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, eileen.corcoran@vermonthistory.org if you are looking for additional titles or topics.

Materials will be lent within these guidelines:

- Books will be lent 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 eileen.corcoran@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
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.
Comprehensive resource on pollutants in museums. Includes information on sources of pollutants, damage caused, testing, mitigation, materials to use with collections, and protecting objects.

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.
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 reining 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.

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
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.

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.

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.

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.
Sitts, Maxine Editor
Northeast Document Conservation Center, Andover, MA, 2000
Learn how to digitally capture photos for preservation and access

Education
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

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
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

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 usees 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.

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
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
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