

Illinois Association of Museums

Lending Library

September 2008

Illinois Association of Museums (IAM) members will find a wealth of information in the organization's Lending Library, which is regularly supplemented with new materials. The collection contains books, tapes, and videos of interest to administrators of museums, societies, historic sites, and other not-for-profit agencies. Materials may be checked out for one month by contacting the Coordinator in the Springfield office. The only cost to the member is return postage. Below is a listing by category of the works available to our members.

ADMINISTRATION

ACCREDITATION

Accreditation: Self-Study Guide. AAM, 1988 (63 pages)

Self-study questionnaires for accreditation by AAM.

A Higher Standard: The Museum Accreditation

Handbook. AAM, 2005 (93 pages). Two booklets and a CD describe what's involved in getting accredited through AAM's Museum Assessment Program.

Museum Accreditation. AAM, 1990 (90 pages) A handbook for museums seeking accreditation from AAM.

ADVOCACY

A Blueprint for Lobbying. Susan West Montgomery, 2002 (20 pages) A basic manual on how to lobby at the national level: what the process is and what are the most effective tools.

Americas Museums: Building Community. Jason Hall, 1999 A communications kit for working with public policy makers at the local, state, and national levels.

How to Be Your Museum's Best Advocate. Jason Hall, 1994 (57 pages) A guide to legal lobbying efforts with sample letters and documents.

Lobbying and Advocacy Handbook for Nonprofit Organizations. Marcia Avner, 2002 (230 pages) A step-by-step workbook for planning and implementing an advocacy program.

The Nonprofit Lobbying Guide. Bob Smucker, 1991 (148 pages) A detailed guide to legal lobbying campaigns by nonprofits.

ETHICS

Code of Ethics for Museums. AAM, 1994 (16 pages) Current code of ethics for museums as adopted by the AAM.

Codes of Ethics and Practice of Interest to Museums. AAM Jackie Weisz, 2000 (311 pages) Sample codes of ethics for various museum associations and other nonprofits.

Museum Ethics. AAM, 1978 (31 pages) An earlier version of the code revised in 1994.

Writing a Museum Code of Ethics. AAM, 1992 (141 pages) Handbook for creating a professional code of ethics.

FACILITIES

Access to the Past. Alice P. Kenney, 1980 (131 pages) A guide to Section 504, making existing programs and facilities accessible to disabled persons.

Accessibility in Historic Buildings. IHPA, 1996 A compilation of publications on ADA and making historic buildings accessible to the handicapped.

The Accessible Museum. AAM, 1993 (184 pages)

Descriptions of model programs for the elderly and disabled in nineteen museums.

ADA: What it Means for Your Museum. David Woodhouse, 1992 (41 pages) Simplification of the guidelines and how they affect public buildings and historic structures.

Building for the Arts. Catherine R. Brown, 1984 (260 pages) A guidebook for the planning and design of cultural facilities.

Everyones Welcome. AAM, 1998 (151+ pages) A guide to accessibility in museum facilities and exhibits.

Impact of the ADA on Historic Structures. 1991 (16 pages) A guide to the impact of ADA on historic resources and a review of how several organizations have preserved the past while making it accessible to all.

Making Historic Properties Accessible. Thomas C. Jester Sharon C. Park, 1993 (14 pages) National Park Service procedures, guidelines, and solutions to accessibility.

Revised Standard Facility Report, 1998. Registrars' Comm-AAM, 1998 (30 pages) Revised template for report used when borrowing artifacts and/or for insurance purposes.

What Museum Guides Need to Know: Access for Blind and Visually Impaired. Gerda Groff and Laura Gardner, 1990 (55 pages) Guidelines for adapting tours in all kinds of museums to fit the needs of the blind and visually impaired.

GOVERNANCE

A Legal Primer on Managing Museum Collections. Marie C. Malaro, 1998 (506 pages) A guide to the legalities of all aspects of museum collection management.

A Nonprofit Organization Operating Manual. Arnold J. Olenick and Philip R. Olenick, 1991 (484 pages) Technical bulletin on the basics of starting a museum; sample documents included.

AAM Guidelines Concerning the Unlawful Appropriations. AAM, 1999 (5 pages) General principles and guidelines for dealing with illegally obtained items.

AASLH Board Orientation Organizer. Tom McKay, 1996 (8 pages) A three-ring binder to serve as board handbook. Each page outlines responsibilities of museum board members.

Best of the Board Café: Hands-on Solutions for Nonprofit Boards. Jan Masaoka, 2003 (214 pages) The best on hands-on solutions from the Board Café.

Board Member Manual. 1997 (68+ pages) A basic guide for non-profit board members.

The Board Members Book. Brian O'Connell, 1993 (208 pages) Advice and inspiration for nonprofit board members.

Board Passages: Three Key Stages in a Board's Life. Karl Mathiasen III, 1990 (20 pages) A guide to charting the evolution of a nonprofit board.

The Board Role in Strategic Planning. Kay Sprinkel Grace, 1996 (24 pages) The "Who, How, and Why" of strategic planning and instructions on bringing both staff and board into the process.

Boards that Make a Difference. John Carver, 1997 (241 pages) An updated guide to board governance through established policies.

Building Museum Boards. Barbara Booker and Daryl Fischer, 2001 (92 pages) Techniques to building strong museum boards.

The Chairs Role in Leading the Nonprofit Board. Ellen Cochran Hirzy, 1998 (16 pages) Outlines the qualities of a good board chair and the ten roles the chair should play.

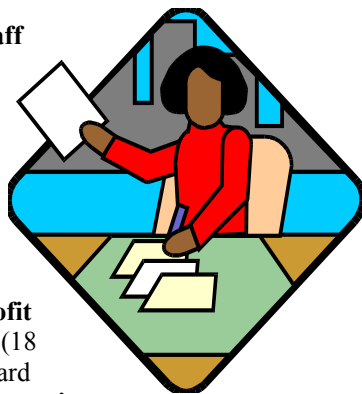
The Chief Executives Role in Development of the Non Profit Board. Nancy R. Axelrod, 1988 (16 pages) A detailed guide to an administrator's role in creating a smooth running board.

Creating Strong Board-Staff Partnerships. Kay

Simmons and Gary J. Stern, 1999 (20 pages) A discussion of the various models of board-staff relationships and practical tips on making the partnership work.

Evaluation and the Nonprofit Board. Peter Szanton, 1998 (18 pages) Assistance for the board wanting to evaluate their museum's purpose and how well that purpose is being met.

Foundations of Governance for Museums in Non-Museum Parent Organizations. Roxana Adams, 2002 Contains sample organizing and governing documents, organizational charts for museum governance, and management agreements for university government and other museums.



Foundations of Museum Governance for Private, Nonprofit Museums. Roxana Adams, 2002 Contains sample organizing and governing documents, organizational charts for museum governance, and management agreements for all sizes and types of private, nonprofit museums.

Guidebook for Directors of Nonprofit Corporations. George W. Overton, 1993 (117 pages) A handbook of responsibilities and duties of board members.

Handbook for Museum Trustees. Susan Skramstad and Harold Skramstad, 2003 (209 pages) Training and useful information for the museum trustee.

How To Help Your Board Govern More and Manage Less. Richard Chait, 1994 (14 pages) An excellent resource for museums with new directors to help the board withdraw from managing the museum and move on to its new role as director of policy.

Museum Governance: Mission Ethics Policy. Marie Malaro, 1994 (183 pages) Malaro's personal point of view on the nature of nonprofit governance, ethics, and museum board practices.

Museum Guide to Copyright and Trademark. Michael Shapiro and Brett Miller, 1999 (226 pages) A detailed guide to intellectual property issues in museums including Internet issues.

Museum Law. Marilyn E. Phelan, 1994 (391 pages) A guide for officers, directors, and legal counsel of museums.

Museum Trusteeship. Alan D. Ullberg and Patricia Ullberg, 1981 (123 pages) A guide to establishing and structuring a board of trustees.

National Needs Assessment of Small, Emerging Minority and Rural Museums in the United States. IMLS, 1992 (36+ pages) A report to Congress.

Nonprofit Boards Guide to Bylaws. Kim Arthur Zeitlin and Susan E. Dorn, 1996 (25 pages) Simple guide to creating and using bylaws in a not-for-profit organization.

Nonprofit Boards that Work. Maureen Robison, 2001 (163 pages) Book discusses characteristics of boards that are effective and gives insight on creating such a board.

Of Mutual Respect & Other Things. Helmuth J. Naumer, 1988 (68 pages) Essays on trusteeship and board relationships.

Role of the Board Chairperson. Eugene C. Dorsey, 1992 (20 pages) Basic principles of effective board leadership with evaluation suggestions.

Six Keys to Recruit, Orient, and Involve Non-Profit Board Members. Judith G. Nelson, 1991 (58 pages) A handbook for boards and nominating committees to guide board creation process.

Ten Basic Responsibilities of Nonprofit Boards. Richard T. Ingram, 1988 (22 pages) Succinct answers to "What does a board member do?"

To Go Forward, Retreat! Sandra R. Hughes, 1999 (36 pages) A basic guide to developing effective board retreats.

The Troublesome Board Member. Mark Bailey, 1996 (25 pages) Suggested methods for dealing with a problem board member and for making repairs.

