

COLLECTIONS POLICY MANUAL

Earth and Mineral Sciences Museum

College of Earth and Mineral Sciences

The Pennsylvania State University

University Park Campus

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PREFACE

The Collections Policy Manual for the Earth and Mineral Sciences Museum has been developed to standardize procedures and provide guidelines for handling collections. The policies outlined here were established by the EMS Museum Director and approved by the Museum Advisory Council and Dean of the College of Earth and Mineral Sciences. The Manual, which may be updated periodically, is intended to be the sole source of policy concerning matters related to collections. All personnel are expected to abide by and adhere to the policies and forms in the Manual. Exceptions to these policies can be approved by the Museum Director or Dean of the College. This manual is adapted and modified from Collection Policy Manuals at the Illinois State Museum and the Denver Museum of Nature & Science.

R. W. Graham
Museum Director
May 2005

INTRODUCTION

The acquisition, documentation, use, and preservation of collections in any museum have legal, ethical, and fiduciary implications which ramify throughout the institution's operations. Policies relating to collections must be thorough, pragmatic, and up-to-date. The EMS Museum reserves the right to modify its procedures and practices relating to its collections and for this reason, the Manual has been issued in a loose-leaf format.

COLLECTIONS, MISSION AND SCOPE

The Earth and Mineral Sciences Museum (EMSM) is part of the College of Earth and Mineral Sciences at The Pennsylvania State University on the University Park Campus. The College includes five departments (Energy and Geo-Environmental Engineering, Geography, Geosciences, Materials Science and Engineering and Meteorology) and three institutes (Energy, Environment, John A. Dutton e-Education Institute and Alliance for Earth Sciences, Engineering and Development in Africa). The EMSM collects objects that are relevant to these departments and institutes. These objects may pertain to exhibitions, professional presentations, research and educational programs within the college or they may document the history of the college and its disciplines as well as its associations with individuals, other institutions, industries and government agencies. Objects may include, but are not limited to, scientific specimens, artifacts, scientific instruments, maps, models, art (e.g., paintings, drawings, lithographs, prints, sculpture, photographs and digital images) and written documents (see appropriate section below).

Like most museums, the EMSM practices selective acquisition. Because of limited storage space as well as financial and ethical constraints, indiscriminate growth of collections is neither feasible nor responsible. Materials can be removed from the permanent collection only by the process of de-accession.

Private collections of museum-quality objects may not be housed permanently at the EMSM. If brought to the Museum on a temporary basis, they will be treated as incoming loans and be subject to those policies and procedures (see appropriate section below).

ACQUISITIONS

Acquisition embraces the discovery, preliminary evaluation, the assuming of physical and legal custody, and acknowledgment of the receipt of specimens and objects. Materials may be acquired by gift (bequest), field collection or other means of scientific research, purchase, exchange, commission, transfer from and/or exchange with other institutions and abandonment.

When acquiring an object, EMSM staff must receive assurance in writing that the donor or seller owns (or has legal authority to act on behalf of the owner) and has clear title to the property being conveyed. This can be achieved by having the donor (seller) sign the appropriate forms described below. EMSM staff should also ascertain if there are any copyright interests, trademark rights, or other considerations that would limit the use of an object. EMSM staff acquiring objects for the permanent collection must assure that there is proper **written** documentation for future reference.

No materials or objects shall be knowingly or willfully accepted or acquired by EMSM staff which are known to have been illegally collected contrary to federal law, state law, regulation, treaty, and/or convention, including the UNESCO agreement on cultural property. If an acquired object is found to have been falsely represented, supporting documentation may serve to protect the Museum's interests in such a transaction. Should evidence be presented to EMSM that any object in its possession was acquired illegally an investigation will be conducted by EMSM staff or other representatives of the College. If the investigation results in a determination that an object was acquired illegally, appropriate legal authorities will be notified.

