

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

Approved and Adopted by the DMNS Board of Trustees: April 18, 2017

1	<b>SECTION 1: INTRODUCTION.....</b>	<b>1</b>
2	I. About the Denver Museum of Nature & Science.....	1
3	II. About the Manual .....	1
4	III. Interpretation, Revision and Approval of the Manual.....	1
5	IV. Department and discipline specific collection procedures .....	1
6	<b>SECTION 2: STAFF AND OTHERS RESPONSIBLE FOR COLLECTIONS .....</b>	<b>2</b>
7	I. Public Trust Responsibility .....	2
8	II. Authority .....	2
9	<b>SECTION 3: COLLECTIONS AND COLLECTING.....</b>	<b>2</b>
10	I. Public Trust Responsibility .....	2
11	II. Collections of the DMNS Defined .....	2
12	III. Education Collections .....	3
13	IV. Disposable Objects.....	3
14	V. Documentation of Collections.....	3
15	I. Insurance of Collections .....	4
16	II. Personal Collecting by DMNS Staff .....	4
17	<b>SECTION 4: ACQUISITION OF OBJECTS FOR DMNS COLLECTIONS.....</b>	<b>5</b>
18	I. Selective Acquisition.....	5
19	II. Authority to Acquire Objects.....	6
20	III. Acquisition of Legally Obtained Objects .....	6
21	IV. Restrictions .....	6
22	V. Modes of Acquisition.....	6
23	VI. Documentation of Accessions .....	7
24	VII. Tax Deductions and Monetary Appraisals .....	7
25	<b>SECTION 5: USE OF DMNS COLLECTIONS AND ASSOCIATED DATA .....</b>	<b>8</b>
26	I. General Policies on Use of Collections .....	8
27	II. Use of Collections for Research .....	9
28	III. Exhibition of Collections.....	10
29	IV. Educational Use of Collections.....	10
30	V. Promotional Use of Collections.....	10
31	VI. Decorative Use of Collections.....	11
32	VII. Catering Activities in Exhibition Areas that Contain Collections.....	11
33	VIII. Physical Access to DMNS Collections and Collection Areas.....	11
34	<b>SECTION 6: LOANS .....</b>	<b>12</b>
35	I. General Loan Policies.....	12
36	II. Outgoing Loans.....	12
37	III. Incoming Loans.....	13
38	<b>SECTION 7: PHOTOGRAPHY (STILL, VIDEO) OF DMNS COLLECTIONS &amp; EXHIBITS....</b>	<b>14</b>
39	I. General Policies on Photographing DMNS Collections and Exhibits .....	14
40	II. Photographing DMNS Exhibits and Public Areas.....	14
41	III. Photographing Objects Not on Exhibition .....	15
42	IV. Publication of Images.....	15
43	<b>SECTION 8: DIGITAL COLLECTION.....</b>	<b>16</b>
44	I. Definition of the Digital Collection .....	16
45	II. Categories of Digital Assets .....	17

46	III. General Ingest Guidelines:.....	17
47	IV. Acquisitions to the Archival Digital Collections:.....	17
48	V. Staff Roles and Responsibilities .....	18
49	VI. Access to the Digital Collection .....	19
50	VII. Digital Collection Security.....	19
51	<b>SECTION 9: CONSERVATION.....</b>	<b>20</b>
52	I. Goal of Conservation.....	20
53	II. Conservation Priorities .....	20
54	III. Activities to Achieve DMNS Conservation Goals and Priorities:.....	20
55	IV. Implementing the Long-Range Conservation Plan and Conservation Activities .....	21
56	<b>SECTION 10: DEACCESSION AND DISPOSITION.....</b>	<b>21</b>
57	I. Guiding Principles .....	21
58	V. Deaccession.....	21
59	VI. Disposition .....	22
60	VII. Approvals.....	23
61	VIII. Documentation.....	23
62	<b>SECTION 11: REPATRIATION .....</b>	<b>23</b>
63	I. Repatriations Under NAGPRA .....	23
64	II. Repatriations Outside of NAGPRA .....	24
65	<b>SECTION 12: EDUCATION COLLECTIONS.....</b>	<b>24</b>
66	I. Introduction.....	24
67	II. Staff Responsible for Collections .....	24
68	III. Collection Activities.....	25
69	IV. Documentation of Collections.....	25
70	<b>SECTION 13: SELLING OBJECTS IN MUSEUM RETAIL SHOPS.....</b>	<b>25</b>
71	I. Oversight by the Curatorial Review Committee .....	25
72	II. Conditions.....	26
73	III. Items Which May Not Be Sold in the Museum Shop.....	26
74	<b>APPENDIX A: COLLECTION STAFF RESPONSIBILITIES.....</b>	<b>26</b>
75	I. Position Descriptions .....	26
76	II. Committee Descriptions.....	27
77	<b>APPENDIX B: LAWS, REGULATIONS, AND GUIDELINES.....</b>	<b>28</b>
78	I. International Laws .....	28
79	II. Federal Laws .....	28
80	III. State Laws.....	29
81	<b>APPENDIX C: CODES OF ETHICS.....</b>	<b>29</b>
82	I. Museum Ethics Codes and Policies .....	30
83	II. Discipline Specific Codes .....	30
84		