INSURANCE

Covering for Your Assets: Facilities and Risk Management in Museums. AAM, Elizabeth Merritt, 2005 (203 pages)

Insurance and Risk Management for Museums and Historical Societies. Gallery Assoc. of NY, 1985 (95 pages) A series of essays on insurance and risk management.

Nonprofit Board's Role in Risk Management. Charles Tremper and George Babcock, 1990 (20 pages) Outlines development of a total risk management program.

ORGANIZATION

Basic Museum Management. George MacBeath and S. James Gooding, 1969 (80 pages) A manual for getting started correctly.

Benchmarking for Nonprofits: How to Measure, Manage, and Improve Performance. Jason Saul, 2004 (96 pages) An essential companion for anyone trying to thrive in today's nonprofit sector. Offers nonprofits a critical instrument for communicating and learning from shared experiences. Learn how to measure your organization against others to encourage innovation, decrease costs, raise money, inspire your staff, and sharpen your mission.

Collective Vision: Starting and Sustaining a Children's Museum. Mary Maher, ED., 1997 (321 pages) Everything you ever wanted to know about creating and maintaining a children's museum.

Complete Guide to Foodservice in Cultural Institutions. Arthur M. Manask and Mitchell Schechter, 2002 (237 pages) Guidelines for going into the food business at the museum.

Crafting Effective Mission & Vision Statements. Emil Angelica, 2001 (67 pages) A workbook for boards to help define the mission of the institution and the vision that will allow the board to implement the mission.

Enhancing Your Organization's Membership: Implementing Strategies That Get Results. Wm. Mott, 2003 (40 pages) Covers several ideas for membership growth including retention.

Guidelines for the Operation of Community Museums. Museum Assoc of Newfoundland & Labrador, 1993 (149 pages) The process for starting a new community museum.

Handbook for Small Science Centers. Cynthia C. Yao Ed. et al, 2006 (310 pages) A great manual for developing a science center of any size or content. The contributors tell not only their own success stories, but also what went wrong, why, and how they fixed it.

Historic House Museums. S. Butcher-Younghans, 1993 (269 pages) A practical handbook for the care, preservation, and management of historic house museums.

How to Form a Nonprofit Corporation. Anthony Mancuso, 1994 (300+ pages) Handbook on procedures for incorporation, filing for 501(c)(3) status, etc.; computer disk included.

Manager's Guide. Museum Store Assoc., 1992 (143 pages) Step-by-step guide for running a museum store.

Manual of Museum Management. Gail Dexter Lord and Barry Lord, 1997 (261 pages) A guide to the objectives, structure and methods of sound museum management.

Membership Development. Catherine A. Horsey, 1992 (15 pages) A basic guide to membership development and retention.

Museum Administration: An Introduction. Hugh H. Genoways and Lynne Ireland, 2003 (403 pages) This book takes the mystery out of museum administration while offering common sense and good guidance. The authors cover everything from budgets and strategic planning to human resources and facilities management to collections and programming.

Museum Handbook: Part I. National Park Service, 1990 (860 pages) Guide for organizing a museum.

Museum Mission Statements: Building a Distinct Identity. Gail Anderson and Roxana Adams, 1998 (137 pages) Guidelines and case studies for developing active and useable mission statements.

Museum Shop Workbook. Mary Virtue and Jane Delgado, (28 pages) Step-by-step guide to setting up shop.

Museum Store Management. Mary Miley Theobald, 2000 (265 pages) Provides advice and tools to develop initial store conceptualization and to improve profitability.

Nonprofit Drucker, Vol. 3: Performance and Results. Drucker, Peter, 1989 (pages) Cassette Tapes.

Nonprofit Mergers Workbook. David La Piana, 2000 (232 pages) A step-by-step guide for considering, negotiating, and executing a merger between nonprofit agencies.

Organizing Your Museum: The Essentials. AAM, 1988 (180 pages) Technical bulletin on the basics of starting a museum; sample documents included.

The Policy Sampler: A Resource for Nonprofit Boards. Kathleen Fletcher, 2000 (52 pages) A compendium of sample financial, ethics, personnel, and public relations policies plus board related job descriptions.

A Primer for Local Historical Societies. Laurence R. Pizer, (132 pages) A practical guide for groups on organizing, financing, publishing, etc.

Recommended Practices for Railway Museums. AMM, 1997 (24 pages) A self-help guide for the institutional growth and development of railway museums.

Starting Right: A Basic Guide to Museum Plan. Gerald George and Cindy Sherrell-Leo, 1986 (159 pages) A basic guide to initial museum planning.

Strategic Planning for Public and Nonprofit Organizations: A Guide to Strengthening & Sustaining Organizational Achievement. John M. Bryson, 2004 (430 pages) Features the strategy change cycle—a proven planning process used by a large number of organizations and offers detailed guidance on implementing the planning process and includes specific tools and techniques to make the process work in any organization.

Strategic Planning Workbook for Nonprofit Organizations. Bryan W. Barry, 2003 (130 pages) Simply an outstanding resource. Practical and straightforward, with excellent worksheets and guidance that enable any nonprofit leader to prepare a useful strategic plan.

The Successful Volunteer Organization. Joan Flanagan, 1981 (376 pages) A guide to establishing and structuring nonprofit, charitable, grass roots, and community groups.

PERSONNEL

Developing Staff Resources for Managing Collection. Paisley Cato and R. Robert Waller, 1996 (71 pages) A framework created by the Canadian Museum of Nature and the Virginia Museum of Natural History for developing staff resources in the field of collection management.

Effective Management of Volunteer Programs. Marlene Wilson, 1976 (197 pages) A guide to recruitment, training, programming, evaluation, and acknowledgment of volunteers.

Finding and Retaining Your Next Chief Executive. Thomas N. Gilmore, 1993 (19 pages) Outline of key stages in leadership transition and the board's role.

A Guide to Managing Successful Volunteer Programs. Illinois Commission on Volunteerism and Community

Service, (50 pages) A concise guide with sample forms and a bibliography.

Hiring the Chief Executive. Sheila Albert, 1993 (28 pages) A practical guide to the search and selection process.

Investing in Volunteers: Guide to Effective Volunteer Management. Esther Hall, 1995 (20 pages) A how-to manual for designing and managing a successful volunteer program.

Leadership and Management of Volunteer Programs. James C. Fisher Kathleen M. Cole, 1993 (208 pages) A guide for volunteer administrators.

Leadership Skills: Developing Volunteers for Organizational Success. Emily Morrison, 1994 (223 pages) A handbook for volunteers and their leaders.

Model Museum Director Employment Contract. Millicent Gaudieri, 1996 (39 pages) A model contract for new directors of any type of museum.

Museum Job Descriptions and Organizational Charts. Mary Lister, 1999 (400 pages) Sample job descriptions for various museum positions and sample charts to show flow of authority.

Nonprofit Drucker, Vol. 1: Mission and Leadership. Peter Drucker, 1989 Cassette tapes.

Nonprofit Drucker, Vol. 4: People and Relationships. Peter Drucker, 1989 Cassette tapes.

Nonprofit Drucker, Vol. 5: Managing and Developing Yourself. Peter Drucker, 1989 Cassette Tapes.

The Nonprofit Membership Toolkit. Ellis Robinson, 2003 (291 pages) A toolkit for creating, managing, and sustaining a dynamic membership program.

Standards and Guidelines for Museum Internships. New England Museum Association, 1993 (101 pages) A guidebook for museums seeking to introduce or upgrade internship programs.

Starting with Staff: A Guide for the Nonprofit Board. Christine Graham, (28 pages) Assistance for the board seeking their first staff person to define duties, complete the hiring process, and navigate the transition.

Succession: Arts Leadership for the 21st Century. Illinois Arts Alliance Foundation, 2003 (130 pages)

Volunteer. LaSalle County Historical Society, 1997 (15 pages) A sample volunteer checklist.

Volunteer Program instration. Joan Kuyper, 1993 (147 pages) A manual for museum volunteer programs.

PUBLIC RELATIONS

A Museums & Community Toolkit.

AAM, 2002 (87 pages) Guidelines and tools for engaging in dialogue between museums and representatives of other community organizations.

Festivals, Special Events, and Tourism.

Donald Getz, 1991 (374 pages) Guidelines and tools for engaging in dialogue between museums and representatives of other community organizations.

From Visitors to Volunteers: Organizing a Historic House Tour. 1991 (20 pages) A step-by-step guide to organizing a successful tour.



Getting Started: How to Succeed in Heritage Tours. National Trust, 1999 (44 pages) Outlines the basic principles of heritage tourism.

Going Public: Community Program and Project Ideas. Cynthia Robinson and Gretchen Sorin, 1999 (70 pages) A series of case studies of historical groups actively involved in their communities.

Heritage Tourism: Partnerships and Possibilities. 1994 (12 pages) An update on recent developments and suggestions for collaboration.

Impress the Press: News Media Relations. David Blanchette, 1997 (88 pages) A down-to-earth guide to developing good press relations.

Keeping Members. Arlene Farber Sirkin and Michael P. McDermott, 1995 (126 pages) A how-to manual for membership retention.

Marketing & Public Relations Handbook for Museums, Galleries, and Heritage Attractions. Sue Runyard and Ylva French, 1999 (290 pages) The book explains the principles of marketing and public relations and provides practical hands-on advice.

