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## **SECTION 1. INTRODUCTION**

- I. About the Denver Museum of Nature & Science
  - A. The Colorado Museum of Natural History, d.b.a. Denver Museum of Natural History (DMNH) beginning in 1948, d.b.a. Denver Museum of Nature & Science (DMNS or Museum) beginning in 2000, was incorporated in 1900. Supported by funding from both private and public sources, the Museum is a nonprofit, collections-based, scientific, educational, and cultural organization.
  - B. The DMNS mission: Be a catalyst! Ignite our community's passion for nature and science. The Museum accomplishes its mission through:
    - i. Selective collecting as guided by the [Long-Term Collection & Research Plan](#);
    - ii. Preservation, access, and use of collections and associated data;
    - iii. Research and publication in DMNS's core competencies;
    - iv. Public outreach through educational programming and exhibition of objects.
- II. About the Policy
  - A. The Collections Management Policy for the Denver Museum of Nature & Science (Policy) guides the acquisition, use, preservation, and disposition of collections under the Museum's custody. The Policy also provides guidance for other Museum departments concerning the appropriate use of objects and activities related to the Museum's collections. The Board of Trustees designates Science Division (Science) staff to develop, implement, and update the Policy. As a museum-wide document, the Policy, as approved by the Board of Trustees, revises and supersedes any of the Museum's previous collection policies.
  - B. The Policy takes as its foundation the [DMNS Ethics Policy Statement](#), which guides staff, volunteers, and the Board of Trustees.
  - C. It is the responsibility of the Senior Vice President of Science and Chief Curator (SVP) to introduce the Policy to the Museum and certify compliance with the policies by all Museum staff and volunteers.
- III. Interpretation, Revision, and Approval of the Policy
  - A. On behalf of the Museum as a whole, and in consultation with appropriate DMNS staff and advisors, the Science Division reviews, revises, and develops any necessary collection policies and procedures to ensure that they conform to prevailing standards, ethics, regulations, and administrative changes.
  - B. The SVP has the authority to interpret the Policy as it relates to all Museum activities and may seek the advice of Science staff, the President, Board of Trustees, Legal Counsel, or other advisors, when circumstances warrant.
  - C. The Policy will be reviewed and updated annually with this work initiated and overseen by a representative committee of Science Division members as appointed by the SVP and Directors.
  - D. Revisions to the Policy and [DMNS Ethics Policy Statement](#) must be approved by the President and the Board of Trustees.
  - E. Department- and discipline-specific collection procedures must conform to this Policy and the [DMNS Ethics Policy Statement](#), and require the review and approval of the SVP.

## **SECTION 2. STAFF AND OTHERS RESPONSIBLE FOR COLLECTIONS**

- I. Public Trust Responsibility
  - A. The President and Board of Trustees, as the Museum’s top administrators, ultimately bear the public trust responsibility for DMNS collections. For collection transactions above the authorization limit of the SVP, approval is required by the President, and in the case of objects exceeding the authorization limit of the President, approval is required by the Board of Trustees. These approval limits are defined in the [Delegation of Authority Policy](#) and are maintained by the Executive Vice President of Finance & Business Operations.
- II. Positions of Responsibility (see [Appendix A](#) for responsibilities)
  - A. Board of Trustees
  - B. President
  - C. Senior Vice President of Science and Chief Curator (SVP)
  - D. Science Director
  - E. Curator
  - F. Archivist
  - G. Conservator
  - H. Collections Manager
  - I. Registrar
  - J. Education Collections Coordinator
  - K. Preparator
  - L. NAGPRA Officer
  - M. Science Data Administrator
- III. Authority
  - A. Only Curators, Archivists, Science Directors, and the SVP have authority, as determined by the Delegation of Authority Policy, to acquire, propose for accession and deaccession, lend, borrow, or authorize use of objects.
  - B. Directors designate the authorizing Curator of each collection.
  - C. Curators and Archivists are responsible for curatorial decisions for their collection but may designate others to perform duties such as preparation. Specific authority for acquisitions, deaccessions, etc. are included in the appropriate sections of the Policy. ☐
  - D. Collections management is overseen by the Director of Integrative Collections and Collections Managers, in consultation with Curators.
  - E. Collections Review Committee (CRC): consists of the SVP (head of CRC), Science Directors, Registrar, authorizing Curator and/or Archivist, and responsible Collections Manager. This group is assembled as necessary to make recommendations to the SVP on accessions, deaccessions, loans, and use.
  - F. The Registrar audits collection activities and ensures documented compliance within the Museum of all policies, procedures, professional standards, and legislation pertaining to DMNS and loaned collections.

## **SECTION 3. COLLECTIONS AND COLLECTING**

- I. Public Trust Responsibility

- A. A cornerstone of the Museum is its collections and associated data. The DMNS has a public trust responsibility to both present and future generations to acquire natural history, anthropological, and other objects relevant to its mission; to maintain them for use in scholarly research, education, and exhibitions; and to preserve them in perpetuity as appropriate.
- II. Collections of the DMNS Defined
- A. All objects are governed by the provisions of this Policy. All collection activities are conducted in accordance with:
- i. This Policy, the [DMNS Ethics Policy Statement](#), and other applicable ethics statements;
  - ii. International, federal, state, and local laws and regulations; and
  - iii. Current professional standards and best practices.
- B. Research Collections – any scientific object(s) or cultural belonging(s) owned by the Museum or for which the Museum serves as a repository. The composition of DMNS collections is guided by the [Long-Term Collection & Research Plan](#).
- i. Anthropology: contains collections from American Ethnology, World Ethnology, and Archaeology.
  - ii. Archives: contains the Museum’s Historical Records in all formats, archival collections from external donors, and Scientific Instrument collections. Historical records may include correspondence, project documentation, research data and documentation, and any other data or documents that ultimately record the work and products of the Museum.
    - a. The DMNS Archives maintains records created by the Museum. The disposition of the Museum’s records is governed by the [Records Retention Schedule](#), which is compiled and updated by the Archivist with appropriate legal approval. Departments throughout the Museum create objects, which may become DMNS collections managed by Archives.
  - iii. Earth Sciences: contains collections from Invertebrate Paleontology, Meteorites, Micromounts, Minerals, Paleobotany, Rocks, and Vertebrate Paleontology.
  - iv. Health Sciences: includes collections of plastinated body parts, human DNA samples, and histological slides.
  - v. Space Sciences: includes digitized images, objects and equipment representing space exploration.
  - vi. Zoology: contains collections from Amphibians/Reptiles, Arachnology, Botany, Eggs/Nests, Entomology, Mammalogy, Marine Invertebrates, Ornithology, and Parasites.
- C. Education Collections – objects for teaching purposes that are usually not viewed as permanent resources of the DMNS but are governed by all applicable ethics, laws and regulations, this Policy, and departmental procedures.
- D. Disposable Collections – certain materials, including educational or exhibit props, with no long-term value that remain unaccessioned (examples include material obtained specifically for Museum program dissection and exhibit furniture with no historical or artistic value).
- i. These materials do not fall under the purview of this Policy.
  - ii. When their usefulness to the Museum terminates, disposable material may be removed from DMNS custody. All documentation of these materials will be maintained by the

originating DMNS department and maintained or disposed of in keeping with the [DMNS Records Retention Schedule](#).

