

**THE MANUAL OF
COLLECTION POLICIES
FOR THE
DENVER MUSEUM OF NATURE & SCIENCE**

Approved and Adopted by the DMNS Board of Trustees, April 15, 2008

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85 **SECTION 1: INTRODUCTION**

86 I. About the Denver Museum of Nature & Science

- 87 A. The Colorado Museum of Natural History, d.b.a. Denver Museum of Natural
88 History (DMNH) beginning in 1948, d.b.a. Denver Museum of Nature & Science
89 (DMNS) beginning in 2000, was incorporated in 1900. Supported by funding from
90 both private and public sources, the Museum is a not-for-profit, collections based
91 educational, scientific, and cultural organization founded on the basic human need to
92 understand the natural universe. The Museum claims six core competencies:
93 anthropology, geology, health sciences, paleontology, space sciences, and zoology.
94 B. The Denver Museum of Nature & Science inspires curiosity and excites minds of all
95 ages through scientific discovery and the presentation and preservation of the
96 world's unique treasures (2006). The Museum accomplishes its mission through:
97 1. selective collecting as guided by the Long-Term Collection & Research
98 Plan;
99 2. preservation, access, and use of collections and associated data;
100 3. research and publication in the DMNS's core competencies;
101 4. public outreach through educational programming and exhibition of
102 specimens/objects.

103 II. About the Manual

- 104 A. The Manual of Collection Policies for the Denver Museum of Nature & Science (the
105 Manual) guides the acquisition, use, preservation, and disposition of collections
106 under the Museum's custody. The Manual also provides guidance for other Museum
107 departments concerning the appropriate use of objects and activities related to the
108 Museum's collections. The Board of Trustees designates Research & Collections
109 Division (RCD) staff to develop, implement and update the Manual. As a
110 pan-Museum document, the Manual, as approved by the Board of Trustees, revises
111 and supersedes any of the Museum's previous collection policies and procedures
112 manuals, including the most recent 1998 version and all previous versions.
113 B. The Manual of Collection Policies takes as its foundation the DMNS Ethics Policy
114 Statement, which guides staff, volunteers, and the Board of Trustees.
115 C. It is the responsibility of the Chief Curator to introduce the Manual to the Museum
116 and certify compliance with the policies by all Museum staff and volunteers.

117 III. Interpretation, Revision and Approval of the Manual

- 118 A. On behalf of the Museum as a whole, and in consultation with appropriate DMNS
119 staff and advisors, the Curatorial Review Committee (CRC) reviews, revises and
120 develops any necessary collection policies and procedures at least once every five
121 years to ensure that they conform to prevailing standards, ethics, and regulations and
122 that they reflect any change in circumstances since the last review.

- 123 B. The Chief Curator has the authority to interpret the Manual as it relates to all
124 Museum activities and may seek the advice of the CRC, the registrar, the President,
125 Board of Trustees, Legal Counsel, or other advisors, when circumstances warrant.
126 C. Revisions to the DMNS Manual of Collection Policies and DMNS Ethics Policy
127 Statement must be approved by the President and the Board of Trustees.
128 IV. Department and discipline specific collection procedures must conform to the DMNS
129 Manual of Collection Policies and the DMNS Ethics Policy Statement, and they require the
130 review and approval of the Chief Curator and, at his or her discretion, the CRC.
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133 **SECTION 2: STAFF AND OTHERS RESPONSIBLE FOR COLLECTIONS**

- 134 I. The President and Board of Trustees, as the Museum's top administrators, ultimately bear
135 the public trust responsibility for DMNS collections. For collection transactions above the
136 authorization limit of the Chief Curator, approval is required by the President, and in the
137 case of objects and specimens exceeding the authorization limit of the President, approval is
138 required by the Board of Trustees.
139 II. Only curators, archivists, librarians, and the Chief Curator have authority, as determined by
140 their current authorization limits, to acquire, propose for deaccession, lend, borrow, or
141 authorize use of specimens and objects. For the purposes of this Manual, the term
142 "curators" also refers to archivists and librarians, reflecting their curatorial authority and
143 responsibility.
144 III. Authorization limits for collections are the same as spending authorization limits maintained
145 by the Chief Financial Officer.
146 IV. The Chief Curator designates the curator in charge of each collection.
147 V. Curators are ultimately responsible for their collections but may designate others to perform
148 duties such as collection management, record keeping, and preparation.
149 VI. Curators and/or their designated collections managers share responsibility with conservation
150 personnel in providing for the long-term preservation of collections.
151 VII. Education Collections are the responsibility of the Deputy Chief Curator, with support by a
152 curator in each core competency, and the archivist.
153 VIII. The Registrar audits collection activities and ensures documented compliance within the
154 Museum of all policies, procedures, professional standards and legislation pertaining to
155 collections.
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158 **SECTION 3: COLLECTIONS AND COLLECTING**

- 159 I. The foundation of any museum is its collections and their associated data. The DMNS has a
160 public trust responsibility to both present and future generations to acquire natural history,
161 anthropological, and other objects relevant to its mission; to maintain them for use in
162 scholarly research, education and exhibitions; and to preserve them in perpetuity.
163 II. Collections of the DMNS are defined as any object(s) owned by the Museum, or for which
164 the Museum serves as a repository.
165 A. DMNS collections are maintained by the Anthropology, Bailey Library & Archives,
166 Earth Sciences, Education Collections, Health Sciences, Space Sciences, and
167 Zoology Departments.
168 B. The composition of DMNS collections is guided by the Long-Term Collection &

- 169 Research Plan. The term collection object refers to, but is not restricted to,
170 specimens, artifacts, rare or special books, photographs, documents, scientific
171 instruments, digital files, art works, and related data.
- 172 C. All collection objects are governed by the provisions of this Manual.
- 173 D. All collection activities are conducted in accordance with:
- 174 1. This Manual, the DMNS Ethics Policy Statement, and other applicable
175 ethics statements;
- 176 2. International, national, state, and local laws and regulations; and
- 177 3. Current professional standards and best practices.
- 178 E. Departments throughout the Museum create records and/or objects which may
179 become DMNS collections or are managed by Archives.
- 180 F. The DMNS Archives serves as the Records Manager for records created by the
181 Museum. The disposition of the Museum's records is governed by the Records
182 Retention Schedule, which is compiled and updated by the Archives with
183 appropriate legal approval.
- 184 III. Education Collections
- 185 A. The Museum acquires and manages objects for teaching purposes.
- 186 B. Education Collection objects usually are not viewed as a permanent resource of the
187 DMNS, but are governed by all applicable ethics, laws and regulations, this Manual,
188 and departmental procedures.
- 189 IV. Disposable Objects
- 190 A. Certain objects, including educational or exhibit props with no long-term value, may
191 remain unaccessioned and do not fall under the purview of this Manual. Examples
192 include specimens obtained specifically for dissection and exhibit furniture with no
193 historical or artistic value.
- 194 1. When their usefulness to the Museum terminates, disposable objects may be
195 appropriately removed from DMNS custody. All appropriate documentation
196 of these objects will be maintained by the originating DMNS department and
197 maintained or disposed of in keeping with the DMNS Records Retention
198 Schedules.
- 199 V. Documentation of Collections
- 200 A. Collection objects must be documented as accurately and fully as possible using
201 professional standards and procedures as established by the archivists, curators, and
202 registrars in accordance with accepted conventions of professional disciplines.
- 203 1. Documentation includes both catalog data (object name, object description,
204 mode of acquisition, date received or collected, field records,
205 provenance/locality data, condition, value, internal authorization, permit and
206 locality numbers) and registration data associated with collection activities
207 (accessions, deaccessions, dispositions, incoming and outgoing loans). This
208 documentation may also include archival records, copyright/intellectual
209 property right ownership information, conservation records, exhibit records
210 and visual images.
- 211 2. In publication, specimen and locality numbers are consistently identified
212 with either the DMNH or DMNS abbreviation, depending on the specific
213 collection.
- 214 3. All collection data will be kept by the Museum as a permanent record and

- 215 will be transferred to the Archives on a regular schedule as determined by
216 the Archivist in consultation with the registrar, collections managers,
217 conservators, and curators.
- 218 a. Documentation should be recorded using archival-quality materials
219 and should be duplicated for preservation and security purposes.
 - 220 b. The Museum maintains a centralized electronic collections
221 management system (CMS). As with paper records, the CMS
222 contains collection information that must be maintained in
223 perpetuity. The Technology Division is responsible for ensuring that
224 the CMS is backed up on a frequent and regular basis and that a
225 recent copy is stored in a secure facility away from the Museum.
 - 226 c. Collection information recorded in the CMS system will also be
227 maintained in hard copy format.
- 228 B. Curators are responsible for ensuring that supporting and legal documentation for
229 catalog records and collection activity records is created or acquired for all DMNS
230 collection objects to the extent the information is available.
- 231 1. Curators, with assistance from departmental collections managers, office
232 managers, and conservators are responsible for providing the registrar with
233 the information required to create registration records.
 - 234 2. The Registrar audits collection activities and maintains records of all
235 collection activities except those for the Education Collections.
 - 236 3. The Education Collections Manager works in concert with the Registrar to
237 document collection activities for the Education Collection.
 - 238 4. All work created by any employee in the course of their employment
239 at DMNS constitutes works made for hire and is the physical and
240 intellectual property of DMNS unless otherwise governed by contract,
241 publication agreement, employee agreement, or law. Originals of
242 collection-related work shall remain at DMNS. Employees shall have the
243 opportunity to retain or acquire copies of certain research-related
244 documentation and to publish such information subsequent to their
245 employment at DMNS upon its written permission, which shall not be
246 unreasonably withheld.
 - 247 a. The Museum acknowledges that the copyright for publications based
248 on Museum collections may be transferred by the author to a
249 professional journal where the article may be published. DMNS
250 values the intellectual contributions of its curatorial staff and
251 wishes to foster an environment that offers varied opportunities for
252 professional development without compromising the duty of
253 loyalty owed by the curatorial staff to the Museum.
- 254 VI. Insurance of Collections
- 255 A. The City and County of Denver provides insurance coverage for:
 - 256 1. DMNS collections
 - 257 2. Collections on loan to the DMNS
 - 258 B. The DMNS works to ensure appropriate coverage by regular review.
- 259 VII. Personal Collecting by DMNS Staff
- 260 A. Curators are strongly discouraged from collecting privately in the same field that