Marketing For Parks, Recreation, and Leisure. Ellen L. O'Sullivan, 1991 (271 pages) A guide to marketing in the parks and recreation field.

Marketing Workbook for Nonprofit Organizations. Gary J. Stern, 1990 (132 pages) Instructions, studies and step-by-step worksheets through each stage of the marketing process.

Mastering Civic Engagement: A Challenge to Museums. AAM, 2002 (108 pages) A series of essays on the role of museums in forging community bonds.

Museum Branding: How To Create and Maintain Image, Loyalty, and Support. Margot A. Wallace, 2006 (193 pages) This book offers clear, practical advice on how to brand a museum department-by-department and step-by-step. By highlighting case studies from museums of every type and size, the author emphasizes that brains, not budget, create a successful branding efforts.

Museum Public Relations. G. Donald Adams, 1983 (237 pages) A handbook on media relations and meeting the public.

Museum Visitor Services Manual. Roxana Adams, Series Editor, 2001 (114 pages) A manual for organizing, training, and evaluating visitor services programs.

Museums in the Life of a City: Strategies for Community Partnerships. AAM, 1995 (47 pages) Case study of the long-term collaboration among Philadelphia's museum.

Partners in Tourism: Culture and Commerce. Donald Garfield, 1997 (34 pages) A guide to promoting dialog between museums, sites, and tourism personnel.

Preserving Our Past; Building Our Future. National Trust, 1999 (10 minute video) Good visual introduction to heritage tourism.

Site Analysis for Tourism Potential. Linn Keller, 1990 (6 pages) Questionnaire to test tourism potential of a given site.

Tourism Product Development Workbook: Oregon. Oregon Tourism Commission, (85 pages) A step-by-step guide for developing tourism potential.

Tourism USA. University of Missouri, 1986 (227 pages) Guidelines for tourism development.

REFERENCE

A Primer to Endangered Species Law. Office of the Registrar, 1992 (44 pages) Instructions for obtaining federal permits for specimens protected by endangered species laws.
How to...Work with NAGPRA. Janice Klein, 1995 (4 pages) Brief guide to complying with the national legislation.
Museum Forms Book. Texas Association of Museums, 1999 (459 pages) Sample forms for every museum action.
Native Americans and Archaeologists. Nina Swidler Kurt Dongoske, 1997 (289 pages) A series of essays on Native American issues such as repatriation, land use, and reburial.
Robert's Rules of Order. Henry M. Robert, 1981 (594 pages) The standard source on conducting meetings.

SECURITY

Museum Security and Protection. ICOM, David Liston, Ed., 2004 (319 pages) Security issues for museums.

COLLECTIONS

ARCHIVES

Archival Materials in the History Museum. Paul Eisloeffel and Lisa Gavin, 1992 (8 pages) The standard source on conducting a meeting.
Archives & Manuscripts: Administration of Photographic Collections. Mary L. Ritzenthaler and Gerald J. Munoff, 1984 (173 pages) A manual for all aspects of managing historical photographic collections, from appraisal and accessioning through research use and exhibition.
Arranging and Describing Archives and Manuscripts. Fredric M. Miller, 1990 (131 pages) A guide to arranging archival material and developing descriptive tools to allow easy access to the material.
Museum Archives: An Introduction. William A. Deiss, 1984 (37 pages) A manual for starting an archives; includes sample documents.
Organizing Archival Records. David W. Carmichael, 1993 (53 pages) A simple organizational method for small museum archives.
Selecting and Appraising Archives and Manuscripts. F. Gerald Ham, 1993 (106 pages) How to choose documents and manuscripts for preservation in an archives.



CONSERVATION

Dry Methods of Surface Cleaning Paper. Janet Cowan Sherry Guild, 2001 (11 pages)
Preserving Textiles: A Guide for the Nonspecialist. Harold F. Mailand and Dorothy Stites Alig, 1999 (92 pages)
Saving the Twentieth Century: The Conservation of Modern Materials. David W. Gratton, Ed., 1993 (439 pages) Papers and essays on preserving contemporary materials such as plywood, plastic, rubber, and synthetic textiles.

POLICY

Current Thoughts on Collections Policy. Daniel R. Porter III, 1985 (12 pages) Guidelines for producing the essential document for inistering collections.

A Deaccession Reader. Stephen Weil, 1997 (257 pages) A collection of essays and case studies exploring the issue of deaccessioning.

Developing a Collections Management Manual. Daniel R. Porter III, 1986 (20 pages) Guidelines for producing a collections manual for implementing the collections policy.

How to...Develop a Collections Management Policy. Mary Turner, 1993 (6 pages) Guidelines for developing a professional policy.

Manual of Curatorship. John M.A. Thompson, 1984 (553 pages) A guide to good museum practice.

Things Great and Small: Collections Management Policies. John E. Simmons, 2006 (208 pages). This is the first book to offer comprehensive advice on how to write a collections management policy for any type of museum. The author analyzes the issues that a collections management policy should address and reviews the pros and cons of choosing one policy over another.

REGISTRATION

Cataloging from Scratch. Caroline M. Stuckert, 1991 (93 pages) A manual for cataloging undocumented collections in small museums.

Computerizing Your Collections Records. Jan S. Ballard, et al, 2001 (8 pages) Basic guide to the first steps of computerization of records.

Describer's Dictionary. David Grambs, 1993 (412 pages) Better than a thesaurus, this treasury of terms and literary quotations will provide the perfect descriptor for every object in the collection.

Museum Collections Registration and Documentation. Steve Draper and Karen Eberhart, 1993 (14 + pages) Sample forms for collections management.

Museum Registration Methods. AAM, 1979 (437 pages) Basic registration manual with sample documents.

The New Museum Registration Methods. Rebecca A. Buck and Jean Allman Gilmore, 1998 (427 pages) Revised version of the 1979 museum standard.

Registration Methods for the Small Museum. Daniel B. Reibel, 1978 (160 pages) A simple and concise guide for small museums.

The Revised Nomenclature for Museum Cataloging. James R. Blackaby, 1988 (520 pages) A revised and expanded version of Chenhall's system for classifying man-made objects.

CONSERVATION

ARCHIVES

Book Repair Manual. Robert J. Milevski, 1995 (36 pages) A basic repair manual published by the Illinois Library Association.

How to...Preserve Scrapbooks and Albums. Zucker, Barbara, 1993 (4 pages) Guidelines and description of options.

Preservation of Library and Archival Materials. Sherelyn Ogden, 1994 (pages) Complete guide to protection and care of materials on paper.

Preserving Archives and Manuscripts. Mary L. Ritzenthaler, 1993 (224 pages) Basic guide to care and preservation of archival materials.

So, You Want to Preserve History? Christine Young, 1985 (32 pages) A workbook on paper care and conservation.

ART

Care of Paintings. Caroline Keck, 1965 (136 pages) Guide to the care of paintings.

The Care of Prints and Drawings. Margaret H. Ellis, 1995 (253 pages) A how-to guide for the preservation and conservation of works of art on paper.

Curatorial Care of Works of Art on Paper. Anne F. Clapp, 1974 (107 pages) Guide to the care, handling, and storage of art on paper.

CERAMICS AND GLASS

Repairing Pottery and Porcelain: A Practical Guide.

Lesley Acton and Paul McAuley, 1996 (112 pages) A well-illustrated guide to simple repairs.

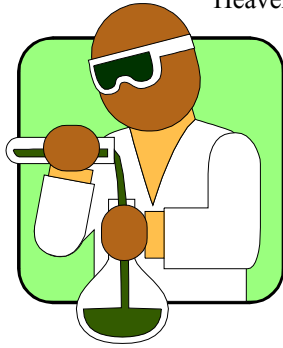
COLLECTIONS

Caring for Collections: Strategies for Conservation, Maintenance and Documentation. AAM, 1984 (44 pages) A concise distillation of the conclusions and insights of presenters from the AAM colloquium on collections.

Curatorial Care: The Environment. AASLH, (Slide show and supplemental booklet)

National Trust Collections Cleaning Manual. Melissa Heaver, 2000 (30 pages) Simple housekeeping manual for historic houses and general collections.

Saving the Twentieth Century: Conservation Of Modern Materials. David W. Grattan, 1993 (440 pages) Papers and essays on preserving contemporary materials such as plywood, plastic, rubber, and synthetic textiles.



Winterthur Guide to Caring for

Your Collection. Onie Rollins, Ed., 2000 (154 pages) A layman's guide to collection conservation.

FURNITURE

Furniture Care and Conservation. Robert F. McGiffin, 1992 (235 pages) Complete guide to care including housekeeping, repair, moving and storage, and pest control for furniture.

Keeping It All Together: Preservation and Care of Historic Furniture. Marc A. Williams, 1988 (64 pages) A well-illustrated guide to the preservation and care of historic furniture.

NATURAL HISTORY

Care & Conservation of Natural History Collections.

David Carter and Annette K. Walker, 1999 (226 pages) A general instruction manual on the preservation, conservation and storage of both flora and fauna collections.

PEST CONTROL

Heritage Eaters: Insects & Fungi in Heritage Collections. Mary-Lou Florian, 1997 (164 pages) Well-illustrated guide to pests in museums and solutions for their control.