### III. Documentation of Collections

- A. Collection objects must be documented as accurately and fully as possible using professional standards and procedures as established by the Archivist, Curators, Collections Managers, and/or Registrar in accordance with accepted conventions of professional disciplines.
  - i. Documentation includes both catalog data (e.g., object name, object description, mode of acquisition, date received or collected, field records, provenance/locality data, condition, value, internal authorization, permit and locality numbers, etc.) and registration data associated with collection activities (accessions, deaccessions, dispositions, incoming and outgoing loans, etc.). This documentation may also include archival records, copyright/intellectual property right ownership information, conservation records, exhibit records and visual images, etc.
  - ii. In publications, objects and locality numbers should be identified with the DMNS catalog number or other identifying numbers or remarks.
  - iii. All collection data will be kept by the Museum as a permanent record.
    - a. Paper documentation should be recorded using archival-quality material and should be digitized for preservation and access purposes.
    - b. The Museum maintains electronic collections management systems (CMS) for all collections. As with paper records, the CMS contains collection information that must be maintained in perpetuity. The Science Data Administrator will work with the Technology Department to ensure that any local CMS is backed up on a frequent and regular basis and that a recent copy is stored in a secure facility away from the Museum. The Science Data Administrator will also work with collections staff in collections using cloud-based systems to track back-up of data with the provider and working with the Technology Department on any additional back-up needs.
    - c. Annual audits and inventories will be conducted by all Collections and Registration staff. The audits and inventories will follow the most recent Collections Inventory Plan and broadly consist of:
      - 1. Full audits of high value collections
      - 2. Full audits of all incoming loans
      - 3. All audits or inventories requested by State or Federal Agencies and as required by law
      - 4. Spot audits for other collection objects
      - 5. Spot audits of object data,
      - 6. Spot audits of accession and deaccession files, and
      - 7. Spot audits of loan files.
- B. Curators and Archivists are responsible for ensuring that supporting and legal documentation for catalog records and collection activity records is created or acquired for all DMNS collection objects to the extent the information is available.

- i. Curators and Archivists, with assistance from Collection Managers and Conservators, are responsible for providing the Registrar with the information required to create registration records.
  - ii. The Registrar audits collection activities and maintains records for all collection activities.
  - iii. Collections Managers, with assistance from collections staff, create and maintain records for collections use.
  - iv. The Education Collections Manager works with the Registrar to document collection activities for the Education Collection.
  - v. Work created by DMNS staff, in the course of their employment at DMNS, constitutes works made for hire and is the physical and intellectual property of DMNS unless otherwise governed by contract, publication agreement, employee agreement, or law. Originals of collection-related work shall remain at DMNS. Employees shall have the opportunity to retain or acquire copies of certain research-related documentation and to publish such information subsequent to their employment at DMNS upon its written permission, which shall not be unreasonably withheld.
    - a. The Museum acknowledges that the copyright for publications based on Museum collections may be transferred by the Museum to a professional publication entity, when required, for the article or image to be published. Documentation about copyright transfer must be maintained for the life of the asset.
- IV. Insurance of Collections
- A. The City and County of Denver provides insurance coverage for:
    - i. DMNS collections
    - ii. Collections on loan to DMNS
  - B. DMNS works to ensure appropriate coverage by regular review led by the Registrar.
- V. Personal Collecting by DMNS Staff
- A. Science staff are strongly discouraged from collecting privately in the same field that they work in for the Museum. Potential conflicts, real or perceived, are to be disclosed to Directors, the SVP, and Legal Counsel.
  - B. Science staff who do collect privately in the same field that they work in for the Museum must adhere to the following guidelines:
    - i. Must give the Museum first option to acquire an object that they have purchased for themselves, at the same price, before adding it to their personal collection.
    - ii. Must never purchase or acquire objects deaccessioned from the Museum or trade objects from their personal collection for objects from the Museum's collections.
    - iii. Must not store personal collections on Museum property.
    - iv. Must lend objects for an exhibition in the Museum anonymously. Similarly, images of objects in a staff's personal collection should be credited anonymously in Museum publications.
    - v. Should not negotiate personally with a dealer with whom the Museum also does business.
    - vi. Neither friends nor relatives should engage in a transaction that is not in compliance with the principles stated above.

- C. Personal items/collections of DMNS staff will be governed by the following provisions:
  - i. Private collections of objects like those in the Museum's collections may not be housed permanently at the DMNS. If brought to the Museum on a temporary basis, they must be treated as incoming loans and be subject to those policies and procedures.
  - ii. Personal items/tools of DMNS staff or volunteers, including private libraries and collections of personal papers, may be housed in the DMNS with the approval of the SVP and Security. To avoid confusion over ownership these items must:
    - a. Be housed/stored as separately as possible from comparable DMNS-owned property,
    - b. Where appropriate, bear labeling that clearly identifies their ownership, and
    - c. Be documented by an inventory or description, as determined appropriate by the SVP and Security.

#### **SECTION 4. ACCESSIONS**

- I. Selective Acquisition
  - A. DMNS adheres to a selective acquisition process. The Museum has limited storage space and financial and ethical constraints; therefore, indiscriminate growth of collections is neither feasible nor responsible.
  - B. Object(s) may be brought into the Museum for further review prior to an acquisition or loan proposal. These object(s) will be documented with a temporary number from the Registration Office with review and proposal, or return, completed within 90 days. All object(s) under temporary custody should be documented per Registration procedures.
  - C. All international, federal, state, and local laws and regulations will be followed. Acquisitions should in no way contribute to the existence of illegitimate markets, the destruction of resources or sites, illegal trade, or unethical behavior. Should evidence be presented to the DMNS that any object in its possession was acquired in violation of the principles described here, the DMNS will conduct an investigation into the circumstances. If justified by the results of the investigation, the DMNS will notify authorities and return the object to its rightful owner, to the extent that it is legally possible and practical to do so.
  - D. Restrictions on acquired objects or their access and use are discouraged. Any donor-imposed restrictions must be approved by the SVP. If required by law, restrictions may be imposed and, apart from exceptional cases, only for a finite period.
  - E. Only the authorizing Curator or Archivist, Science Directors, SVP, and President can formally recommend collection acquisitions.
    - i. Acquisitions will adhere to the [Long-Term Collection & Research Plan](#) and are guided by the Museum's mission and vision.
    - ii. The authorizing Curator or Archivist has first right of refusal for any object offered to the Education Collection.
    - iii. All proposed acquisitions will be documented and approved/rejected using an Acquisition Proposal Form (APF).
  - F. The SVP, in consultation with the CRC, has the final authority on any collection recommended for acquisition.

