

# **Utah Museum of Natural History**

## **Collections Management Policy**

*Although the Museum is also known as the Natural History Museum of Utah (NHMU), we use the legal name Utah Museum of Natural History and the acronym UMNH for this document*

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## 1. Mission Statement

The Utah Museum of Natural History illuminates the natural world and the place of humans within it.

As Utah's state museum of natural history at the University of Utah, we:

- Foster an understanding of science as a journey of discovery and wonder.
- Promote the preservation of biological and cultural diversity.
- Preserve collections in trust for future generations.
- Encourage new perspectives on and inspire passion for the natural world.
- Celebrate Utah's native peoples and cultures.
- Showcase Utah's unique and extraordinary environments.
- Create knowledge through innovative research.
- Demonstrate the myriad links connecting the past, present and future.
- Transcend scientific disciplines to reveal the networks inherent in nature.
- Serve as a center for science literacy, acting as a bridge between the scientific community and the public.
- Empower people to make thoughtful decisions about the future.

## 2. Scope of Collections

In accordance with its mission statement, UMNH maintains permanent collections in the general fields of anthropology, biology, geology and paleontology.

Conceptual scope: Collections are not acquired haphazardly and must fall within the general framework of existing collections, or must otherwise strengthen their useful comparative nature.

Geographical scope: Collections follow general geographic priorities: firstly, the Intermountain West with particular emphasis on Utah; secondly, North America; thirdly, global, with special emphasis on research programs and comparative materials.

## 3. Governance

The Utah Museum of Natural History is a state institution located at the University of Utah. The UMNH is subject to the policies, rules, and administration of the University. Accordingly, the University's Board of Trustees has ultimate responsibility for the preservation and protection of the permanent collection. They have ultimate fiduciary responsibility and insure that all activities and programs are consistent with the mission. They respect the professional expertise and views of UMNH staff in fulfilling this role. The Trustees delegate this oversight responsibility to the University of Utah's Senior Vice President for Academic Affairs to whom the Executive Director of the Museum reports.

The day-to-day governance of UMNH is structured so that final responsibility for decisions related to the operation and management of the Museum rests with the Executive Director. The Executive Director is appointed by the Senior Vice President. The Executive Director is specifically responsible for fulfilling the mission, development needs, and strategic planning along with providing the Museum with qualified resources and insuring compliance with all appropriate governmental regulations and the UMNH Ethics Statement.

### Curators

Curators hold primary responsibility for major collection divisions. Together with Collection Managers, they implement collection policy and direct matters regarding acquisition, utilization, and care of the collections within these divisions. The Chief Curator is appointed by the Executive Director and serves as the administrator of the budget for Collections and Research.

### Collection Managers

Collection Managers are responsible for all routine collection activities that involve the maintenance and use of collection objects and associated records, and may share responsibilities associated with acquisitions.

### Registrar

The Registrar is responsible for managing centralized collection records and handling legal issues and logistics. Additionally, the Registrar manages issues that affect all or multiple collections, such as risk management and preventative conservation concerns. The Registrar works with Curators and Collection Managers to draft policy as it pertains to collections.

### Collections Committee

The Collections Committee, using the Museum's Collection Management Policy for guidance, has primary responsibility for accessions and deaccessions. It is a standing committee of the Museum. The Committee will evaluate and make recommendations to the Executive Director for all proposed accessions of significant size or monetary value. The Committee has oversight where a collecting issue will commit the Museum to major future expense or expansion. The Chief Curator presides over the committee, with primary members consisting of the Registrar and division Curators. Additional members from appropriate academic disciplines will be consulted as the Committee deems necessary. The executive director serves as an ex officio member of the Collections Committee without voting rights.

Decisions made by the committee will be determined by a majority vote. Only primary Collections Committee members and Collection Managers have authority to acquire, propose for deaccession, lend, borrow, or authorize use of specimens and objects.

## **4. Collection Categories**

Collections are developed, managed, and conserved for use in research, exhibitions, and/or education programs for academic and public audiences. To ensure these collections will be available for the future, utilization is balanced with current conservation philosophies and best practices.

Recognizing that collections form the core of the Museum, but also acknowledging the duty of the institution is to provide varied and informative programming to its audience, the UMNH maintains two categories of collections.

### Permanent collections

Accessioned, documented, and cataloged objects or specimens collected within the scope of collections are preserved in trust for future generations. These objects or specimens are given the highest level of care, management and protection and can be used for research, exhibition or loans. Permanent collections are either owned or repositied.