Because objects are added to the collection on the premise that they will be retained in perpetuity, careful screening must be the rule. The following criteria, appropriate to the object(s) being considered for addition, regardless of their source, are to be weighed:

- The object (specimen, artifact, etc.) must be relevant to and consistent with the purposes/goals of the EMSM and College of Earth and Mineral Sciences.

- There should be a need and potential use (e.g., research, exhibition, education).
- All objects shall have aesthetic, historical, or scientific value.
- The object shall be documented, including, but not limited to, provenance, artist, creator, date, age, location, legal title, and intellectual property rights (copyright, trademark, etc.).
- All legal and ethical implications of the acquisition must be considered.
- The physical condition and conservation requirements must be considered.
- The EMSM must be capable of providing for the object's storage, protection, and preservation under conditions that insure its availability and in keeping with professional museum standards.
- The expenses related to purchase, transportation, restoration, and storage should be considered.
- Copies or reproductions may be accessioned when they are important to the EMSM's purposes and originals are not otherwise available.
- Archival records, documents, photographs or digital images and manuscripts can be accepted if they are related to EMSM's collections and/or research activities.
- No object shall be collected which constitutes an unreasonable hazard to personnel, physical plant, or collections.
- All donations of materials are considered outright and unconditional gifts to be used at the discretion of the EMSM. Title to all objects acquired shall be free and clear, without restriction as to use or future disposition.

Receipt of Objects

The EMSM's policy is to maintain a record of all objects entering the EMSM. Objects submitted by individuals or organizations for identification, as potential gifts, for educational programming, or for other purposes are subject to the procedures outlined in this section.

The EMSM's **Receipt** form is designed to provide accountability for objects until final disposition. If such object(s) become(s) a part of the permanent collection, the receipt shall be kept as a part of the permanent record. **Receipt** forms shall be placed at all potential entry points for objects, e.g., EMSM or Dean's administrative offices, curatorial/faculty offices, etc.

A completed **Receipt** form must be given to the depositor for any object left at the EMSM. Information to be recorded includes name, address, and telephone number of the depositor and owner (if different); the depositor's reason for submitting the object; and brief description including condition of and collection data concerning the object. The depositor must be made aware of and agree to the conditions listed on the back of the form. When signed by the depositor and the EMSM's representative, a copy is given to the depositor; the original form and one copy shall accompany the object(s) throughout the EMSM or College. All **Receipts** should be forwarded to the EMSM Director's office to be filed.

For those objects returned to the depositor, the original copy of the receipt must be signed by the depositor to acknowledge the return of possession. This signed copy is given to and kept in the EMSM Director's office.

Unsolicited property may be retained or discarded at the discretion of the EMSM Director if left unclaimed after the period of time specified in the conditions to which the depositor is a signatory.

Gifts (Bequests), Transfers and Exchanges

All persons giving objects to the EMSM shall receive a completed **Receipt** form (see Section on **Receipt of Objects** above). The EMSM Director makes **ALL** decisions about acceptance of objects for the EMSM collections. If a decision is made to add items to the permanent collection, the gift shall be formally acknowledged and documented with a **Deed of Gift** form.

All donations, transfers and exchanges are considered outright and unconditional gifts to be used at the Museum's discretion. No restrictions are to be placed on donations by donors or gifts and exchanges from other institutions. The acceptance of a donation, transfer or exchange by the EMSM does not imply that it will be placed on public exhibition. A credit line (or acknowledgement) may be used when objects are exhibited.

If the donor wishes to take a tax deduction for the gift, the donor must independently make all arrangements. The EMSM's role in the matter of tax deductibility by law is limited to the EMSM Director's acknowledgment that the gift was added to the collection during the tax year in question. For this acknowledgment to occur, the gift must have been received and the **Deed of Gift** complete and in place by the end of the year. **EMSM and EMS College personnel shall not make appraisals** of materials donated to the EMSM.

