museum collection - objects without record, identification or sometimes even a location - and determining what to do.

### **Deaccession Reader, A**

Weil, Stephen

American Association of Museums, Washington, DC, 1997

Proper procedure for collections deaccession

### **Exhibit Labels; An Interpretive Approach**

Serrell, Beverly

AltaMira Press, Walnut Creek, CA, 1996

Guidelines for exhibit label planning, writing design, and production

### **How to Weed Your Attic: Getting Rid of Junk without Destroying History**

Dow, Elizabeth H. and Lucinda P. Cockrell

Rowman & Littlefield, Lanham, MD, 2018

Provides answers to the question: when someone dies or it's time to move --- or just clean out the attic, garage, or basement, what papers and other things should we save for the sake of history and what can we safely toss?

### **Inventorying Cultural Heritage Collections: A Guide for Museums and Historical Societies**

Vanderwarf, Sandra and Romanowski, Bethany

Rowman & Littlefield, Lanham, MD, 2022

This two-part text argues that regular inventories are central to meaningful, sustainable, and ethical collections preservation and access. Part I offers a flexible project management framework that illustrates strategies for reigning in control of collections now. Part II features case studies that affirm the vital role of inventories in regaining control of collections.

### **Managing Previously Unmanaged Collections: A Practical Guide for Museums**

Kipp, Angela

Rowman & Littlefield, Lanham, MD, 2016

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.

### **Museum Registration Methods, 6th Edition**

Simmons, John E. and Toni M. Kiser, eds.

Rowman & Littlefield, Lanham, MD, 2020

Comprehensive guide to registration and collections management for museums, from acquisition to use and deaccessioning.

### **Registration Methods for the Small Museum, 5th Edition**

Reibel, Daniel B., revised by Deborah Rose Van Horn

Rowman & Littlefield, Lanham, MD, 2017

Registration procedures suitable for small museums, including policies, accessioning, documentation, and cataloging. The fifth edition updates the handbook to fit the registration systems in today's small museums and provides additional forms.

### **Rights and Reproductions: The Handbook for Cultural Institutions, 2nd Edition**

Young, Anne M., ed.

Rowman & Littlefield, Lanham, MD, 2018

Comprehensive resource focused on the rights and reproductions guidelines, established standards and emerging best practices at cultural institutions.

### **Things Great and Small: Collections Management Policies, 2nd Edition**

Simmons, John E.

Rowman & Littlefield, Lanham, MD, 2017

Comprehensive resource for preparing and implementing collections management policies. In the second edition, coverage of several key areas is greatly expanded or new. Featuring more than 40 tables and charts and nearly 20 model policy templates.

### **A Visual Dictionary of Decorative and Domestic Arts**

Odegaard, Nancy and Gerry Wagner Crouse

Rowman & Littlefield, Lanham, MD, 2023

Provides a common and unambiguous vocabulary for the parts of handcrafted decorative, domestic, and artistic items. Terminology for a broad array of object types is presented alongside original 3D illustrations that facilitate objective referencing. The reference enhances learning, labeling, and discussing various craft items in great physical detail. Sixty-four 3D graphic illustrations provide an effective visual format for identifying the vocabulary/location of the parts on individual objects.

### **Development/Fundraising**

#### **Volunteer Recruiting (and Membership Development) Book**

Ellis, Susan

Energize Inc, Philadelphia, PA, 2002

Tips for effective member development and volunteer recruitment with updated internet suggestions.

### **Digital Projects/Digitization**

#### **Digital Archives Handbook: A Guide to Creation, Management, and Preservation, The**

Purcell, Aaron D., ed.

Rowman & Littlefield, Lanham, MD, 2019

Provides archivists a roadmap to create and care for digital archives. Written by archival experts and practitioners, it brings together theoretical and practical approaches to creating, managing, and preserving digital archives.

### **Digital Curation Projects Made Easy: A Step-by-Step Guide for Libraries, Archives, and Museums**

Cowick, Carmen

Rowman & Littlefield, Lanham, MD, 2018

Outlines simple steps for accomplishing practical digitization and digital preservation projects for those with little experience, time, and/or resources.

### **Digital Preservation for Libraries, Archives, and Museums, 2nd Edition**

Corrado, Edward M. and Heather Moulaison Sandy

Rowman & Littlefield, Lanham, MD, 2017

The authors take digital preservation in the broadest sense of the term: looking at all aspects of curating and preserving digital content for long term access. Includes sections on situating digital preservation, management, technology, and digital content.

