Museum Documentation and Cultural Object Cataloging Professional Pathway — Required and Recommended Courses

Description:

Information professionals engaged in describing and documenting works of art, architecture, cultural artifacts, and images of these objects. These professionals are responsible for keeping accurate information about the objects in their care, including items in museum collections, visual resources collections, archives, and libraries with a primary emphasis on cultural objects. Among other things, professionals may be inputting data about new acquisitions, researching images for catalogues, developing online guides, working as museum registrar, or collections manager. Documentation is essential to all aspects of a museums activities. Collections without adequate documentation are not true "museum" collections.

### REQUIRED MLIS CORE (16 CREDIT HOURS)

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>LIS 60010</td>
<td>The Information Landscape</td>
<td>3</td>
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<tr>
<td>LIS 60020</td>
<td>Information Organization</td>
<td>3</td>
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<td>LIS 60030</td>
<td>People in the Information Ecology</td>
<td>3</td>
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<td>LIS 60040</td>
<td>Information Institutions and Professions</td>
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<td>LIS 60050</td>
<td>Research and Assessment in Library and Information Science</td>
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<tr>
<td>LIS 60280</td>
<td>Master's Portfolio in Library and Information Science</td>
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### FOUNDATIONAL (KEY) COURSES (14 CREDIT HOURS)

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>LIS 60510</td>
<td>Digital Technologies I: Data Fundamentals</td>
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<td>LIS 60511</td>
<td>Digital Technologies II: Internet Fundamentals</td>
<td>1</td>
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<td>LIS 60631</td>
<td>Introduction to Digital Preservation (prerequisites: LIS 60510, Digital Technologies I, and LIS 60511, Digital Technologies II)</td>
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<td>LIS 60635</td>
<td>Cultural Heritage Informatics</td>
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<td>LIS 60700</td>
<td>Foundations of Museum Studies</td>
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<tr>
<td>LIS 60701</td>
<td>Museum Collections (prerequisite = LIS 60700, Foundations of Museum Studies)</td>
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## Museum Documentation and Cultural Object Cataloging Professional Pathway — Additional Information and Resources

### Competencies (knowledge, skills):

- Application of conceptual frameworks, standards, and principles of documentation and metadata creation;
- Application of universal standards within the context of local needs;
- Condition reporting;
- Creation of complete inventory of all permanent and loan collections within the institution;
- Knowledge of data standards for creating descriptions of and retrieving information about cultural objects;
- Knowledge of standards for high-quality images and ability to take such images of items, editing images, and providing appropriate image metadata;
- Record current location (and movement) of each object;
- Research provenance and significance of object using extensive knowledge of databases.
Additional skills:

- Good information technology and multimedia skills.
- Must be detail oriented, organized and may need specialized training depending on the nature of the documents and objects.
- May need to be familiar with tools such as PastPerfect and other proprietary museum software.
- Requires initiative, adaptability, and problem-solving skills.

Professional organizations:

- American Association of Museums (AAM)
- Association of Registrars and Collections Specialists (ARCS)
- Museums Association (MA)
- International Committee for Documentation (CIDOC) of the International Council of Museums (ICOM)

Professional Conferences

- ARCS meetings (and several others specific to types of collections)
- CIDOC (International Committee for Documentation) Conference
- International Image Interoperability Framework (IIIF) Conference
- LODLAM (Linked Open Data in Libraries, Archives & Museums) Summit
- Museums and the Web
- Visual Resources Association (VRA) Annual Conference

Sample job titles:

- Collections Cataloger
- Digital Project Archivist
- Documentation officer
- Principal Cataloger

Other related pathways in the Information Organization cluster:

- Archival Description Professional
- Cataloging and Metadata Professional
- Metadata Designer and Architect
- Indexing and Abstracting Professional
- Taxonomist/Ontologist Semantic Analyst