- 261 they collect for the Museum. Potential conflicts, real or perceived, are to be
262 disclosed to the Chief Curator and Legal Counsel.
- 263 B. Curators who do collect privately in the same field that they collect for the Museum
264 must adhere to the following guidelines:
- 265 1. Curators must give the Museum first option to acquire an object that they
266 have purchased for themselves, at the same price, before adding it to their
267 personal collection.
 - 268 2. Curators must never purchase objects deaccessioned from the Museum or
269 trade objects from their personal collection for objects from the Museum's
270 collections.
 - 271 3. Curators must not store personal collections or do research on them on
272 Museum property.
 - 273 4. If curators lend objects for an exhibition in the Museum, they should do so
274 anonymously. Similarly, illustrations of works in a curator's personal
275 collection should be credited anonymously in Museum publications.
 - 276 5. Curators should not negotiate personally with a dealer with whom the
277 Museum also does business. Neither friends nor relatives should engage in a
278 transaction on behalf of the curator that is not in compliance with the
279 principles stated above.
- 280 C. In addition to the conflict of interest clauses for curators discussed above, it is
281 recognized that conflicts of interest may also exist for staff members who are not
282 curators. These individuals may not compete with the Museum when creating
283 personal collections. Potential conflicts, real or perceived, are to be disclosed to the
284 Chief Curator.
- 285 D. Personal items/collections of DMNS staff will be governed by the following
286 provisions:
- 287 1. Private collections of objects like those in the Museum's collections may not
288 be housed permanently at the DMNS. If brought to the Museum on a
289 temporary basis, they must be treated as incoming loans and be subject to
290 those policies and procedures.
 - 291 2. Personal items/tools of staff or volunteers, including private libraries and
292 collections of personal papers, may be housed in the DMNS with the
293 approval of the Chief Curator. To avoid confusion over ownership these
294 items must:
 - 295 a. be housed/stored as separately as possible from comparable
296 DMNS-owned property,
 - 297 b. bear labeling that clearly identifies their ownership, and
 - 298 c. be accompanied by an inventory or description, as determined
299 appropriate by the Chief Curator.

302 **SECTION 4: ACQUISITION OF OBJECTS FOR DMNS COLLECTIONS**

303 I. Selective Acquisition

- 304 A. The DMNS subscribes to a policy of selective acquisition and is under no obligation
305 to accept any object.
- 306 1. Because of limited storage space, established goals, and financial and ethical

- 307 constraints, indiscriminate growth of collections is neither feasible nor
308 responsible.
- 309 2. Under the direction of the Chief Curator, each curator maintains and adheres
310 to the Long-Term Collection & Research Plan to guide collection acquisition
311 priorities.
- 312 3. Collection objects must be acquired in accordance with current legal and
313 ethical standards. Acquisition practices must adhere to discipline-specific
314 ethics and practices and should in no way contribute to the existence of
315 illegitimate markets, the destruction of resources or sites, illegal trade, or
316 unethical behavior.
- 317 4. The Museum will not acquire objects for which it is unable to provide
318 adequate space, financial resources, and curatorial staff, collection
319 management, conservation, preservation and registration.
- 320 II. Authority to Acquire Objects
- 321 A. Only curators may approve accessions of specimens and objects into DMNS
322 collections.
- 323 B. Based on the value of the object or group of objects, additional approval in
324 accordance with current authorization limits may be required by the Chief Curator,
325 President, and the Board of Trustees before the accession may be completed.
- 326 C. Authorization limits for acquisitions are the same as spending authorization limits
327 maintained by the Chief Financial Officer.
- 328 D. Curators of Research Collections have first right of refusal for any objects or
329 specimens offered to the Education Collection.
- 330 III. Acquisition of Legally Obtained Objects
- 331 A. Before acquiring a collection object, curators shall be assured that valid and legal
332 title can be obtained by the DMNS, or that the DMNS has been granted the authority
333 to serve as a repository by the appropriate government agency.
- 334 B. The DMNS shall not knowingly and willfully accept or acquire any object that was
335 illegally imported or illegally collected or that was received under circumstances that
336 would encourage irresponsible damage to or destruction of biota; historic, cultural,
337 and natural sites; or human burial places.
- 338 C. Should evidence be presented to the DMNS that any object in its possession was
339 acquired in violation of the principles described above, the DMNS will conduct an
340 investigation into the circumstances. If justified by the results of the investigation,
341 the DMNS will notify authorities and return the object to its rightful owner, to the
342 extent that it is legally possible and practical to do so.
- 343 IV. Restrictions
- 344 A. Donor/seller-imposed restrictions on access and use are discouraged. However,
345 when authorized by the appropriate curator, or required by law, restrictions may be
346 imposed, and apart from exceptional cases, only for a finite period of time. No
347 guarantee will be made that material will be retained by the DMNS in perpetuity.
- 348 V. Modes of Acquisition
- 349 A. The DMNS may receive objects through one of the following channels:
- 350 1. Field Collection: Field collections are the responsibility of the curators, who
351 either conduct field collecting expeditions or accept such collections from
352 staff or non-staff researchers.

- 353 a. Field collections will be made with full permission of all landowners
 354 from whose land the objects are obtained and with all required
 355 permits.
 356 b. Field collections of fossils from private land must be donated to the
 357 DMNS by the land owner.
 358 c. Curators should ensure that field collections accepted by the
 359 Museum from non-staff researchers comply with all permit and
 360 permission requirements.
- 361 2. Donation (Gift or Bequest):
 362 a. Donations shall only be accepted if the donor has clear title of
 363 ownership.
 364 b. When an offer and acceptance have taken place, the transfer of title
 365 to the Museum occurs when donated objects or specimens are under
 366 the sole and immediate control of the Museum.
- 367 3. Purchase:
 368 a. Purchase shall be considered if it is determined by the responsible
 369 curator that an object is of exceptional quality and cannot be
 370 procured by other means.
 371 b. The curator should ascertain and document as fully as possible that
 372 an object considered for purchase has been obtained by the vendor in
 373 a legal and ethical manner.
- 374 4. Exchange: The DMNS may exchange collection objects with other
 375 educational or non-profit institutions in compliance with established DMNS
 376 acquisition and deaccession policies and procedures.
- 377 5. Transfers:
 378 a. The DMNS may receive objects from other non-profit or educational
 379 institutions, but only in compliance with established DMNS
 380 acquisition policies and procedures.
 381 b. Orphaned collections may be acquired by the DMNS through this
 382 mode of acquisition.
- 383 6. Salvage: The DMNS may rescue or be called upon to take custody of
 384 objects to prevent their loss or destruction. Such objects (not part of normal
 385 field collecting or a donation) usually come from public land/space at the
 386 behest of a public agency and often require immediate attention.
- 387 7. Abandonment: State laws and/or written agreements for specimen
 388 identifications dictate the conditions under which the DMNS may acquire
 389 unclaimed objects left at the Museum.
- 390 8. Government deposit: The Museum may accept confiscated objects or
 391 objects from public land and/or serve as a repository for objects subject to
 392 current government regulations.
- 393 VI. Documentation of Accessions
 394 A. A legal instrument conveying transfer of title or right to custody, such as but not
 395 limited to, a Donation Record form, Last Will and Testament, title transfer, bill of
 396 sale, affidavit of ownership, collecting permit, curation or repository agreement, or a
 397 letter of agreement setting forth an adequate description of the objects involved and
 398 the precise conditions of transfer, must accompany all acquisitions.

- 399 B. Curators are responsible for ensuring that all objects acquired for the collections are
400 accompanied by legal and any additional supporting documentation. The registrar
401 audits, tracks and maintains accession documentation.
- 402 C. An accession is complete when objects have been received by the Museum,
403 recorded in the registrar's office, and title or trusteeship has been transferred to the
404 Museum.
- 405 VII. Tax Deductions and Monetary Appraisals
- 406 A. Tax Deductions
- 407 1. Donations to the Museum are tax-deductible as charitable contributions in
408 accordance with current Internal Revenue Service (IRS) regulations. Donors
409 should be referred to current IRS publications dealing with charitable
410 contributions.
- 411 2. For the donor to receive a deduction, object(s) must be under the sole and
412 direct control of the Museum.
- 413 3. Appraisals required for tax deduction purposes are the responsibility of the
414 donor.
- 415 4. The Museum must fulfill current IRS record-keeping requirements on
416 donated objects taken as a tax deduction.
- 417 5. Donated objects taken as a tax deduction must be retained by the Museum
418 for a requisite period as determined by the IRS.
- 419 B. Monetary Appraisals
- 420 1. Museum staff should be circumspect in referring the public to appraisers.
421 The American Society of Appraisers and the Appraisers Association of
422 America can assist with identifying appraisers. Where required, three
423 sources should be provided so that no appearance of personal favoritism in
424 referrals is created.
- 425 2. DMNS staff will not give appraisals to potential donors or vendors for
426 objects which the Museum may have an interest in acquiring.
- 427 a. For his/her use, the donor or vendor should seek and pay for an
428 independent appraisal.
- 429 b. DMNS personnel should be informed of the appraised value and/or
430 receive copies of the appraisal at the time of acquisition when
431 possible.
- 432 3. DMNS staff may provide valuation estimates of the Museum's collections
433 for internal purposes, such as insurance valuations.
- 434 4. All information regarding object appraisals and valuations should be kept
435 confidential.