Holistic Approach to Museum Pest Management. Sherry Butcher-Young and Gretchen E. Anderson, 1990 (8 pages) Guide to non-toxic and preventative pest control.

PHOTOGRAPHS

Archival Storage of Photographic Materials. Gaylord Preservation Pathfinder #3, 1994 (20 pages) Preservation technical bulletin on storage materials for photographs.

Care and Identification of 19th Century Photographic Prints. James M. Reilly, 1986 (116 pages) A history of the photographic process with identification and preservation guide.

Care of Photographs. Seigfried Rempel, 1987 (184 pages) Complete guide to the care, preservation, and handling of all types of photographs.

Collection, Use, and Care of Historical Photographs. Robert Weinstein and Larry Booth, 1977 (224 pages) Guide to understanding historical photos, using them in research, and preserving them for the future.

Conservation of Photographs. Eastman Kodak Co., 1985 (156 pages) Covers collection management, early processes, proper storage, display, reproduction, and restoration of photographs.

The Permanence & Care of Color Photographs. Henry Wilhelm, 1993 (744 pages) Everything you ever wanted to know about photographs, how each type will deteriorate and recommendations for preservation.

TEXTILES

Directory of Hand Stitches Used in Textile Conservation. Martha Winslow Grimm, 1995 (49 pages) A textbook of stitches for various types of textile conservation.

The Textile Conservator Manual. Sheila Landi, 1998 (340 pages) An in-depth review of the current practices, ethics and materials used in textile conservation with a concentration on the decorative arts.

EDUCATION

ADULT

Excellence and Equity. AAM, 1992 (27 pages) A report on the need for museums to expand their educational programs especially in the area of cultural diversity.

History Outreach: Programs for Museums, Historical Organizations, and Academic Departments. J.D. Britton and Diane Britton, 1994 (206 pages) A collection of case studies of outreach programs in museums.

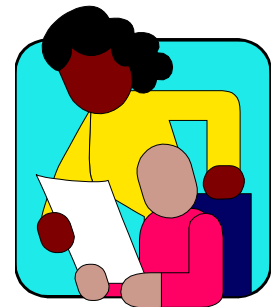
How to Develop Effective Teacher Workshops. Peter S. O'Connell, 1987 (16 pages) Suggestions for workshops to create school-museum collaborations.

Learning in Museums. AAM, 1995 A compendium of readings and sample evaluation tools for studying learning in the museum environment.

Learning in the Museum. George E. Hein, 1998 (203 pages)

Paying Attention: Visitors and Museum Exhibitions. Bererly Serrell, 1998 (105+ pages) Examines the fundamentals of a museum visit: the amount of time spent and the number of stops made by visitors to exhibits.

Practical Evaluation Guide. Judy Diamond, 1999 (192 pages) A guide to developing evaluation tools for museum



exhibits, educational programs and other informal learning situations.

Telling the Truth About History. Joyce Appleby, Lynn Hunt, and Margaret Jacob, 1994 (322 pages) A discussion of the various approaches to history and historic research and writing.

Which Road to the Past: Two Views of History. Robert Wm Fogel and G. R. Elton, 1983 (136 pages) Written debate on the value of “scientific” history versus traditional historical methods.

CHILDREN

Alternative Assessment in the Social Sciences. Lawrence W. McBride and Frederick D. Drake, 1996 (156 pages) Alternative activities and testing tools to be used in the social sciences.

Arts Education & School Improvement Resources for Local and State Leaders. US Dept. of Education, 1997 (24 pages) A compendium of profiles of federal programs to support arts education.

Building Museum & School Partnerships. Beverly Sheppard, 1993 (101 + pages) A collection of essays and case studies on successful school/museum collaborations.

Collecting Their Thoughts. Thomas Lowderbaugh, 1994 (64 pages) Offers practical ways for teachers to use museums—artworks, artifacts, collections, etc.—as a basis for student writing.

Community Solar System Teacher/Parent Guide. Lakeview Museum of the Arts & Sciences, Diane Brown and Heather Hoffmann, 1992 (40 pages)

Heritage Education: An Introduction for Teachers, Group Leaders, and Program Planners. Kerri Rubman, Preservation Information Series, 1998 (24 pages) A series of case studies of quality heritage education with extensive resource list.

Heritage Education: Community-School Partnerships. 1993 (20 pages) Samples of heritage education programs.

History Handbook for Student Research Projects. Gerald A. Danzer, 1991 (80 pages) A reference tool for high school students doing research or History Fair projects.

How to...Develop Effective Educational Programs. IAM, 1994 (4 pages) Adaptive educational programs from three museums.

My Chicago: After School Activity Guide for Ages 6-12. Chicago Historical Society, (86 pages)

Save Our History: Educator's Manual. The History Channel, 2004 (45 pages) Educator's manual for ages 7 and up.

Teach the Mind, Touch the Spirit. Helen Voris, 1986 (80 pages) A guide to developing curriculum-based school field trips.

True Needs, True Partners: Museums & Schools. Ellen Cochran Hirzy, 1996 (80 pages) Case studies of successful programs to come out of IMLSs Museum Leadership Initiatives program.

REFERENCE

Current Trends in Audience Research and Evaluation, Vol 17. AAM Committee on Audience Research & Evaluation,

2004 (73 pages) Contributed papers from various sessions at the 2004 AAM meeting.

Museum Educator's Handbook. Graeme K. Talboys, 2005 (184 pages). An informative and practical book worth having on any museum shelf. A realistic guide to setting up and running education services in all types of museums, even the smallest. Assesses funding, curriculum needs, and educational policy.

Museums: Places of Learning. George E. Hein and Mary Alexander, 1998 (56 pages) Basic guide to visitor research and educational theory in museums.

EXHIBITS

DESIGN

Designing and Building History Expo Exhibits. IHPA, 2001 (video) A demonstration of creating a well developed and executed History Expo exhibit.

Developing Museum Exhibitions for Lifelong Learning. Gail Durbin, 1996 (248 pages) Essays on theory, design, and evaluation of exhibits for a broad range of audiences.

Exhibiting Cultures: The Poetics and Politics of Museum Display. Ivan Karp and Steven D. Lavine, 1991 (468 pages) A collection of essays on cultural diversity and viewpoint in museum displays.

Exhibiting Your Community's Heritage. Tom McKay and Deborah Kmetz, 1985 (85 pages) A guide to producing various types of local history exhibits.

Exhibiting Your Community's Heritage. Tom McKay Debbie Kmetz, 1985 (85 pages—one manual and five VHS tapes) A guide to producing various types of local history exhibits.

Exhibition Planning and Management. Sara Dubberly, Ed., 1992 (112 pages) A collection of articles and presentations on exhibit planning from the National Association of Museum Exhibition.

Exhibits for the Small Museum. Arminta Neal, 1976 (169 pages) A basic handbook of exhibit philosophy, design, and construction.

Good Show!: A Practical Guide for Temporary Exhibits. Lothar P. Witteborg, 1981 (184 pages) A practical guide to designing and creating temporary exhibits.

Hands-On Exhibitions. Tim Caulton, 1998 (155 pages) An investigation into how museums might create and operate effective exhibits which achieve educational objectives through audience participation.

Help for the Small Museum. Neal, Arminta, 1987 (176 pages) A handbook of exhibit ideas and methods for small museums on small budgets.

The Manual of Museum Exhibitions. Barry Lord and Gail Dexter Lord, 2002 (544 pages) A textbook with case studies on the best exhibit design methods.

Planning a Traveling Exhibition. Vaughn L. Glasgow, 1986 (12 pages) Technical guide to the process of developing, shipping, and booking traveling exhibits.

Take to the Streets. Peggy Ruth Cole and Jennifer Cutting, 1995 (34 pages) Step-by-step guide to creating street-wise exhibits.

User Friendly: Hands-on Exhibits that Work. Jeff Kennedy, 1990 (77 pages) Guide to designing interactive exhibits.



EVALUATION

Introduction to Museum Evaluation. Minda Borun and Randi Korn, 1999 (94 pages) A series of essays and articles on simple evaluation techniques for exhibits and programs.

Perspectives on Outcome Based Evaluation for Libraries and Museums. IMLS, 2000 (24 pages) Two essays on making museums and libraries accountable for the money they spend and the good they do in their communities.

Try It! Improving Exhibits Through Formative Evaluation. Samuel Taylor, 1991 (117 pages) Suggested practices for evaluating audience response to exhibits, children's activities, labels, etc.

Visitor Surveys: A User Manual. Susan K. Nichols, 1990 (164 pages) Step-by-step approach to evaluation policies, procedures, and implementation.

LABELS

Doing It Right. Brooklyn Children's Museum, 1988 (70 pages) A workbook for improving exhibit labels.

Exhibit Labels: An Interpretive Approach. Bererly Serrell, 1996 (261 pages) Guidelines on the process of exhibit label planning, writing, design, and production.

Standards Manual for Signs and Labels. Metropolitan Museum of Art, 1995 (56 pages) Definitive standards for production of labels that can be read by all visitors, including the wheelchair-bound.

PROPERTIES

Costume Display Techniques. Karyn Jean Harris, 1977 (90 pages) An illustrated guide to creating mannequins to properly support vintage clothing.

Mount-Making for Museum Objects. Robert Barclay and Andre Bergeron, 1998 (57 pages) Basic instructions for mounting various museum objects with information about materials and examples.

