

# **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.*

*Revised by L. Louderback and J. Krishna & approved by Collections Committee, October 2024*

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*(Appendix components approved separately as appropriate)*

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## **1. Mission Statement**

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

As Utah's state museum of natural history, 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 Indigenous 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, and geology.

### 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**

Utah Museum of Natural History is a state institution located at the University of Utah, established as the State Museum of Natural History by Utah Code 53B-17-601 to 603. 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 ensure 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 (SVPAA), who in turn delegates this responsibility to the Executive Director, who reports to the SVPAA. The Executive Director is delegated the authority to carry out collections management policies including inventory, security, preservation of and access to the collections entrusted to them (University of Utah Policy 3-044).

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 specifically responsible for fulfilling the mission, development needs, and strategic planning along with providing the Museum with qualified resources and ensuring compliance with all appropriate governmental regulations and the Museum's Ethics Statement.

### Curators

Curators hold primary responsibility for major Research Divisions. Curators of Divisions with collections work directly with Collections Managers to implement collection policy and handle matters regarding acquisition, use, and care of the collections within these divisions. The Responsible Curator, as defined in this document, is the Curator overseeing the collections of a given division. The Chief Curator is appointed by the Executive Director.

### Collections Managers

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

### Registrars

Registrars are responsible for managing centralized collection records and handling legal issues and logistics. Additionally, Registrars manage issues that affect all or multiple collections, such as risk management and preventative conservation concerns. The Head Registrar works with Curators and Collections 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 vote on all proposed accessions that may be contentious, of significant size, or of significant monetary value. The Committee has oversight where a collecting issue will commit the Museum to major future expense or expansion. Any change to collections policy is reviewed by this committee. The Chief Curator presides over the committee, with voting members consisting of the Head Registrar and division Curators. Specialists from appropriate academic disciplines may be consulted as the Committee deems necessary. The Executive Director serves as an ex-officio member of the Collections Committee with voting rights.

Decisions made by the Committee are determined by a majority vote. Only Curators, Collections Managers and Registrars have authority to acquire, propose for deaccession, lend, borrow, or authorize use of objects.

#### **4. Collection Categories**

For the purpose of this document, Collections refer to both physical objects and their associated documents that are developed, managed, and conserved for use in research, exhibitions, and/or education programs for academic and public audiences. Natural and cultural history as well as scientific and traditional knowledge are preserved in the collections and are held in perpetuity. To ensure these collections will be available for the future, use 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, UMNH maintains two categories of collections.

##### Permanent collections

The permanent collections consist of objects that UMNH assumes official responsibility for and are accessioned, documented, and cataloged using formalized and standardized processes (see Documentation & Registration). They are accessioned, documented, and cataloged objects collected within the scope of collections are preserved in trust for future generations. These objects 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 reposited.

Reposited collections are those obtained through authorized field collection from public or Tribal lands. Ownership of reposited 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 recovered from lands that have changed ownership or management authority, the Museum presumes the landowner or manager at the time of field recovery remains the owner of the objects unless presented with evidence of a formal transfer of ownership of said material.

Owned collections are those that the Museum has acquired by gift, bequest, purchase, exchange, or any other method that transfers title.

##### Teaching collections

Teaching collections are objects maintained for the purpose of education, identification, or consumptive research. They are not intended for permanent long-term preservation, although some specimens may subsequently be designated accessioned collections. Objects 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 may be considered expendable by Collections and Research. These collections can also be used for loans, in educational settings inside UMNH, or at other locations for educational programming. Objects

used as study collections remain in the care of Collections and Research and can be owned or repositied collections. The level of care for research quality casts and reproductions are decided by the Responsible Curator and appropriate Collections Manager.

### Analytic Samples

Analytic samples are for research purposes only and are not considered museum collections. UMNH does not assume official responsibility for these samples, which will not be accessioned. Analytic samples will be marked so that they are easily distinguishable from other museum collections. The process for documenting and cataloging will fall to the discretion of the Curator or Collection Manager of the division in which they are housed.

### Objects Outside the Care of Collections & Research

Objects outside permanent and teaching collections 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 and Research. However, acquisition of natural history objects (e.g., anthropological, biological, geological, or paleontological objects) and organic material used for this purpose (including its packaging) will require consultation and approval of the Registrar and appropriate Curator or Collections Manager. This is to ensure compliance with the Integrated Pest Management Policy, as well as compliance with UMNH Statement of Ethics and international and federal law (e.g., CITES, NHPA).