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

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 History  
88 (DMNH) beginning in 1948, d.b.a. Denver Museum of Nature & Science (DMNS) beginning  
89 in 2000, was incorporated in 1900. Supported by funding from both private and public sources,  
90 the Museum is a not-for-profit, collections based educational, scientific, and cultural  
91 organization founded on the basic human need to understand the natural universe. The  
92 Museum claims six core competencies: anthropology, geology, health sciences, paleontology,  
93 space sciences, and zoology.
- 94 B. The Denver Museum of Nature & Science inspires curiosity and excites minds of all ages  
95 through scientific discovery and the presentation and preservation of the world's unique  
96 treasures (2006). The Museum accomplishes its mission through:
- 97 1. selective collecting as guided by the Long-Term Collection & Research Plan;  
98 2. preservation, access, and use of collections and associated data;  
99 3. research and publication in the DMNS's core competencies;  
100 4. public outreach through educational programming and exhibition of  
101 specimens/objects.
- 102 II. About the Manual
- 103 A. The Manual of Collection Policies for the Denver Museum of Nature & Science (the Manual)  
104 guides the acquisition, use, preservation, and disposition of collections under the Museum's  
105 custody. The Manual also provides guidance for other Museum departments concerning the  
106 appropriate use of objects and activities related to the Museum's collections. The Board of  
107 Trustees designates Research & Collections Division (RCD) staff to develop, implement and  
108 update the Manual. As a pan-Museum document, the Manual, as approved by the Board of  
109 Trustees, revises and supersedes any of the Museum's previous collection policies and  
110 procedures manuals, including the most recent 1998 version and all previous versions.
- 111 B. The Manual of Collection Policies takes as its foundation the DMNS Ethics Policy Statement,  
112 which guides staff, volunteers, and the Board of Trustees.
- 113 C. It is the responsibility of the Chief Curator to introduce the Manual to the Museum and certify  
114 compliance with the policies by all Museum staff and volunteers.
- 115 III. Interpretation, Revision and Approval of the Manual
- 116 A. On behalf of the Museum as a whole, and in consultation with appropriate DMNS staff and  
117 advisors, the Curatorial Review Committee (CRC) reviews, revises and develops any necessary  
118 collection policies and procedures to ensure that they conform to prevailing standards, ethics,  
119 regulations, and administrative changes.
- 120 B. The Chief Curator has the authority to interpret the Manual as it relates to all Museum activities  
121 and may seek the advice of the CRC, the Registration Office, the President, Board of Trustees,  
122 Legal Counsel, or other advisors, when circumstances warrant.
- 123 C. Revisions to the DMNS Manual of Collection Policies and DMNS Ethics Policy Statement  
124 must be approved by the President and the Board of Trustees.
- 125 IV. Department and discipline specific collection procedures
- 126 D. Must conform to the DMNS Manual of Collection Policies and the DMNS Ethics Policy

127 Statement, and they require the review and approval of the Chief Curator and, at his or her  
128 discretion, the CRC.  
129

## 130 **SECTION 2: STAFF AND OTHERS RESPONSIBLE FOR COLLECTIONS**

### 131 I. Public Trust Responsibility

132 A. The President and Board of Trustees, as the Museum's top administrators, ultimately bear the  
133 public trust responsibility for DMNS collections. For collection transactions above the  
134 authorization limit of the Chief Curator, approval is required by the President, and in the case  
135 of objects and specimens exceeding the authorization limit of the President, approval is  
136 required by the Board of Trustees. These approval limits are defined in the Delegation of  
137 Authority Policy.

### 138 II. Authority

- 139 A. 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 “curators”  
142 also refers to archivists and librarians, reflecting their curatorial authority and responsibility.
- 143 B. Collection activity approvals follow the DMNS administrative hierarchy of curator, to  
144 director curators, to Vice President & Chief Curator.
- 145 C. Authorization limits for collections are the same as spending authorization limits maintained by  
146 the Chief Financial Officer.
- 147 D. Directors designate the curator in charge of each collection.
- 148 E. Curators are ultimately responsible for their collections but may designate others to perform  
149 duties such as collection management, record keeping, and preparation.
- 150 F. Curators and/or their designated collections managers share responsibility with conservation  
151 personnel in providing for the long-term preservation of collections.
- 152 G. Education Collections are the responsibility of the Director of Collections Operations, with  
153 support by a curator in each core competency, and the archivist.
- 154 H. The Registration Office audits collection activities and ensures documented compliance within  
155 the Museum of all policies, procedures, professional standards and legislation pertaining to  
156 collections.  
157

## 158 **SECTION 3: COLLECTIONS AND COLLECTING**

### 159 I. Public Trust Responsibility

160 The foundation of any museum is its collections and their associated data. The DMNS has a public  
161 trust responsibility to both present and future generations to acquire natural history, anthropological,  
162 and other objects relevant to its mission; to maintain them for use in scholarly research, education and  
163 exhibitions; and to preserve them in perpetuity.