SECTION 5: USE OF DMNS COLLECTIONS AND ASSOCIATED DATA

- 439 I. General Policies on Use of Collections
- 440 A. In fulfillment of its obligation as a public information provider, the Museum
441 provides access to its collections while ensuring their preservation. Use of
442 collections may take diverse forms, including research (including destructive
443 analysis), exhibition, education, and interpretation, but must be compatible with
444 currently accepted preservation standards for collections held in the public trust.

- 445 B. All use must comply with applicable laws and regulations and the provisions of this
446 Manual. Collections may not be used in any situation in which the responsible
447 curator has reasonable cause to believe that the use is unethical.
- 448 C. Any use must appropriately respect the physical, historical, cultural, and aesthetic
449 integrity of the objects.
- 450 D. DMNS staff will take measures to assure that any use appropriately protects the
451 Museum's intellectual property rights and the intellectual property rights of others
452 and will require appropriate credit and citation.
- 453 E. The DMNS respects the privacy of individuals who provide the DMNS with
454 collections and collection data, or are the subjects of documentation held in DMNS
455 custody, and may impose restrictions to protect that privacy.
- 456 F. The DMNS routinely restricts access to site/locality information when divulging
457 such information could facilitate actions that might damage or destroy a natural or
458 unique resource.
- 459 G. DMNS collection data are provided without warranties of accuracy or completeness.
460 Users of DMNS collection data will assume any and all risk. Museum may place
461 restrictions on the use of certain databases or portions thereof and may require the
462 user to agree to certain conditions before allowing access to data.
- 463 H. The Museum may rely on external, often discipline-specific, data consortia to
464 provide access to collection data.
- 465 I. The DMNS shall explain to potential users any pertinent restrictions affecting access
466 and use and apply them equitably.
- 467 J. Collections may contain materials that are toxic. These should be identified and are
468 subject to special storage and handling restrictions. The appropriate training is
469 provided to staff and volunteers handling these materials.
- 470 K. Human remains and religious, ceremonial, ritual, and sacred objects should always
471 be cared for and used with respect. Access to these items may be restricted in
472 accordance with stipulations made by the appropriate curator with guidance from the
473 appropriate descendant community or communities.
- 474 L. The Museum recognizes the sensitive nature of genetic material (human and non-
475 human) and follows all related ethical and regulatory guidelines.
- 476 M. For policies regarding use of images of collections and exhibits see SECTION 7.
- 477 N. The DMNS may, at its discretion, institute fees for the use of collections or
478 accompanying data. Fees will be instituted and administered in an equitable manner.
- 479 II. Use of Collections for Research
- 480 A. Objects in research collections are available for legitimate examination, study, and
481 research including analytical (destructive) sampling.
- 482 B. Unless required to do so by legal, donor, or purchase stipulations, the DMNS will
483 not grant privileged or exclusive use of materials to any researcher, and will not
484 conceal the existence of any body of material from any researcher.
- 485 C. Unless prohibited by legal, permit, or funding stipulations, proprietary use of
486 collections for a reasonable period of time is granted to DMNS curatorial staff who
487 are actively researching specific collections that they have acquired. Proprietary use
488 does not include historical records under the control of the Archivist.
- 489 D. The Museum requests copies of data, reports, images, publications, and other
490 information gathered by researchers studying DMNS collections.

- 491 E. Because analytical sampling is destructive and permanently alters the integrity of the
492 specimen, it must be strictly regulated. Samples and the information they contain
493 remain the property of the DMNS and must be so credited.
- 494 1. All analytical sampling must be approved in writing by the curator of the
495 collection concerned.
 - 496 2. If possible, both unused and analyzed samples will be returned to the
497 DMNS. In special cases, with the approval of the appropriate curator,
498 samples may be formally transferred to a legitimate research organization
499 that needs the material for a standard or reference.
 - 500 3. If the collection object will be completely destroyed by analysis, it must go
501 through the proper deaccession and disposition procedures.
 - 502 4. Requests for analytical sampling will be judged based on the following
503 requirements:
 - 504 a. The project has scientific or cultural merit and a reasonable chance of
505 success and completion.
 - 506 b. The information needed and/or sample needed does not already exist
507 in the Museum's files, and will serve to improve the overall care,
508 knowledge, or understanding of the collections.
 - 509 c. The needed information cannot be obtained through nondestructive
510 means.
 - 511 d. The technique of sampling, the amount of material to be removed,
512 and the location on the specimen must produce as little damage as
513 possible.
 - 514 e. If conducted externally, the investigators, laboratory staff and
515 facilities are well qualified to undertake the proposed analysis.
 - 516 5. Documentation of analytical sampling will be as thorough as possible and
517 complete data will be deposited with the Museum.
 - 518 a. Catalogue records should document all sampling efforts, location
519 taken, and information obtained.
 - 520 b. If appropriate, an object condition report may be required in order to
521 document the condition of the object before sampling.
 - 522 c. The method of analysis, the laboratory's name, researcher's name, as
523 well as the object's name and catalogue number, should be recorded
524 in all reports.
 - 525 d. Reports on the research analysis, as well as original data, should be
526 presented to the DMNS by the researcher.
 - 527 e. The information obtained from the analysis should be disseminated
528 in ways that benefit the research community at large.
 - 529 6. Samples of human remains and sacred objects should be taken only to the
530 degree that they can be respectfully acquired, and decisions should be made
531 in close collaboration with the appropriate descendant community or
532 communities.
- 533 III. Exhibition of Collections
- 534 A. Curators are responsible for the intellectual content of exhibitions and must provide
535 information that is accurate and balanced in its interpretation and must respect the
536 cultural sensitivities of the objects.

- 537 B. Collection objects may be exhibited provided that exhibition conditions are
538 compatible with security and preservation objectives.
- 539 1. The appropriate curator, in consultation with a conservator, should be
540 contacted before moving, handling or exhibiting objects.
- 541 2. Agents of deterioration, including, but not limited to, environmental
542 conditions, case construction materials, mounting methods, transportation,
543 installation handling, and the duration of the exhibition, must not damage or
544 compromise the physical or chemical integrity of the material being
545 exhibited.
- 546 IV. Educational Use of Collections
- 547 A. Research collections may be available to DMNS staff and qualified users for
548 teaching purposes within the Museum provided that this use meets conservation
549 guidelines, does not jeopardize the preservation of collections, and is approved by
550 the appropriate curator.
- 551 B. While reasonable effort is made to ensure their long-term survival through adequate
552 storage and handling, objects in the Education Collection are used regularly in an
553 educational role and are therefore at a higher risk of damage and ultimate loss.
- 554 V. Promotional Use of Collections
- 555 A. The use of collections and collection images for promotion of the Museum itself is
556 encouraged. Concerns may exist around the use of objects and images that may
557 appear to represent collections. Non-RCD departments are encouraged to seek the
558 advice of RCD curatorial staff in order to avoid inappropriate messaging relative to
559 the museum's core competencies.
- 560 B. No collection object or exhibition, or portion thereof, in original, copy, or
561 representative form, will be used in the commercial promotion of a non-DMNS
562 product, service, or promotion without the express written permission of the
563 appropriate curator.
- 564 C. Promotional use of collection images must be coordinated through the Image
565 Archivist in consultation with other museum departments to ensure appropriate
566 documentation and protection of copyright and other intellectual property rights.
- 567 VI. Decorative Use of Collections
- 568 A. The use of collection objects for purely decorative purposes is not permitted.
- 569 B. Decorations for social and program events may be furnished by the client, subject to
570 guidelines, or may be loaned or rented from the supplies and equipment inventory of
571 the Catering Department.
- 572 C. Decorations must not be represented as collections or reproductions of collections.
- 573 VII. Catering Activities in Exhibition Areas that Contain Collections
- 574 A. While preservation of the Museum's collections is paramount, the Museum allows
575 catered events in its diorama halls subject to specific limits established by the Chief
576 Curator. This activity is regularly reviewed by curatorial, collection management,
577 and conservation staff who are responsible for defining necessary preservation
578 protocols. Catering managers are responsible for ensuring that preservation protocols
579 are consistently implemented.
- 580 VIII. Physical Access to DMNS Collections and Collection Areas
- 581 A. Collection areas are considered restricted access portions of DMNS. Only curators
582 may authorize access to collections and collection areas. This right is not

583 transferable and may not be delegated. Collections managers are authorized by
584 curators to access collections and collection areas but they may not authorize other
585 staff members or volunteers to do so.

586 B. Access to Collection Areas by Visitors and Researchers

- 587 1. Prospective visitors and researchers must contact the appropriate curator for
588 permission to visit the collections.
- 589 2. Visitors may be required to make an appointment or submit a written
590 request. Visitors to collection departments who have no appointment
591 normally will not be allowed to disrupt departmental activities, although
592 DMNS personnel will make every effort to assist out-of-town visitors the
593 same day.
- 594 3. The DMNS reserves the right to refuse any visitation request for cause.
- 595 4. All visitors to collection areas must check in with DMNS Security.
- 596 5. Non-RCD and non-DMNS personnel, including visitors, researchers,
597 contractors, or repairmen, must be accompanied by appropriate RCD staff
598 and/or have specific prior approval to have access to collection areas.
- 599 6. In cases of special groups or tours, the departments involved must make
600 prior meeting arrangements to minimize overcrowding and confusion in the
601 collection areas.
- 602 7. Specimens or objects in the possession of visitors also must be reviewed by
603 DMNS staff to determine if they pose a threat (such as by insect infestation)
604 to DMNS collections. Based on this review, these objects may not be
605 allowed in the Museum building, or portions thereof.

606 C. Access to Collection Areas by Emergency Personnel

- 607 1. In situations involving emergencies, when appropriate RCD staff are not
608 present, DMNS Security staff will supervise access to collection areas.