Museum and Art Gallery Lighting: A Recommended Practice. Illuminating Engineering Society of North America, 1996 (91 pages) Industry accepted guidelines for illuminating artifacts and exhibits.

Museum Mannequins: A Guide to Creating the Perfect Fit. Margot Brunn and Joanne White, 2002 (159 pages)

Stuffed Shirt. Cincinnati Art Museum, Directions and pattern for creating soft, pliable mannequins.

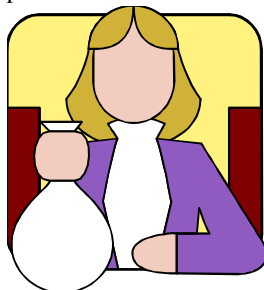
FINANCES

FUNDRAISING

Asking: A 59-Minute Guide to Everything Board Members, Volunteers, and Staff Must Know to Secure the Gift. Jerold Panas, 2005 (108 pages) A quick read with practical tools, role plays, scripts, and examples that will ensure volunteers are successful when they put on their fundraising hats.

Building Your Endowment. Edward Schumacher, 2003 (88 pages) A workbook for developing and organizing an endowment program.

Complete Book of Model Fund-Raising Letters. Roland Kuniholm, 1995 (378 pages) Sample letters and guidelines on fundraising.



Conducting a Successful Fundraising Program. Kent E. Dove, 2001 (961 pages) Everything you ever wanted to know about fund raising with sample documents too.

CPR for Nonprofits. Alvin H. Reiss, 2000 (218 pages) A guide to creative strategies for successful fundraising, marketing, communications and management.

Developing Your Case for Support. Tim Seiler, Ed., 2001 (172 pages) A workbook for identifying and synthesizing all the reasons your nonprofit is worthy of support.

Don't Just Applaud - Send Money! Alvin H. Reiss, 1995 (146 pages) More than one hundred new ideas proven successful in actual practice.

Fund Raising for Museums. Hedy A. Hartman, 1986 (530 pages) A development planning guide for museum staff and trustees.

Fundraising and the Nonprofit Board Member. Fisher Howe, 1988 (13 pages) Five principles of fund raising for nonprofits.

Fundraising Basics: A Complete Guide, 2nd Edition. Barbara L. Ciconte and Jeanne G. Jacob, 2005 (438 pages) Best selling book providing new and updated information that every beginning fundraiser or board member needs. Case studies and real-life examples provide practical guidance and an overview of the field while giving a platform from which to operate fundraising programs. This primer is a must-read for anyone entering the fundraising arena.

Fundraising for Non-Profits. P. Burke Keegan, 1990 (215 pages)

How to...Get Ready for Fund Raising. Michael Stephenson, 1996 (4 pages) Basic guide to the various types of fund raising for the small museum.

Keep the Money Coming. Christine Graham, 1992 (127 pages) Guide to fundraising planning.

Made Possible By: Succeeding with Sponsorship. Patricia Martin, 2004 (138 pages). This step-by-step guide to forming a winning corporate sponsorship alliance will help readers to secure sustainable corporate sponsorships that will provide financial stability, increase visibility, and help you to achieve your mission. This guide gives you information and tools to create winning proposals, negotiate contracts, report results, and build long-term equity.

Not-for-Profit Accounting Made Easy. Warren Ruppel, 2002 (248 pages). Text focuses on accounting fundamentals for those who run financial and accounting operations in the not-for-profit organizations but do not have a professional understanding of accounting principles and financial reporting. It explains complex accounting rules in terms nonaccountants can easily understand.

Online Fundraising Handbook: Making the Most of the Web and Email to Raise More Money. Groundspring, (90 pages). Guidelines for using the internet and email for fundraising.

Quest for Funds Revisted: Fund-Raising Starter Kit. National Trust for Historic Preservation, 1993 (32 pages) Handbook for fundraising in three sectors: foundations, corporations, and individuals.

Share Your Success: Fund-Raising Ideas. National Trust for Historic Preservation, 1993 (20 pages) A sampler of innovative fundraising events, products, and programs.

Speaking of Money. Kay Sprinkel Grace, 1996 (20 pages) Hugh Downs leads an examination of the board's role in the development process.

Successful Fundraising. Joan Flanagan, 1993 (305 pages) Proven techniques for gaining access to available funds, raising more money more quickly, and building a more productive organization.

Successful Fundraising Activities for Preservation Organizations. Kerri Rubman, Preservation Information Series, 1998 (28 pages) A series of case studies, tactics, and resources for preservation activities.

GRANTS

Fine Art of Federal Grantsmanship for Museums Nancy J. Parezo and Germaine Juneau, 1988 (135 pages) A guide to seeking federal funding.

Grant Writer's Start Up Kit. Successful Images Inc., 2000 (63 pages) A video and workbook specifically designed to help streamline grantwriting efforts and avoid common mistakes.

Guide to Proposal Writing. The Foundation Center, 1993 (191 pages) A hands-on guide to proposal writing.

How Foundations Work. Dennis P. McIlroy, 1998 (204 pages) Looks inside foundations, exploring the complex workings of the organizations that often determine success or failure for museums.

How To Grants Manual. David G. Bauer, 1999 (266 pages) Basic guide to accepted grant proposal techniques and forms for both government and private funding.

Proposal Planning and Writing. Lynn E. Miner and Jerry Griffith, 1993 (153 pages) Methods and techniques for writing successful grants.

Winning Grants Step by Step. Mim Carlson, 1995 (115 pages) A complete workbook for planning, developing, and writing successful proposals.

MANAGEMENT

Congressional and IRS Actions on Museum Tax Issues. Andy Finch, 1995 (88 pages) A guide to the Federal tax code for those who are not lawyers or legislators.

Financial Incentives for Rehabilitation of Historic Structures. IHPA, 1996 A compilation of materials on financial incentives in Illinois.

Financial Responsibilities of Nonprofit Boards. Andrew S. Lang, 1993 (32 pages) An overview of financial management for nonprofit board members.



Gifts of Property: A Guide for Donors and Museums. AAM and AAMD, 1986 (24 + pages) A clear and concise guide to a museum's responsibilities to its donors as defined by the IRS.

Managing for Profit in the Nonprofit World. Paul B. Firstenberg, 1986 (253 pages)

An overview of the business of managing tax-exempt, nonprofit organizations.

Museum Accounting Handbook. Wm. H. Daughtrey and Malvern J. Gross, Jr., 1978 (158 pages) Handbook of basic accounting for nonprofits.

Partnerships for Prosperity. Peggy Wireman, 1997 (144 pages) Assistance for museums seeking recognition as contributors to their community's economic development.

Planning to Succeed: Preparing a Business Plan for Your Nonprofit Organization. Vicki Gillette and Susan Christian, (18 pages) Guidelines for developing a business plan.

Salary & Benefits Survey, 1998/1999. NEMA, 1999 (63 pages)

Salary Survey of Museum Personnel - 2000. CAM, 2000 (107 pages)

Understanding Nonprofit Financial Statements. John Paul Dalsimer, 1994 (24 pages) Jargon-free explanations of basic financial concepts for nonprofit board members.

HISTORY

GENERAL

Clergy Dissent in the Old South, 1830-1865. Chesebrough, David B., 1996 (136 pages)

Finding the West: Explorations with Lewis & Clark. James P. Ronda, 2001 (138 pages) Documents not only the stories that Lewis and Clark offered about their "road across the continent," but also the large and important stories by and about the Native peoples whose trails they followed and whose lands they described in their journals.

Inside Lincoln's White House. John Hay, 1997 (394 pages) Complete and well-noted edition of Hay's biography.

Law Practice of Abraham Lincoln: Complete Documentary Edition. Lincoln Legals Paper Project and IHPA, 2000 (pages) Complete documentary edition of the law practice of A. Lincoln

Ordinary People and Everyday Life: Perspectives on the New Social History. James B. Gardner and George Rollie Adams, 1983 (215 pages) A collection of ten essays on history from the common person's perspective, not that of the dead, rich, white male's.

Personal Memoirs of John H. Brinton. John H. Brinton, 1996 (361 pages)

The Presence of the Past: Popular Uses of History in American Life. Roy Rosenzweig and David Thelen, 1998 (291 pages)

ILLINOIS

A Guide to the History of Illinois. John Hoffmann, 1991 (349 pages) A collection of bibliographic essays on periods of Illinois history and major issues that influenced that history; also includes a guide to research libraries in the state.

A Womans Story of Pioneer Illinois. Christiana H. Tillson, 1995 (170 pages) A reprint of an 1870 memoir of early settlement in Montgomery County, Illinois.

Army Life of an Illinois Soldier. Charles Wills, 1996 (383 pages) A reprint of a 1904 compilation of letters home and diaries written during the Civil War by a soldier from Canton, Illinois.

Bar None: 125 Years of Women Lawyers in Illinois. Gwen Hoerr McNamee, 1998 (74 + pages) Exhibit catalog with biographies of first 101 women to pass Illinois Bar.

