

**B.A. IV Year**  
**Discipline Specific Core**  
**BAM-C702**  
**Collection Management**

**Semester – VII**  
**Max. Marks – 60**  
**Time – 3 hours**

**Course Objectives**

Students will extend their abilities to:

- Learn basic concepts of objects collection techniques and ethics for museums.
- Understand the process of documentation and storage measures for museum collection.
- Inculcate their knowledge of exhibition types and policies

**Course Outcomes**

The students will able to:

**CO1** Focus on conceptual understanding of documentation and presentation of artifacts in the museum.

**CO2** Understand the method of collection and storage and its display in a scientific manner.

**CO3** Learn the various types of exhibitions and its theoretical aspects.

**Instructions:**

The question paper shall consist of two sections (Sec.-A and Sec.-B). Sec.-A shall contain 10 short answer type questions of six marks each. Student shall be required to attempt any five questions in 150 words. Sec.-B shall contain 8 long answer type questions of ten marks each and student shall be required to attempt any four questions. Questions shall be uniformly distributed from the entire syllabus. The previous year paper/model paper can be used as a guideline and the following syllabus should be strictly followed while setting the question paper.

**Course Contents:**

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**Unit-I**

**(16 Lect.)**

- (a) Methods of Collection: Purchase, Loan, Exchange, Donation, Gift, Bequest, Exploration, Excavation etc.
- (b) Policies and Ethics of Collection.

**Unit-II**

**(19 Lect.)**

- (a) Documentation: Meaning, Objectives and Techniques of Museum Documentation.
- (b) Manual and Digital Documentation Practices.

**Unit-III**

**(20 Lect.)**

- (a) Numbering System: Simple, Bipartite and Tripartite.
- (b) Types of Documents: Field book, Accession register, Sectional Register, Cataloguing, Index Card, Movement register.

**Unit-IV**

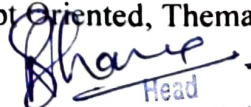
**(17 Lect.)**

- (a) Storage: Purposes and Methods.
- (b) Safety and security of Museum collection.

**Unit-V**

**(18 Lect.)**

- (a) Exhibition: Types (Permanent/Temporary/ Travelling), Policies, Ethics, Planning and Layout.
- (b) Types of Exhibitions: Object and Concept Oriented, Thematic, Contextual and Chronological.

  
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**References:**

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3. Barry, L & Maria Piacente, "Manual of Museum Exhibitions", AltaMira Press, U.S., 2014.
4. Dean, David. "Museum Exhibition: Theory and Practice", Routledge, London, 1996.
5. Devenish, David C. "Museum display labels: the philosophy and practice of preparing written labels and illustrations for use in museum displays", National Council of Science Museums, India, 1996.
6. Baxi, S. J. & Dwivedi, V.P. "Modern Museum", Abhinav Publications, Delhi, 1973.
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8. Burcaw, G.E. "Introduction to Museum Work", AltaMira Press, US., 1997 (3 rd Edition).
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10. Edson, Gary, "Museum Ethics", Routledge, London, 1997.
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