609 D. Access to Objects on Exhibit

- 610 1. Collection objects on exhibit, being prepared for exhibit, being
611 photographed, undergoing conservation treatment, on loan to another
612 institution, or removed from storage for any reason remain the responsibility
613 of the appropriate curator.
- 614 2. All matters involving access, storage, security, conservation treatments, loan
615 requests, exhibition, change of location, or physical handling of the
616 collection materials on exhibit must be approved by the appropriate curator,
617 and if appropriate, in consultation with a conservator.
- 618 3. It is the responsibility of exhibits and security personnel to facilitate access
619 to objects on exhibition at the request of curatorial or conservation personnel.
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622 **SECTION 6: LOANS**

623 I. General Loan Policies

- 624 A. Only curators may initiate and approve incoming and outgoing loans. Loans must
625 be consistent with the Museum's mission, not for individual gain or benefit.
- 626 B. Loans may also require the approval of the Chief Curator, President, and Board of
627 Trustees according to current authority levels.
- 628 C. Authorization limits for loans are the same as spending authorization limits

- 629 maintained by the Chief Financial Officer.
- 630 D. It is the responsibility of curators to obtain and the registrar to maintain full legal
631 documentation of loan transactions.
- 632 E. Loans will be made for a period of one year or less. If extensions to the initial
633 period are granted, they must be approved at the authority level of the original loan
634 and written documentation of the extension must be provided.
- 635 F. Loan requests for exhibits lasting for more than one year and/or for multiple venues
636 may be granted. In this situation, each venue must be identified and approved.
- 637 G. To prevent deterioration and damage during handling and transportation of loan
638 objects, packing, shipping, and handling standards are developed by the collections
639 managers, conservators, and the registrar, in consultation with the curators.
- 640 H. The Museum refrains from approving third party loans of DMNS collections, and
641 from facilitating third party loans of non-DMNS collections. When making an
642 exception, the Museum must have written authorization to do so.
- 643 I. An outgoing loan is closed when the registrar receives confirmation from the
644 authorizing curator or designee that all loaned material has been returned in good
645 condition.
- 646 J. An incoming loan is closed when the registrar receives confirmation from the lender
647 that all loaned material has been received in good condition.
- 648 II. Outgoing Loans
- 649 A. Special
- 650 1. The Chief Curator must approve loans of extraordinary or significant
651 specimens that have been figured, published, or photographed in a
652 professional or scientific reference.
- 653 2. No outgoing loans of type specimens/objects or zoological specimens of
654 extinct Holocene taxa will occur unless absolutely imperative for
655 conservation or scientific research. The approval of the Chief Curator is
656 required.
- 657 a. Loans of type specimens/objects and zoological specimens of extinct
658 Holocene taxa must be hand carried at the expense of the borrower.
- 659 b. Only arthropod type specimens for which paratypes exist can be sent
660 via the appropriate shipper following regulatory requirements.
- 661 3. Loan requests may be refused if the Museum does not receive adequate
662 notice.
- 663 4. Loans made to other departments within the Museum for the purposes of
664 exhibition, research, and education are considered outgoing loans and are
665 subject to all of the conditions and approvals of outgoing loans.
- 666 B. Conditions and Restrictions
- 667 1. The DMNS reserves the right to set conditions or restrictions related to the
668 packing, appraisal, shipping, insurance, exhibition installation,
669 environmental controls, general handling, and security of loaned objects.
- 670 2. Borrowing institutions may be required to complete a facilities report.
- 671 3. The Museum also may require, at the expense of the borrower, that loaned
672 items be accompanied by a member of the Museum staff who will supervise
673 the care and handling, both outgoing and incoming.
- 674 4. All conditions and restrictions shall be made in writing and attached to the

- 675 loan agreement prior to approval of the loan.
- 676 5. The condition of objects will be documented before they are loaned and
- 677 upon their return.
- 678 C. Loans to non-museum institutions and individuals
- 679 1. Such loans must be in alignment with the Museum's mission and require the
- 680 approval of the Chief Curator.
- 681 2. Objects must receive at least the same level of care that DMNS provides in
- 682 the areas of handling, documentation, insurance and security.
- 683 III. Incoming Loans
- 684 A. General Policies
- 685 1. The Museum will exercise the highest appropriate standards of care for all
- 686 incoming loans.
- 687 2. All purposes and conditions for an incoming loan must be clearly
- 688 documented.
- 689 3. The condition of objects will be thoroughly documented when received and
- 690 prior to returning.
- 691 B. Exhibiting Borrowed Objects
- 692 1. The Museum ensures a clear connection between exhibition of an object, its
- 693 mission, and the intellectual integrity of the exhibition, and it retains full
- 694 decision making authority over the content and presentation of the
- 695 exhibition.
- 696 2. The Museum examines a lender's relationship to the Museum for potential
- 697 conflicts of interest, real or perceived, such as in cases where the lender is a
- 698 member of the Museum community.
- 699 3. Potential conflicts are to be disclosed to the Chief Curator and Legal
- 700 Counsel, who will direct necessary action.
- 701 4. The Museum may not offer for sale borrowed objects on exhibit.
- 702 5. The Museum will make public the source of funding where a lender is also a
- 703 funder of an exhibition. If the Museum receives a request for anonymity in
- 704 this situation, the Museum should not grant it when it would conceal a
- 705 conflict of interest, real or perceived, or raise other ethical issues.
- 706 C. Inspection Requests
- 707 1. Collection department staff may provide information on objects brought to
- 708 the Museum by the public for identification. Information will not include
- 709 appraisal or valuation.
- 710 2. Signed Inspection Request forms must accompany objects submitted for this
- 711 purpose.
- 712 3. The Museum will endeavor to maintain the safety and integrity of the
- 713 object(s) left for inspection, but will not be held responsible if an object is
- 714 damaged or lost, except in the case of willful neglect.
- 715 4. Identification or authentication services are not provided for any commercial
- 716 purpose.
- 717 D. Colorado State Statute 38-14 governs certain aspects of the disposition of unclaimed
- 718 loaned property.

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SECTION 7: PHOTOGRAPHY (STILL, VIDEO) OF DMNS COLLECTIONS AND EXHIBITS

- I. General Policies on Photographing DMNS Collections and Exhibits
 - A. Photography of DMNS collections and exhibits is subject to conservation concerns.
 - 1. To minimize handling and possible damage to objects/exhibits, the DMNS encourages the use/purchase of existing photographs, which can be ordered through the DMNS Image Archives Department.
 - 2. Exposure of collections and exhibits to light and other environmental hazards will be minimized and may be cause for refusal of a request to photograph.
 - B. The DMNS reserves the right to refuse any photographic request for cause.
 - C. Exhibits and/or objects may be subject to restrictions of loan agreement provisions or copyright and other intellectual property rights.
 - D. Fees may be charged according to the current DMNS fee schedule.
- II. Photographing DMNS Exhibits and Public Areas
 - A. During public hours, when not specifically prohibited, visitors may take photographs and videotapes with their own equipment, free-of-charge, for personal, educational, or non-commercial purposes.
 - B. Written permission is required from curatorial staff for after-hours photography, equipment set-up, or other special privileges. The Conservation Department will be consulted. The appropriate staff shall be present and fees may be charged.
 - C. The photographer assumes all liability and financial responsibility for any injury, loss, or damage that may result from activities related to his/her photography.
 - 1. The safety, general convenience, and/or traffic flow in the DMNS must not be compromised.
 - 2. Photographers are not allowed to photograph from inside an exhibit or handle objects on exhibit.
 - a. Occasionally this may become necessary -- however, express written permission must be obtained in advance from appropriate DMNS curatorial personnel.
 - b. Such work must be done under the direct supervision of an appropriate RCD staff member.
 - 3. No props, equipment, or clothing may be placed on any DMNS case, exhibit, or object.
- III. Photographing Objects Not on Exhibition
 - A. If existing photographs are not adequate, special photography may be requested.
 - B. Researchers may be allowed to take photographs with their own equipment for purposes of study after receiving approval from the appropriate curator.
- IV. Publication of Images
 - A. To protect copyright and other intellectual property rights:
 - 1. If publication of new or existing images of objects/exhibits is intended:
 - a. Written permission must be obtained from the DMNS Image Archives.
 - b. If permission to publish is granted, an appropriate credit line is

- 765 required in all cases unless excluded by the Image Archivist.
766 c. Photography of DMNS exhibits or collections, which may be
767 published, should be done either by:
768 i. DMNS staff as a part of their job, or
769 ii. by non-staff photographers (including volunteers, interns,
770 museum associates, or research associates) as a work made
771 for hire, or under the terms of a signed agreement which
772 assigns intellectual property rights to the Museum.
773 d. If independent photographers (not included under the provisions of
774 paragraph c) are allowed to photograph DMNS collections or
775 exhibits, they must be informed that:
776 i. Permission to photograph does not grant or imply permission
777 to publish.
778 ii. Permission to publish must be expressly granted by the
779 DMNS Image Archives.
- 780 B. Permission to Publish
- 781 1. Permission to publish grants the recipient the following rights and
782 responsibilities:
783 a. Right to non-exclusive, one-time publication use.
784 b. Responsibility for all questions concerning copyright violation,
785 invasion of privacy, or other violation of law arising from the use of
786 photographic materials.
787 c. Responsibility to provide the Museum with a copy of the published
788 work at no cost to the Museum.
- 789 2. Permission to publish does not grant the recipient:
790 a. The right to remove DMNS original or unique images from the
791 Museum building.
792 b. Rights to reproduction for any other purposes, in reprints or future
793 additional copies, without specific written permission.
794 c. Assignment of copyright or other intellectual property rights.
795 d. The right to show or imply that the Museum endorses any of the
796 purposes which the user's work may promote or that the Museum
797 concurs with the opinions expressed in, or confirms the accuracy of
798 any text used with these images unless permission of the Museum is
799 obtained in advance of such use.
800 e. The right to make alterations, additions or subtractions to the
801 photographs by any means, known now or hereafter known.
- 802 C. Classes of objects that may not be published without specific review and approval
803 by the Chief Curator:
804 1. Objects subject to legal prohibition.
805 2. Culturally sensitive objects.
806 3. Specific locality information, including maps of large scale, for sites with
807 paleontological or archaeological resources, as well as for endangered and
808 threatened species.
809 4. Images of objects on loan to DMNS.
- 810 D. The DMNS reserves the right to review the context in which the image(s) is/are to

811 be used and may refuse permission for use if the use is deemed inappropriate as
812 described in SECTION 5.