- i. All APFs will be reviewed by the proposing Curator's or Archivist's Director prior to review by the SVP.
- G. Approvals will follow the Delegation of Authority Policy based on the value assigned during the acquisition process.
- H. All natural history or cultural objects physically coming into the building, including incoming loans, will be reviewed by the Registrar, upon entry, for potential documentation. Curators or Archivists, and the Registrar are responsible for ensuring that necessary legal documentation is acquired before acquisition is finalized.
- I. Methods of acquisition
  - i. Field Collecting: objects obtained by Museum staff or associates through the course of fieldwork.
  - ii. Salvage: Objects (primarily zoological objects) opportunistically collected that were found or offered to the Museum not as a part of fieldwork.
  - iii. Government Collections: Objects collected or transferred through permits, repository or curation agreements where ownership is held by a first-party agency.
  - iv. Donations: Objects given to the Museum from individuals with title transferred to the Museum. Intellectual property rights are also addressed in any donation agreement.
  - v. Transfers: Objects given to the Museum from other institutions with title being transferred to the Museum. Intellectual property rights are also addressed in any transfer agreement.
  - vi. Internal Transfers: Materials being transferred from one department to another within DMNS.
  - vii. Purchases: Objects bought by Museum staff from external vendors.
  - viii. Museum Created: When casts or other materials are produced by a DMNS department.
  - ix. Exchange: When objects from the Museum's collection are given to another institution and they give the Museum objects in kind.
  - x. Bequest: Object(s) gifted to the Museum by a deceased person under the terms of the donor's will.
  - xi. Partial or Fractional Gift: A percentage interest of an object(s) offered as a gift to the Museum. The gift must be in the Museum's possession for a part of each year equal to the percentage owned by the Museum.
  - xii. Promised Gift: An object(s) offered by a donor with an intent to donate it in the future.
  - xiii. Abandoned Property: An object(s) left unclaimed at the Museum. The Museum will not accept abandoned property unless approved by Science Division Directors and the SVP of Science. The Museum will adhere to the Title 38, Article 14 (Loans to Museums) of the Colorado Revised Statutes.
  - xiv. Found In Collection (FIC): Undocumented objects that remain without status after all attempts to reconcile them to existing records of permanent collection and loan objects are completed.

## **SECTION 5. USE AND ACCESS**

### **I. Guiding Principles**

- A. DMNS provides access to its collections by approved individuals/entities while ensuring their preservation. Use of collections may take diverse forms, including research, exhibition, education, and interpretation, but use must be compatible with currently accepted preservation standards for collections held in the public trust.
  - B. All use must comply with applicable laws and regulations. Collections may not be used in any situation in which the authorizing Curator or Archivist has reasonable cause to believe that use is unethical.
  - C. All use must appropriately respect the physical, historical, cultural, and aesthetic integrity of the objects.
  - D. DMNS staff will take measures to assure that usage appropriately protects the Museum's intellectual property rights and the intellectual property rights of others.
- II. Use of collection objects to create reproductions must follow accepted guidelines for proper object care and meet all international, federal and/or state criteria, or cultural and/or ethical concerns, as overseen by the authorizing Curator or Archivist in consultation with the Director, Collections Manager, Registrar, Legal Counsel, and Conservator as necessary.
- III. Use of DMNS Collections
- A. Use of Research collections
    - i. Use of research collections will be approved and documented per departmental specific procedures.
    - ii. Objects in research collections are available for examination, study, and research, including approved destructive sampling.
      - a. DMNS acknowledges the need for and encourages the examination, study, and research of cultural objects by source communities and Indigenous People.
      - b. The DMNS reserves the right to refuse any use requests unless required by law.
    - iii. DMNS will not grant privileged or exclusive use of research or cultural objects unless at least one of the following stipulations are present:
      - a. There is a legal requirement for privileged or exclusive use.
      - b. DMNS staff are conducting research on Museum objects.
      - c. Request for limited access has been made by a source community.
      - d. There is a first-right-of-research from an outside researcher.
    - iv. The Museum requests copies and/or bibliographic information of data, reports, images, publications, and other information gathered by researchers studying DMNS collections.
    - v. Destructive sampling
      - a. Samples, and the information they contain, remain property of DMNS, must be credited appropriately, and any remaining useful material must be returned to DMNS if outlined in the loan agreement.
      - b. All destructive sampling must be approved in writing by the authorizing Curator and all first-party agencies.
      - c. If the entire object will be destroyed by analysis, it must go through the proper deaccession and disposition procedures prior to destruction.

- d. Requests for destructive sampling will be reviewed for approval by the authorizing Curator on the basis of scientific or cultural merit and a reasonable chance of successful results and completion.
- B. Exhibition of collections
- i. Curators and Archivists are responsible for the intellectual content of DMNS-produced exhibitions and temporary exhibitions when the contract allows and must provide information that is accurate and balanced in its interpretation, respecting the cultural sensitivities of applicable objects.
  - ii. Objects may be exhibited if exhibition conditions are compatible with security and preservation objectives.
  - iii. The authorizing Curator/Archivist and Collections Manager, in consultation with the appropriate Conservator/Preparator, should be contacted before moving, handling, or exhibiting objects.
- C. Imaging and reproduction of collections and exhibits
- i. All imaging and reproductions, whether photographic, three-dimensional (3-D), or digital, require approval of the authorizing Curator and Archivist and any first-party agencies.
    - a. Non-DMNS persons may be allowed to take images with their own equipment for non-commercial purposes after receiving approval from the authorizing Curator and/or Archivist per departmental specific procedures.
    - b. Non-DMNS persons may be allowed to take images of objects for commercial purposes according to stipulations outlined in a contractual agreement.
    - € Each commercial use of DMNS images will be reviewed and may require a licensing agreement authorized by the Archivist, in consultation with all relevant DMNS staff.
  - ii. Exhibits and/or objects may be subject to imaging and/or reproduction restrictions of loan agreement provisions or copyright and other intellectual property rights.
  - iii. The DMNS reserves the right to refuse any image requests.
  - iv. Imaging DMNS exhibits and public areas
    - a. When not specifically prohibited, visitors may take images with their own equipment, free-of-charge, for personal, educational, or non-commercial purposes.
    - b. Visitors or external personnel conducting imaging assume all liability and financial responsibility for any injury, loss or damage that may result from activities related to the imaging process.
      - 1. Safety in DMNS must not be compromised. Impacts to general convenience and/or traffic flow must be approved in advance. After-hours access for imaging may be facilitated according to the general access policies below.
      - 2. No props, equipment, or clothing may be placed on any DMNS case, exhibit, or object without prior approval by SVP of Science.
  - v. Imaging and scanning collection objects not on exhibition
    - a. If existing images/scans are not adequate, special imaging may be requested and completed by non-DMNS personnel following departmental specific procedures for approval and documentation.