Chicago and the Old Northwest: 1673-1835. Milo Milton Quaife, 2001 (480 pages)

The Complete Idiot's Guide to The Legacy of Lincoln. Pamela Oldham, 2005 (341 pages). Book reveals the impact of Lincoln's presidency on both the nation and the world. Reviews Lincoln's background and political beliefs; his administrations domestic policies beyond the Civil War; analysis of the Gettysburg Address, the Emancipation

Proclamation and other speeches; examines the death of Lincoln and how it impacted Reconstruction.

Edgar Lee Masters: A Biography. Herbert K. Russell, 2001 (462 pages)

The Eloquent President: A Portrait of Lincoln Through His Words. Ronald C. White, Jr., 2005 (448 pages). An engaging study of Lincoln's writings and speeches.

Frank Lloyd Wright. Ken Burns, 1998 (2hr 33 pages). Biographical video of Frank Lloyd Wright

From Courtroom to Classroom: The Lincoln Legal Papers Curriculum. Dennis E. Suttles and Daniel Stowell, 2002 (96 pages) An excellent educational resource on Illinois history during Lincoln's time.

Gender and the Politics of Welfare Reform. Joanne L. Goodwin, 1997 (284 pages) A study of the origins of welfare in the context of local Chicago politics.

Here I Have Lived: A History of Lincoln's Springfield. Paul M. Angle, 1971 (313 pages) A definitive history of Illinois' capitol city from 1821 to 1865.

Historic Illinois From the Air. David Buisseret, 1990 (232 pages) A history of Illinois using aerial photography, historic maps, and lithographs.

History from the Heart: Quilt Paths Across Illinois. E. Duane Elbert and Rachel Kamm Elbert, 1993 (242 pages) Social history of Illinois based on the findings of the Illinois Quilt Research Project.

Illinois African-American Resource Guide. Illinois State Library, 1999 (70 pages) A series of essays on African-American history in Illinois and a directory of sites and resources.

Illinois Antiquity: Discover Illinois Archaeology. IAAA, 2000 (24 pages) Special magazine issue devoted to archaeological sites across the state.

Illinois Jacquard Coverlets and Weavers. Nancy Glick and Katherine Molumby, 1999 (74 pages) An illustrated guide to Illinois weavers and the coverlets they produced.

Illinois Vignettes. John H. Keiser, 1977 (180 pages) A small volume on Illinois history.

Illinois: A Geographical Survey. Ronald E. Nelson, 1996 (344 pages) A geographical and cultural history of the state with extensive maps and diagrams.

In Tender Consideration: Women, Families, and the Law in Abraham Lincoln's Illinois. Daniel Stowell, 2002 (239 pages) Based on the research of the Lincoln Legal Papers, the essays explore the legal position of women in Illinois prior to the Civil War.

Lineage and Honors of the Illinois Militia and National Guard. Lt. Col. Mark R. DePue (Retired), 2004 (300 pages) A complete history of the Illinois citizen-soldier from 1818 to the present.

Mississippi River Panorama: Henry Lewis Great National Work. William J. Petersen, 1979 (136 pages) A history of Henry Lewis' great panorama of the Mississippi River painted in 1848 with comparison photos of the landscapes and cities today.

Mostly Good and Competent Men: Illinois Governors from 1818 to 1988. Robert P. Howard, 1988 (397 pages) Brief biographies and portraits of Illinois' first thirty-seven governors.

Prairie Albion. Charles Boewe, 1962 (317 pages)

Prehistory of Illinois. Alan S. Downer, 1983 (12 pages)

Recollections of the War of the Rebellion. Capt. H.W. Chester, 1996 (257 pages)

The Search for Brotherhood, Peace & Justice: Icaria. Lillian M. Snyder, 1996 (138 pages) A history of the Icarian community first in Europe, then in the United States with a focus on the community in Nauvoo.

The World's Columbian Exposition: The Chicago World's Fair, 1893. Norman Bolotine and Christine Laing, 2002 (166 pages) A visual tour of the glittering "white city" that was the Chicago World's Fair.

LOCAL

The Cahokia Atlas: A Historical Atlas of Cahokia Archaeology. Melvin Fowler, Studies in Archeology #6, 1989 (245 pages)

Cahokia: City of the Sun. Claudia Gellman Mink, 1992 (77 pages)

Encyclopedia of Local History. Carol Kammen and Norma Prendergast, 2000 (539 pages) A compendium of useful information, interesting scholarship, and other things relating to local history.

Exploring a Common Past. NPS, 1998 (51 pages) Guide to resources for researching the underground railroad.

Historical Images of Education. Lesley Nolin and Howard Swan, 1991 (82 pages)

Houses and Homes: Exploring their History. Barbara Howe and Delores Fleming, 1987 (168 pages) Research techniques and historical framework to compose a house history.

Local Businesses. K. Austin Kerr and Amos Loveday, 1990 (144 pages) A guide to investigating local business history.

Local History Notebook. Ohio Historical Society, Series of technical and informational bulletins of use to local historical societies and museums.

Local Schools: Exploring their History. Ronald E. Butchart, 1986 (124 pages) A guide for studying education within our communities.

Nearby History: Exploring the Past Around You. David E. Kyvig and Myron A. Marty, 1996 (300 pages) A guide to studying family, community, and local material culture.

On Doing Local History. Carol Kammen, 1995 (184 pages) **Perspectives in Vernacular Architecture.** Thomas Carter and Bernard L. Herman, 1988 (255 pages)

Places of Worship: Exploring their History. James P. Wind, 1990 (145 pages) Guide to exploring the history of buildings designed for worship and the communities of believers who use them.

Public Places: Exploring their History. Gerald A. Danzer, 1987 (135 pages) A guide to the study of public buildings and the role they play in the community.

The Pursuit of Local History. Carol Kammen, 1996 (240 pages) A collection of essays on the "why" and "how" of local history.

ORAL

Oral History for the Local Historical Society. Willa K. Baum, 1987 (68 pages) A practical guide for establishing an oral history program.

Oral History Manual. Barbara W. Sommer and Mary Kay Quinlan, 2002 (129 pages) A guide for oral historians that includes step-by-step instructions, checklists, full-size reproducible forms, sample documents and materials for any oral history project.

Oral History Project Guidelines. Minnesota Historical Society, 2001 (15 pages) A guide for conducting oral history projects including sample questions, forms, and guidelines for transcription.

Transcribing and Editing Oral History. Willa K. Baum, 1977 (127 pages) A step-by-step guide to the entire process from end of interview to care of tapes in archives.

Transcribing, Editing, and Processing Guidelines. Minnesota Historical Society, 2001 (15 pages) A step-by-step guide to the entire process from end of interview to care of tapes in archives.

Using Oral History in Museums. Barbara Allen Bogart, 1995 (8 pages) Guide to incorporating oral and video history into museum exhibits.

WOMEN

Her Past Around Us: Interpreting Sites for Women's History. Polly Welts Kaufman and Katharine T. Corbett, 2003 (261 pages) A guide to finding and presenting places that bring new visibility to women's lives and illuminates their goals. A collection of essays designed to be useful to teachers and historical societies searching their own communities for new sites significant to the history of women.

Illinois Women: 75 Years of the Right to Vote. Kathy Owen Sorensen and Mark Sorensen, 1996 (56 pages) Covers the history of the women's movement in Illinois.

The Life and Work of Eleanor Roosevelt. Sarah J. Purcell and Edward Purcell, 2002 (270 pages)

Restoring Women's History through Historic Preservation. Gail Dubrow and Jennifer Goodman, Ed., 2003 (451 pages) Addresses the role of women in historic preservation and in shaping and preserving the American experience.

INTERPRETATION

ARCHITECTURE

Building an American Identity. Linda E. Smeins, 1999 (335 pages) A study of American middle-class architecture, pattern book homes, and communities from 1870 to 1900.

Victorian House Colors - Exterior. AASLH, (Slide show and supplemental booklet)

The Houses That Sears Built: Everything You Ever Wanted To Know About Sears Catalog Homes. Rosemary Thornton, 2002 (119 pages) A compendium of information on catalog houses from Sears: how to identify them, reprints from Sears publications, and the history of Sears-built communities.

Identification of 19th Century Domestic Lighting. AASLH, (Slide show and supplemental booklet)

Identifying American Architecture. John Blumenson, 1995 (120 pages)

Landscapes and Gardens for Historic Buildings. Rudy J. Favretti and Joy Putman Favretti, 1978 (202 pages)

Residential Architectural Styles in Illinois. IHPA, 1999 (30 minute video) A brief overview of the history of residential architecture in Illinois.

Victorian House: Identification and Conservation. AASLH, (Slide show and supplemental booklet)



Wallpaper and the Historic House. AASLH, (Slide show and supplemental booklet)

DECORATIVE ARTS

American Country Furniture, 1780-1875. Ralph Kovel and Terry Kovel, 1965 (244 pages)

Culture & Comfort: People, Parlors, and Upholstery. Katherine C. Grier, 1988 (338 pages) An overview of people, parlors, and upholstery from 1850 to 1930.

Curatorial Care: Furniture. AASLH, (Slide show and supplemental booklet)

Decorative Arts and Household Furnishings in America, 1650-1920. Kenneth L. Ames and Gerald W. R. Ward, 1989 (392 pages) Guide to American decorative arts and furnishings from 1650-1920. Includes annotated bibliography.

Early American Decorative Arts: 1620-1860. Rosemary Krill and Troy Eversmann, Pauline K., 2001 (299 pages) A basic guide to interpreting historic interiors and their furnishings.