813 E. Publication of Images in Digital Formats

814 1. Whenever possible, the Museum will provide images for publication in
815 digital format, subject to the regular policies on publication of images, as
816 well as current DMNS Digitization Guidelines.

817 a. All images must be accompanied by the appropriate credit line as
818 stipulated in the use agreement.

819 b. Agreements for Internet/Worldwide Web or future media use will be
820 authorized for a period not to exceed one year. Agreements for
821 CD-ROM, video productions, and similar publications, will be
822 authorized for one-time use; future editions and revisions must be
823 renegotiated. No images will be authorized for use in perpetuity,
824 apart from exceptional cases.

825 c. Fees for use of images in electronic formats will charged according
826 to the current DMNS fee schedule.

827 d. As necessary or appropriate, the DMNS will monitor sites for use of
828 DMNS images.

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831 **SECTION 8: DIGITAL COLLECTION**

832 I. Definition of the Digital Collection

833 A. The digital collection contains digital information resources that document and
834 supplement the Museum's disciplines, programming, exhibition, outreach,
835 publication, and history in accordance with its mission. All digital collections are
836 subject to the provisions of this Manual. The Museum adequately supports and
837 ensures the professional management and preservation of the digital collections
838 and incorporates appropriate planning for digital issues into its long-term planning
839 and budgeting.

840 B. The digital collections of the Museum include born-digital records (records
841 created originally by a computer or other digital recording device), or scanned
842 records, including, but not limited, to digitized images of photographs and
843 documents. The digital collection may contain, but is not limited, to databases,
844 image files, sound files, and textual files.

845 C. The purpose of the digital collection is to enrich Museum products with
846 previously untapped or underused resources; to increase operational efficiency;
847 and to maximize preservation of analog collections by reducing exposure to
848 handling, light, and other agents of deterioration.

849 II. Categories of Digital Assets

850 A. Archival Collection:

851 1. Digital objects maintained as part of the Museum's archival digital
852 collection will be kept for their long-term continuing value to the
853 Museum, its audiences, and society at large.

854 2. Archival digital collections provide information and content for the
855 development of programs, exhibits, outreach projects, and publications, as
856 well as research.

- 857 3. Archival digital collections and their metadata will be maintained and
858 preserved as permanent assets of the Museum.
- 859 4. Metadata for all ephemeral digital objects will be maintained as part of the
860 archival collection as a reference and documentation of DMNS
861 programming, exhibition, outreach, and publication.
- 862 5. Donations or purchases of archival digital content that is not created by
863 DMNS are guided by the accession and deaccession policies outlined in
864 this Manual.
- 865 B. Ephemeral Digital Files:
- 866 1. Objects in digital format which have no foreseeable use beyond their
867 initial (and usually) short-term use may be classified as ephemeral and
868 should be supported by DMNS during their period of usefulness. This
869 period will be determined by the archivist and image archivist.
- 870 2. Digital objects not intended or accepted for the archival collections,
871 including versions and copies of archival digital files such as those used
872 for programming, exhibition, outreach, and publication, are considered
873 ephemeral digital files.
- 874 3. Digital objects not owned by DMNS are considered ephemeral digital
875 files.
- 876 4. Ephemeral digital objects are subject to the current Archives Retention
877 Schedule or, for non-DMNS content, the accompanying permissions/use
878 agreements. They should be disposed of when they have exceeded their
879 period of immediate usefulness and/or have met any legal requirements.
- 880 III. General Ingest Guidelines:
- 881 A. Objects in the Digital Asset Management System (DAMS) are works made for
882 hire with DMNS copyright; in the public domain; or otherwise cleared in writing
883 for use by the DMNS as required by law.
- 884 B. Rights information must be part of the metadata record for each object.
- 885 C. DMNS Digital Capture Standards will be observed for all objects protected by
886 DMNS copyright and any other items that meet the requisite discipline-based
887 guidelines for addition to DMNS collections.
- 888 D. Objects will be added to the DAMS in a prioritized fashion based on audience,
889 research, and/or preservation needs. DMNS departments creating digital objects
890 will oversee prioritization decisions for DAMS ingest.
- 891 E. Ingest of digital objects will be coordinated with Technology staff to ensure the
892 Museum's ability to acquire and support/preserve all digital collections.
- 893 IV. Acquisitions to the Archival Digital Collections:
- 894 In addition to the general ingest guidelines, candidates for the archival digital collection
895 shall be:
- 896 A. Needed in digital format by a defined audience or audiences or required for
897 research or preservation purposes.
- 898 B. Acquired within collecting guidelines set out in the Long-Term Collection &
899 Research Plan.
- 900 C. Classified as archival status based on their estimated potential for long-term
901 usability and accessibility.
- 902 D. Considered for archival status if they preserve or enhance the preservation of

- 903 original materials.
- 904 E. Considered for archival status if it is better to preserve the digital file than to
- 905 reacquire them or if reacquisition is impossible.
- 906 F. Acquired at a resolution sufficient to capture all significant detail of the original
- 907 and be faithful representations of the original materials.
- 908 G. Preserved in hard copy, as well as digital, whenever possible.
- 909 H. Preserved in formats designed to minimize data loss over the long term and
- 910 minimize potential barriers to long-term accessibility.
- 911 V. Staff Roles and Responsibilities
- 912 A. Digital Collection Oversight Team (DCOT, lead by the archivist, includes
- 913 appropriate representation from RCD, Education, Marketing and Design Services,
- 914 Exhibits, and Technology departments) is responsible for:
- 915 1. Overseeing digital ingest priorities in order to ensure the institution's
- 916 ability to support, catalog, and manage the resulting digital objects and
- 917 accompanying metadata.
- 918 2. Making or delegating decisions on questions of user access to digital
- 919 collection
- 920 B. Staff creating digital content:
- 921 1. Designate and ingest objects into the DAMS.
- 922 2. Assess the continuing or long-term value to potential subsequent users of
- 923 these materials, consult with the Archives in questionable cases, and
- 924 classify them as archival or ephemeral.
- 925 3. Determine and document intellectual property rights to all digital files.
- 926 4. Tag ephemeral content for permissions status check at one year after
- 927 ingest.
- 928 5. Create appropriate metadata for each digital object ingested into the
- 929 DAMS.
- 930 6. Assure the appropriate faithful representation of the original analog object
- 931 7. Compile documentation for all new digital object accessions of donations
- 932 or purchases of archival digital content not created by DMNS.
- 933 C. Library and Archives staff:
- 934 1. Cooperate with Technology department to maintain digital objects and
- 935 accompanying metadata.
- 936 2. Coordinate, as needed, with Technology to ensure the Museum's ability to
- 937 support and preserve the archival digital object(s).
- 938 3. Define best practices for digital capture/creation, metadata, and digital
- 939 preservation.
- 940 4. Coordinate with technology to approve acquisitions of computers and
- 941 computer peripherals, which include but are not limited to computers,
- 942 scanners, and digital cameras, to ensure long-term support.
- 943 D. The registrar maintains digital and hard copy accession and deaccession records
- 944 for the archival digital collection.
- 945 E. The Conservation Department shares responsibility with Archives to establish
- 946 currently acceptable practices for digital object preservation.
- 947 F. Technology Department:
- 948 1. Coordinates with DAMS software providers when necessary.

- 949 2. Maintains user access parameters in the DAMS.
 950 3. Coordinates with creators of digital content to publish digital objects via
 951 the Museum's and other websites.
 952 4. Provides appropriate storage for the digital collection.
 953 5. Conducts regular back-ups of all parts of the digital collection.
 954 6. Conducts software upgrades for continued access to all parts of the digital
 955 collection.
 956 7. Conducts digital object and metadata migration and documentation for
 957 continued access to all parts of the digital collection.
 958 8. Coordinates with the image archivist to approve acquisitions of computers
 959 and computer peripherals, which include but are not limited to computers,
 960 scanners, and digital cameras, to ensure long-term support.
- 961 VI. Access to the Digital Collection
- 962 A. In fulfillment of its obligation as a public information provider, the DMNS
 963 subscribes to a policy of providing the fullest possible access to its collections and
 964 collection documentation, while providing appropriately for their security and
 965 preservation. Restrictions affecting access and use of digital collection data will
 966 be applied equitably and determined by curators with final decisions regarding
 967 infrastructure security made by the DCOT.
- 968 B. The DMNS respects the privacy of individuals who provide the DMNS with
 969 collection documentation, or are the subjects of documentation held in DMNS
 970 custody.
- 971 C. DMNS may make the digital collection and metadata or portions of the digital
 972 collection and metadata accessible via the Museum's or other approved websites.
 973 Approvals will be the responsibility of the DCOT.
- 974 D. DMNS reserves the right to refuse any request for access to digital collections and
 975 information that is inconsistent with its preservation or privacy obligations.
- 976 E. The DMNS may, at its discretion, institute fees for the use of digital collections
 977 and accompanying data. Fees will be instituted and applied equitably.
- 978 VII. Security against deliberate or accidental alteration of files in the digital collection will be
 979 accomplished in any of the following ways. It is recognized that the DMNS may adopt
 980 new strategies as security technologies and standards for best practices improve.
- 981 A. Restrict user access based on DCOT recommendations.
- 982 B. Provide low resolution and/or watermarked images online.
- 983 C. Regular and frequent back-ups of all parts of the digital collection conducted
 984 regularly by Technology staff.
- 985 D. Print hard copies of digital files as appropriate.
- 986 E. Originals from which digital files are created will continue to be maintained in
 987 perpetuity.

