

Postgraduate Institute of Archaeology
University of Kelaniya

POSTGRADUATE DIPLOMA IN MUSEOLOGY

1.0 Rationale and Objectives

While Sri Lanka has a long history of building and running museums and over 150 museums and displayed collections of all types throughout the country, there exists no professional training or educational programs or facilities for museum staff. Very few museum personnel have trained abroad and costs and other factors make possibilities for large-scale training in advanced international or regional centres extremely limited.

There are a number of graduate personnel directly engaged in museum work in the country, and perhaps a similar number who are partly or indirectly engaged in such work. Moreover, it is certain that museums and museum services will expand exponentially through the next decade. The PGIAR now has the teaching and infrastructure resources to conduct a postgraduate diploma course to address the national need for training museum professionals. The course has good prospects and sustainability.

The course is primarily intended to provide educational and training facilities in all aspects of Museology to the existing graduate staff in the four main heritage institutions, i.e. the Departments of National Museums, Archaeology, and Archives and the Central Cultural Fund. Besides these well-established departments, there are also a number of small museums and collections run by government departments, universities and private organisations, which have similar educational and training requirements. The course will also be open to such personnel in these other institutions and fields.

2.0 Eligibility

Candidates should have a Bachelor's Degree (Special or General) from a recognized university. They must be employed in museums or related institutions and fields dealing with the organisation, archiving, storage, retrieval and presentation of data and material relating to heritage (intangible and tangible cultural property), the environment and archives.

3.0 Duration

The duration of the Postgraduate Diploma will be one year (12 months).

4.0 Medium of Instruction

Lectures will be conducted in Sinhala and English.

5.0 Attendance

Students are required to attend all the lectures, seminars, workshops, tutorial classes, and field visits prescribed for each module. The minimum attendance required for a student to be allowed to sit the examination for each course module is 80%.

6.0 Course Structure

The course structure will consist of the following 7 modules.

<u>Course Code</u>	<u>Status</u>	<u>Course Title</u>
MUSE51014	Core	Collections and information management
MUSE51024	Core	Care of museum collections
MUSE51034	Core	History and historicity of museums and heritage management
MUSE52044	Core	Museums interpretation and communication
MUSE52054	Core	Museum management and administration
MUSE52064	Core	Museum security and safety
MUSE53076:	Core	Conception, production and organisation of a temporary museum exhibition

The detailed breakdown of each module is as follows –

6.1 COURSE MODULE ONE

Course Code: MUSE51014

Title: Collections and Information Management

Status: Core

Aim: To introduce the students to the specific methods, policies and management procedures used in the formation and development of collections in museums. To provide a practical component in collection documentation systems - including accessioning, cataloguing, indexing, imaging, and retrieval methods.

Objectives: At the end of this course the students will have a good grounding in internationally accepted collection management methods, policies and procedures.

They will also have practical know-how in collection documentation and information retrieval systems.

Contents: The course module will examine modes of collection, collection management policies, the ethics of collecting, and methods of collecting and field documentation. Policies for acquisition, de-accessioning or disposal and insurance and indemnity will also be discussed. 'Paper' documentation (accessioning, cataloguing, indexing etc) and digital collections will be covered in detail and the importance of collections' research will be introduced.

Methodology: Lectures, tutorial classes, practical workshops and presentations.

Assessment: Will be through written assignments and a written examination held on completion of the module.

Prescribed Reading: Ambrose, T. and C. Paine. 1993. Unit 34 to Unit 43
Museum Basics. London : Routledge: 124-195

Fahy, A., ed. 1994. *Collections Management*. London:
Routledge.

6.2 COURSE MODULE TWO

Course Code: MUSE51024

Title: Care of Museum Collections

Status: Core

Aim: This module will introduce the methods of conservation and preservation used to ensure the maximum life expectancy of museum collections. It will look at the materials and techniques of museum objects and discuss adverse climatic conditions and other factors that can lead to the deterioration of museum objects in display and storage and consider suitable preventive conservation interventions.

Objectives: At the end of the course the students will have a good understanding of the materials and techniques of museum objects, the causes for deterioration of museum objects and the methods used in the conservation and preservation of museum objects.

They will also be informed about internationally accepted standards and practices relating to the storage and handling of museum objects.