### 164 II. Collections of the DMNS Defined

- 165 A. Collections of the DMNS are defined as any object(s) owned by the Museum, or for which the  
166 Museum serves as a repository.
- 167 B. DMNS collections are maintained by the Anthropology, Bailey Library & Archives, Earth  
168 Sciences, Education Collections, Health Sciences, Space Sciences, and Zoology Departments.
- 169 C. The composition of DMNS collections is guided by the Long-Term Collection & Research  
170 Plan. The term collection object refers to, but is not restricted to, specimens, artifacts, rare or  
171 special books, photographs, documents, scientific instruments, digital files, art works, and  
172 related data.

- 173 D. All collection objects are governed by the provisions of this Manual.  
174 E. All collection activities are conducted in accordance with:  
175 1. This Manual, the DMNS Ethics Policy Statement, and other applicable ethics  
176 statements;  
177 2. International, national, state, and local laws and regulations; and  
178 3. Current professional standards and best practices.  
179 F. Departments throughout the Museum create records and/or objects which may become  
180 DMNS collections or are managed by Archives.  
181 G. The DMNS Archives serves as the Records Manager for records created by the Museum. The  
182 disposition of the Museum's records is governed by the Records Retention Schedule, which is  
183 compiled and updated by the Archives with 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 DMNS, but  
187 are governed by all applicable ethics, laws and regulations, this Manual, and departmental  
188 procedures.
- 189 IV. Disposable Objects  
190 A. Certain objects, including educational or exhibit props with no long-term value, may remain  
191 unaccessioned and do not fall under the purview of this Manual. Examples include specimens  
192 obtained specifically for dissection and exhibit furniture with no historical or artistic value.  
193 B. When their usefulness to the Museum terminates, disposable objects may be appropriately  
194 removed from DMNS custody. All appropriate documentation of these objects will be  
195 maintained by the originating DMNS department and maintained or disposed of in keeping  
196 with the DMNS Records Retention Schedules.
- 197 V. Documentation of Collections  
198 A. Collection objects must be documented as accurately and fully as possible using professional  
199 standards and procedures as established by the archivists, curators, and the Registration Office  
200 in accordance with accepted conventions of professional disciplines.  
201 1. Documentation includes both catalog data (object name, object description,  
202 mode of acquisition, date received or collected, field records,  
203 provenance/locality data, condition, value, internal authorization, permit and  
204 locality numbers) and registration data associated with collection activities  
205 (accessions, deaccessions, dispositions, incoming and outgoing loans). This  
206 documentation may also include archival records, copyright/intellectual  
207 property right ownership information, conservation records, exhibit records  
208 and visual images.  
209 2. In publication, specimen and locality numbers are consistently identified with  
210 either the DMNH or DMNS abbreviation, depending on the specific  
211 collection.  
212 3. All collection data will be kept by the Museum as a permanent record and will  
213 be transferred to the Archives on a regular schedule as determined by the  
214 Archivist in consultation with the Registration Office, collections managers,  
215 conservators, and curators.  
216 a. Documentation should be recorded using archival-quality materials and  
217 should be duplicated for preservation and security purposes.  
218 b. The Museum maintains a centralized electronic collections management