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 990 **SECTION 9: CONSERVATION**

- 991 I. Using the highest possible standards, the conservation goal is to manage and maintain the
 992 balance between long-term future preservation and short-term use of the collections by
 993 minimizing chemical, physical, and biological deterioration and damage.
- 994 II. The DMNS Conservation policy is guided by the *Code of Ethics* and *Guidelines for*

- 995 *Practice* of the American Institute for Conservation of Historic & Artistic Works and
996 governs the responsibility to preserve and protect the artistic, historic, scientific,
997 religious, or social content or significance of collections at the DMNS.
- 998 III. Conservation priorities are guided by the Long-Range Conservation Plan, which in turn is
999 guided by the DMNS Strategic Plan. The Plan will be updated annually and reviewed by
1000 the Curatorial Review Committee.
- 1001 IV. Activities to achieve DMNS conservation goals and priorities include:
- 1002 1. Preventive conservation, the highest priority, to mitigate deterioration and
1003 damage from the following risks: physical forces, security, fire, water,
1004 light intensity and ultraviolet radiation, pests, pollutants, incorrect
1005 temperature, incorrect relative humidity, and custodial neglect.
 - 1006 a. Risk mitigation activities will occur at facility, room, cabinetry,
1007 object, and policy and procedure levels and include, but are not
1008 limited to:
 - 1009 i. Baseline monitoring and mitigating for pests, light and
1010 radiation, pollutants, and incorrect temperature and relative
1011 humidity.
 - 1012 ii. Developing procedures for handling, packing, transport,
1013 storage and exhibition and emergency preparedness and
1014 response.
 - 1015 2. Examination to determine the extent and causes of deterioration through
1016 investigation of the structure, materials, and condition of a collection item.
 - 1017 3. Stabilization or restoration treatment priorities are established on the basis
1018 of emergency needs, assessment surveys, storage rehousing, exhibit and
1019 loan requirements, and research priorities, as guided by the Long-Range
1020 Conservation Plan.
 - 1021 a. Preservation of the artistic, historic, scientific, religious or social
1022 content or significance of the collection item shall take precedence
1023 over all other treatment considerations.
 - 1024 b. Conservation treatment requires curatorial approval prior to any
1025 treatment, sampling or testing.
 - 1026 4. Methods and materials for preventive conservation or treatment activities
1027 may be researched and tested, including technical supplies used for the
1028 preservation of collections.
 - 1029 5. Conservation staff promote training and education for all staff toward
1030 overall preservation goals of the Museum.
 - 1031 6. All conservation activities are documented. Documentation is maintained
1032 in a permanent format.

1033 V. Implementing the Long-Range Conservation Plan and Conservation Activities

 - 1034 A. The staff of the Conservation Department is responsible for the primary
1035 implementation of the activities in the Long-Range Conservation Plan.
 - 1036 B. The Chief Curator and Registrar promote the understanding of Conservation goals
1037 and shared responsibility for preservation Museum-wide.
 - 1038 C. Conservators, curators, and collections managers are responsible for planning and
1039 implementing preservation goals.

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1042 **SECTION 10: DEACCESSION AND DISPOSITION**

1043 I. Guiding Principles

- 1044 A. Deaccession and disposition of collection objects and specimens are solely for the
1045 advancement of the Museum's mission.
- 1046 B. Only curators may initiate deaccession and disposition of DMNS collections.
1047 Deaccession proposals are guided by the Long-Term Collection & Research Plan.
- 1048 C. Only in rare circumstances, those mandated by law, contract, prior agreement, or the
1049 advancement of science, will deaccession of the following occur: type specimens;
1050 iconic specimens or objects; or published or illustrated specimens or objects.
- 1051 D. The unique and special nature of human remains, objects of cultural patrimony, and
1052 funerary and sacred objects is considered in all decisions concerning these
1053 collections.
- 1054 E. Fossil specimens and invertebrates obtained through field collection or salvage,
1055 which are part of a larger accessioned lot but are deemed by the appropriate curator
1056 to be duplicates or not suitable for cataloguing, may be transferred for educational or
1057 research purposes or discarded, unless regulations mandate otherwise. Transfers of
1058 material will be authorized by the Chief Curator.
- 1059 F. In the case of dissolution of the DMNS or a Department, all accessioned collections
1060 will be transferred to a similar institution whose mission is to house collections for
1061 educational and research purposes.
- 1062 G. Only objects accessioned and with clear title or trusteeship held by the DMNS can
1063 be considered for deaccession. Unaccessioned objects do not fall under the
1064 Museum's deaccession policy and procedures but are subject to the policies and
1065 procedures pertaining to disposition.

1066 II. Deaccession

- 1067 A. A proposal of objects for deaccession is made by the curator in charge of the objects
1068 in question to the Curatorial Review Committee. The curator may propose an object
1069 or a related group of objects for deaccession when one or more of the following
1070 conditions exist:
- 1071 1. Lack of significance, relevance or usefulness to the mission and goals of the
1072 DMNS in the areas of research, education, or exhibition.
 - 1073 2. Opportunity to upgrade or reduce redundancy in a collection.
 - 1074 3. Deterioration, damage, or alteration beyond repair or requiring excessive
1075 resources to repair, given the significance of the object as determined by the
1076 curator and/or conservator.
 - 1077 4. Proper preservation within current Museum facilities and/or resources is not
1078 possible as determined by the curator and/or conservator.
 - 1079 5. Inadequate provenance documentation critically reduces significant
1080 usefulness to research, education, or exhibition.
 - 1081 6. Authenticity has been discredited.
 - 1082 7. Legality of ownership is challenged after further investigation.
 - 1083 8. Hazardous conditions that may threaten the stability of other collections
1084 and/or the health of personnel.
 - 1085 9. The appropriate curator has approved destructive sampling procedures for
1086 research which will render the object useless for other purposes.
 - 1087 10. Return to a previous holder is legally required.

- 1088 11. Legitimate repatriation claim.
- 1089 III. Disposition
- 1090 A. Disposition will be accomplished in a manner considered to be in the best interests
- 1091 of the Museum, the public it serves, the trust it represents in owning the collections,
- 1092 and the scholarly and scientific communities it serves.
- 1093 B. The Museum recognizes that the disposition of deaccessioned objects requires the
- 1094 utmost care in ensuring that any disposition does not impugn the integrity of the
- 1095 Museum or give the appearance of impropriety. Deaccessioned objects may not be
- 1096 given, or sold publicly or privately, to anyone in the Museum community (current
- 1097 Museum employees, unpaid staff [emeritus curators, research and department
- 1098 associates], volunteers, members of the Board of Trustees) or their representatives,
- 1099 either directly or indirectly through an agent or other means.
- 1100 C. The final disposition of any object approved for deaccession under a claim defined
- 1101 by local, state, federal, or international legislation will be negotiated with the
- 1102 requesting party or their designated representative.
- 1103 D. The Museum recognizes that while transfer to another institution is often preferred,
- 1104 in some instances that may not be possible or in the best interests of the Museum.
- 1105 The disposition of each deaccessioned object will follow discipline-specific ethics
- 1106 and practices, and conflicts of interest, real or perceived, will be avoided.
- 1107 Disposition options include:
- 1108 1. Exchange or transfer to another DMNS department, museum, or educational
- 1109 institution.
- 1110 2. If an object poses a hazard to human health or to other collection objects,
- 1111 damaged beyond repair, or if no other means of disposal is possible, an
- 1112 object may be discarded or destroyed.
- 1113 3. Repatriation in the case of human remains, funerary objects, sacred objects,
- 1114 or objects of cultural patrimony.
- 1115 4. In rare and extenuating circumstances, return to donor or prior owner.
- 1116 5. Public sale.
- 1117 a. Public sale is permitted, provided that discipline-specific ethics and
- 1118 practices are observed and conflict of interest, real or perceived, is
- 1119 avoided.
- 1120 b. Sales will be conducted in such a way that they do not contribute to
- 1121 the existence of illegitimate markets, the destruction of resources or
- 1122 sites, illegal trade, or unethical behavior.
- 1123 c. Sale of deaccessioned objects must protect the interests, objectives,
- 1124 and legal status of the Museum and adhere to the highest ethical
- 1125 standards, as defined by the American Association of Museums and
- 1126 the DMNS Ethics Policy Statement.
- 1127 d. Deaccessioned objects for sale must be appraised by an outside
- 1128 independent appraiser unless their internally estimated aggregate
- 1129 value is less than \$2,000.
- 1130 e. All funds received from the sale of deaccessioned objects shall be
- 1131 used for the direct care and/or acquisition of the collections and shall
- 1132 be accounted for separately.
- 1133 f. In the event of public sale, members of the Museum community may

1134 not participate.
1135 6. To avoid conflicts of interest, real or perceived, objects may not be given, or
1136 publicly or privately sold, to members of the Museum community or their
1137 representatives.

1138 IV. Approvals

1139 A. Both the deaccession and disposition decisions must be approved in separate votes
1140 by a majority of voting members of the Curatorial Review Committee.
1141 B. Based on the value of the object or group of objects, additional approval for
1142 disposition decisions from the President and the Board of Trustees may be required.
1143 C. Authorization limits for dispositions are the same as spending authorization limits
1144 maintained by the Chief Financial Officer.