Reposited collections are those obtained through authorized field collection from public or tribal lands. Ownership of collections is retained by the public land agency or Indian tribe with management authority over the lands at the time of field recovery. For objects or specimens recovered from lands that have changed ownership or management authority, the Museum presumes that the landowner or manager at the time of field recovery remains the owner of the objects or specimens unless presented with evidence of a formal transfer of ownership of said material.

### Study collections

Objects or specimens used as study collections also fall within the scope of our collections but may not be given the same level of care, management and protection as permanent collections. These objects or specimens may be considered expendable by collections. These collections can also be used for loans or in educational settings inside the UMNH or at other locations for educational programming. Objects and specimens used as study collections remain in the care of the collection division and can be owned or repositied collections. The level of care for research quality casts and reproductions will be decided by the appropriate curator and collection manager.

## **5. Objects Outside Permanent and Study Collections**

Objects used as an exhibit or educational prop and related exhibition furniture, cases, vitrines and similar expendable and reproducible items are not cared for, managed or protected by collections. However, organic material used for this purpose (including its packaging) must comply with best practices outlined in the Integrated Pest Management Plan. Departments are encouraged to consult with the appropriate Collections Manager and Registrar to ensure that appropriate pest management practices are followed.

## **6. Regulations and Legal Guidelines**

### Code of Ethics

The Utah Museum of Natural History adheres to the code of ethics as adopted by the American Alliance of Museums and the University of Utah, as well as and the Utah Museum of Natural History Ethics Statement (see Appendix). The latter statement is applicable to all parties and individuals associated with the UMNH. The Museum also complies with all applicable local, state, and federal laws, international conventions, and legal standards governing trust responsibilities.

### Personal Collecting Policy (from UMNH Ethics Statement):

The acquiring, collecting and owning of objects by Museum staff is not in itself unethical, and can enhance professional knowledge and judgment. Care must be exercised, however, to assure that no conflict, or appearance of conflict, arises between staff and the Museum. Staff members must not personally compete with the Utah Museum of Natural History for acquisitions in which the Museum has formally declared an interest. No staff member may use their museum affiliation to

promote their, or an associate's, personal collecting activities. In all situations, the Museum's formally and specifically stated collecting needs take precedence over those of the individual.

Loans to the Museum of personal objects belonging to staff can be of benefit to education and the scholarly mission of the Museum. Exhibition and publication of objects by the Museum can also enhance an object's value. Therefore, objects belonging to staff members may be loaned to the Museum for exhibition or research if the item(s) would significantly enhance the educational value of the larger exhibition or research question. There cannot be a conflict of interest, or even perceived conflict of interest, wherein the staff member may personally benefit from such a loan. Prior to the use of objects belonging to staff or private individuals, there must be consultation with the collections committee.

#### Laws Concerning Acquisition

UMNH employees authorized to acquire objects for the permanent collections through field collection, gift, purchase, exchange or other means will reasonably ensure that clear and legal title can be transferred to and obtained by the Museum and accomplish through due diligence that the title is clear and valid. For objects collected on federal lands, title will not transfer to the Museum as these objects are held in trust. In doubtful cases, it is advisable to consult University of Utah legal counsel.

The Museum will not knowingly or willfully accept or acquire any artifact, object or specimen illegally imported into or illegally collected in the United States. Due diligence will be pursued to ensure that items considered for acquisition have been collected and imported in full compliance with the laws and regulations of the federal government of the United States and of the individual states. All items collected in foreign countries must also have been obtained in compliance with the laws of those countries. The Museum may accept objects that have been legally confiscated by government authorities.

#### Identification and Appraisals

There is an inherent conflict of interest if the UMNH, its employees, or its representatives provide estimates to donors or potential donors of a donation's monetary value. Therefore, no employee will give appraisals for the purpose of establishing the fair market value of objects or specimens offered to UMNH. Appraisals required for tax deduction purposes are the responsibility of the donor.

As a service to the public, UMNH Curators and Collections Managers may attempt to identify objects brought to the Museum. Identifications are done on an appointment basis, and individuals are required to take their possessions with them when they leave the Museum. At the discretion of the curator or collection manager, individuals may leave objects or specimens on a temporary basis but must first read and sign an Incoming Loan Agreement administered by the Registrar. At the time of loan, the UMNH Registrar, respective Curator or Collections Manager will set a reclamation date. Items must be reclaimed on or by the specified reclamation date.