### **Digitization and Digital Archiving: A Practical Guide for Librarians, 2nd Edition**

Leggett, Elizabeth R.

Rowman & Littlefield, Lanham, MD, 2020

This is a comprehensive guide to the process of digital storage and archiving. Assuming only basic computer knowledge, this guide walks the reader through everything he or she needs to know to start or maintain a digital archiving project.

### **Handbook for Digital Projects: A Management Tool for Preservation and Access**

Sitts, Maxine Editor

Northeast Document Conservation Center, Andover, MA, 2000

Learn how to digitally capture photos for preservation and access

## **Education**

### **Engaging the Past: Action and Interaction in the History Classroom**

George, Elizabeth

Rowman & Littlefield, Lanham, MD, 2024

Provides practical steps toward using engaging strategies in the classroom to teach students to think historically. These strategies include an approach developed by the author called "The You Decide! Lecture," and innovative ways to use board games and role-playing games in the history classroom.

### **Going Public: Community Program and Project Ideas for Historical Organizations**

Robinson, Cynthia and Gretchen S. Sorin

Bay State Historical League, Waltham, MA, 1999

Guide to assist local historical societies and small museums better interact and engage with their communities. Includes sample ideas for youth programs, collaborative projects, mission-based fundraising, and more.

### **Great Tours! Thematic Tours and Guide Training for Historic Sites**

Abramaoff Levy, Barbara, Mackenzie Lloyd, Sandra, Porter Schreiber, Susan

AltaMira Press, Walnut Creek, CA, 2001

Learn how to create tours that are interesting and educational for visitors and guides.

### **Interpretive Planning: The 5-M Model for Successful Projects**

Brochu, Lisa

National Association for Interpretation, Fort Collins, CO, 2003

Guide to interpretive planning for museums and history organizations. Includes sections on definitions, the planning process, management, markets, message, mechanics, and media.

### **Learning on Display; Student-Created Museums that Build Understanding**

D'Acquisto, Linda

Association for Supervision and Curriculum Development, Alexandria, VA, 2006  
incorporating academic content, and using the completed museum as a teaching tool

### **Museums & Community Toolkit, A**

American Association of Museums, ed.  
American Association of Museums, Washington, DC, 2002  
Involving the Community, civic dialogue

### **Purposeful Museum Programming Using Visitor Response Pedagogies**

Morton-Winter, Ames  
Rowman & Littlefield, Lanham, MD, 2024  
Offers museums of all sizes and genres practical, accessible, and inclusive programming ideas. Museums need to embrace a new model of educational programming, prioritizing and nurturing visitors' personal responses to pieces while developing important skills in the process.

### **Emergency Management**

#### **Field Guide to Emergency Response**

Heritage Preservation and Heritage Emergency National Task Force  
Heritage Preservation, Washington, DC, 2006  
Field guide with information on response teams, supply lists, hazards & expected problems, etc. associated with disasters. Includes DVD resource

### **Exhibits**

#### **Evaluating Accessibility in Museums: A Practical Guide**

Trainer, Lauren, ed.  
Rowman & Littlefield, Lanham, MD, 2024  
Bridges accessibility and evaluation through stories that highlight how diverse organizations have developed and grown accessibility initiatives and the vital role that evaluation played in their evolution. Authors share how they worked from a variety of institutional starting points to design programs, exhibitions, and accommodations for visitors with disabilities and how these initiatives were evaluated both during and after implementation.

#### **Exhibit Makeovers: A Do-It-Yourself Workbook or Small Museums, 2nd ed.**

Parman, Alice; Ann Craig, Lyle Murphy, Liz White, and Lauren Willis  
Rowman & Littlefield, Lanham, MD, 2017  
Workbook for smaller organizations on guidance, ideas & examples for the exhibit planning process. Includes fillable forms, illustrations and more practical materials

#### **Great Exhibits! An Exhibit Planning and Construction Handbook for Small Museums**

Hansen, Beth  
Rowman & Littlefield, Lanham, MD, 2017  
Building informative and interesting exhibits is challenging for small museums. Even museums with minimal budgets can produce quality exhibits with guidance from this book. Using research from top exhibit professionals and do-it-yourself installation instructions, small museum staff and volunteers will be able to build professional exhibits.