1145 V. Documentation

1146 A. Curators are responsible for ensuring that supporting and legal documentation is
1147 created or acquired for all deaccession and disposition transactions.
1148 B. The registrar is responsible for creating and maintaining a centralized file on all
1149 deaccession and disposition transactions.
1150 C. An object or specimen has been permanently and legally removed from the
1151 collections when the following has occurred:
1152 1. Both the deaccession and disposition are approved at the appropriate level.
1153 2. The approved disposition option is executed.
1154 3. The entire transaction is recorded in the registrar's office.
1155

1156

1157 **SECTION 11: REPATRIATION**

1158 I. Repatriations Under NAGPRA

1159 A. On November 16, 1990, the United States Congress passed the Native American
1160 Graves Protection and Repatriation Act (NAGPRA) as Public Law 101-601. This
1161 law pertains to institutions, including museums, that have received federal
1162 funding and curate collections of human remains and/or cultural objects from U.S.
1163 federally recognized Indian tribes and Native Hawaiian organizations.
1164 1. The Museum will comply with both the letter and the spirit of the law by
1165 expeditiously and respectfully evaluating each claim on a case-by-case
1166 basis.
1167 a. All claims will be assessed by the Museum's NAGPRA Officer in
1168 close consultation with Legal Counsel and Department of
1169 Anthropology's curatorial staff.
1170 b. It is the duty of the NAGPRA Officer to keep the Curatorial
1171 Review Committee informed about NAGPRA regulatory
1172 compliance.
1173 c. In compliance with NAGPRA and any other relevant laws, the
1174 Department of Anthropology staff will initiate deaccession and
1175 disposition procedures as outlined in this Manual.

1176 II. Repatriations Outside of NAGPRA

1177 A. The Museum aims to curate collections that are both legally and ethically held.
1178 The principles of respect, reciprocity, justice, and dialogue will be used to guide
1179 how the Museum deals with any claims outside the legal boundaries of NAGPRA.

- 1180 B. Special consideration will be given to international treaties such as the 1970
- 1181 UNESCO Convention.
- 1182 C. The Museum acknowledges the fact that there is no equivalent to NAGPRA for
- 1183 human remains, sacred objects, or objects of cultural patrimony acquired from
- 1184 outside the United States.
- 1185 D. Every effort will be made to enter into equal and open communication with the
- 1186 communities that connect themselves to the objects in the Museum's custody.
- 1187 E. For material to be repatriated outside the legal boundaries of NAGPRA, the
- 1188 Department of Anthropology staff will initiate deaccession and disposition
- 1189 procedures as outlined in this Manual.
- 1190
- 1191

1192 **SECTION 12: EDUCATION COLLECTIONS**

1193 I. Introduction

- 1194 A. The Museum acquires and manages objects for the Museum's educational programs.
- 1195 It is the express mission of the collection to balance the care of the collection with
- 1196 its educational use.
- 1197 B. Education Collection objects usually are not viewed as a permanent resource of the
- 1198 DMNS, but are cared for following best practices for education collections.
- 1199 C. Education Collections are governed by all applicable ethics, laws and regulations,
- 1200 this Manual, and departmental procedures.
- 1201 D. The cultural, historical, aesthetic, and scientific integrity of education collections
- 1202 must be respected at all times.
- 1203 E. Collections may contain materials that are toxic. These should be identified at all
- 1204 times and are subject to special storage and handling restrictions that address the
- 1205 balance between educational mission, preservation, and human safety.
- 1206 F. The content of the Education Collections is guided by the Long-Term Collection &
- 1207 Research Plan. There are two categories of Education Collection specimens:
- 1208 a. Accessioned and Cataloged Specimens: Any unique or rare model,
- 1209 specimen or teaching aid relevant to one of the Museum's Core
- 1210 Competencies.
- 1211 b. Specimens which are Cataloged Only: Any non-unique model or
- 1212 teaching aid that falls within one of the Museum's core
- 1213 competencies, but whose educational use requires cataloging to
- 1214 facilitate a central tracking mechanism for accessibility.

1215 II. Staff Responsible for Collections

- 1216 A. Education Collections are the responsibility of the Deputy Chief Curator, with
- 1217 support by a curator in each core competency, and the archivist.
- 1218 B. Education Collections are managed by the Education Collections Manager.
- 1219 C. Museum Educators and Program Managers have the ability to make requests for
- 1220 specimens to be added to the Education Collection.

1221 III. Collection Activities

- 1222 A. Acquisition
- 1223 1. Objects are acquired for the Collections through donation, transfer from
- 1224 another Museum department, transfer from a government agency or other
- 1225 educational institution, exchange, collection, purchase, or creation for the

- 1226 Museum.
- 1227 2. Curators of Research Collections have first right of refusal for any objects
- 1228 or specimens offered to the Education Collection.
- 1229 B. Loans
- 1230 1. The loan policy of the Education Collections is the same as that outlined
- 1231 in SECTION 6 of this Manual.
- 1232 2. All incoming or outgoing loans, excluding teaching materials, are
- 1233 processed by the Education Collections Manager.
- 1234 C. Deaccession
- 1235 1. The Education Collections Manager may make a recommendation to
- 1236 deaccession an object from the Education Collections when one of the
- 1237 following criteria is met:
- 1238 a. The object is damaged beyond useful repair.
- 1239 b. Determination is made that there are too many objects for program
- 1240 needs.
- 1241 c. Object is found to be scientifically inaccurate or culturally
- 1242 insensitive.
- 1243 d. Object is requested to be repatriated.
- 1244 e. Object is found to have no relevance to existing or known future
- 1245 programs and does not fit within the Long-Term Collection &
- 1246 Research Plan.
- 1247 f. The object has not been used in Museum programming in more
- 1248 than ten years.
- 1249 2. Deaccession and disposition procedures are conducted as outlined in
- 1250 SECTION 10 of this Manual.
- 1251 IV. Documentation of Collections
- 1252 A. In consultation with the Registrar, the Education Collections Manager maintains
- 1253 supporting and legal documentation for catalog records and registration records
- 1254 both in hard copy and electronic format.
- 1255 B. In consultation with the Archivist, the Education Collections Manager is
- 1256 responsible for transferring appropriate records to the archives.
- 1257
- 1258
- 1259 **SECTION 13: SELLING OBJECTS IN MUSEUM RETAIL SHOPS**
- 1260 I. Retail shop inventory is subject to oversight by the Curatorial Review Committee to
- 1261 determine the appropriateness and presentation of cultural and natural history objects
- 1262 offered for sale.
- 1263 A. The Museum Shop Manager should seek advice from the Curatorial Review
- 1264 Committee to ensure that natural history and cultural objects acquired for sale are
- 1265 appropriate and presented with sensitivity.
- 1266 B. CRC members should periodically visit the Museum Shop and bring questionable
- 1267 items to the Curatorial Review Committee for discussion and possible
- 1268 recommendation or action.
- 1269 II. Natural history and cultural objects eligible for sale must meet the following conditions:
- 1270 A. Discipline-specific ethics and practices are observed and the sale does not contribute
- 1271 to the existence of illegitimate markets, the destruction of resources or sites, illegal

- 1272 trade, or unethical behavior.
- 1273 B. Replicas offered for sale must be clearly marked as such. If the original is known
- 1274 from which a replica is made, it should be labeled accordingly.
- 1275 III. Items Which May Not Be Sold in the Museum Shop
- 1276 A. Natural history objects of scientific or historical significance, including, but not
- 1277 limited to, earth science materials such as fossils or rare mineral and meteorite
- 1278 specimens, wildlife materials such as rare butterflies or shells, and prehistoric
- 1279 cultural artifacts such as projectile points or sherds.
- 1280 B. Natural history objects that have not met all provisions for legal acquisition.
- 1281 C. Objects that are culturally insensitive.
- 1282 D. Objects from the DMNS or another institution's collections.
- 1283 E. This policy applies equally to objects that can be purchased commercially for resale.
- 1284
- 1285

APPENDIX A: COLLECTION STAFF RESPONSIBILITIES

- 1287 I. Position Descriptions (in alphabetical order)
- 1288 A. Archivists have curatorial authority and responsibility for the Museum's archival
- 1289 collections and are the records managers for the DMNS. They are responsible for
- 1290 the collection, preservation, and disposition of the Museum's records, as well as the
- 1291 management of records and documentation acquired by the Museum in the course of
- 1292 its work. Archivists provide record creation and keeping guidelines, records
- 1293 management training, and consultation; establish records retention schedules; and
- 1294 assume custody of records and curate collections of documentary materials.
- 1295 B. Collections Managers are charged with providing care and maintenance of and
- 1296 access to the collection objects and records. In shared consultation with archivists,
- 1297 curators, conservators, and registrars, collections managers are responsible for
- 1298 carrying out the maintenance, packing and shipping, preparation, documentation,
- 1299 organization, storage and preservation of collections.
- 1300 C. Conservators are responsible for maintaining the balance between long-term
- 1301 preservation and short-term use of collections. Conservators are charged with
- 1302 determining and implementing best practices to conserve, preserve, prepare, and
- 1303 stabilize objects and records, including implementing preservation programs and
- 1304 interpreting the resultant data. Conservators are responsible for laboratory
- 1305 treatments necessary to stabilize objects or specimens in collections. Conservators
- 1306 are responsible for identifying technical supplies used for the preservation of
- 1307 collections. Conservators implement conservation activities according to the AIC
- 1308 *Code of Ethics* and *Guidelines for Practice*.
- 1309 D. Conservation Technicians assist the conservators in maintaining the balance
- 1310 between long-term preservation and short-term use of collections. At the direction
- 1311 of the conservators, and in conjunction with collections managers or other
- 1312 museum personnel, conservation technicians assist in preventive conservation
- 1313 programs by gathering baseline data about risks that can cause deterioration.
- 1314 After interpretation by a conservator, the conservation technicians assist in
- 1315 dissemination of the baseline data. Under the supervision of conservators,
- 1316 conservation technicians may assist in select conservation treatment activities.
- 1317 E. Curators, in consultation with archivists, collections managers, conservators, and

1318 registrars, are responsible for the development, management, and use of collections.
1319 They are members of the team responsible for enacting collection policies and
1320 procedures, ensuring the long-term preservation and vitality of collections and
1321 associated documentation, and determining the research goals of collection based
1322 activities. Each curator must ensure that all collection activities in assigned area(s)
1323 of expertise are in compliance with the law and professional standards. Curators
1324 develop and implement collecting priorities as outlined in the Long-Term Collection
1325 & Research Plan.

1326 F. Librarians are responsible for the collection, preservation and disposition of the
1327 Museum's collections of published materials and have curatorial authority and
1328 responsibility for the Museum's rare book collection. Librarians manage the
1329 acquisition, cataloging, storage and retrieval of publications.