Also, with respect to transfers and exchanges of objects, all records must accompany the objects. Furthermore, it is essential that any legal or ethical issues in connection with any object be appropriately resolved before the object is transferred or exchanged.

The **Deed of Gift** transfers ownership of an object from the donor to the EMSM's permanent collections. As such, it is essential for the Museum's permanent acquisition records. Donors may also receive a **Certificate of Appreciation** on behalf of the Museum Director and the Advisory Council expressing appreciation for the gift. The Accession number(s) is (are) assigned only after the forms have been signed by all parties. This number (or numbers) should be subsequently added to the forms in the various files for ease in locating the object(s) later.

When a donation is accepted by the EMSM, three **Deed of Gift** forms are signed by the **donor** and **EMSM Director**. Original signed copies of the **Deed of Gift** and **Certificate of Appreciation**

are returned to the donor, kept by the Museum Director's office, and sent to the Pattee/Paterno Library Archives. The Director of Development in the Dean's office shall also be notified of all gifts and given copies of the **Deed of Gift** and **Certificate of Appreciation**.

Purchases

All purchases made for the EMSM must be approved in advance by the EMSM Director and should be documented with copies of invoice vouchers and all bills relating to the purchase. Purchases over \$5,000.00 must also be approved by the EMSM Director and Dean of the College of EMS. When purchasing items to be accessioned into the permanent collection of the EMSM, a **Purchase Form** should be completed and signed by both the owner/agent and the EMSM Director's representative. The signed **Purchase Form** serves to transfer ownership, rights, and title to the EMSM and is an essential part of the EMSM's permanent records. The **Purchase Form** may serve to protect the EMSM and provide a basis for recovery, if a purchased object is found to have been falsely represented. The original form will be kept in the EMSM Director's office with copies also sent to the Pattee/Paterno Library Archives and the Dean's office.

Expeditions, Field Collections and Other Research Collections

Research materials acquired from private ownership must have a signed **Deed of Gift** or **Purchase Form**. Field collections from private land must be made with the land owner's permission and the land owner (not any lessees) must sign a **Deed of Gift** form giving the EMSM sole ownership of the specimen(s). Materials collected from public lands or acquired from public institutions must be accompanied by copies of all required permits.

REGISTRATION OF COLLECTIONS

The collections registration system at the EMSM provides controls for identifying objects in the EMSM's collections including their source, status, and disposition. Preservation of the non-intrinsic, contextual information about the objects and their documentation is vital. Supporting documentation includes, but is not limited to, certain archival and library materials, including registration files, accession records, object catalogues and data files, field records, collecting permits and maps, conservation records and exhibits.

An accession usually includes all of the objects received from one source at one time and thus is covered under one accession number. Both electronic and hard copies are filed in the EMSM Director's office and the Pattee/Paterno Library Archives. Catalog numbers, on the other hand, are comprised of individual entries--normally one for each object or lot of objects acquired through an accession. The EMSM Catalog classifies objects systematically, providing descriptive detail. It records significant facts and data regarding the physical appearance, context, and history of the objects. Hard copies of catalogs are filed in the EMSM Director's office and the Pattee/Paterno Library Archives.

Accessioning

Accessioning is the act of recording an addition to the permanent collection which confirms the EMSM's legal title to the object(s) and commits the EMSM to the responsibility for the proper care and use of the object(s)/specimen(s). Specimens are only accessioned after the **Deed of Gift** or **Purchase Form** has been signed by the appropriate authorities. An accession record includes, among other data, the accession number, date and nature of acquisition (gift, purchase, excavation, expedition, transfer/exchange, etc.), source, brief identification and description, condition, provenance, value (if appropriate), and name of the staff member recording the accession. Accession numbers, assigned by the EMSM Registrar, are made up of the year the material was acquired plus a numeral which is assigned in sequence (e.g., 1989-1; 1989-2; 1989-3). Federally owned collections are designated with an "F" prefix (precedes the accession number, e.g., F1987-6).