Field Guide to American Antique Furniture. Joseph T. Butler, 1985 (399 pages)

Field Guide to American Victorian Furniture. Thomas H. Ormsbee, 1952 (428 pages) A unique visual system for identifying the style of most American antique furniture.

Floor Coverings for Historic Buildings. Helene VonRosenstiel and Gail Caskey Winkler, 1988 (283 pages) A guide to selecting reproduction rugs, carpets, and flooring for historic buildings.

Furniture Treasury, Vol. I & II. Wallace Nutting, 1977 Over 5,000 illustrations of historic American furniture.

Gaslighting in America: A Guide for Historic Preservation. Denys Peter Myers, 1978 (279 pages)

Glass Paperweights. Geraldine Casper, 1991 (119 pages)

Grand Rapids Furniture: The Story of America's Furniture City. Christian G. Carron, 1998 (244 pages) History of Grand Rapids, Michigan, once crowned the "Paris of Furniture Design." Over 200 photos illustrate the story which begins in the 1830s with the region's cabinet makers, and covers designs from Victorian and Modern through Reform and Revival to the high-tech office furniture of the late 20th century.

Identifying American Furniture - 1st edition. Milo M. Naeve, 1981 (93 pages) An efficient reference to furniture styles in America.

Identifying American Furniture - 2nd edition. Milo M. Naeve, 1998 (108 pages) An efficient reference to furniture styles in America.

Interiors Handbook for Historic Buildings, Vol 1. Charles Fisher and Michael Auer, 1988 (396 + pages) A restoration guide for historic interiors.

Interiors Handbook for Historic Buildings, Vol 2. Michael Auer and Charles Fisher, 1993 (432 + pages) A restoration guide for historic interiors.

Kovel New Dictionary of Marks: Pottery & Porcelain 1850-Present. Ralph & Terry Kovel, 1986 (290 pages) Alphabetized, indexed, and illustrated dictionary for identifying porcelain and ceramics from US and European potteries.

Lighting for Historic Buildings. Roger W. Moss, 1988 (191 pages) A guide to selecting reproduction lighting for historic buildings.

Materials and Techniques in the Decorative Arts. Lucy Trench, Ed., 2000 (572 pages) With more than 1000 entries from Abalone to Zwischengoldglas, this volume answers all of the "What is it?" questions in the decorative arts.

Montgomery Ward & Co. 1895 Catalogue and Buyer's Guide. Emmet, Boris, Ed., 1969 (624 pages)

Old Collections, New Audiences. Donna Braden, Ed., 2000 (121 pages) A series of symposium papers on making decorative arts exhibits and historic interiors appealing to today's visitors.

The Tasteful Interlude. William Seale, 1988 (284 pages) A collection of period photos illustrating decorative arts of the period.

Upholstery in America & Europe from the 17th century to WWI. Edward S. Cooke et al, 1987 (273 pages)

The Victorian Catalogue of Household Goods. 1991 (328 pages) A compendium of more than 5000 items used in the typical Victorian home.

Wallpapers for Historic Buildings. Richard C. Nylander, 1992 (263 pages) A guide to selecting reproduction wallpapers for historic buildings.

REFERENCE

An Annotated Bibliography for the Development & Operation of Historic Sites. AAM, 1982 (48 pages)

History from Things. Steven Lubar W. David Kingery, 1993 (300 pages) A collection of essays that discuss the use of artifacts and material culture in understanding the past.

Illinois Lincoln Highway - Interpretive Master Plan. Schmeekly Reserve Interpreters, 2004 (168 pages)

Interpretation of Cultural and Natural Resources. Douglas M. Knudson Cable, Ted & Beck, Larry, 1995 (509 pages) Book highlights the principles, philosophies, and practices that are the essence of the rapidly growing profession of interpretation. It is written for both aspiring and working professionals and volunteers.

A Living History Reader: Museums. Jay Anderson, 1991 (231 pages) A collection of articles about living history written by museum interpreters and enthusiasts.

SCIENCE

The Exploritorium: the Museum as Laboratory. Hilde Hein, 1990 (256 pages) An account of the development and impact of the first interactive museum.

TEXTILES AND COSTUME

After a Fashion: How to Reproduce, Restore & Wear. Frances Grimble, 1993 (337 pages) Dressmaker's guide to reproducing period clothing.

Beds, Bedding, and Bed Hangings. AASLH, (pages)

Clothing Guidelines for the Civil War Era. Burgess, Janet, 1985 (42 pages)

Early American Dress: The Colonial and Revolutionary Periods. Edward Warwick; Henry Pitz; Alexander Wyckoff, 1965 (428 pages) A guide to dress and fashion.

Fabrics for Historic Buildings. Jane C. Nylander, 1990 (303 pages) A guide to selecting reproduction fabrics for historic buildings.

How to...Date Women's Clothing. Susannah Worth, 1993 (8 pages) Illustrated guide to dating 19th and early 20th century clothing.

Illinois Amish Quilts: Sharing Threads of Tradition.

Janice Wass, 2004 (173 pages). In-depth documentation of Illinois Amish quilt styles, patterns and designs as well as a history of quilt making among the Amish.

Period Clothing for Lincoln's New Salem State Park. Hope A. Wright, 2000 (68 pages) Designs, patterns, styles, and fabrics for men's and women's clothing of the 1830s.

Reading A Building - AV1. AASLH, (Slide show and supplemental booklet)

Textile Tools of Colonial Homes. Marion Channing, 1969 (64 pages) Illustrations of tools used for the creation of textiles.

Victorian Fashions & Costumes from Harper's Bazaar. Stella Blum, 1974 (294 pages) Period illustrations of women's clothing and hairstyles.

THEATRE

Case Studies in Museum, Zoo, and Aquarium Theater.

Laur Maloney Catherine Hughes, 1999 (129 pages) Detailed analysis of various types of museum theater with examples, resources, and suggestions for success.

Museum Theatre: Communicating with Visitors Through Drama. Hughes, Catherine, 1998 (152 pages) Addresses many of the issues facing museum theater programs: scripting, interpreters or actors, real characters or fictional ones, interactive or dramatic presentation?

Perspectives on Museum Theatre. AAM, 1994 (147 pages) A series of readings and articles on the theory and practice of museum theater.

TEXTS

Artifacts and the American Past. Thomas Schlereth, 1996 (294 pages) A guide to using artifacts and material culture to research the past.

Colonial Games 'n Fun. Adah Parker Strobell, 1975 (174 pages) An illustrated guide to children's games and activities popular in colonial America.

Colonial Virginians at Play. Jane Carson, 1989 (182 pages) An illustrated guide to leisure activities in colonial Virginia.

The Docent Handbook. National Docent Symposium Council, 2001 (103 pages) A collection of edited, supplemented material from several National Docent Symposium presenters. Everything from asking the right questions to dealing with problems and attitudes from the public.

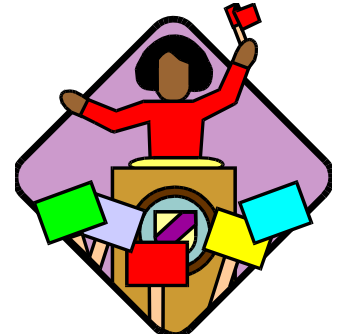
Good Guide: A Sourcebook for Interpreters, Docents and Tour Guides. Alison L. E. Grinder and Sue McCoy, 1985 (147 pages) A textbook for interpreter training programs.

Good Tour/Bad Tour. SPNEA, (video) Contrasting tours of the Gropius House; how to do it and how not to do it!

Great Tours: Thematic Tours and Guide Training for Historic Sites. Barbara Levy, Abramoff Lloyd, and Sandra Mackenzie, 2001 (159 pages) A step-by-step workbook for developing thematic tours.

How to...Interpret Illinois' Biocultural Heritage. Lee

Slider, 1994 (6 pages) Biocultural history of Illinois.



How to...Unearth the Past in Cemeteries. Tim Talbott, 1994 (6 pages) History, interpretation, and programming in local cemeteries.

Ideas and Images: Developing Interpretive Historic Exhibits. Kenneth L. Ames and Barbara Franco, 1992 (336 pages) Eleven case studies of outstanding history exhibits.

Interpretation of Historic Sites. William T. Alderson Shirley Payne Low, 1985 (202 pages) A handbook for establishing interpretation programs.

Interpreters Training Manual for Museums. Mary Kay Cunningham, 2004 (181 pages) Training manual for interpreters at museums.

Interpreting and Reinterpreting Associative Historic Sites and Artifacts. Fred Schroeder, 1986 (16 pages) A new look at interpreting history and artifacts.

Interpreting Historic House Museums. Jessica Foy Donnelly, 2002 (326 pages) Offers some fresh answers to the old question "How do we get people to come back to a historic house" by suggesting news ways to interpret the house.

Leisure and Entertainment in America. Donna R. Braden, 1988 (367 pages) A well-illustrated guide to nineteenth and twentieth century leisure activities in America.

The Living History Sourcebook. Jay Anderon, 1985 (469 pages)

Meaningful Interpretive Dialogue: How to Connect Hearts & Minda to Places, Objects, & Other Resources. David Larson, Ed., 2003 (225 pages) Binder and DVD.