## **5. Regulations and Legal Guidelines**

### Code of Ethics

UMNH adheres to the code of ethics as adopted by the American Alliance of Museums and the University of Utah, as well as the Natural History Museum of Utah Statement of Ethics (see Appendix). The latter statement is applicable to all parties and individuals associated with 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 Museum 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.

All personal collecting of objects by Museum staff must comply with all relevant state and federal regulations and laws.

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 the object's values. Therefore, objects belonging to Museum staff 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.

#### 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 abide by all state and federal laws. The Museum will not knowingly or willfully accept or acquire object illegally imported into or illegally collected in the United States. Due diligence will be pursued to ensure that objects 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 objects 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 UMNH, its employees, or its representatives provide estimates to donors or potential donors of a donation's monetary value. Therefore, no employee or representative will give appraisals for the purpose of establishing the fair market value of objects 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 Collections Manager, individuals may leave objects on a temporary basis but must first read and sign an Incoming Loan Agreement administered by the Registrar. At the time of loan, the Registrar, Responsible Curator, or Collections Manager will set a reclamation date. Items must be reclaimed on or by the specified reclamation date.

Further, 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 use 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 guidelines)

### 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 Collections Managers and will follow the guidelines of individual collections. Researchers and interested parties must contact the respective UMNH Curator or Collections Manager in order to schedule an appointment to study a specific object from the collections. Requests for access to collection objects will be considered by the Responsible Curator and Collections Manager taking into consideration risk to objects, 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, Collections Managers, and Registrars will take all reasonable steps to ensure that this sensitive information is safeguarded.

## **6. Acquisitions and Accessions**

### Acquisition Authority

Only Curators and/or Collections Managers and the Registrar, in cases of repositied collections, may approve accessions of 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 that may be contentious, of significant size, or of significant monetary value. The Committee also will have oversight where a potential acquisition will commit the Museum to major future expense or expansion. If a large commitment of financial, staff, or space resources are necessary for an accession, the Executive Director, Chief Curator, and Chief Financial Officer will review the implications of such an acquisition and report this information to the Collections Committee. Staff field collections from state and federal lands are accessioned at the discretion of the Responsible 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 specifically for the Museum's purpose defined by our mission. Objects for which the Museum anticipates no foreseeable use for research, exhibition, and/or education will not be accepted. Potential donors of such object(s) may be referred to other museums having an interest in and use for the offered object(s).

### Object and In-Kind Donation Inquiries

Objects acquired and brought into the Museum can pose risks to the collections that are our responsibility to maintain and preserve. Further, the proper care of these objects can require greater financial resources than initially imagined. Therefore, the appropriate Curator or Collections Manager 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 Collections Manager accepting objects on behalf of the Museum. The documentation will include the object(s) description and will be kept in the accession files of the Registrar. Free and clear title will be required for all objects 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 Collections 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 an object. A condition report will be completed for an object when it enters UMNH for exhibition, either through loan or acquisition, for conservation, or as circumstances warrant. Originating condition reports will remain on file with UMNH. For rented traveling exhibitions, the Museum will use the originating institutions format for condition reports. If no condition reports accompany the exhibition, UMNH will use its own forms to complete condition reports for all objects 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 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 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 landowner prior to potential collecting. A Deed of Gift is required for any collecting done of objects 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 deaccessioned from UMNH collections or collected for exchange purposes. Exchanges are initiated by the Responsible Curator or Collections 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 involved have entered and been accepted by the respective institutions. Reposited objects may be subject to prior land agency approval before exchange.

#### Gift

UMNH is considered to own the item when 1) there is intent by the donor to donate object(s); 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.

#### 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 Responsible Curator shall be substituted and retained with the accession documentation.

#### Abandonment

The Museum will not accept objects abandoned on museum premises, 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. Unsolicited gifts sent to the Museum will be treated as abandoned property.

## **7. 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 Collections and Research.

Preservation and conservation are included in this Collections Management 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 present during activities such as handling, packing, and transit

- Inappropriate temperature & relative humidity and abrupt rate of change

- Vandalism and theft

- Visible light and ultraviolet radiation

- Pests such as insects and rodents

- 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 interns and 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 conditioning (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 are 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 on exhibition and in collection storage, it is imperative light levels be monitored and adjusted appropriately. To this end, 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 follows 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 (e.g., research lab, additional museum venue, etc.,) a Certificate of Insurance (CoI) may be required from the borrowing institution prior to loan commencement. UMNH can provide a CoI to institutions lending collections objects to the Museum.