Accessioning should occur as soon as the material is brought into the EMSM. The following procedures apply:

- A collection of items received at one time from a single source may be grouped as a single accession and given one accession number. However, all objects/specimens received from one source at one time may be subdivided into one or more accessions at the discretion of the Curator/Collector.
- Field collections for a project may be accessioned at the end of a season and under one accession number, if preferred.
- Materials whose date of receipt is unknown (usually acquisitions from early years) are prefixed with an "X" instead of a year, e.g., X-245. If the information is subsequently found, the record is updated and the next available accession number for that year is applied. The appropriate catalog and source records are also corrected.
- When an object is de-accessioned, appropriate procedures are to be followed (refer to the section of this manual concerning de-accessioning).
- Some field collected materials may be sorted, prepared, cleaned, trimmed and/or eliminated after accessioning. Materials lost through these processes do not need to be de-accessioned.

Source of Acquisitions

Where appropriate, source files are maintained by the Museum Director that identify the donor, vendor, collector, expedition, etc. of accessions. This information complements the accession record in that it gives a quick reference to collections received from donors or other sources. The procedures that apply are:

- All items from a single source are listed in the source file by accession number in the order received.

- When there is more than one source for a gift, an entry should be made for each.
- Original files are kept by the EMSM Registrar; duplicates may be maintained in the Dean's office.

Cataloging

Cataloging is the creation of a record of the descriptive detail and information about an object or a lot; it is cross-referenced to other records and files. Catalogs may contain a photograph or sketch of the object but it is not mandatory. Cataloging provides the section with a record of its collections—curators in charge of collections are responsible for assuring that accessioned collections are properly cataloged. The following procedures apply:

- A catalog number may be assigned to one item or to a lot comprised of a number of items (based on the nature of the objects and the standards within the respective discipline).
- Field catalog numbers may be maintained but they do not take the place of the catalog number.
- Cataloged material should be permanently marked (or tagged) where the number can be clearly identified on the specimen.
- Catalog records and files (both hard and electronic copies) are maintained in the EMSM Director's office. Hard copies are also placed in the Pattee/Paterno Library Archives. These records are updated semiannually (January 1 and July 1).

De-accessioning

The EMSM Director and Curators have a fiduciary responsibility to protect and preserve the

collections of the EMSM. De-accessioning, the act of permanently removing an object(s) from the collection, is an important procedure used only in exceptional circumstances. An object may be withdrawn because of deterioration, for transfer to another agency, exchange, repatriation, destructive analysis, loss, or total inappropriateness for the collection. Even when a given object meets one or more of the criteria for de-accessioning, strict measures must be taken by the EMSM Director and Curators to determine what, if any, legal or ethical obligation the EMSM may have to retain a given object.

To initiate the de-accession process, the **Request to De-accession** form must be completed by the EMSM Director. The Director must then make a presentation to the EMSM Advisory Council. A quorum vote must be obtained from the Advisory Council and then the de-accession form must be signed by the Dean of the College of EMS. The original **Request for De-accession** is filed in the EMSM Director's office with copies placed in the Pattee/Paterno Library Archives and the Dean's office.

Objects de-accessioned, if not transferred, exchanged or repatriated, must be disposed in an appropriate manner. Appropriate methods of disposition include:

- destruction if the object has no value.
- offered to other educational institutions if appropriate.

De-accessioned objects can not be sold or given to any individuals. De-accessioning of objects and the disposition of the item shall be recorded on all accession and catalog records for each object.

The following types of objects cannot be de-accessioned: type specimens and specimens that have been illustrated by any means in a professional or scientific publication.

Non-Permanent Collections

Objects, for "hands-on" programs (e.g., discovery room, school loans, EMSM educational

programs, etc.), are subject to damage, deterioration, or loss. These objects are generally collected for educational purposes or have been de-accessioned from the permanent collections. Specimens in this collection are expected to eventually deteriorate. However, EMSM staff members and volunteers using them in various public programs make every effort to ensure that the objects are properly respected, used effectively, and stored securely. An inventory of these objects is maintained in the Director's office.