1330 G. Preparators prepare specimens for study or exhibit by removing fossils from matrix
1331 and by repairing and cleaning specimens.

1332 H. Registrars audit collection activities and ensure documented compliance within the
1333 Museum of all policies, procedures, professional standards and legislation pertaining
1334 to collections. These activities include but are not limited to accessions,
1335 deaccessions, dispositions, and loans. In consultation with the curators, collections
1336 managers, archivists, and conservators, registrars determine the proper method for
1337 record storage and retrieval and determine at what point records are to be transferred
1338 to Archives for permanent storage. Registrars are responsible for maintaining
1339 documentation and tracking all collection activities.

1340 II. Committee Descriptions

1341 A. The Curatorial Review Committee (CRC) consists of the Chief Curator (committee
1342 chair); curators, conservators, archivists, librarians (voting members); registrars and
1343 collections managers (non-voting members). The CRC meets on a regular basis and
1344 is responsible for:

- 1345 1. Developing, reviewing, revising and enforcing DMNS collection policies
1346 and procedures.
- 1347 2. Ensuring that the DMNS meets its public trust obligations as they concern
1348 collecting and collections.
- 1349 3. Reviewing and approving proposals for decisions that affect the Museum's
1350 management and preservation of its collections, when required by need or by
1351 the provisions of this Manual.
- 1352 4. At the authority level of the Chief Curator, approving by majority proposed
1353 deaccessions and dispositions of museum objects and specimens.
- 1354 5. Reviewing the Long-Range Conservation Plan.

1355 B. The Collection Management and Preservation Committee (CMPC) consists of the
1356 Registrar (committee chair), collections managers, conservators, archivists, and
1357 other DMNS staff directly involved with collection management issues. The CMPC
1358 meets on a regular basis and is responsible for:

- 1359 1. Addressing shared collection management and preservation concerns as
1360 they relate to the exhibit, research, education, storage, access, protection,
1361 documentation, and selective growth of DMNS collections and associated
1362 data.

- 1363 2. Coordinate as necessary to implement the centralized collections
1364 management system.
1365
1366

1367 **APPENDIX B: LAWS, REGULATIONS, AND GUIDELINES**

1368 The Museum conducts all collection activities in accordance with international, national, state and
1369 local laws, regulations, and guidelines. The information that appears in this appendix should be
1370 used as a starting point and not in any way be considered exhaustive.

- 1371 I. International laws, regulations, and guidelines include but are not limited to:
- 1372 A. Protection of objects of archaeological, historical, and ethnological interest is
1373 addressed by Section 4.4 of the International Council of Museums Code of Ethics
1374 for Museums (2001) http://palimpsest.stanford.edu/icom/ethics_rev_engl.html, and
1375 by ICOM Measures Concerning the Fight Against the Illicit Traffic of Cultural
1376 Property (2004) <http://palimpsest.stanford.edu/icom/measure.html>
 - 1377 B. The Museum observes the UNESCO Convention on the Means of Prohibiting and
1378 Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property
1379 (1970) http://www.unesco.org/culture/laws/1970/html_eng/page1.shtml and the
1380 Convention for the Protection of Cultural Property in the Event of Armed Conflict
1381 (The Hague Convention, 1954) <http://www.icomos.org/hague/>
 - 1382 C. The Museum observes all wildlife regulations addressed in the Convention on
1383 International Trade in Threatened and Endangered Species of Wild Fauna and Flora
1384 <http://www.cites.org/>
- 1385 II. Federal laws and regulations include but are not limited to:
- 1386 To search for U.S. Code: <http://uscode.house.gov/usc.htm>
1387 To search for Code of Federal Regulations: <http://www.gpoaccess.gov/cfr/index.html>
- 1388 A. Lacey Act (1900)
1389 16 USC 701; 1981 Amendments 16 USC 3371-3378; 15 CFR 904; 50 CFR 10;
1390 50 CFR 14; 50 CFR 300
 - 1391 B. Antiquities Act (1906)
1392 16 USC 431-433; 18 CFR 6; 43 CFR 2300
 - 1393 C. Migratory Bird Treaty Act (1918)
1394 USC 703-712; 50 CFR 21.1-60
 - 1395 D. Bald and Golden Eagle Protection Act (1940)
1396 SC 668-668d
 - 1397 E. Fish and Wildlife Act (1956)
1398 16 USC 742a-754j-2; 50 CFR 20
 - 1399 F. Marine Mammal Protection Act (1972)
1400 16 USC 1361-14211; 50 CFR 18.1-129
 - 1401 G. Endangered Species Act (1973)
1402 16 USC 1531-1544; 50 CFR 23.1-57
 - 1403 H. Federal Land Management Policy Act (1976)
1404 43 USC 1701-1782; 36 CFR 254; 43 CFR 5000
 - 1405 I. Archaeological Resources Protection Act (1979)
1406 16 USC 470aa-mm
 - 1407 J. African Elephant Conservation Act (1988)
1408 16 USC 4201-4245; 50 CFR 17

- 1409 K. Native American Graves Protection and Repatriation Act (NAGPRA) (1990)
 1410 25 USC 3001; 43 CFR 1
 1411 L. Wild Bird Conservation Act (1992)
 1412 USC 4901-4916; 50 CFR 15.1-33
 1413 III. State laws and regulations include but are not limited to:
 1414 To search for Colorado Revised Statutes:
 1415 http://www.state.co.us/gov_dir/leg_dir/olls/colorado_revised_statutes.htm
 1416 A. Colorado Nongame and Endangered Species Conservation Act (1984)
 1417 Colorado Revised Statutes, 33-2
 1418 B. Loans to Museums (1995)
 1419 Colorado Revised Statutes, 38-14
 1420 C. Colorado Historical, Prehistorical, and Archaeological Resources Act (1973)
 1421 Colorado Revised Statutes, 24-80-401 to 411, and 24-80-1301 to 1305
 1422 D. Colorado Historical Society, Office of Archaeology and Historic Preservation
 1423 8CCR 1504-7, Rules and Procedures, Historical, Prehistorical, and
 1424 Archaeological Resources Act (Rev. 2004)
 1425 <http://www.coloradohistory-oahp.org/publications/pubs/1308b.pdf>
 1426
 1427

APPENDIX C: CODES OF ETHICS

1429 The Museum's staff, volunteers, and Board of Trustees are guided by statements of ethical standards
 1430 that include, but are not limited to, those listed below. Where conflicts between the DMNS Ethics
 1431 Policy Statement and other statements exist, the DMNS Ethics Policy Statement prevails.

- 1432 I. Museum Ethics Codes and Policies
 1433 A. Code of Ethics for Museums. American Association of Museums, 2000.
 1434 <http://www.aam-us.org/museumresources/ethics/coe.cfm>
 1435 B. Ethics Policy Statement. Denver Museum of Nature & Science, XXXX.
 1436 II. Discipline Specific Codes
 1437 A. Conservation
 1438 1. AIC Code of Ethics and Guidelines for Practice, 1994.
 1439 <http://aic.stanford.edu/pubs/ethics.html#three>
 1440 2. Conservation Policy of the National Gallery of Canada Conservation, 2004.
 1441 <http://www.gallery.ca/english/354.htm>
 1442 3. Guidelines for the Care of Natural History Collections. Society for the
 1443 Preservation of Natural History Collections, 1994. Published in *Collection*
 1444 *Forum*, 10(1):32-40.
 1445 B. Curation
 1446 1. Curators' Code of Ethics. American Association of Museums, 1996.
 1447 <http://www.curcom.org/ethics.php>
 1448 2. Code of Ethics of the American Anthropological Association, 1998.
 1449 <http://www.aaanet.org/committees/ethics/ethcode.htm>
 1450 3. Principles of Archaeological Ethics. Ethics in Archaeology Committee,
 1451 Society for American Archaeology, 1996.
 1452 <http://www.saa.org/Aboutsaa/committees/ethics/principals.html>
 1453 4. Article 9. Statement of Ethics. By-Law on Ethics, The Society of Vertebrate
 1454 Paleontology, 2002.

- 1455 <http://www.vertpaleo.org/society/bylaws.cfm>
- 1456 5. Acquisition of Human Specimens. United States Uniform Anatomical
- 1457 Gift Act (latest revision 2006) as enacted by the Colorado Anatomical
- 1458 Board. <http://www.anatomicalgiftact.org>
- 1459 C. Library and Archives
- 1460 1. A Code of Ethics for Archivists. Society of American Archivists, 2005.
- 1461 http://www.archivists.org/governance/handbook/app_ethics.asp
- 1462 2. ALA-SAA Joint Statement on Access to Original Materials in Libraries,
- 1463 Archives, and Manuscript Repositories. American Library Association and
- 1464 Society of American Archivists, 1993.
- 1465 <http://www.archivists.org/statements/alasaa.asp>
- 1466 3. Code of Ethics. American Library Association, 1995.
- 1467 <http://www.ala.org/alaorg/oif/ethics.html>
- 1468 4. Protocols for Native American Archival Materials, 2007.
- 1469 <http://www2.nau.edu/libnap-p/protocols.html>
- 1470 D. Museum Shop
- 1471 1. Museum Store Code of Ethics. Museum Store Association, 2000.
- 1472 <http://www.museumdistrict.com/membership/ethicscode.cfm>
- 1473 E. Registration
- 1474 1. Code of Ethics for Registrars. Registrars Committee, American Association
- 1475 of Museums, 1984.
- 1476 <http://rcaam.org>
- 1477 2. Code of Practice for Couriering Museum Objects. Registrars Committee,
- 1478 American Association of Museums, 1987.
- 1479 <http://rcaam.org>
- 1480 F. Fundraising
- 1481 1. Code of Ethical Principles and Standards. Association of Fundraising
- 1482 Professionals, 2007.
- 1483 http://www.afpnet.org/ka/ka-3.cfm?content_item_id=1068&folder_id=897
- 1484