- b. Images or a complete set of scan data in its original, unaltered form must be offered to DMNS for preservation and can be made available to others unless otherwise outlined in a contractual agreement.
    - c. Submission of images or scan datasets to external digital repositories must be approved in advance by the DMNS authorizing Curator or Archivist.
  - vi. Reproductions of collection objects
    - a. 3-D prints
      - 1. 3-D prints of DMNS objects for commercial purposes can only be conducted in consultation with the authorizing Curator and Collections Manager and covered under legal contract pursuant to any stipulations from first-party agencies.
      - 2. Rights and use of 3-D prints will be outlined in the DMNS licensing agreement.
    - b. Molding and casting
      - 1. The process of molding collection objects should only be undertaken when necessary for research or exhibit purposes, as approved by the authorizing Curator in consultation with the Conservator, Preparator, and/or Collections Manager, and with first-party consent when necessary.
      - 2. Molding and casting of DMNS objects for commercial purposes can only be conducted in consultation with the authorizing Curator and Collections Manager and covered under legal contract pursuant to any stipulations from first-party agencies.
      - 3. Where feasible, or legally required, a detailed primary cast will be retained by DMNS for any future molding so the object is only exposed to one round of molding.
  - vii. Licensing and copyright
    - a. The DMNS reserves the right to review the context in which Museum image(s) is/are to be used and may refuse permission for use if the use is deemed inappropriate by the authorizing Curator or Archivist.
    - b. DMNS-owned images or reproductions of the following may not be published without specific review and approval by the SVP and Directors:
      - 1. Objects subject to legal prohibition.
      - 2. Culturally sensitive objects.
      - 3. Specific locality information, including maps of large scale, for sites with sensitive paleontological or archaeological resources, as well as for endangered and threatened species.
      - 4. Images of objects on loan to DMNS (must be authorized by first-party agencies).
  - viii. Fees for use of images/reproductions and access to create images may be charged according to the DMNS fee schedule.
- D. Educational use of collections by DMNS staff
  - i. Research collections may be available to DMNS staff for teaching purposes provided that this use meets conservation guidelines, does not jeopardize the preservation of collections, and is approved by the authorizing Curator or Archivist.

- ii. Research collections used by DMNS staff for education purposes off-site must follow all loan policies and procedures for tracking and use.

E. Promotional use of collections

- i. The use of collections and collection images for promotion of the Museum is encouraged.
- ii. No collection object or exhibition, or portion thereof, in original, copy, or representative form, will be used in the commercial promotion of a non-DMNS product, service, or promotion without the express written permission of the authorizing Curator or Archivist, the SVP, and Legal Counsel.
- iii. The use of non-collection objects and images may be interpreted as a misrepresentation of the Museum's holdings and should be avoided. Departments outside the Science Division are required to seek the advice of Science Division curatorial or collections staff to avoid inappropriate messaging relative to the Museum's core competencies.
- iv. Museum retail shop staff should seek advice from the appropriate Science Director when needed to ensure objects for sale are appropriate, follow ethical practices, and do not contribute to the existence of illegitimate markets or the destruction of resources.
  - a. Replicas should be clearly marked as such and should note the original object if known.
  - b. The Museum retail shop should avoid selling objects that are of scientific or historical significance, have not met all provisions for legal acquisition, are culturally insensitive, or are from the DMNS or another institution's collections.
- v. Promotional use of collection images must be coordinated through the Archivist and authorizing Curator, in consultation with other Museum departments, to ensure appropriate documentation and protection of copyright and other intellectual property rights.

F. Decorative use of collections

- i. The use of collection objects for purely decorative purposes must be aligned with the Museum's mission and approved by the authorizing Curator or Archivist and any first-party agencies. Collection objects displayed as such must follow loan policy and procedure and must be made available for research upon request.
- ii. Non-collection objects used for decorations must not be represented as DMNS collection objects or reproductions of DMNS collections.

Catering activities in the exhibition areas that contain collections

- iii. While preservation of the Museum's collections is paramount, the Museum allows catered events in its diorama halls subject to specific limits established by the SVP. This activity is regularly reviewed by Science staff who are responsible for defining necessary preservation protocols.

IV. Access to DMNS Collections

A. Physical (badge and/or key) access to collections areas, including laboratories:

- i. Collection preservation areas are considered restricted access portions of DMNS. Only SVP, Science Directors, Curators, or Archivists may authorize badge/key access to collection preservation areas. This right is not transferable and may not be delegated.
- ii. Access to collection workshops and preservation areas by visitors and researchers:

- a. Prospective visitors and researchers must contact the authorizing Curator, Archivist or Collections Manager in advance for permission to visit the collections and follow department-specific procedures for requesting access.
  - b. The DMNS reserves the right to refuse any visitation request.
  - c. Non-Science Division and non-DMNS personnel, including visitors, researchers, or contractors must be accompanied by appropriate Science Staff and/or have specific approval to have access to the collections areas.
  - d. Natural history objects in the possession of visitors must be reviewed by Science staff before entering the facility to determine if they pose a threat to DMNS collections. Based on this review, these objects may not be allowed in the Museum building, or portions thereof.
- B. Access to collection areas by emergency personnel
    - i. In situations involving emergencies, when appropriate Science staff are not present, DMNS Security or Building Operations staff will supervise access to collections areas.
  - C. Access to collection areas by external contractors
    - i. In situations involving regular or emergency maintenance of or within collections areas, DMNS Collections staff will supervise access.
    - ii. In situations involving regular or emergency maintenance when DMNS Collections staff are not able to be present, DMNS Security or Building Operations staff will supervise access to collections areas.
  - D. Access to objects on exhibit
    - i. Collection objects on exhibit, being prepared for exhibit, being photographed, undergoing conservation treatment, on loan to another institution, or removed from storage for any reason remain the responsibility of the authorizing Curator or Archivist and Collections Manager.
    - ii. All matters involving access, storage, security, conservation treatments, loan requests, exhibition, change of location, or physical handling of objects on exhibit must be approved by the authorizing Curator or Archivist in consultation with DMNS Collections staff and, if appropriate, in consultation with a Conservator.
    - iii. It is the responsibility of DMNS Exhibits and Security personnel to facilitate access to objects on exhibition at the request of any Curator, Archivist, or DMNS Collections staff.

## **SECTION 6. LOANS**

- I. Guiding Principles
  - A. Loans are made for educational, research, preparation and conservation, artistic, community consultation, and exhibition purposes to and from the Museum and must support the mission of DMNS.
  - B. Loans are for a set period of time and will be audited yearly, per the Collections Inventory Plan.
  - C. The authorizing Curator or Archivist is responsible for initializing any loan and incorporating the appropriate staff throughout the loan process per Museum loan procedures.
  - D. Any necessary couriering of loans involving staff time and/or expenses will be approved by the Director(s) of any impacted teams.

E. Third-party loans require approval from the first-party/owner.

## II. Outgoing Loans

A. Outgoing loans are made between the Museum and the borrowing institution.

i. Outgoing loans to individuals not associated with an institution will be considered. The authorizing Curator or Archivist will work with the SVP to approve all outgoing loans to individuals. The objects for loan must receive the same level of care as they would at the Museum. This includes loans to DMNS Research Associates or other non-institution affiliated parties for the purposes of furthering research.

B. All outgoing loans are approved by the authorizing Curator or Archivist and follow the Museum's financial Delegation of Authority Policy. The Registrar is responsible for documenting the loan and obtaining the required signatures.

C. Outgoing loans of type objects and extinct Zoology Collection objects must be approved by the SVP and must be hand-carried unless otherwise authorized by the SVP.

D. The prescribed outgoing loan duration will typically not exceed one (1) year and may not exceed five (5) years. Renewals or extensions will be considered, and these requests must be made in writing before the original term has expired.