ACCESS TO COLLECTIONS AND RECORDS

Access to Collections Ranges

Tours through the EMSM's collections storage ranges are given periodically for individuals or groups. These visits must be scheduled in advance with an appropriate Curator and while on tour, the party must be accompanied by the Curator or the Curator's designee. Approval for unplanned visits will be left to the discretion of the Curator

Access to Collections and Records for Research and Study

The EMS Museum will provide the greatest possible access to collections and documentation, while providing appropriately for their security and preservation. Access may also be contingent upon staff availability. The primary considerations for access to items for examination are based upon condition and significance of the item(s) and availability of other sources: copies, duplicates, photographs, or other types of information, e.g., written descriptions. **EMSM restricts access to site/locality information when the release of this information could cause damage or destruction to a natural or unique resource.** Locality information can only be used by those

approved and they cannot duplicate, share or pass this information on to other individuals or institutions without written permission from the EMSM Director. The EMSM will set forth any restrictions affecting access to collections and/or records and apply these restrictions equitably.

Procedures for access to the collections and records are:

- Individuals, other than EMSM staff and students, seeking access to the collections and records must seek approval of the Museum Director or Assistant Director for Collections and Exhibits by completing a **Collections/Records Access Application** form. Information is sought on the purpose/need for access and the anticipated significance of the research.
- Access must be coordinated with the responsible Curator and authorization will be given or denied by that Curator and/or the appropriate Museum official. **Collections/Records Access Application** forms are filed in the Museum Director's office.
- Objects and records are normally accessible only during normal working hours and only if the visitor is accompanied by an authorized member of the staff. Every effort will be made to accommodate all reasonable requests.
- All persons granted access will be instructed by staff in the proper procedures.
- The EMSM should comply with any reasonable request to duplicate records including field notes, photographs, analysis records, catalogs, maps, illustrations, and other data for a fee based on the number of or type of items. Requests for duplication must be submitted in writing to the Curator/Faculty member responsible for the material and be approved in advance by the EMSM Director.

Policy on Photography and Other Imaging

The following policy applies to photography:

- All individuals, other than EMSM staff and students, wishing to photograph collection objects not displayed in public exhibition areas must obtain prior approval. This can be accomplished by completing the appropriate section on the **Collections/Records Access Application**. The use of photographs of EMSM objects in publications or commercial activities is subject to restrictions and requires advance written approval by the EMSM Director. Arrangements (e.g., **Superstock Inc.**) made prior to the effective date of this Policy Manual this document are exempt from this provision.
- Permission to photograph objects in exhibition areas may be required depending upon the particular display, types of equipment to be used, and intended use of the photographs. Photographers intending to work in exhibit areas should check with the EMSM Director beforehand. A **Collections/Records Access Application** form is not required for photography in exhibit areas.

Requests for Destructive Analysis for Research

Evaluation of analytical procedures that destroy or alter an object require weighing the value and merits of the projected research results against the intrinsic value of the object before alteration. Museums have a responsibility to increase our body of knowledge, but at the same time must balance that quest against preservation of objects.

Requests for materials that will be destroyed or altered in analysis will be considered only if they are included within a written proposal submitted to the EMSM Director the following: background of the problem, research questions, methods, type and amount of material requested, methods of analysis, expected results, place of ultimate publication. A decision should be made by the EMSM Director or his acting proxy within one month of the request. In cases where the requested material includes all or most of an item, especially in the case of rare irreplaceable objects, the EMSM reserves the right to request outside peer review of the proposed research by interested professionals. In addition, these exceptional requests will require a quorum vote of the Advisory

Council.