## **8. Documentation and Registration**

Documentation records form an integral part of an object's history and are of primary importance in understanding the object. Records also provide the means by which UMNH establishes its right to legally retain objects, either through permanent ownership, reposit, or on loan. Careful and explicit record keeping allows 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 UMNH. It is of utmost importance that UMNH maintain a clear distinction between the permanent and study collections and that it can provide legal proof of ownership and possesses clear legal title to the objects that form the permanent collections. To this end, UMNH must document and account for the objects 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 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 collections which: a) gives UMNH legal right to hold the object(s); and b) commits UMNH to the responsibility for the proper care and use of the object(s).

#### Accession Documentation

When an object is accepted as part of the Museum's permanent 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 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 from the permanent collection by legal means.

#### Deaccession Documentation

All aspects of the conditions and circumstances of deaccessions and dispositions of objects 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 traveling exhibitions, research, or other stated purpose, 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, UMNH will agree to arrangements with other like institutions for the loan of UMNH permanent collection objects. An Outgoing Loan Agreement will accompany loans originating from UMNH and be signed by both responsible parties. A General Facility Report will be required from the borrowing institution if the object 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 Responsible Curator or Collections Manager but are non-transferable without written authorization from Curator or Collections Manager. Collection objects 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 upon conclusion of the study. Any remaining materials, not consumed during analysis in the case of destructive studies, will be returned to UMNH upon conclusion of the study.

### Gallery Loans

For internal UMNH loans for exhibition use, the agreement is made between Registration and Exhibits. 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 Responsible Curator or Collections Manager. Gallery loans are not appropriate for any object that leaves the building.

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

## **9. Research Requests**

UMNH welcomes and encourages the use of its collections for research and educational purposes. The UMNH Guidelines for Access to Collections (available on website) provides detailed information for researchers who want to access our collections.

### Non-Destructive Analysis

Non-destructive analysis involves the study and analysis of museum collections without altering or removing material from the specimen or object. Researchers should contact the appropriate Research Division Curator or Collection Manager.

### Consumptive/ Destructive Analysis

Consumptive and/or destructive research involves the analytic process that consumes or alters some or all of a collections object. Researchers are required to fill out a Consumptive Analysis Request Form available on the website and submit it to the Research Division Curator or Collection Manager. Proposals for consumptive analysis are then submitted to the Collections Committee in



writing by the Responsible Curator or Collection Manager. The Collections Committee will approve consumptive techniques only if it significantly adds to the knowledge and understanding of the object and/or collection and will yield significantly more information than non-consumptive techniques. The Committee will consider whether the analysis will deplete or significantly diminish the Museum's holdings in any area, 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. Regarding destructive analyses on human remains, refer to our NAGPRA policy.

Consumptive/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 directly approved by the Responsible Curator or Collections Manager without review from the Collections Committee.

## **10. Imaging**

If a researcher would like to image, illustrate, replicate, and/or publish any object(s), then a Researcher Agreement must be signed and submitted before beginning research.

UMNH accepts written requests for commercial photographic materials of collection objects. All commercial requests shall be processed by the Registrars in consultation with the responsible Division. Applicants are requested to submit an "Image Reproduction Request" form (see Appendix).

## **11. Deaccessions**

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 for Museums. In this regard, the Museum selects objects 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/consumptive analysis, repatriation, object 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 repositated material, or illegitimate title.

### Means of Deaccession

Objects in the collections may be considered for deaccession only upon the formal written recommendations of the Responsible Curator or Collection Manager 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 Responsible Curator or Collection Manager.

### 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.

### Consumptive/Destructive Analysis

Material that was removed from an object during consumptive/destructive analysis will be deaccessioned. See Research Requests for more information.

### Disposition

In considering a deaccession recommendation, the Collections Committee must also consider disposition of the object in the best interests of UMNH, the public, scholars, 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/consumptive analysis for research, or exchange, gifts, or sale to an appropriate institution.
2. Destruction of objects may be necessary due to health hazards, forgeries, or deterioration. Methods of destruction must comply with local, state, and federal codes, and must be witnessed by an authorized collection personnel (Curator, Collections 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 through mechanical means or incineration.
3. If the Museum's possession of an object is found to be illegitimate, the object 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 (e.g., 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 UMNH in the sale of deaccessioned objects 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 UMNH may not be used in any promotional material regarding the sale of deaccessioned objects without the approval of the Collections Committee.

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

#### Documentation of Deaccessions

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

### **12. Exhibitions**

To uphold strict preventive conservation measures and documentation requirements, Curators, Collections Managers, and Registrars will work in 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 UMNH mission and serve its constituency.

### **13. Appendix**

#### UMNH Policy

- Statement of Ethics

- Integrated Pest Management Policy

- Repository Policy & Procedures (available on website)

- Image Reproduction Request (available on website)

- NAGPRA Policy (soon to be available on website)