#### **Mount-making for Museum Objects**

Barclay, Robert, Bergeron, Andre and Dignard, Caroloe  
Canadian Conservation Institute, Ottawa, Canada, 1998  
How to make proper mounts for exhibiting collections.

## **Museum Mannequins**

Brunn, Margot and White, Joanne Editors  
Quality Color Press, Edmonton, Canada, 2002  
How to create effective and safe mannequins for collections display.

## **Text in the Exhibition Medium**

Blais, Andre  
La Societe Des useses Quebecois, Quebec City, Canada, 1995  
Learning remains the primary reason for visiting museums, this book presents practical advise on effective educational presentation

## **Management/Boards**

### **Creating and Implementing Your Strategic Plan, 2nd ed.**

Bryson, John M. & Farnum K. Alston  
Jossey-Bass, San Francisco, CA, 2005  
Workbook which acts as a step-by-step guide to putting strategic planning to work in nonprofit organizations. Includes worksheets and instructions for creating a strategic plan tailored to your organization.

### **Handbook for Museum Trustees, A**

Skramstad, Harold and Susan  
American Associations of Museums, Washington, DC, 2003  
Create "the Ideal Board for the Great Museum"

### **Strategic Planning for Public and Nonprofit Organizations, 3rd ed.**

Bryson, John M.  
Jossey-Bass, San Francisco, CA, 2004  
Guide to strategic planning. Including guidance on implementing the planning process, how to create public value, using the strategy change cycle, and establishing organizational vision.

### **Strengthening Nonprofit Performance: A Funder's Guide to Capacity Building**

Connolly, Paul and Lukas, Carol  
Amherst H. Wilder Foundation, Saint Paul, MN, 2002  
Funders guide to maximizing funding activities.

## **Material Care & Conservation**

### **Care and Identification of 19th-Century Photographic Prints**

Reilly, James M.  
Eastman Kodak Company, Rochester, NY, 1986  
Comprehensive reference book for 19th-century photographs, including sections on processes, materials, identification, preservation, and care.

### **Permanence and Care of Color Photographs: Traditional and Digital Color Prints, Color Negatives, Slides, and Motion Pictures**

Wilhelm, Henry  
Preservation Publishing Company, Grinnell, Iowa, 1993  
How to care for all types of color photos

### **Preserving Digital Information**

Hunter, Gregory S.  
Neal-Schuman Publishers, New York, NY, 2000  
How-to manual for preserving digital records. Includes chapters on preservation challenges, storage & handling best practices, digital imaging & preservation, and evaluating records for long-term preservation.

**Your Vintage Keepsake: A CSA Guide to Costume Storage & Display**

Ordonez, Margaret T.

Texas Tech University Press, Lubbock, TX, 2001

Guide from the Costume Society of America (CSA) on storage and display of costumes

**Operations/Facilities**

**Building Museums: A Handbook for Small and Midsize Organizations**

Herskovitz, Robert, Timothy Glines, and David Grabitske

Minnesota Historical Society Press, St. Paul, MN, 2012

This handbook outlines the processes and explains the complexities of renovating and building facilities.

**Design for Accessibility; A Cultural Administrator's Handbook**

The National Assembly of State Arts Agencies

The National Assembly of State Arts Agencies, Washington, DC, 2003

Discusses museum accessibility for the disabled

**New Solutions for House Museums**

Harris, Donna Ann

AltaMira Press, Latham, MD, 2007

Solutions for house museums that may have lack of sufficient funding and case studies.

**Taking Care of Your Old Barn; Ten Tips for Preserving and Reusing Vermont's Historic Agricultural Buildings**

Vermont Division for Historic Preservations

Vermont Division for Historic Preservation, Montpelier, VT, 2001

Ten tips for preserving and reusing Vermont's historic agricultural buildings.

**Outreach/Programming**

**Oral History Manual, 3rd Edition, The**

Sommer, Barbara W. and Mary Kay Quinlan

Rowman & Littlefield, Lanham, MD, 2018

designed to help anyone interested in doing oral history research to think like an oral historian.

Recognizing that oral history is a research methodology, the authors define oral history and then discuss the methodology in the context of the oral history life cycle

**Writing Local History, Second Edition**

Mason, Thomas A. and J Kent Calder

Rowman & Littlefield, Lanham, MD, 2024

The book guides local historians through the process of researching, writing, and publishing their work, presenting a step-by-step advice to guide aspiring authors to a successful publication and focus not only on how to write well but also how to market and sell their work.