- Content:** This course will introduce the ethics of conservation of museum collections, collections condition surveys and artefact documentation. It will also consider the factors that cause deterioration of museum objects including biodeterioration. It will discuss the importance of climate control in museums and introduce materials used in the conservation of objects as well as the methods used in the preventive conservation of objects. The importance of disaster planning for museums will be introduced. Storage and safety and handling of museum collections will also be discussed in detail.
- Methodology:** Lectures, tutorial classes, practical workshops and presentations.
- Assessment:** Will be through written assignments and a written examination held on completion of the module.
- Prescribed Reading:** Agrawal, O.P. ed. 1972. *Conservation in the Tropics*. Rome: ICCROM
- Knell, S. ed. 1994. *Care of Collections*. London: Routledge
- Thompson, G. 1978. *The Museum Environment*. Oxford: Butterworth

6.3 COURSE MODULE **THREE**

- Course Code:** MUSE51034
- Title:** History and Historicity of Museums and Cultural Management
- Status:** Optional
- Aim:** To trace the development and realization of the concept of the museum across Europe and Asia and explore how the discovery of the New World, the Industrial Revolution and the rise of colonialism influenced the history of museums. The influence of antiquarianism, art history and developments in natural history and anthropology on museums will also be discussed here.
- Objectives:** At the end of this course the students will have a critical understanding of the history, development, definition and changing roles of museums.

Contents: The course module will introduce the definition and concept of a museum and look at its origin and development in both a global and national perspective. Case studies of world famous museums such as the British Museum and the Louvre will be presented. Museums in the Asian region will be studied along with an analysis of the impact of colonialism on museums worldwide. The different types of museums will be discussed along with the role of museums in society.

Methodology: Lectures, tutorial classes and presentations.

Assessment: Will be through written assignments and a written examination on completion of the module.

Prescribed Reading : Hooper-Greenhill, E. 1992. *Museums and the Shaping of Knowledge*. London: Routledge.

Karp, I. and S. D. Lavine eds. 1991 *Exhibiting Cultures: The Poetics and Politics of Museum Display*. Washington: Smithsonian

6.4 COURSE MODULE FOUR

Course Code: MUSE52044

Title: Museums Interpretation and Communication

Status: Core

Aims: To introduce students to the concept of a museum as a site composed of layers of meanings and interpretations, fashioned, designed and charged by traditions, theories and practices of ascribing meanings to material manifestations acquired and/or claimed by the museum profession and consequently signified as 'cultural properties'.

This module will discuss the ways and means of interpreting and communicating the meanings of museum objects, situations and environments to museum visitors. The module will discuss information dissemination and the educational role of a museum, design and display, visitor management and related issues.

Objectives: At the end of this module the students will have a sound understanding of the education and communication role of a museum.

They will also be made aware of globally accepted standards and methods of museum interpretation, display and design.

Contents: The course will introduce students to the concepts of material culture interpretation including theories of ascribing meanings like symbolism, semiotics and structuralism. Methods of interpretation and information management and information dissemination and museum education will be covered in detail. The types of museum audiences and their requirements will also be discussed. Considerable time will be spent on introducing design and display procedures and practices for museum exhibitions. The importance of the Communication Vision Document, visitor management and facilities and museum evaluation will also be discussed

Methodology: Lectures, tutorial classes/discussions, practical workshops and presentations.

Assessment: Will be through written assignments and a written examination held on completion of the course module.

Prescribed Reading: Ambrose, T. and C. Paine. 1993. "Unit 4 to Unit 33"
Museum Basics. London : Routledge: 9-121

Dean, D. 1994 *Museum Exhibition: Theory and Practice*.
London : Routledge.

Hooper-Greenhill, E. ed. 1999 *The Educational Role of the Museum*. 2nd edition. London: Routledge.

Pearce, S. ed. 1994. *Interpreting Objects and Collections*.
London: Routledge.

6.5 COURSE MODULE FIVE

Course Code: MUSE52054

Title: Museum Management and Administration

Status: Core

Aims: In this module emphasis will be laid on the legal status of museums, the administrative procedures and management

function of museums and international and national laws and conventions pertaining to museum management.

Objective: At the end of this course students will have an understanding of sound museum administration and management practices.

Contents: The course will introduce students to the legal status and management structures of museums as well as management planning and policy development. Administrative procedures and financial management will be discussed along with fundraising and marketing for museums. Personnel management including staff structures, recruitment and training as well as the measurement of performance standards and job appraisal will be introduced. The role of director/keeper/curator and of trainees and volunteers in museums will be discussed.

Methodology: Lectures, tutorial classes, practical workshops and presentations.

Assessment: Will be through written assignments and a written examination held on completion of the course module.

Prescribed Reading: Fopp, M. A. 1997. *Managing Museums and Galleries*. London: Routledge.