- 219 system (CMS). As with paper records, the CMS contains collection  
220 information that must be maintained in perpetuity. The Technology  
221 Division is responsible for ensuring that the CMS is backed up on a  
222 frequent and regular basis and that a recent copy is stored in a secure  
223 facility away from the Museum.
- 224 c. Collection information recorded in the CMS system will also be  
225 maintained in hard copy format.
- 226 B. Curators are responsible for ensuring that supporting and legal documentation for catalog  
227 records and collection activity records is created or acquired for all DMNS collection objects to  
228 the extent the information is available.
- 229 1. Curators, with assistance from departmental collections managers, office  
230 managers, and conservators are responsible for providing the Registration  
231 Office with the information required to create registration records.
- 232 2. The Registration Office audits collection activities and maintains records of all  
233 collection activities except those for the Education Collections.
- 234 3. The Education Collections Manager works in concert with the Registration  
235 Office to document collection activities for the Education Collection.
- 236 4. All work created by any employee in the course of their employment at DMNS  
237 constitutes works made for hire and is the physical and intellectual property of  
238 DMNS unless otherwise governed by contract, publication agreement,  
239 employee agreement, or law. Originals of collection-related work shall remain at  
240 DMNS. Employees shall have the opportunity to retain or acquire copies of  
241 certain research-related documentation and to publish such information  
242 subsequent to their employment at DMNS upon its written permission, which  
243 shall not be unreasonably withheld.
- 244 a. The Museum acknowledges that the copyright for publications based  
245 on Museum collections may be transferred by the author to a  
246 professional journal where the article may be published. DMNS values  
247 the intellectual contributions of its curatorial staff and wishes to  
248 foster an environment that offers varied opportunities for  
249 professional development without compromising the duty of loyalty  
250 owed by the curatorial staff to the Museum.
- 251 I. Insurance of Collections
- 252 A. The City and County of Denver provides insurance coverage for:
- 253 1. DMNS collections
- 254 2. Collections on loan to the DMNS
- 255 B. The DMNS works to ensure appropriate coverage by regular review.
- 256 II. Personal Collecting by DMNS Staff
- 257 A. Curators are strongly discouraged from collecting privately in the same field that they collect  
258 for the Museum. Potential conflicts, real or perceived, are to be disclosed to Directors, the  
259 Chief Curator and Legal Counsel.
- 260 B. Curators who do collect privately in the same field that they collect for the Museum must  
261 adhere to the following guidelines:
- 262 1. Curators must give the Museum first option to acquire an object that they have  
263 purchased for themselves, at the same price, before adding it to their personal  
264 collection.
- 265 2. Curators must never purchase objects deaccessioned from the Museum or trade

- 266 objects from their personal collection for objects from the Museum's  
267 collections.
- 268 3. Curators must not store personal collections or do research on them on  
269 Museum property.
- 270 4. If curators lend objects for an exhibition in the Museum, they should do so  
271 anonymously. Similarly, illustrations of works in a curator's personal collection  
272 should be credited anonymously in Museum publications.
- 273 5. Curators should not negotiate personally with a dealer with whom the Museum  
274 also does business. Neither friends nor relatives should engage in a transaction  
275 on behalf of the curator that is not in compliance with the principles stated  
276 above.
- 277 C. In addition to the conflict of interest clauses for curators discussed above, it is recognized  
278 that conflicts of interest may also exist for staff members who are not curators. These  
279 individuals may not compete with the Museum when creating personal collections.  
280 Potential conflicts, real or perceived, are to be disclosed to the Chief Curator and Directors.
- 281 D. Personal items/collections of DMNS staff will be governed by the following provisions:
- 282 1. Private collections of objects like those in the Museum's collections may not be  
283 housed permanently at the DMNS. If brought to the Museum on a temporary  
284 basis, they must be treated as incoming loans and be subject to those policies  
285 and procedures.
- 286 2. Personal items/tools of staff or volunteers, including private libraries and  
287 collections of personal papers, may be housed in the DMNS with the approval  
288 of the Chief Curator and Directors. To avoid confusion over ownership these  
289 items must:
- 290 a. be housed/stored as separately as possible from comparable  
291 DMNS-owned property,
- 292 b. bear labeling that clearly identifies their ownership, and  
293 c. be accompanied by an inventory or description, as determined  
294 appropriate by the Chief Curator and Directors.

#### 295 **SECTION 4: ACQUISITION OF OBJECTS FOR DMNS COLLECTIONS**

##### 297 I. Selective Acquisition

##### 298 A. The DMNS subscribes to a policy of selective acquisition and is under no obligation to accept 299 any object.

- 300 1. Because of limited storage space, established goals, and financial and ethical  
301 constraints, indiscriminate growth of collections is neither feasible nor  
302 responsible.
- 303 2. Under the direction of the Chief Curator, each curator maintains and adheres to  
304 the Long-Term Collection & Research Plan to guide collection acquisition  
305 priorities.
- 306 3. Collection objects must be acquired in accordance with current legal and ethical  
307 standards. Acquisition practices must adhere to discipline-specific ethics and  
308 practices and should in no way contribute to the existence of illegitimate  
309 markets, the destruction of resources or sites, illegal trade, or unethical  
310 behavior.
- 311 4. The Museum will not acquire objects for which it is unable to provide adequate  
312 space, financial resources, and curatorial staff, collection management,

313 conservation, preservation and registration.

314 II. Authority to Acquire Objects

- 315 A. Only curators may approve accessions of specimens and objects into DMNS collections.
- 316 B. Based on the value of the object or group of objects, additional approval in accordance with
- 317 current authorization limits may be required of Director Curators, the Chief Curator, President,
- 318 and the Board of Trustees before the accession may be completed.
- 319 C. Authorization limits for acquisitions are the same as spending authorization limits maintained
- 320 by the Chief Financial Officer.
- 321 D. Curators of Research Collections have first right of refusal for any objects or specimens offered
- 322 to the Education Collection.