E. The Museum does not approve third-party loans or facilitate third-party loans without prior authorization from the first-party/owner. The Museum reserves the right to decline the loan request if the loan falls outside of the Museum's collection policies.

F. All outgoing loans will follow all applicable local, state, federal, and international laws. They will also adhere to discipline-specific ethical standards and the [DMNS Ethics Policy Statement](#). Additionally, loans will follow all DMNS policies, protocols, and procedures.

G. Outgoing loan terms, conditions, and restrictions will be determined and agreed upon before material is sent. All outgoing loan documentation will be completed according to the Museum's signing authorities prior to objects leaving the building.

H. Object conditions will be documented prior to leaving the Museum and upon arrival, with the loan agreement defining borrower's obligations should the condition change during the course of the loan. That determination will be made by the authorizing Curator or Archivist in consultation with the DMNS Collections, Conservation, and Preparation staff. Any DMNS generated condition reports will be created by either Collections Managers or Conservators.

I. The authorizing Curator or Archivist and Collections Manager are responsible for setting any restrictions or conditions with regards to handling, exhibit, environmental conditions, etc., in consultation with the Conservator, if needed. The borrower may be required to submit a general facility report and/or a certificate of insurance. Collections Managers are responsible for overseeing the packing, shipping, and handling standards of objects going out on loan in consultation with Conservators and Registrar as needed.

J. Objects transported offsite by DMNS staff for research or outreach purposes will follow the same outgoing loan documentation procedures, approvals, and restrictions.

i. These loans will be approved by the authorizing Curator or Archivist. If a Curator or Archivist is borrowing from the collection under their oversight, the appropriate departmental

Director or SVP will serve as the authorizing Curator or Archivist. These loans will follow Delegation of Authority Policy as designated by the Museum.

- K. For destructive loans, if the collection object will be completely destroyed by analysis, it must go through the proper deaccession and disposition procedures before being sent out.

### III. Incoming Loans

- A. Incoming loans must support the mission of the Museum and are between institutions and the Museum.
  - i. Loans from individuals will be considered and need to follow all applicable laws (local, state, federal, international), codes of ethics (including DMNS Code of Ethics) and discipline ethical standards.
- B. Incoming loans are approved by the authorizing Curator or Archivist and follow the Museum's financial Delegation of Authority Policy. The Registrar is responsible for reviewing and documenting the loan prior to obtaining the required signatures.
- C. Regardless of value, if the objects are extraordinary or significant (for example: type objects or extinct Zoology Collection objects), the SVP must also approve the loan.
- D. The prescribed incoming loan duration is typically one (1) year. Any renewals/extensions need to be filed as written approvals from the lending institution with the Registrar.
  - i. Incoming loans may be made for the term of no more than five (5) years. These loans must be approved by the authorizing Curator or Archivist and the SVP. The Museum will still audit these loans every year.
- E. All loans will follow all applicable local, state, federal, and international laws. They will also adhere to discipline specific ethical standards and the [DMNS Ethics Policy Statement](#). Additionally, loans will follow all DMNS policies, protocols, and procedures.
- F. Loan terms, conditions, and restrictions will be determined and agreed upon before material is sent.
- G. Object conditions will be documented upon arrival and prior to being returned to the lending institution.
- H. The authorizing Curator or Archivist and Collections Manager are responsible for in-house care of loaned objects. Where applicable, this work may be done in consultation with Conservators and, for objects on exhibition, the relevant DMNS Exhibit personnel.
- I. When borrowing material for an exhibition, the lender's relationship to the Museum will be examined for potential conflicts of interest. Any potential conflicts with regards to borrowed objects must be disclosed to the SVP and Registrar.
- J. Objects on loan from DMNS staff, Board of Trustees, DMNS Research Associates, DMNS Volunteers, or others closely associated with the Museum will be acknowledged as anonymous loans to avoid any conflicts of interest.
- K. Objects on loan for exhibition may not be offered for sale by the Museum.

## **SECTION 7. DEACCESSION AND DISPOSAL**

### I. Guiding Principles

- A. Accessioned objects are to be retained, in perpetuity, unless removed through deaccession; associated and appropriate data/digital records (e.g., locality, imaging, sequence data, etc.) will be retained in perpetuity.
  - B. Deaccession and disposal are intended to improve the quality and relevance of the collection in accordance with the missions of DMNS and the Science Division, or when required due to legal or ethical obligations.
  - C. Only the authorizing Curator or Archivist may formally recommend deaccession and disposal of DMNS collections.
  - D. Only in rare circumstances will deaccession of the following objects occur: types, iconic, or published or illustrated specimens.
  - E. In the case of dissolution, all collections will be transferred to institutions with adequate facilities for educational or research purposes.
- II. Collection Deaccession
- A. The authorizing Curator or Archivist may recommend a deaccession under the following conditions:
    - i. Lack of significance, relevance or usefulness to the missions and goals of the DMNS and the Science Division.
    - ii. Opportunity to upgrade objects or reduce redundancy in the collection.
    - iii. Transfer to another institution to benefit the scientific discipline or object.
    - iv. Deterioration, damage, alteration beyond repair, or requiring excessive resources to repair.
    - v. Proper preservation within current Museum facilities and/or resources is not feasible.
    - vi. Distribution of duplicate material to maintain scientific accessibility/cultural preservation.
    - vii. Legality of ownership by DMNS is invalid.
    - viii. Hazardous conditions that may threaten other collections and/or health of personnel.
    - ix. Destructive sampling procedures are necessary for research that requires the entire object to be depleted/destroyed.
    - x. Return to a previous holder is required due to legal or ethical considerations.
    - xi. Legitimate repatriation claim.
    - xii. Return to a source community for ethical reasons.
  - B. All deaccession proposals are presented to the CRC using the Deaccession and Disposition Record forms.
  - C. Disposal and Disposition
    - i. Proposed deaccessions and methods of disposal will be evaluated separately by the CRC (i.e., the CRC may approve the deaccession and deny the proposed disposition).
    - ii. Transfer to an appropriate institution is the preferred method of disposal; options include:
      - a. Transfer to DMNS department, museum, government agency or educational institution.
      - b. Discarded/destroyed if: hazardous to human health or other collection objects; damaged beyond repair; no other means of disposal is reasonable.
      - c. Repatriation as required by law.
      - d. Pro-patriation, or return to a source community not required by law but approved by the Museum per the SVP.

- e. Public sale under following protocol:
  - 1. Discipline-specific ethics and practices are observed and conflict of interest is avoided.
  - 2. No material derived from federal or state lands will be sold.
  - 3. Any material containing hazardous substances must be clearly disclosed.
  - 4. Does not contribute to the existence of illegitimate markets, the destruction of resources or sites, illegal trade, or unethical behavior.
  - 5. Sale of deaccessioned objects must protect the interests, objectives, and legal status of the Museum and adhere to the AAM and [DMNS Ethics Policy Statement](#).
  - 6. If CRC determines value of the object or suite of objects is >\$5,000, an appraisal must be obtained by an independent appraiser.
  - 7. Sale is conducted by an independent third-party (public auction, reputable dealer).
  - 8. Funds from the sale shall be used only for the direct care and/or acquisition of collections as defined and administered in Section F below.
  - 9. Members of the DMNS community (i.e., staff, volunteers, trustees, and associates) may not participate.
- f. Any donation that the Museum disposes of within three (3) years of acquiring, must be reported to the donor and the IRS within 125 days of the date of disposition.
- g. Disposal of unaccessioned objects will be conducted with the same disposal documentation as accessioned objects, excepting any need for deaccession or SVP approval.