Opening Doors to Great Guest Experiences. Lynn Dierking, 2006 (CD / DVD) Practical tips and techniques for engaging your guests, video clips of interpreter-guest interactions, training exercises, and more.

Underfoot: An Everyday Guide to Exploring the American Past. David Weitzman, 1976 (192 pages)

MUSEUMS

GUIDES

Creative America. Presidents Committee on Arts & Humanities, 1997 (34 pages) A report on the state of the arts and humanities in the country today.

Daytrip Illinois. Lee N. Godley and Patricia M. O'Rourke, 1997 (420 pages) A travel guide to cultural and historical sites in Illinois.

Official Guide to the Civil War Discovery Trail. Civil War Trust, 1996 (257 pages)

Profile of Black Museums. African American Museum Assoc, 1988 (54 pages) Results of a survey of African American museums.

TRAINING

Introduction to Museum Work. G. Ellis Burcaw, 1975 (202 pages) Training manual for museum workers.

Museum Studies Programs: Guide to Evaluation. AAM, 1985 (38 pages) Technical bulletin on criteria used to judge museum-training programs.

Open Conversations: Strategies for Professional Development in Museums. Carolyn P. Blackmon and Teresa K. LaMaster, 1988 (122 pages) A guide to setting priorities and managing museum resources effectively and creatively.

PHOTOGRAPHY

REFERENCE

Complete Photography Course. John Hedgecoe, 1979 (208 pages) A basic guide to taking quality photographs.

Digital Imaging: A Practical Approach. Jill Marie Koeling AASLH, 2004 (85 pages) Digital imaging from top to bottom starting with the basics.

PRESERVATION

EMERGENCY PREPAREDNESS

Are You Prepared?. Julie Reilly, 1997 (68 pages) A step-by-step guide to developing an emergency preparedness plan.

Controlling Disaster: Earthquake-Hazard Reduction. National Trust for Historic Preservation, 1992 (16 pages) Outlines steps necessary to assess the risk to a particular building, to identify preservation goals, and to select and work productively with qualified professionals.

Design Manual for Retrofitting Flood-Prone Residential Structures. FEMA, 1986 (265 pages) Detailed, illustrated manual that covers most options.

Disaster Management Programs for Historic Sites. Dirk Spennemann David Look, 1998 (194 pages)

Disaster Planning for Cultural Institutions. Beth Lindblom and Karen Motylewski, 1993 (8 pages) Concise guide to creating a disaster plan.

Disaster Planning Guide. Ohio Historical Society, 1997 A compilation of various articles, print-outs from web sites, and resources to be used in disaster planning and recovery.

Field Guide to Emergency Response: A Vital Tool for Cultural Institutions. Heritage Preservation, 2006 (58 pages). Follow step-by-step instructions tailored to the scope of your emergency: what to do first, whom to call, how to prevent further damage. Form a response team to deal with multiple tasks. Stabilize your collections with advice from professionals on handling the most common types of damage from water, mold, corrosion, pests, and other threats.

Fire Security in Historic Houses. AASLH, (Slide show and supplemental booklet)

Guide to Federal Aid in Disasters. FEMA, 1993 (25 pages) Procedures and processes for requesting Federal Assistance and the types of assistance available.

Maintaining a Lead Safe Home. Dennis Livingston, 1997 (90 pages) A valuable resource for testing and removal methods for lead paint in historic houses.

PREP: Planning for Response and Emergency Preparedness. Mary E. Candee and Richard Casagrande, 1993 (pages) An extensive disaster preparedness/recovery resource manual.

Primer on Disaster Preparedness, Management, and Response: Paper-Based Materials. Smithsonian Institution, 1993 (40 pages) Guidelines from contributing institutions for general facilities preparation and response to a variety of natural and man-made disasters.

Protecting the Past from Natural Disasters. Carl Nelson, 1991 (192 pages) A practical guide for those who care for historic properties.

Repairing Your Flooded Home. FEMA, 1992 (56 pages) Handbook of repair and restoration tactics.

SEMC Disaster Response Handbook. K. Sharon Bennet, (115 pages) Guidelines and suggested resources for developing a disaster preparedness plan.

Steal This Handbook! A Template for Creating a Museum's Emergency Preparedness Plan. Allyn Lord Carolyn Reno, 1996 (251 pages) A step-by-step guide to developing an emergency plan for a museum of any size.

Treatment of Flood-Damaged Older and Historic Buildings. National Trust for Historic Preservation, 1993 (16 pages) Step-by-step instructions for repairing flood-damaged historic buildings.

REFERENCE

Building on the Past, Traveling to the Future. National Trust Federal Highway, Dan Costello and Lisa Schames, 2001 (80 pages) Information on the TEA-21 act and a series of case studies focusing on the use of the funds.

A Community Design Assessment: A Citizen's Planning Tool. Kennedy Smith, 2006 (26 pages). Guidelines for evaluating corporate design. Set up of evaluation teams and forms.

The Economics of Historic Preservation. Donovan Rypkema, 1994 (131 pages) A guide to communicating to community leaders the value of historic preservation.

Historic Preservation: An Introduction To its History, Principles, and Practice. Norman Tyler, 2000 (254 pages) A text on the history of preservation and its best practices; filled with case studies.

Historic Preservation: Curatorial Management of the Built World. James Marston Fitch, 1995 (433 pages) An overview of the problems connected with the management of historic sites and a suggested system for solving them.

Historic Structure Reports & Preservation Plans. Dominique Hawkins, (11 pages) A detailed guide to evaluating and documenting historic properties.

Preservation Ordinances. IHPA, 1988 A guide to creating local historic preservation ordinances.

Preservation Planning: Guidelines for Writing a Long-Range Plan. Sherelyn Ogden, 1997 (200 pages and floppy disk) Workbook for writing a long-range plan based on a needs assessment survey.

Protecting America's Historic Neighborhoods: Taming the Teardown Trend. Adrian Scott Fine and Jim Lindberg, (20 pages) Suggested actions for historical commissions and city governments for controlling destruction of historic neighborhoods.

SITES

Caring for Your Historic House. Charles E. Fisher and High C. Miller, 1998 (256 pages) Sound advice on maintaining and repairing each component of a historic house: structural systems, roofs, windows, masonry, woodwork, plaster, paint, wallpaper, mechanical and electrical systems.

Graveyard Preservation Primer, A. Lynette Strangstad, 1988 (126 pages) A guide to preserving and restoring cemeteries.

Hardware Restoration. AASLH, (Slide show and supplemental booklet)

Historic House Paint Analysis. AASLH, (Slide show and supplemental booklet)

Historic Housekeeping

Handbook. Minnesota Historical Society, 2000 (39 pages)



Housekeeping, cleaning, storage and display guidelines for historic house museums.

Housekeeping for Historic Homes and House Museums. Melissa Heaver, (47 pages) Step-by-step instructions for cleaning the various types of surfaces and objects found in historic buildings.

Housekeeping for Historic Sites. SPNEA, 1996 (video) Video teaches basic cleaning and handling techniques for collections in historic house museums.

Housekeeping Techniques for the Historic House. AASLH, (Slide show and supplemental booklet)

Identifying Energy Conservation Problems in Historic Houses. AASLH, (Slide show and supplemental booklet)

Lead Paint & Historic Buildings. IHPA Carol Dyson, 1998 Compendium of readings and evaluation tools gathered for a 1998 workshop.

Managing Historic Sites and Bdg: Reconciling Presentation & Preservation. Gill Chitty and David Baker, 2000 (193 pages) A series of essays on the tension between public access and preservation of heritage sites and artifacts. National Park Service Northeast Region's Guidelines for the **Treatment of Historic Furnished Interiors.** National Park Service, 2006 (115 pages) "Recommended" and "Not Recommended" practices relating to each.

Overall Planning for Historic House Restoration. AASLH, (Slide show and supplemental booklet)

Preservation and the Recent Past. National Trust for Historic Preservation, 1994 (24 pages) An overview of the issues and strategies using case studies to illustrate the challenge of saving twentieth-century historic resources.

Preservation Briefs. National Park Service, Series of technical bulletins on aspects of historic building preservation.

Preserving Log Structures. AASLH, (Slide show and supplemental booklet)

Recording a Restoration. AASLH, (Slide show and supplemental booklet)

Rescuing Historic Resources: How to Respond to a Preservation Emergency. Leah Konicki, Preservation Information Series, 1998 (24 pages) Strategies and techniques for preserving historic structures and landscapes.

Researching Your Illinois House. Greg Koos, (12 pages) Resources for compiling a history of a 1820-1920 Illinois house.

Restoration & Repair of Historic Windows. IHPA, 1996

Restoring Period Gardens. John Harvey, 1988 (112 pages) English-style gardens of the 16th to the 19th century.

Specifying Temporary Protection of Historic Interiors During Construction and Repair. Dale Frens, AIA, 1993 (8 pages) Guidelines for protection from damage during construction work.

Stone and Brick Masonry Restoration and Repointing. NPS

Walls & Molding. Natalie Shivers, 1990 (198 pages) A guide to the care of old and historic wood and plaster.

Window Glass in Historic Houses. AASLH, (Slide show and supplemental booklet)

PUBLICATIONS

ARCHITECTURE

Understanding Frank Lloyd Wright's Architecture. Hoffmann, Donald, 1995 (102 pages)