323 III. Acquisition of Legally Obtained Objects

- 324 E. Before acquiring a collection object, curators shall be assured that valid and legal title can be
- 325 obtained by the DMNS, or that the DMNS has been granted the authority to serve as a
- 326 repository by the appropriate government agency.
- 327 F. The DMNS shall not knowingly and willfully accept or acquire any object that was illegally
- 328 imported or illegally collected or that was received under circumstances that would encourage
- 329 irresponsible damage to or destruction of biota; historic, cultural, and natural sites; or human
- 330 burial places.
- 331 G. Should evidence be presented to the DMNS that any object in its possession was acquired in
- 332 violation of the principles described above, the DMNS will conduct an investigation into the
- 333 circumstances. If justified by the results of the investigation, the DMNS will notify authorities
- 334 and return the object to its rightful owner, to the extent that it is legally possible and practical to
- 335 do so.

336 IV. Restrictions

- 337 H. Donor/seller-imposed restrictions on access and use are discouraged. However, when
- 338 authorized by the appropriate curator, or required by law, restrictions may be imposed, and
- 339 apart from exceptional cases, only for a finite period of time. No guarantee will be made that
- 340 material will be retained by the DMNS in perpetuity.

341 V. Modes of Acquisition

- 342 I. The DMNS may receive objects through one of the following channels:
  - 343 1. Field Collection: Field collections are the responsibility of the curators, who
  - 344 either conduct field collecting expeditions or accept such collections from staff
  - 345 or non-staff researchers.
    - 346 a. Field collections will be made with full permission of all landowners
    - 347 from whose land the objects are obtained and with all required permits.
    - 348 b. Field collections of fossils and artifacts from private land must be
    - 349 donated to the DMNS by the land owner.
    - 350 c. Curators should ensure that field collections accepted by the Museum
    - 351 from non-staff researchers comply with all permit and permission
    - 352 requirements.
  - 353 2. Donation (Gift or Bequest):
    - 354 a. Donations shall only be accepted if the donor has clear title of
    - 355 ownership.



- 356 b. When an offer and acceptance have taken place, the transfer of title to  
357 the Museum occurs when donated objects or specimens are under the  
358 sole and immediate control of the Museum.
- 359 3. Purchase:
- 360 a. Purchase shall be considered if it is determined by the responsible  
361 curator that an object is of exceptional quality and cannot be procured  
362 by other means.
- 363 b. The curator should ascertain and document as fully as possible that an  
364 object considered for purchase has been obtained by the vendor in a  
365 legal and ethical manner.
- 366 4. Exchange: The DMNS may exchange collection objects with other educational  
367 or non-profit institutions in compliance with established DMNS acquisition and  
368 deaccession policies and procedures.
- 369 5. Transfers:
- 370 a. The DMNS may receive objects from other non-profit or educational  
371 institutions, but only in compliance with established DMNS acquisition  
372 policies and procedures.
- 373 b. Orphaned collections may be acquired by the DMNS through this  
374 mode of acquisition.
- 375 6. Salvage: The DMNS may rescue or be called upon to take custody of objects  
376 to prevent their loss or destruction. Such objects (not part of normal field  
377 collecting or a donation) usually come from public land/space at the behest of a  
378 public agency and often require immediate attention.
- 379 7. Abandonment: State laws and/or written agreements for specimen  
380 identifications dictate the conditions under which the DMNS may acquire  
381 unclaimed objects left at the Museum.
- 382 8. Government deposit: The Museum may accept confiscated objects or objects  
383 from public land and/or serve as a repository for objects subject to current  
384 government regulations.

## 385 VI. Documentation of Accessions

- 386 A. A legal instrument conveying transfer of title or right to custody, such as but not limited to, a  
387 Donation Record form, Last Will and Testament, title transfer, bill of sale, affidavit of  
388 ownership, collecting permit, curation or repository agreement, or a letter of agreement setting  
389 forth an adequate description of the objects involved and the precise conditions of transfer,  
390 must accompany all acquisitions.
- 391 B. Curators are responsible for ensuring that all objects acquired for the collections are  
392 accompanied by legal and any additional supporting documentation. The Registration Office  
393 audits, tracks and maintains accession documentation.
- 394 C. An accession is complete when objects have been received by the Museum, recorded in the  
395 Registration Office, and title or trusteeship has been transferred to the Museum.

## 396 VII. Tax Deductions and Monetary Appraisals

- 397 A. Tax Deductions
- 398 1. Donations to the Museum are tax-deductible as charitable contributions in  
399 accordance with current Internal Revenue Service (IRS) regulations. Donors  
400 should be referred to current IRS publications dealing with charitable  
401 contributions.