Further, the UMNH will not authenticate any objects for other persons or agencies under circumstances that could encourage or benefit illegal, unethical, or irresponsible traffic in such materials.

#### Repository Agreements

The Museum, designated as the state repository for archaeology and paleontology, can enter into a Repository Agreement with private contracting firms and state or federal agencies for the long-term care, storage and utilization of archaeological and paleontological collections obtained under permit from state and federal lands. Repository agreements are valid for one calendar year from acceptance of application. (see Appendix for “Repository Policy and Procedures”)

### Access Policy

Access to the collections provides opportunities for research and education. However, measures must be undertaken to preserve the integrity and security of the collections. Access to collections must be pre-approved by Curators or Collection Managers and will follow the guidelines of individual collections. Researchers and interested parties must contact the respective UMNH Curator or Collection Manager in order to schedule an appointment to study a specific object or specimen from the collections. Requests for access to collection objects and specimens will be considered by the appropriate Curator and Collections Manager taking into consideration risk to objects or specimens, resources available for supervision and research goals. Access to collections storage areas shall only be under the supervision of collections personnel or, in the case of contractors or inspectors, the Facilities Manager.

UMNH policy, guided by state and federal law, allows for curatorial discretion to restrict access to sensitive data such as site, locality, donor, valuation and cultural information. Reposited collections and their associated records may be safeguarded by further restrictions placed by the public land agency. In cases where a Curator needs greater clarification, they may contact the public land management agency. Curators, Collection Managers and the Registrar will take all reasonable steps to ensure that this sensitive information is safeguarded.

## **7. Acquisitions and Accessions**

### Acquisition Authority

Only Curators and/or Collection Managers and the Registrar, in cases of reposited collections, may approve accessions of specimens and objects into UMNH collections. No other individuals are authorized to accept collections for the Museum. Other museum departments involved in negotiating the donation or purchase of private collections should consult with the Collections Committee in the early planning stages of such acquisitions.

The Collections Committee will be consulted on all proposed accessions of significant size or monetary value. The Committee also will have oversight where a collecting issue will commit the Museum to major future expense or expansion. Staff field collections from state and federal lands are accessioned at the discretion of the respective division Curator.

### Selective Acquisition

Because of limited storage space, established goals, and financial and ethical constraints, indiscriminate growth of collections is neither feasible nor responsible. Collection objects must be acquired in accordance with current legal and ethical standards. Acquisition practices must adhere to discipline-specific ethics and practices and should in no way contribute to the existence of illegitimate markets, the destruction of resources or sites, illegal trade, or unethical behavior.



### Fiduciary Responsibility

Because of its fiduciary responsibility to maintain and preserve objects in perpetuity for the common good, the Museum will not acquire objects for which it is unable to provide adequate space, financial resources for care and conservation, and appropriate staff (curatorial, collection management, conservation, preservation and registration).

### Use

The Museum acquires objects and specimens specifically for the Museum's stated purposes. Objects and specimens, for which the Museum anticipates no foreseeable use for research and/or education, will not be accepted. Potential donors of such items may be referred to other museums having an interest in and use for the offered object.

### Object & In-Kind Donation Inquiries

Objects acquired and brought into the Museum can pose risks to the collections that are our mission to maintain and preserve. Further, the proper care of these objects can require greater financial resources than initially imagined. Therefore, the appropriate collections specialists shall be consulted on museum acquisitions. All inquiries made to the Museum concerning the possibility of non-monetary donations must follow the Object & In-Kind Donation Inquiry Procedures.

### Conditions of Acceptance

A legal instrument of conveyance will be required for gifts, purchases or bequests and can consist of a Deed of Gift, Bill of Sale, or Decree of Distribution and a Last Will and Testament. This documentation must be provided to the Registrar prior to an authorized UMNH Curator or Collection Manager accepting objects on behalf of the Museum. The documentation will include the object(s) or specimen(s) description, and will be kept in the accession files of the Registrar. Free and clear title will be required for all objects and specimens acquired for the collections, without restrictions as to use, exhibition, loan, dispersal, or future disposition.