Ownership of these objects remains with the EMSM; therefore, copies of all reports and data derived from the analysis as well as copies of all resulting publications must be deposited with the Museum upon completion of analysis. The proposal, decision, and any ancillary documents must be filed in the Museum Director's office. The EMSM reserves the right to publish the results if the investigator fails to do so within five (5) years.

COOPERATIVE CURATION AGREEMENTS

The EMS Museum may serve as a repository for collections from public agencies or private corporations with government contracts who do not have curatorial facilities or staff trained to work with collections. Agreements may be arranged between such parties and the EMSM to curate their collections. These agreements must be made in writing and bear the signature of the authorized institutional official and the EMSM Director. Copies of these agreements are to be filed in the EMSM Director's office.

Under terms of a cooperative curation agreement, the EMSM may agree to:

- Inventory and function as a repository for materials and accompanying documentation resulting from research or other collecting activities that were carried out or sponsored by the applicant institution with the provision that the specified materials do not violate the Museum's acquisition policy. Unless specified otherwise, the collections become the property of the EMSM and are managed according to the EMSM's collections policies. If the agreement is with a Federal agency, ownership remains vested with the U.S. government.
- Provide reasonable environmental storage conditions and security.
- Maintain the right to accept or reject any collection due to its size, nature, or lack of

adequate documentation.

- Provide space for studying the collection with advance notification.

Under terms of the agreement, the applicant institution must agree (unless explicitly waived by the EMSM Director) to:

- Transfer specimens or objects, field records, maps, photographic negatives, and/or other documentation pertaining to that collection and its context to the EMS Museum.
- Provide all pertinent provenance and/or contextual data concerning the material, including the date of acquisition, individual who acquired the item(s), specific legal locations, and any government registry designation (e.g., site number or other means of site identification).
- Allow study and exhibition of the collections in accordance with EMSM policy.
- Supply the EMSM with a copy of the final report of reconnaissance or investigation for the project from which the collection originated within not more than one year of the date of the receipt of the collection.
- Be responsible for the costs of entering the collection into the EMSM's system. These costs include monies for accessioning, cataloging, boxing, filing, and maintaining environmental and security controls. Materials should arrive clean and clearly labeled or in containers that are clearly labeled.
- Release and hold harmless The Pennsylvania State University, its Trustees, Officers, and employees from and against any and all claims of liability resulting from the loss or damage to the collections, unless such loss or damage is caused by the gross negligence of willful misconduct of the University, its Trustees, Officers, or employees.

LOANS

Objects and specimens are borrowed and loaned by museums to make objects, otherwise unavailable, accessible for research, exhibition, replication, and educational programs. The EMSM's loan program, for both incoming and outgoing loans, is designed to achieve maximum accessibility to collections. The EMSM's loan policies relate to care and conservation, transportation and packing, insurance, returns, period of loan, costs and cancellations, and use of the objects.

When making decisions on loan requests from other institutions, the Curator and/or authorized EMSM official designated by the EMSM Director must take into account the condition and conservation needs of the objects requested, as well as the short-term exhibit and research plans of the Museum. Type specimens will not be loaned unless imperative for conservation or research. Researchers will be encouraged to travel to the EMSM to examine type specimens. Issues to be considered when making or receiving loans are as follows:

- The condition of the object(s) and the ability to withstand the stress of transportation, handling, or changed environmental conditions.
- All incoming and outgoing loans will be for specified periods of time and will be documented and monitored according to established museum practice and procedures.
- All loans must be contracted through written loan agreements between the Museum and its borrowers or lenders prior to receipt or shipment.
- If appropriate, written condition reports will be made for all loans entering or leaving the EMSM.
- The loan agreement between the EMSM and the lender will stipulate whether or not an incoming loan is insured by the EMSM. This may depend upon the loan policy of the lending institution. If a lender wishes to carry his/her own insurance, they must provide the Museum with a Certificate of Insurance prior to the date of the loan.