- 402 2. For the donor to receive a deduction, object(s) must be under the sole and  
403 direct control of the Museum.
- 404 3. Appraisals required for tax deduction purposes are the responsibility of the  
405 donor.
- 406 4. The Museum must fulfill current IRS record-keeping requirements on donated  
407 objects taken as a tax deduction.
- 408 5. Donated objects taken as a tax deduction must be retained by the Museum for  
409 a requisite period as determined by the IRS.
- 410 B. Monetary Appraisals
- 411 1. Museum staff should be circumspect in referring the public to appraisers. The  
412 American Society of Appraisers and the Appraisers Association of America can  
413 assist with identifying appraisers. Where required, three sources should be  
414 provided so that no appearance of personal favoritism in referrals is created.
- 415 2. DMNS staff will not give appraisals to potential donors or vendors for objects  
416 which the Museum may have an interest in acquiring.
- 417 a. For his/her use, the donor or vendor should seek and pay for an  
418 independent appraisal.
- 419 b. DMNS personnel should be informed of the appraised value and/or  
420 receive copies of the appraisal at the time of acquisition when possible.
- 421 3. DMNS staff may provide valuation estimates of the Museum's collections for  
422 internal purposes, such as insurance valuations.
- 423 4. All information regarding object appraisals and valuations should be kept  
424 confidential.
- 425
- 426

## **SECTION 5: USE OF DMNS COLLECTIONS AND ASSOCIATED DATA**

- 427 I. General Policies on Use of Collections
- 428 A. In fulfillment of its obligation as a public information provider, the Museum provides access to  
429 its collections while ensuring their preservation. Use of collections may take diverse forms,  
430 including research (including destructive analysis), exhibition, education, and interpretation, but  
431 must be compatible with currently accepted preservation standards for collections held in the  
432 public trust.
- 433 B. All use must comply with applicable laws and regulations and the provisions of this Manual.  
434 Collections may not be used in any situation in which the responsible curator has reasonable  
435 cause to believe that the use is unethical.
- 436 C. Any use must appropriately respect the physical, historical, cultural, and aesthetic integrity of the  
437 objects.
- 438 D. DMNS staff will take measures to assure that any use appropriately protects the Museum's  
439 intellectual property rights and the intellectual property rights of others and will require  
440 appropriate credit and citation.
- 441 E. The DMNS respects the privacy of individuals who provide the DMNS with collections and  
442 collection data, or are the subjects of documentation held in DMNS custody, and may impose  
443 restrictions to protect that privacy.
- 444 F. The DMNS routinely restricts access to site/locality information when divulging such  
445 information could facilitate actions that might damage or destroy a natural or unique resource.
- 446 G. DMNS collection data are provided without warranties of accuracy or completeness. Users of  
447 DMNS collection data will assume any and all risk. Museum may place restrictions on the use  
448 of certain databases or portions thereof and may require the user to agree to certain conditions

- 449 before allowing access to data.
- 450 H. The Museum may rely on external, often discipline-specific, data consortia to provide access to  
451 collection data.
- 452 I. The DMNS shall explain to potential users any pertinent restrictions affecting access and use  
453 and apply them equitably.
- 454 J. Collections may contain materials that are toxic. These should be identified and are subject to  
455 special storage and handling restrictions. The appropriate training is provided to staff and  
456 volunteers handling these materials.
- 457 K. Human remains and religious, ceremonial, ritual, and sacred objects should always be cared for  
458 and used with respect. Access to these items may be restricted in accordance with stipulations  
459 made by the appropriate curator with guidance from the appropriate descendant community or  
460 communities.
- 461 L. The Museum recognizes the sensitive nature of genetic material (human and non-human) and  
462 follows all related ethical and regulatory guidelines.
- 463 M. For policies regarding use of images of collections and exhibits see SECTION 7.
- 464 N. The DMNS may, at its discretion, institute fees for the use of collections or accompanying data.  
465 Fees will be instituted and administered in an equitable manner.
- 466 II. Use of Collections for Research
- 467 A. Objects in research collections are available for legitimate examination, study, and research  
468 including analytical (destructive) sampling.
- 469 B. Unless required to do so by legal, donor, or purchase stipulations, the DMNS will not grant  
470 privileged or exclusive use of materials to any researcher, and will not conceal the existence of  
471 any body of material from any researcher.
- 472 C. Unless prohibited by legal, permit, or funding stipulations, proprietary use of collections for a  
473 reasonable period of time is granted to DMNS curatorial staff who are actively researching  
474 specific collections that they have acquired. Proprietary use does not include historical records  
475 under the control of the Archivist.
- 476 D. The Museum requests copies of data, reports, images, publications, and other information  
477 gathered by researchers studying DMNS collections.
- 478 E. Because analytical sampling is destructive and permanently alters the integrity of the specimen,  
479 it must be strictly regulated. Samples and the information they contain remain the property of  
480 the DMNS and must be so credited.
- 481 1. All analytical sampling must be approved in writing by the curator of the  
482 collection concerned.
  - 483 2. If possible, both unused and analyzed samples will be returned to the DMNS.  
484 In special cases, with the approval of the appropriate curator, samples may be  
485 formally transferred to a legitimate research organization that needs the material  
486 for a standard or reference.
  - 487 3. If the collection object will be completely destroyed by analysis, it must go  
488 through the proper deaccession and disposition procedures.
  - 489 4. Requests for analytical sampling will be judged based on the following  
490 requirements:
    - 491 a. The project has scientific or cultural merit and a reasonable chance of  
492 success and completion.
    - 493 b. The information needed and/or sample needed does not already exist  
494 in the Museum's files, and will serve to improve the overall care,  
495 knowledge, or understanding of the collections.