#### D. Approvals

- i. Deaccession and disposition must be considered in separate CRC recommendations to the SVP.
- ii. If the SVP approves, the authorizing Curator or Archivist and the SVP will sign the documentation.
- iii. Based on the value and cost of disposal, additional approvals based on the Delegation of Authority Policy may be required.
- iv. Authorization limits for dispositions are the same as spending authorization limits maintained by the Executive Vice President of Finance & Business Operations.

#### E. Documentation

- i. The authorizing Curator or Archivist and Registrar are responsible for obtaining all supporting and legal documentation.
- ii. Documents must bear signatures of the appropriate authorities based on object value.
- iii. The Registrar maintains a file on all deaccession and disposition transactions.
- iv. An object has been permanently and legally removed from the collections when the following has occurred:
  - a. Both the deaccession and disposition are approved at the appropriate level.
  - b. The entire transaction is fully recorded by the Registrar.

- c. Disposal has been executed and confirmation of the disposition is documented by the authorizing personnel.
    - v. For those objects whose approved disposition is destruction, destruction must be witnessed or verified and documented by the appropriate Curator or Collections Manager and one additional witness.
- F. Use of Funds Resulting From the Sale of Deaccessioned Objects
  - i. Any and all funds resulting from the sale of deaccessioned objects will be used only for collections acquisition or direct care.
  - ii. **Direct Care of Collections** refers to collections management, conservation, and registration activities. These activities include:
    - a. Costs, including staffing costs beyond typical operations, necessary to perform direct care tasks which include, but are not limited to:
      - 1. condition reporting
      - 2. inventorying and/or processing new and existing collections
      - 3. risk assessment
      - 4. preventive conservation work including:
        - A. housekeeping
        - B. rehousing and storage mount construction
        - C. monitoring of collections environments
        - D. pest monitoring and/or eradication
      - 5. active conservation treatments and associated documentation of objects including:
        - A. cleaning
        - B. repair
        - C. stabilization
      - 6. digitization including:
        - A. cataloguing
        - B. data integrity work such as cleanup and standardization
        - C. imaging
        - D. scanning
    - b. Match or cost-share for direct care collection grants
  - iii. **Acquisition of Collections** includes:
    - a. The purchase price of an object itself
    - b. Travel expenses for staff to examine and evaluate potential acquisitions
    - c. Packing, shipping, insurance, and customs fees for an object to be delivered to DMNS

## **SECTION 8. REPATRIATION UNDER NAGPRA AND OTHER LAWS**

- I. The Museum aims to curate objects that are both legally and ethically held. The principles of respect, reciprocity, justice, and dialogue will be used to guide how the Museum deals with any claims.
- II. Special consideration will be given to international treaties such as the 1970 UNESCO Convention and the November 16, 1990 United States Congress-passed Native American Graves

Protection and Repatriation Act (NAGPRA) (Public Law 101-601). On January 12<sup>th</sup>, 2024 NAGPRA regulations were revised and are now in effect. The NAGPRA Officer will keep the CRC informed about legal regulatory compliance.

- III. The Museum will comply with both the letter and the spirit of the laws to expeditiously and respectfully evaluate each claim on a case-by-case basis. Every effort will be made to enter into equal and open communication with communities that connect themselves to the objects in the Museum's custody.
- IV. All claims will be assessed by the Museum's NAGPRA Officer in close consultation with Legal Counsel, Anthropology and Collections staff, and the Registrar.
- V. Anthropology Curators will initiate deaccession and disposition procedures as outlined in this Policy.

## **SECTION 9. CONSERVATION**

- I. Goal of Conservation
  - A. Using the highest possible standards, the conservation goal is to manage and maintain the balance between long-term future preservation and short-term use of objects by minimizing chemical, physical, and biological deterioration and damage.
  - B. Conservation treatments and work are guided by the Code of Ethics and Guidelines for Practices of the American Institute for Conservation of Historic & Artistic Works and serve to preserve and protect the artistic, historic, scientific, religious, or social content or significance of objects at DMNS.
- II. Conservation priorities are guided by the [Long-Range Conservation Plan](#), which, in turn, is guided by the DMNS Strategic Plan. The plan will be updated annually and reviewed by the CRC.
- III. Activities to Achieve DMNS Conservation Goals and Priorities
  - A. Preventive conservation, the highest priority, will mitigate deterioration and damage from the following risks: physical forces, security, fire, water, light intensity and ultraviolet radiation, pests, pollutants, inappropriate or fluctuating temperature or relative humidity, and custodial neglect. Preventive conservation is the purview of Collections staff, in consultation with Curators and Conservators as needed.
  - B. Risk mitigation activities will occur at facility, room, cabinetry, object and policy and procedure levels and include, but are not limited to:
    - i. Baseline monitoring and mitigating for pests, light and radiation, pollutants, and incorrect temperature and relative humidity.
    - ii. Developing procedures for handling, packing, transport, storage and exhibition, and emergency preparedness and response.
  - C. Examination to determine the extent and causes of deterioration through investigation of the structure, materials, and condition of the object may be conducted by DMNS Collections staff or Conservators.
  - D. Stabilization or restoration treatments are the purview of the Conservation Department. Priorities are established on the basis of emergency needs, assessment surveys, storage

rehousing, exhibit and loan requirements, and research priorities, as guided by the [Long-Range Conservation Plan](#).

- i. Preservation of the artistic, historic, scientific, religious, or social content or significance of the object shall take precedence over all other treatment considerations.
    - ii. Conservation treatment requires Curator or Archivist approval prior to any treatment, sampling, or testing.
  - E. Methods and material for preventive conservation or treatment activities may be researched and tested, including technical supplies used for preservation of objects.
  - F. Conservation promotes training and education for all staff toward overall preservation goals of the Museum.
  - G. All conservation activities are documented and digitized to be associated with object records.
- IV. Implementing the [Long-Range Conservation Plan](#) and Conservation Activities
  - A. Conservation is responsible for the primary implementation of the activities of the [Long-Range Conservation Plan](#).
  - B. The Director of Anthropology and the Head Conservator promote the understanding of Conservation goals and shared responsibility for the preservation Museum-wide.
  - C. Conservators, Curators, Departmental Directors, Archivists, and Collections Managers are responsible for planning and implementing preservation goals.