- If an outgoing loan is to be insured by the borrower, a Certificate of Insurance must be provided before the shipment or pick-up date.
- Borrowing institutions may be asked to provide the EMSM with a standard facilities report if one is not already on file. Borrowing institutions must meet certain standards established by the EMSM.
- Stated values, if called for in loan documents, must be in line with fair market value.
- Materials borrowed or loaned by the EMSM cannot be transferred to a third party without written consent by the original lender.
- Additions or deletions to agreements by either lender or borrower must be written and agreed to by both parties.

Incoming Loans

The EMSM may request the loan of a specific object(s) from an individual or from another institution for the purpose of completing a museum display, for transitional exhibitions, replication, or for study and research. Such loans, either short or long term, must be for a predetermined length of time, whereupon, at the expiration of this time period, the object(s) will be returned to the owner. Prior to formal receipt of the object(s), the appropriate **Loan Agreement** form, specifying the use of the object(s) and the time period of the loan, will be signed by the owner, the appropriate Curator/Faculty member and the EMSM Director. Unless provisions as to responsibility are mutually established in advance of the loan, the EMSM assumes no responsibility for the loss or damage of object(s) loaned. The EMSM normally does not provide insurance on borrowed materials unless noted in a signed loan agreement. Upon return of the object(s) to the owner, said owner must sign the **Loan Agreement** form (or equivalent release statement), acknowledging the return of the property and the termination of the loan. All records will be kept in the EMSM Director's office.

It is the policy of the EMSM not to accept unsolicited loans. Any object(s) brought to the Museum and left by the owner for purposes of identification, study, or as a possible gift or loan should be recorded on a **Receipt** form (described above). Failure to remove the object(s) may eventually result in its (their) disposal or treatment as abandonment (subject to accessioning into the collection).

Outgoing Loans

The following criteria apply to all loans made by the EMSM to other institutions:

- All borrowers must be approved; loans shall only be made to qualified museums, educational or research institutions, and appropriate individuals whose missions are in the public interest and whose objectives are in concert with those of the EMSM.
- All objects must remain in the condition in which they are received. They shall not be cleaned, repaired, retouched, treated, unfitted, remounted, reset, dissected, marked, copied (e.g., cast or replicated), or submitted to any examination or application which would tend to alter their condition except when specifically authorized by the EMSM Curator handling the loan. Tags or other identification should **NOT** be removed without specific approval by the EMSM Director.
- When permission is given to copy (e.g., cast or replicate) museum specimens, the number of duplicates may be specified and the Museum may request the return of the original mold(s).
- Any damages, whether in transit or on the borrower's premises shall be reported to the EMSM Director immediately. No action is to be undertaken to correct the damage without the EMSM Director's approval.

- The borrower may photograph art object(s) for educational, catalog, record or publicity purposes. Reproduction for sale is expressly forbidden except in the case of an exhibit catalog. The EMSM Director must approve in writing all matters relating to commercial reproduction.
- The borrower will undertake to provide protection from the hazards of fire, exposure to extreme or deteriorating light, extremes of temperature and relative humidity, insects, dirt, vandalism, theft, and mishandling or handling by unauthorized or inexperienced persons or by the public.
- The borrower (except when exempted in writing) will insure the object(s) at the value stated by the EMSM from the time the object(s) leaves the physical possession of the EMSM until it is returned. This shall be an all-risk policy subject only to the standard exclusions. The borrower shall furnish a Certificate of Insurance no later than the scheduled delivery or pick-up date.
- The cost of insurance, special communications, security provisions, special packing, or any other incidental costs created in the loan will be paid by the borrower, unless waived by the EMSM Director.
- When returning borrowed materials, they shall be packed in exactly the same manner as received and, in the case of art objects, with the same cases, packages, pads, wrappings, and other furnishings. Any changes must be specifically authorized in advance. Borrowers will be billed for the cost of packing materials if objects are returned in other than the original container.
- Upon return, the objects are to be transported in the same manner as received and all costs for transportation connected with the loan will be paid by the borrower except in the case where other arrangements are made. Any change in mode of transportation must be cleared by the EMSM Director before release to the carrier.