Only under exceptional circumstances will the Museum consider gifts on which the donor has placed restrictions concerning use or disposition. Restricted gifts will be accepted for accession only by the Collections Committee. Where restrictions are attached to an acquisition, every effort will be made to place a reasonable limit on the time for which these restrictions will apply and to define the conditions under which they will apply and to define the conditions under which their enforcement may terminate. Such restrictions as may apply to an acquisition must be completely documented in the records pertaining to the object. UMNH will make every effort to comply with both the letter and spirit of such restrictions.

### Documentation of Accessions

It is essential that clear legal title to an acquisition be established prior to accessioning into the collections. It is the obligation of the authorized UMNH employee (Curator or Collection Manager) making the acquisition to ensure that all information and documentation necessary for legal and binding accessioning are obtained and provided to the Registrar within 30 days to initiate the process of accessioning.

All correspondence, shipping receipts, bills of lading, customs receipts, and other documentation related to an accession shall be kept in the appropriate accession file in the Registrar's office.

### Condition Reports

The condition report provides valuable information specific to the object or specimen. An object or specimen will be condition-reported when it enters the UMNH for exhibition, either through loan or acquisition, for conservation or as circumstances warrant. Originating condition reports will remain on file with UMNH registration. For rented traveling exhibitions, the Museum will use the condition-reporting method that originated with the exhibition. If no condition reports accompany the exhibition, UMNH will use its own forms to condition-report all objects or specimens in the traveling exhibition.

### Inventory

Collection inventories are conducted periodically. A digital record and paper record copy will be produced and stored in a secure location. If feasible, a digital photograph will be taken of each object or specimen and stored with the database information.

### Commencement of Stewardship

The time at which UMNH is considered to take possession of and legally own an object or specimen varies with the method of acquisition. The following definitions set forth the time of commencement of ownership:

#### Field Collection

Field collection is the principal means of acquisition of research collections. Individuals involved with field collecting are responsible for obtaining all needed permits for the applicable work undertaken and for providing the Registrar with a copy of these permits.

If field collections are obtained from private land, the responsible party will obtain written permission from the land owner prior to potential collecting. A Deed of Gift is required for any collecting done of objects or specimens that are in situ or underground.

If field collections are obtained from public land, the responsible party will follow all applicable laws and regulations. UMNH is the state designated repository for archaeological and paleontological collections acquired from state lands and accessions the materials as provided for under Utah state law and recognizes that these collections are held in trust. UMNH, at its option, will accept field collections in these disciplines from federal land agencies when they are accepted through the conveyance of a Repository Agreement. UMNH recognizes these collections are likewise held in trust.

#### Exchange

An object may be acquired through exchange for an object or specimen deaccessioned from UMNH collections or collected for exchange purposes. Exchanges are initiated by the appropriate Curator or Collection Manager, with the deaccession approved by the Collections Committee. No exchanges will be made with private persons. Scientific, natural history and cultural institutions will have preference over all other interested parties. Ownership commences when all objects or specimens involved have entered and been accepted by the respective institutions. Reposited objects and specimens may be subject to prior land agency approval before exchange.

#### Gift

The UMNH is considered to own the item when 1) there is intent by the donor to donate object(s); and 2) UMNH acquires the object(s); 3) UMNH accepts the object(s). Ownership

commences only when these conditions have been met. A Deed of Gift will be generated by the Registrar for each donation to the Museum, and signed by the donor and then the Registrar.

If a donor chooses to have their non-cash charitable donation valued in excess of \$5000.00 appraised for tax deduction purposes, IRS regulations for Determining the Value of Donated Property (IRS Publication 561) will be followed. The appraiser will provide IRS Form 8283 documenting the donation value, which should be sent to the attention of the Registrar. The Registrar will verify the donation has been received by UMNH and request the University of Utah Director of Planned Giving and the Vice President for Advancement to counter-sign IRS Form 8283 to allow the donor to take the appropriate documented tax deduction for their donation.

#### Bequest

In the case of a bequest, a Decree of Distribution and a copy of the Last Will and Testament shall be obtained. The Decree of Distribution must be signed by the executor. The Museum is not obligated to accept a bequest.

#### Purchase

Ownership commences when the Museum has rendered payment for the object(s), acquired the object(s) and received a receipt of purchase for the object(s). A Bill of Sale shall be obtained from the vendor for each purchase, if possible. If a Bill of Sale cannot be obtained, a written and signed statement of the circumstances of purchase by the appropriate Curator shall be substituted and retained with the accession documentation.