- 496 c. The needed information cannot be obtained through nondestructive  
497 means.  
498 d. The technique of sampling, the amount of material to be removed, and  
499 the location on the specimen must produce as little damage as possible.  
500 e. If conducted externally, the investigators, laboratory staff and facilities  
501 are well qualified to undertake the proposed analysis.  
502 5. Documentation of analytical sampling will be as thorough as possible and  
503 complete data will be deposited with the Museum.  
504 a. Catalogue records should document all sampling efforts, location taken,  
505 and information obtained.  
506 b. If appropriate, an object condition report may be required in order to  
507 document the condition of the object before sampling.  
508 c. The method of analysis, the laboratory's name, researcher's name, as  
509 well as the object's name and catalogue number, should be recorded in  
510 all reports.  
511 d. Reports on the research analysis, as well as original data, should be  
512 presented to the DMNS by the researcher.  
513 e. The information obtained from the analysis should be disseminated in  
514 ways that benefit the research community at large.  
515 6. Samples of human remains and sacred objects should be taken only to the  
516 degree that they can be respectfully acquired, and decisions should be made in  
517 close collaboration with the appropriate descendant community or  
518 communities.

### 519 III. Exhibition of Collections

- 520 A. Curators are responsible for the intellectual content of exhibitions and must provide  
521 information that is accurate and balanced in its interpretation and must respect the cultural  
522 sensitivities of the objects.  
523 B. Collection objects may be exhibited provided that exhibition conditions are compatible with  
524 security and preservation objectives.  
525 1. The appropriate curator, in consultation with a conservator, should be  
526 contacted before moving, handling or exhibiting objects.  
527 2. Agents of deterioration, including, but not limited to, environmental conditions,  
528 case construction materials, mounting methods, transportation, installation  
529 handling, and the duration of the exhibition, must not damage or compromise  
530 the physical or chemical integrity of the material being exhibited.

### 531 IV. Educational Use of Collections

- 532 A. Research collections may be available to DMNS staff and qualified users for teaching purposes  
533 within the Museum provided that this use meets conservation guidelines, does not jeopardize  
534 the preservation of collections, and is approved by the appropriate curator.  
535 B. While reasonable effort is made to ensure their long-term survival through adequate storage and  
536 handling, objects in the Education Collection are used regularly in an educational role and are  
537 therefore at a higher risk of damage and ultimate loss.

### 538 V. Promotional Use of Collections

- 539 A. The use of collections and collection images for promotion of the Museum itself is encouraged.  
540 Concerns may exist around the use of objects and images that may appear to represent  
541 collections. Non-RCD departments are encouraged to seek the advice of RCD curatorial staff

- 542 in order to avoid inappropriate messaging relative to the museum’s core competencies.
- 543 B. No collection object or exhibition, or portion thereof, in original, copy, or representative form,
- 544 will be used in the commercial promotion of a non-DMNS product, service, or promotion
- 545 without the express written permission of the appropriate curator.
- 546 C. Promotional use of collection images must be coordinated through the Image Archivist in
- 547 consultation with other museum departments to ensure appropriate documentation and
- 548 protection of copyright and other intellectual property rights.
- 549 VI. Decorative Use of Collections
- 550 A. The use of collection objects for purely decorative purposes is not permitted.
- 551 B. Decorations for social and program events may be furnished by the client, subject to guidelines,
- 552 or may be loaned or rented from the supplies and equipment inventory of the Catering
- 553 Department.
- 554 C. Decorations must not be represented as collections or reproductions of collections.
- 555 VII. Catering Activities in Exhibition Areas that Contain Collections
- 556 A. While preservation of the Museum’s collections is paramount, the Museum allows catered
- 557 events in its diorama halls subject to specific limits established by the Chief Curator. This
- 558 activity is regularly reviewed by curatorial, collection management, and conservation staff who
- 559 are responsible for defining necessary preservation protocols. Catering managers are responsible
- 560 for ensuring that preservation protocols are consistently implemented.
- 561 VIII. Physical Access to DMNS Collections and Collection Areas
- 562 A. Collection areas are considered restricted access portions of DMNS. Only curators may
- 563 authorize access to collections and collection areas. This right is not transferable and may not be
- 564 delegated. Collections managers are authorized by curators to access collections and collection
- 565 areas but they may not authorize other staff members or volunteers to do so.
- 566 B. Access to Collection Areas by Visitors and Researchers
- 567 1. Prospective visitors and researchers must contact the appropriate curator for
- 568 permission to visit the collections.
- 569 2. Visitors may be required to make an appointment or submit a written request.
- 570 Visitors to collection departments who have no appointment normally will not
- 571 be allowed to disrupt departmental activities, although DMNS personnel will
- 572 make every effort to assist out-of-town visitors the same day.
- 573 3. The DMNS reserves the right to refuse any visitation request for cause.
- 574 4. All visitors to collection areas must check in with DMNS Security.
- 575 5. Non-RCD and non-DMNS personnel, including visitors, researchers,
- 576 contractors, or repairmen, must be accompanied by appropriate RCD staff
- 577 and/or have specific prior approval to have access to collection areas.
- 578 6. In cases of special groups or tours, the departments involved must make prior
- 579 meeting arrangements to minimize overcrowding and confusion in the
- 580 collection areas.
- 581 7. Specimens or objects in the possession of visitors also must be reviewed by
- 582 DMNS staff to determine if they pose a threat (such as by insect infestation) to
- 583 DMNS collections. Based on this review, these objects may not be allowed in
- 584 the Museum building, or portions thereof.
- 585 B. Access to Collection Areas by Emergency Personnel
- 586 1. In situations involving emergencies, when appropriate RCD staff are not
- 587 present, DMNS Security staff will supervise access to collection areas.