## **SECTION 10. EDUCATION COLLECTION**

- I. Introduction
  - A. The Museum acquires and manages objects for the Museum's educational programs. The intent of the collection is to promote its educational use while maintaining the collection for future educational uses; Education Collection objects are not viewed as permanent resources of the DMNS.
  - B. The Education Collection is governed by all applicable ethics, laws and regulations, this Policy, and departmental procedures.
- II. Staff Responsible for Collections
  - A. The Education Collection is the administrative responsibility of the Director of Integrative Collections who will approve additions and removal of objects from the collection in consultation with Curators as necessary.
  - B. The Education Collection is managed by the Education Collections Coordinator. This position will make formal recommendations for acquisitions and removal of objects from the collection.
  - C. Other Science or Experiences and Partnerships staff may make requests for specimens to be added to the Education Collection when such additions contribute to the Mission of DMNS.
- III. Acquisitions
  - A. The content of the Education Collection is guided by the [Long-Term Collection & Research Plan](#).
  - B. All objects to be acquired for the collection will be approved via an Acquisition Proposal Form (APF).
  - C. There are three categories of Education Collections objects:
    - i. Accessioned and Cataloged objects: Any object for which a high level of accountability must be maintained, including:

- a. Federal- or State-owned objects that have been approved by the owning agency for educational use.
- b. Objects that consist of any protected species per federal or state law.
- c. Objects that would cost over \$2,000 to replace.
- d. Other objects determined as needing high-level accountability by the Director in consultation with appropriate Curators.
- ii. Cataloged objects: Any object whose ongoing educational use requires a central tracking mechanism for accessibility and accountability. Most Education Collection objects will fall into this category.
- iii. Ephemeral objects: Any objects that are reasonably and/or inexpensively replaceable and need to be used and discarded frequently, such as:
  - a. Mass-produced models (e.g., casts, 3D prints) or teaching aids.
  - b. Objects that are easily obtainable and used up regularly in the course of programming (e.g., small hide pieces of non-protected species, replica Egyptian scarabs, porcupine quills).
- D. Any objects to be accessioned must go through the accession process as defined by this policy for research collections.
- E. Any catalogued objects will be described and tracked using the CMS database, whereas ephemeral objects may be tracked in bulk using other means.
- F. Appropriate Research Collections have first-right-of-refusal for any objects offered to or acquired by the Education Collection, now or previously. Curators may request the transfer of any objects in the Education Collections that meet the acquisition requirements of the research collection.
- G. Specimens treated with or containing toxic materials above levels considered safe for handling will not be acquired or kept within the Education Collection. Testing of existing collections and incoming collections will be ongoing to meet this requirement.
- H. No human remains will be acquired or kept in the collection other than those acquired from reputable scientific supply companies or acquired with the informed consent of the individual allowing them to be used for educational purposes.
- IV. Removal of objects from Education Collection
  - A. Any accessioned or catalogued objects to be removed from the Education Collection must go through the same deaccession and/or disposition process as defined by this policy for research collections.
  - B. Ephemeral collections may be disposed of at the discretion of the Education Collections Coordinator without formal documentation.
- V. Use and Access
  - A. The Education Collections Coordinator is responsible for approving and documenting use of collections by DMNS staff, interns, and volunteers within the museum building (internal use). Any objects from the Education Collection leaving the building will be documented as a loan (see Section 10. VI. Loans below).

- B. Internal use of Education Collection objects will be documented and tracked in the CMS database (e.g., programming, exhibits).

#### VI. Loans

- A. Loan processes and paperwork as defined for Research Collections will also be followed for Education Collection loans, with the following caveats:
  - i. Education Collections are only loaned to museum staff or their designated volunteers for use outside of the Museum building. The Education Collections Coordinator will use the collections database to process loans going to museum staff or volunteers rather than museum loan paperwork.
  - ii. Education Collections may be loaned to outside institutions, either when research collections are unavailable, inappropriate, or if the borrower's intent is to use collections for educational purposes. These loans will be processed by the Registrar.
  - iii. The Education Collections Coordinator can approve loans with a value of up to \$2,000 (same as Curators of Research Collections), with higher valued loans following the signing authority of any other collection loan.

## **APPENDIX A: POSITION DESCRIPTIONS**

**Archivist:** The Archivist (Digital Archivist) serves as the Records Manager for digital and analog historical and administrative Museum resources; serves as resource on intellectual property; ensures appropriate collections growth and provides information related to the Museum's work and history. This position helps the Museum meet its public trust and other legal obligations through institutional records management, collections and metadata management, digital asset management, and archival documentation.

**Board of Trustees:** The Board of Trustees shall have general supervision and control of the Museum and all its property and of the investment and appropriation of its funds. They have final responsibility in all matters of policy; all in conformity with the design and purpose of the Museum's establishment and with the Articles of Incorporation. The Board shall be no more than thirty individuals

**Collections Manager:** The Collections Manager manages a collections department and its associated projects, grants, and staff. This position oversees all existing and incoming collections to ensure proper processing, storage, documentation/cataloguing, accessibility, and long-term preservation for use in research, education, and exhibits, and to fulfill trust obligations of the Museum for the preservation of collected and donated objects for the future.

**Collections Review Committee (CRC):** The CRC is a dynamic committee that consists of the VP (head of CRC), Directors, Registrar, authorizing Curator or Archivist, and responsible Collections Manager. This group is assembled on a case-by-case basis to confirm updates to the Policy and make recommendations as necessary for acquisitions, deaccessions, loans and use.

**Conservator:** The Conservator provides vision and management for the Avenir Conservation Center. This position provides leadership and direction related to the effective and efficient operation of conservation and preservation of program elements and projects. This position also oversees the collaboration and support for the preservation of Museum collections and traveling exhibitions.

**Curator:** The Curator guides collections activities and provides scientific expertise in a specific field of study to support the Museum's efforts to deliver research, curation, collection development, and outreach. This position provides content leadership for any core competency exhibitions and programs.

**Director:** The Director provides leadership, management, strategic support, and care for the Science Division's collections and collections staff. This position ensures that the Museum and its collections are recognized both internally and externally for their relevance to research, outreach, and collections care. This position also helps implement and ensure adherence to the Science Division's policies and procedures.

**NAGPRA Officer:** The NAGPRA Officer will be filled by an Anthropology Curator and will handle any NAGPRA related issues.

**Preparator:** The Preparator works with the Curators and Collections Managers to provide supervisory and technical support to ensure that the labs function efficiently and that objects are prepared or repaired using the highest professional standards.

**President:** The President will have general supervision over the Museum. This position executes all contracts, deeds, mortgages, bonds, and other legal instruments, except those delegated by the Board.

**Registrar:** The Registrar ensures the Museum meets its public trust responsibilities by ensuring coordination and documented compliance of all collection activities with the collection policy, procedure, state, federal, and international laws and regulations, and professional standards.

**Education Collections Coordinator:** This position serves as a liaison between the Science Division and the Experiences & Partnerships (E&P) teams in the use of the Education Collections. This position coordinates use of Education Collections by the teams from E&P and other internal users and continues assessment of the existing collection to ensure an active, nimble, well-documented, and well-maintained collection.

**Science Data Administrator:** This position is responsible for managing digital collections data and databases for the Science Division, acting as liaison to the IT department and outside software vendors. This position acts as application administrator and configures, supports, and tests EMu and DAMS. This includes: collections data normalization and integrity, support of stakeholders and end users, support of collections digitization projects, security, and sharing of data with collaborators, aggregators, and the public.