#### Abandonment

The Museum will not accept abandoned objects, except under extreme circumstances and with the written approval of the chief curator and the Collections Committee. As clear title cannot be ascertained, it is unwise to accept any abandoned object. No individual affiliated with UMNH will accept or transport into the building any abandoned property left outside the building. If abandoned property is found outside the building, the Registrar or Facilities Manager will be immediately contacted to inspect the abandoned property. If decided the property is abandoned the Facilities Manager or the Registrar will contact University of Utah Police to remove the abandoned property from the premises.

Property brought to UMNH and abandoned will not be accepted.

### **8. Collections Care and Risk Management**

The Museum's responsibility to care for collections in its custody on behalf of present and future generations is a primary obligation of the institution. All staff members share in this broad accountability but preservation of the collections is an essential responsibility for the Collections and Research Department.

Preservation and conservation are included in this Collections Policy to emphasize the Museum's commitment to care for collections in its custody. UMNH endorses the concepts of preventative conservation which aim to minimize damage and deterioration of the collections. All collections staff practices preventative conservation within the storage rooms, laboratories and exhibitions.

Professional standards require eliminating or mitigating risks to the collections from the following agents of deterioration:

- Airborne pollutants and contaminants
- Physical forces such as handling, packing and in transit
- Inappropriate temperature & relative humidity and abrupt rate of change
- Vandalism and intentional damage
- Visible light and ultraviolet radiation
- Pests such as insects and rodents
- Custodial neglect & theft
- Water, flood, fire or other natural disaster

### Physical Care

UMNH provides secured, alarmed, climate controlled storage areas for all its collections. Collections are housed inside hermetically sealed metal cabinets or, for oversized material, on powder coated metal shelving/ racking. Archival supplies or materials recommended by conservation specialists are used for preparation and storage of collection objects. UMNH staff members and volunteers are trained in proper handling procedures for their collections. Handling or moving of collection objects is done by collections staff members or volunteers under supervision of staff members.

Permanent Collection objects and borrowed objects on exhibit are routinely monitored by collections staff. Collection objects are exhibited in a locked display case whenever possible and large objects are protected from public handling by barriers and gallery attendants. Handling or moving of collection objects on exhibit is done by professionally trained preparators with guidance given by Collections Managers.

### Conservation

Using the highest possible standards, the Museum's conservation goal is to manage and maintain the balance between long-term preservation and short-term use of the collections by minimizing chemical, physical, and biological deterioration. Conservation includes prevention and intervention measures designed to mitigate deterioration and return objects to stability through minimally intrusive methods. UMNH follows the current conservation philosophy of minimal chemical and physical trauma to the object, the use of sympathetic materials, compatibility of materials and maintaining complete accurate records of materials and processes used.

### Environmental monitoring

Documentation is essential for understanding the outside weather fluctuations and the ability of the building heating, ventilating, and air condition (HVAC) system to control and minimize the change inside the building. Change is to be expected with seasonal fluctuations, but to preserve the collections of UMNH, it is important to minimize fluctuations. Environmental measurements will be recorded with data loggers. Records will be kept for a minimum period of three years.

As visible and ultraviolet light on collections presents preventive conservation concerns for objects and specimens on exhibition and in collection storage, it is imperative light levels be monitored and adjusted appropriately. To this end, the UMNH owns and uses a light meter to manage light levels for objects on exhibition. Lights should remain off in collections storage rooms unless occupied.

### Pest Management

Integrated Pest Management (IPM) is a means of controlling pests using primarily non-invasive methods to prevent, mitigate and minimize pest infestations. While not all pests attack and damage collections of cultural and scientific materials, overlooked, non-destructive pests tend to attract the destructive sort. We therefore seek to manage all pests. Our methodology to keeping pests in check will follow a Block, Discourage, Detect & Respond protocol. The full IPM policy is found in the appendix.

### Insurance

As stated in the loan form conditions, insurance is required for all objects on loan and will be covered by the borrowing institution. If UMNH objects travel from the borrowing institution to another location (i.e. research lab, additional museum venue, etc.,) a Certificate of Insurance (CoI) will be required from the borrowing institution prior to loan commencement. The UMNH can provide a CoI to institutions lending collections objects to the Museum.

## **9. Documentation and Registration**

Documentation records form an integral part of an object's or specimen's history and are of primary importance in understanding the item. Records also provide the means by which the UMNH establishes its right to legally retain objects, either through permanent ownership, reposited or on temporary loan. Careful and explicit record keeping allows the UMNH to know an object's provenance, provenience, condition, location, consumptive/ destructive analysis use, legal status and to systematically classify and catalog objects.