Moore, K. ed. 1994. *Museum Management*. London: Routledge.

6.6 COURSE MODULE SIX

Course Code: MUSE52054

Title: Museum Security and Safety

Status: Optional

Aims: To make students aware that museums' house invaluable cultural property, which they as museum professionals must protect from theft and vandalism. Objects in a museum should be displayed taking into consideration their protection as well as the needs of the museum audience. The safety and security measures necessary in museums present problematic situations that lead to a need to resolve a series of technical and human issues.

- Objectives:** At the end of this course students will be educated about the key issues involved in museum safety and security.
- They will also be aware of internationally accepted standards and practices in museum security.
- Contents:** ICOM and ICMS cultural property security and protection theory and cultural protection duties and responsibilities will be introduced. Security procedures, physical and electronic security and vigilance and guard services will be discussed. In addition building management and control, building fire protection, emergency planning and operation and personal safety in museums will also be covered.
- Methodology:** Lectures, tutorial classes, practical workshops and presentations.
- Assessment:** Will be through written assignments and a written examination held on completion of the course unit.
- Prescribed Reading:** Burke, R. and D. Liston eds. 1993. *Museum Security and Protection: A Handbook for Cultural Heritage Institutions*. London: Routledge.

6.7 COURSE MODULE SEVEN

- Course Code:** MUSE 53076
- Title:** Conception, Production and Organisation of a Temporary Exhibition at the Colombo National Museum.
- Status:** Core
- Aims:** To give the students as a group the opportunity to demonstrate the knowledge they have gained from the course on museum interpretation, communication, education, conservation, safety and security, and design and display by designing and executing an exhibition in keeping with internationally accepted standards of museum practice.
- Objectives:** At the end of this project the students should produce a museum exhibition of high quality at low cost on a theme that would be of interest and educational value to a target audience. The project will boost the students' confidence in their enhanced professional abilities and demonstrate the correct

application of internationally accepted standards of producing museum exhibitions to peers in the museum field.

Contents:

To plan and execute the conceptual, developmental, functional and assessment phases of the exhibition development process in keeping with internationally accepted standards and practices.

Conceptual phase: Students will select and discuss possible themes for the exhibition taking into consideration their target audience, the museum's collection and available resources.

Developmental phase – planning stage: The students will work in 3 separate groups each responsible for producing (a) an exhibition plan, (b) an educational plan and (c) a promotional plan.

Developmental phase – production stage: The process of promoting and presenting the exhibition to the public and setting up the educational program will be carried out.

Functional phase – operational stage: The exhibition's goals will be achieved and the deterioration of collections will be prevented.

Functional phase – terminating stage: The ending of the exhibition, the returning of collections to storage and the clearing and repairing of the gallery is accomplished.

Assessment phase: The exhibition and its development process are assessed and an evaluation report is produced.

Methodology:

A number of lectures, discussion groups and workshops will be conducted to introduce the students to the exhibition development process and review material covered in previous units which are essential for the exhibition project.

The students will work mostly as groups assigned particular tasks in consultation with the Director of the PGIAR, the lecturers and course coordinator of the Museology course and the Director and staff of the Dept of National Museums.

Assessment:

All phases of the exhibition planning and production process will be monitored through discussions and assessment of written plans and other documentation. The participation levels of students will also be monitored through attendance records. Once the exhibition is open to the public a panel of 4 experts in the fields of Museology and Design will evaluate the

exhibition. In addition, a questionnaire will be given to a random sample of museum visitors by the students to establish whether the goals of the exhibition were achieved.

Prescribed Reading: Dean, D. 1994 *Museum Exhibition: Theory and Practice*. London: Routledge.

Edson, G. and D. Dean 1994 *The Handbook for Museums*. London: Routledge.

7.0 Evaluation Criteria

Performance will be assessed at the end of each module and indicated by a Grade and Grade Point System. The following Grades and Grade Points will be given depending on the amount of marks received by the student.

<u>Range of Marks</u>	<u>Grade</u>	<u>Grade Point Value</u>
85-100	A+	4.5
70-84	A	4.0
65-69	A-	3.5
60-64	B+	3.3
55-59	B	3.0
50-54	B-	2.8
45-49	C+	2.5
40-44	C	2.0
25-39	D	1.0
00-24	E	0.0

A candidate is required to take all 7 Course Modules and obtain 30 credits to be eligible to be awarded the Postgraduate Diploma in Museology.