**Senior Vice President of Science and Chief Curator (SVP):** The SVP serves as DMNS's chief scientific officer. This position provides forward-thinking and collaborative leadership that supports and facilitates scientific research and advances the mission and goals of the Museum as a whole. This position also manages, leads, and inspires the Science Division, manages financial resources, and serves as an external representative of the Museum.

## **GLOSSARY**

**Accession** (Accessioning): The formal process used to legally accept and to record objects as part of a collection; the act of accepting objects into the category of materials that a museum holds in public trust; the creation of an immediate and permanent record utilizing a control number for an object or group of objects added to the collection from the same source at the same time, and for which the museum has custody, right, or title.

**Acquisition:** The process of obtaining custody (physical transfer) of an object or collection (but not necessarily involving the transfer of ownership).

**Acquisition Proposal Form (APF):** A form documenting all details pertaining to any new acquisition being considered by the Museum. This form also includes final acquisition decision and chain of authority.

**Appraisal:** A judgment of what something is worth; an expert or official valuation, as for taxation; the process of determining the monetary value of an object.

**Cataloging:** The process of creating and organizing a full record about an accessioned object (or assembly, or lot) cross-referenced to other records and files, and often containing a photograph, sketch, film, sound, or other electronic data.

**Certificate of Insurance:** A document, signed by the insurance company or its agent, that is written evidence of insurance in force at the time of issuance.

**Collection:** An organized accumulation of objects that have intrinsic value and a common base of association (e.g., discipline, taxonomic, geographic, cultural) that the museum holds in trust for the public.

**Collections management:** The activities that relate to the administration of collections, including planning, development, care, conservation, use, and documentation.

**Collections management policy:** A written document, approved by the institution's governing authority, that specifies how collections will be acquired, accessioned, documented, stored, used, cared for, and disposed of.

**Commercial use:** Use of a component of a collection or its associated documentation for sale, resale, purchase, trade, barter, or actual or intended transfer for gain or profit.

**Condition Report:** An accurate, informative descriptive report of an object's state of preservation at a moment in time.

**Copyright:** Legal recognition of special intellectual property rights, distinct from the right of possession, that a creator may have for a work. Copyright exists for original works in tangible media and covers the rights to reproduce, adapt, distribute, perform, or display the work.

**Country of origin:** The country where a plant, animal, or fossil was collected, or an object was made.

**Credit line:** Information that details the source of an object and may reference the donor or lending institution.

**Curation:** The process of managing, developing, and preserving a collection according to professional museum standards and archival practices.

**Curation agreement:** A contract between two parties detailing the curation of a collection, including details on the state of the collection when given to the repository, work to be done at the repository, responsibilities to the collection for both parties, costs, ownership, and access and use of the collection.

**Custody:** A state of physically holding or controlling an object or having the right to do so.

**Deaccession:** Formal removal of accessioned objects from the museum's permanent collection. Objects removed from unaccessioned collections of the museum are not considered deaccessions but must go through a formal removal process.

**Destructive sampling:** Any type of analysis that destroys or alters a sample during the process.

**Disposal:** The process of physically removing a deaccessioned object from the museum's custody.

**Documentation:** Records pertaining to the provenance, identification, significance, status, and location of the museum's collections, in accordance with accepted standards in the field.

**Exchange:** To trade or barter property, goods and/or services for other property, goods and/or services, unlike a sale or employment in which money is paid for the property, goods or services.

**Facility report:** A report prepared by an institution that outlines its facilities, environmental controls and monitoring, security, and collections management procedures.

**First-party (first-party agency):** Government agency or other entity that holds title.

**Found-in-collections (FIC):** Undocumented objects that remain without status after all attempts to reconcile them to existing records of permanent collection and loan objects are completed.

**Governing authority:** The executive body to which the director reports and is responsible, charged with the legal and fiduciary responsibility for the museum (e.g., board, trustees, regents, commission).

**Hand-carried:** A packed object that can be carried by one person and is transported on or under an aircraft passenger seat or in a passenger vehicle.

**In perpetuity:** Continuing forever; used in reference to the curation of material remains and documents by a repository for the entire length of an object's life.

**Incoming loan:** Objects, lots, specimens, or archival material to which the museum does not have legal title but for which it is legally responsible while they are in its possession and used in museum-sponsored activities.

**Institution (or organization):** For the purposes of this document, an institution/organization is a public or private entity that meets a level of standards held by museums.

**Integrative Collections Branch:** A subdivision of the DMNS Science Division that consists of Archives, Education Collections, Photography, and all collections staff in Anthropology, Earth Sciences, and Zoology. Overseen by the Director of Integrative Collections.

**Integrated pest management (IPM):** The coordinated use of biological and environmental information with selected control measures to reduce or eliminate pest damage; a holistic approach to pest management decision making, taking advantage of all appropriate pest management options, including chemicals.

**Intellectual property:** Unique products of human intelligence that have real or potential commercial value (e.g., designs, inventions, literary works, unique names, and industrial processes).

**Intellectual property rights:** Non-physical (intangible) rights to an object or record that exist independently from ownership of the physical item; intellectual property rights include copyright, images, and right to use.

**Inventory:** An itemized listing of objects, often including current location, for which the museum has responsibility.

**Loan:** A temporary transfer of a collection object from a lender to a borrower; a loan does not involve change in ownership.

**Loan agreement:** A contract between a lender and a borrower of an object, specifying the object and outlining the conditions of the loan and the respective responsibilities of each party.

**Long-Term Collection & Research Plan:** A DMNS plan that records the historical context and significance of collections and subcollections. It also serves as a plan for scientific research and collecting focus for curatorial staff moving forward.

**Mission:** Statement approved by the museum’s governing authority that defines the purpose of the museum.

**Object:** Specimens, artifacts, cultural belongings, or materials in physical or digital form.

**Outgoing loan:** An object loaned by a museum to another institution or, in exceptional cases, to an individual.

**Possession:** Having physical custody of an object.

**Procedures:** Guidelines that provide directions for implementing the collections management policy.

**Provenance/Provenience:** For works of art and historical objects, the background and history of ownership. For scientific collection objects, the site and locality information.

**Public trust:** A relationship in which the museum holds property that is administered for the benefit of the public.

**Records:** All information fixed in a tangible (textual, electronic, audiovisual, or visual) form that was created by an organization as part of its daily business.

**Registration:** The process of developing and maintaining an immediate, brief, and permanent means of identifying an object for which the institution has permanently or temporarily assumed responsibility.

**Repatriation:** To return or restore the control of an object to the country of origin or rightful owner.

**Repository:** A facility that can provide long-term professional, systematic, and accountable curatorial services for a collection that it does not own.

**Repository agreement:** Agreement in which an institution provides long-term professional, systematic, and accountable curatorial services for a collection that belongs to another entity (e.g., a state government, federal government, or foreign government).

**Sale:** Transfer of title in return for money or other things of value on terms agreed upon between buyer and seller.

**Third-party loans:** A loan of material that is not owned by the lender.

**Title:** The possession of rights of ownership of personal property. Separate rights of possession include copyright interests, trademark rights, and any specific interests that the previous owner may have reserved.

**Transport/Transportation:** To ship, convey, carry, or transport by any means whatever and deliver or receive for such shipment, conveyance, carriage, or transportation.