Collection records should be made in a timely fashion, housed in a secure location, and physically preserved by proper handling and storage methods. Duplicate registration and accession records, including digital and/or paper copies, should be stored in separate facilities as a security precaution. Documentation should be kept on archival paper to ensure their preservation and longevity. In the case of digital archives, all images and documentation should be kept on redundant storage devices inside and outside of the UMNH facility. It is of utmost importance that UMNH maintain a clear distinction between the permanent and study collections and that UMNH can provide legal proof of ownership and possesses clear legal title to the objects and specimens that form the permanent collections. To this end, the UMNH must document and account for the objects and specimens for which it has assumed responsibility.

### Registration

The registration process involves the activities of compiling and maintaining an accurate and cumulative inventory of all objects and specimens in the Museum's custody. This includes providing an immediate, brief, and standard means of identifying each object and recording its source, status, and disposition. Registration includes:

Accessioning is the act of recording an acquisition to the permanent or reposited collections which: a) gives the UMNH legal right to hold the object(s); and b) commits the UMNH to the responsibility for the proper care and use of the object(s).

### Accession documentation

When an object or specimen is accepted as part of the Museum's permanent or reposited collection, it is accessioned by completing the documentation and assigning a unique

control number (accession number). An accession number is assigned to a collection acquired from a single source at one time. It may refer to one object or specimen or to a number of miscellaneous and diverse items. All permanent and repositioned collection items acquired by UMNH will be formally accessioned. Accessioning will be done in a timely fashion by the Registrar.

Deaccessioning is the process of removing an object or specimen from the permanent collection by legal means.

#### Deaccession documentation

All aspects of the conditions and circumstances of deaccessions and dispositions of objects or specimens will be recorded and retained in the registration office files.

Loans are the temporary physical transfer of material without transfer of ownership. Loans are undertaken within the terms of a loan agreement that: a) forms a contract between the lender and borrower; and b) specifies terms and conditions of the loan, including the responsibilities of each party.

#### Incoming Loans

For external and or traveling exhibitions, research, or other stated purpose, the UMNH will make arrangements with institutions or individuals for the loan of materials to the Museum. In general, the originating institution generates the loan documentation agreement forms, however, if needed UMNH will generate these documents to be signed by each responsible party. Loans will only be made for a specified length of time and they may be renewed with written approval of the originating institution or individual and UMNH.

#### Outgoing Loans

For research, exhibitions, education, or other stated purpose, the UMNH will agree to arrangements with other like institutions for the loan of UMNH permanent collection objects or specimens. An Outgoing Loan Agreement will accompany loans originating from the UMNH and signed by both responsible parties. A General Facility Report will be required from the borrowing institution if the object or specimen is loaned for exhibition. Loans from UMNH will be made for a period of one year, with the option of renewal at the discretion of the appropriate Curator or Collection Manager but are non-transferable without written authorization from Curator or Collection Manager. Collection objects or specimens will not be loaned to individuals. If the loan is for research purposes, results of analyses (including publications, reports, images, GenBank number, digital data such as CT scans etc.) must be forwarded to the Museum and remaining materials, not consumed during analysis in the case of destructive studies, will be returned to division Curator or Collection Managers upon conclusion of the study.

#### Gallery Loans

For internal UMNH loans for exhibition use, the agreement is made between registration and exhibitions. These activities are tracked both for temporary as well as long term exhibitions and will be made for a period of one year, with the option of renewal at the discretion of the appropriate Curator or Collection Manager. Gallery loans are not appropriate for any specimen or artifact that leaves the building.

Occasionally, the UMNH may receive requests from individuals or local businesses for loan of exhibition furniture and props. These requests will be individually evaluated by the exhibits director and, if approved, all documentation regulations apply as for standard outgoing loans.

## **10. Exhibitions**

To uphold strict preventive conservation measures and documentation requirements, Curators, Collections Managers, and Registrars will work in close concert with exhibit planners. Exhibitions provide the vehicle to inform visitors in an insightful and educational manner. The Museum strives to select exhibitions that meet the UMNH mission and serve its constituency.

## **11. Imaging**

The UMNH accepts written requests for photographic materials of collection objects. All requests shall be processed by the registration office working in consultation with the appropriate curatorial divisions. Applicants are requested to submit a “Rights and Reproduction Agreement” (see Appendix). The Museum is currently developing an Image Policy which will be added to the appendix.