A candidate shall be deemed to have qualified for a **merit pass** in the Postgraduate Diploma in Museology if he/she has obtained B- or better in all modules on the first occasion and obtained a GPA of 3.5 or above.

A candidate shall be deemed to have **passed** the Postgraduate Diploma in Museology examination if the candidate obtains a GPA of 2.8 or more or obtains B- (the minimum grade required to pass the module) or better for all modules.

A candidate shall be deemed to have been **referred** in the Postgraduate Diploma if he/she obtains Grade C+ or below for not more than 2 modules. Such candidates should face the examinations for the two modules concerned within the next two years. In such a case the maximum marks that can be awarded for each repeated module is 50.

A candidate shall be deemed to have **failed** the Postgraduate Diploma if he/she obtains Grade C+ or below for more than 2 modules. Such candidates should repeat all the modules within the following two years.

8.0 Awarding of the Postgraduate Diploma in Museology

Subject to the conditions specified above, a candidate may be awarded the Postgraduate Diploma in Museology of the Postgraduate Institute of Archaeology, if the candidate has:

- (a) been a registered student of the Postgraduate Institute of Archaeology for the prescribed duration of the course.
- (b) completed to the satisfaction of the Director of the Institute, the course of study prescribed by the rules and regulations of the Postgraduate Institute of Archaeology
- (c) paid such fees and any other dues as may be payable by the candidate
- (d) fulfilled any other requirements prescribed by the rules and regulations of the Postgraduate Institute of Archaeology

Annexure A

Resource Persons

PGIAR Faculty

Ms. Nilu Abeyaratne B.A., (Hons.) (Lon) Ph.D Candidate, Australia
Mr. Gamini Adikari M.Phil, (Kelaniya)
Mr. Ranjith Bandara B.A (Hons) (J'pura) M.Phil Candidate, PGIAR
Prof. Nimal De Silva M.Sc, (Moratuwa)
Dr. T.R. Premathilake Ph.D (Stockholm)
Mrs. Rose Solangaarachchi M.Phil, (Kelaniya)
Mr. Raj Somadeva M.Phil, (Kelaniya)
Mr. Arjuna Thantilage M.Sc, (Colombo)
Mrs. P. Vidanapathirana M.A, (Peradeniya)
Mr. Jagath Weerasinghe MFA, (Washington)

Visiting Faculty

Mr. C. Anjalendran M.Sc, (London)
Prof. Senake Bandaranayake D.Phil, (Oxon)
Mr. Nilan Cooray (M.Sc, (Moratuwa)
Dr. S.U. Deraniyagala Ph.D, (Harvard)
Mr. Sirinimal Lakdusinghe M.A., (Sri Jayawardanepura)
Prof. P.L. Premathilake Ph.D, (London)

Dr. Roland Silva Ph.D, (Leiden)
Mr. Sarath Surasena A.I.P.D. (London)
Dr. (Mrs.) Nanda Wickramasinghe Ph.D, (Sri Jayawardanepura)
Dr. W.H. Wijeyapala Ph.D, (Peradeniya)

Visiting International Faculty

Dr. O.P. Agrawal D.Litt, Honaris Causa, (Kanpur)
Former Head of the Conservation Department, National Museum, New Delhi, Founder Director of the National Research Laboratory for Conservation of Cultural Property (NRLC), Lucknow, Director General, Indian Council of Conservation Institutes, lecturer ICCROM and a former President of the Museum Association of India.

Prof. Amareswar Galla Ph.D (ANU)
Director of Studies, Heritage in Development Programs, Research School of Pacific Studies, The Australian National University, Canberra, Australia, President, Asia Pacific Executive Board and Chairperson, Cross Cultural Task Force, International Council of Museums, Paris and Culture and Heritage Advisor to UNESCO.

Mr. Sadashiv Gorakshkar
Museologist and Heritologist, Former Director, Prince of Wales Museum, Bombay, immediate past president of the Commonwealth Association of Museums, has worked on creating policy documents on museums for the Government of India and in international forums.

Mr. Vikas Haris M.A., (New Delhi)
M.A. in Museology, National Museum Institute of History of Art, Conservation and Museology. Designed and commenced the museology course at the Deccan College Postgraduate and Research Institute, Pune. Visiting Faculty at the Delhi Institute of Heritage Research and Management and other institutions in India. Indian Representative to the Executive Council of the Commonwealth Association of Museums.

Dr. L.J. Wagenaar Ph.D, (Leiden)
Senior Curator, Amsterdam Historical Museum and Lecturer,
Department of History, University of Amsterdam, The Netherlands.