- All objects will be loaned for a specific time and, if requested, must be returned before that time limit expires. The borrower will receive a 30-day written notice and the EMSM will try to provide assistance in securing a substitute object. To renew the loan, the borrower must request an extension in writing.
- When on display, all objects borrowed must be credited to the EMSM including any special wording as directed. Reproductions for publicity must also be credited.
- All loans must be approved by the EMSM Director and the borrowing institution.
- A signed copy of the **Loan Agreement** form must be in the possession of the Museum before any physical transfer of object(s) is complete.
- Objects or specimens are not to be used as "hands-on" teaching aids unless specifically approved on the loan form.
- Loans shall be reviewed annually and, upon approval of the EMSM Director, may be renewed for periods of up to another 12 months.

EXHIBITION OF SPECIMENS

Specimens are to be used for exhibitions in the EMS Museum and throughout the College. All specimens on exhibit should have a completed loan form on file in the EMSM Director's office. Appropriate environments and treatment must be ensured for all specimens on exhibition. If specimens are removed from exhibition temporarily for research, treatment or any other reason, a notice must be placed in the exhibition and the disposition of the object must be recorded on the loan form.

SPECIAL USES OF COLLECTIONS

Promotional Purposes

EMSM collection objects may be used for promotion of the EMSM, College or University. However, this use must be approved in advance in writing by the EMSM Director.

Decorative Use of Collections

Certain collection objects may be available for the decoration of EMSM or University Offices or public space with the written approval of the EMSM Director. All of these objects must be catalogued and bear a catalogue number identifying them as property of the EMS Museum. Appropriate environments and care must be applied in displaying these objects and all loan procedures must be followed for each object. Objects may be recalled at any time by the EMSM Director.

APPRAISALS

No Curator/Faculty member or EMSM staff shall make or participate in an appraisal or estimation of the value of an item, either as a service to an individual or as a precondition for a potential donation of an item to the EMSM. EMSM staff may prepare or obtain appraisals for internal use (e.g., insurance, valuations for loans).

Appraisals as an outside activity of an individual staff member can present serious problems for the Museum. It is considered unprofessional and regarded as a potential conflict of interest for any EMSM staff to engage in appraisals as a business outside of official working hours. The related areas of identification, authentication, and description, when pursued as an outside activity, should not be practiced without the prior written approval of the EMSM Director.

It is also considered improper and unacceptable for EMSM staff to refer appraisal requests to a specific firm or individual. General assistance to a potential donor, such as a referral to appraiser trade associations or societies, the names of two or three individual appraisers and sources such as the "Yellow Pages" may be given if needed for a valid reason, such as tax deductions, estate settlements, insurance, etc. This type of referral gives the donor direction and a choice of action.

All requests from donors or potential donors concerning appraisals shall be handled in a manner that makes the donor aware that the EMSM is interested and concerned but is unable to make an appraisal or recommend a specific appraiser. The EMSM's position and the problems that are created by the practice of appraisal or the recommendation of appraisers should be carefully explained in response to such inquiries, e.g., conflict of interest, IRS Codes, etc.

All potential donors shall be informed before the **Deed of Gift** form is completed that appraisals, if needed, must be obtained by the donor and that the donor is responsible for any fees. Access to collections may be granted to an appraiser that has been contracted to provide an appraisal service for a donor.

IDENTIFICATIONS

Objects may be brought to the EMSM for identification. If objects are left at the EMSM for identification they must be recorded on a **Receipt** form, stating the owner's name, address, and his reason for leaving the object(s). Failure to remove the object(s) within a reasonable amount of time may eventually result in its (their) disposal or treatment as abandonment (subject to accessioning into the collection). **Identification or authentication services are not provided for any commercial purpose.**