## **12. Deaccessions**

The UMNH holds its collections in the public trust, which obligates acting in accordance with the highest legal and ethical standards and as defined by the American Association of Museums Code of Ethics. In this regard, the Museum selects objects and specimens for acquisition carefully so deaccessioning will seldom be necessary. However, UMNH recognizes that selective culling of the collections can be beneficial to the future strength of the collections.

Reasons for deaccession include: destructive analysis, repatriation, object or specimen deemed outside scope of collections, exchange, poor state of conservation, resources required for proper care are beyond those of the museum, authenticity, hazard to personnel or other collections, redundancy, request by land agency for return of repositied material or illegitimate title.

### Means of Deaccession

Objects or specimens in the collections may be considered for deaccession only upon the formal written recommendations of the respective Curator to the Collections Committee. The recommendation will be reviewed and voted upon by the Collections Committee. A majority of votes is necessary for approval. Prior to the committee vote, clear and unrestricted title must be ascertained and verified by the Curator.

### Repatriation

The Museum complies with the Native American Graves Protection and Repatriation Act (NAGPRA, see Appendix) and applicable Utah laws. Repatriation decisions will be undertaken on an individual basis, in accordance with the Museum's legal, fiduciary, and ethical responsibilities.

### Destructive Analysis

The Collections Committee, upon recommendation of the appropriate curator, can approve destructive techniques (the analytic process which consumes some or all of a collections object or specimen) only if the process will result in a meaningful increase in scientific knowledge, and will yield significantly more data than non-destructive techniques. Proposals for destructive analysis must be submitted to the Committee in writing by the recommending curator. The Committee will determine whether the analysis will deplete or significantly diminish the Museum's holdings in any area, will consider the rarity of the object, the significance of the object to the culture of origin, and the effect of the analysis on the object's aesthetic value as well as the benefits of the proposed analysis. The Committee may deny such use even if significant increases in scientific knowledge can be gained from the analysis.

Destructive techniques that consume only a small portion of an accessioned object or any portion of an object originally collected for destructive analysis may be approved by the division Curator.

### Disposition

In considering a deaccession recommendation, the Collections Committee must also consider disposition of the object or specimen in the best interests of UMNH, the public, scholars, and the cultural community it serves and the public trust represented. The Museum will also consider the reasons for which deaccession was recommended.

### Methods of Disposition

1. Destructive analysis for research, exchange, gifts or sale to an appropriate institution.
2. Destruction of objects or specimens may be necessary due to health hazards, certified forgeries, or deterioration. Methods of destruction must comply with local, state, and federal codes, and must be witnessed by an authorized collection personnel (Curator, Collection Manager, or Registrar) and attested to in writing for permanent inclusion in the collections file. Methods of destruction can include complete and utter destruction of the object or specimen through mechanical means or incineration.
3. If possession of an object or specimen by the Museum is found illegitimate, the object or specimen will be given to the legitimate owner as determined by the appropriate authority. Copies of all documentation will be kept in the registration file.
4. Advertised public sale or auction that will best protect the interests, objectives, and legal status of the Museum. Due to a possible perceived conflict of interest, UMNH employees, volunteers, contracted University of Utah staff (i.e. facilities personnel), advisory board, and immediate families, and any contract employees from the previous six months are restricted from purchasing objects the Museum offers for sale or at auction.

### Restrictions on Disposition

1. Objects may not be given or sold to employees, volunteers or advisors of UMNH, members of auxiliary museum groups, or to the family or representatives thereof.
2. In general, no agent acting on behalf of the UMNH in the sale of deaccessioned objects or specimens shall use the name of the Museum to imply in any way that the value of such objects is supported or attested to by UMNH.
3. The name of the UMNH may not be used in any promotional material regarding the sale of deaccessioned objects or specimens without the approval of the Collections Committee.



### Proceeds from Deaccessions

All proceeds from the sale of deaccessioned objects or specimens will be deposited in a restricted collections account. Such funds may only be used for the acquisition of objects for the collection as is prescribed by AAM's Code of Ethics.

### Documentation of Deaccessions

All aspects of the conditions and circumstances of deaccessions and dispositions of objects or specimens will be recorded and retained in the registration office files.

## **13. Appendix**

UMNH Policy

Statement of Ethics

Integrated Pest Management Policy