



UNIVERSITI TEKNOLOGI MARA

CTM633: COLLECTION MANAGEMENT

Course Name (English)	COLLECTION MANAGEMENT APPROVED
Course Code	CTM633
MQF Credit	3
Course Description	This course covers the basic aspect of collection management: policies, planning, acquisition, documentation, preservation, conservation and safety, transportation and exhibitions, marketing and promotion. Students also will be introduced to various types and forms of collection such as items of metal, textile, paper, wooden objects, etc, either in the form art works, heirlooms, weapons, jewelry, etc. Study tours to view and study collections in selected museums and galleries will be conducted.
Transferable Skills	Demonstrateability to identify and articulate self skills, knowledge and understanding confidently and in a variety of contexts
Teaching Methodologies	Lectures, Blended Learning, Seminar/Colloquium, Field Trip, Tutorial, Discussion
CLO	CLO1 Identify agents of deterioration and preventive conservation practices CLO2 Apply method of acquisition and registration of collections CLO3 Establish procedures in handling object of different kinds
Pre-Requisite Courses	No course recommendations
Topics	
1. Week 1 - Course Introduction 1.1) Briefings on learning requirements and assessment methods 1.2) General overview of topics	
2. Week 2 - Collection types and categories 2.1) Institutional collections 2.2) Private collections 2.3) Commercial collections	
3. Week 3 - Museums and Collections - Part 1 3.1) International museums	
4. Week 4 - Museums and Collections - Part 2 4.1) Malaysian museums, Part 1	
5. Week 5 - Museums and Collections - Part 3 5.1) Malaysian museums, Part 2	
6. Week 6 - Collection management - Part 1 6.1) Concept, policy, objectives	
7. Week 7 - Collection management - Part 2 7.1) Acquisition and documentation 7.2) Storage and exhibition	
8. Week 8 - Collection management - Part 3 8.1) Conservation and preservation 8.2) Security and prevention	
9. Week 9 - Collection procedures 9.1) Collection handling 9.2) Packaging and transportation	
10. Week 10 - In-class Test 10.1) A ninety-minute written test 10.2) Discussions on related matters	

11. Week 11 - Field Trip 11.1) Visit a selected museum 11.2) Post-visit discussions
12. Week 12 - Group project presentations - Batch 1 12.1) Assessment of final project 12.2) Each group of 4 students present their findings in a seminar 12.3) Each presentation allotted 20 minutes
13. Week 13 - Group project presentations - Batch 2 13.1) Assessment of final project 13.2) Each group of 4 students present their findings in a seminar 13.3) Each presentation allotted 20 minutes
14. Week 14 - Concluding lecture 14.1) Lecture and discussions

Assessment Breakdown	%
Continuous Assessment	60.00%
Final Assessment	40.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Test	In-class test	30%	CLO1 , CLO2
	Written Report	Museum / Gallery visit and report	30%	CLO3

Reading List	Recommended Text	<ul style="list-style-type: none"> • David Dean 1998, <i>Museum Exhibition</i>, Routledge London, UK • Freda Matassa 2011, <i>Museum Collections Management: a handbook</i>, Facet Publication London, UK
	Reference Book Resources	<ul style="list-style-type: none"> • Chris Caple 2011, <i>Preventive Conservation in Museums .</i>, Leicester Reader London

Article/Paper List	This Course does not have any article/paper resources
---------------------------	---

Other References	This Course does not have any other resources
-------------------------	---