- 588 C. Access to Objects on Exhibit  
589 1. Collection objects on exhibit, being prepared for exhibit, being photographed,  
590 undergoing conservation treatment, on loan to another institution, or removed  
591 from storage for any reason remain the responsibility of the appropriate  
592 curator.  
593 2. All matters involving access, storage, security, conservation treatments, loan  
594 requests, exhibition, change of location, or physical handling of the collection  
595 materials on exhibit must be approved by the appropriate curator, and if  
596 appropriate, in consultation with a conservator.  
597 3. It is the responsibility of exhibits and security personnel to facilitate access to  
598 objects on exhibition at the request of curatorial or conservation personnel.  
599

## 600 **SECTION 6: LOANS**

- 601 I. General Loan Policies
- 602 A. Only curators may initiate and approve incoming and outgoing loans. The Education  
603 Collections Manager may approve internal and external education collections loans up to the  
604 level of \$2,000.
- 605 B. Loans must be consistent with the Museum's mission, not for individual gain or benefit.
- 606 C. Loans may also require the approval of the Director, Chief Curator, President, and Board of  
607 Trustees according to current authority levels.
- 608 D. Authorization limits for loans are the same as spending authorization limits maintained by the  
609 Chief Financial Officer.
- 610 E. It is the responsibility of curators to obtain and the Registration Office to maintain full legal  
611 documentation of loan transactions.
- 612 F. Loans will be made for a period of one year or less. If extensions to the initial period are  
613 granted, they must be approved at the authority level of the original loan and written  
614 documentation of the extension must be provided.
- 615 G. Loan requests for exhibits lasting for more than one year and/or for multiple venues may be  
616 granted. In this situation, each venue must be identified and approved.
- 617 H. To prevent deterioration and damage during handling and transportation of loan objects,  
618 packing, shipping, and handling standards are developed by the collections managers,  
619 conservators, and the Registration Office, in consultation with the curators.
- 620 I. The Museum refrains from approving third party loans of DMNS collections, and from  
621 facilitating third party loans of non-DMNS collections. When making an exception, the  
622 Museum must have written authorization to do so.
- 623 J. An outgoing loan is closed when the Registration Office receives confirmation from the  
624 authorizing curator or designee that all loaned material has been returned in good condition.
- 625 K. An incoming loan is closed when the Registration Office receives confirmation from the lender  
626 that all loaned material has been received in good condition.
- 627 II. Outgoing Loans
- 628 A. Special
- 629 1. The Chief Curator and Directors must approve loans of extraordinary or  
630 significant specimens that have been figured, published, or photographed in a  
631 professional or scientific reference.
- 632 2. No outgoing loans of type specimens/objects or zoological specimens of  
633 extinct Holocene taxa will occur unless absolutely imperative for conservation  
634 or scientific research. The approval of the Chief Curator and Directors is

- 635 required.
- 636 a. Loans of type specimens/objects and zoological specimens of extinct  
637 Holocene taxa must be hand carried at the expense of the borrower.
- 638 b. Only arthropod type specimens for which paratypes exist can be sent  
639 via the appropriate shipper following regulatory requirements.
- 640 3. Loan requests may be refused if the Museum does not receive adequate notice.
- 641 4. Loans made to other departments within the Museum for the purposes of  
642 exhibition, research, and education are considered outgoing loans and are  
643 subject to all of the conditions and approvals of outgoing loans.
- 644 B. Conditions and Restrictions
- 645 1. The DMNS reserves the right to set conditions or restrictions related to the  
646 packing, appraisal, shipping, insurance, exhibition installation, environmental  
647 controls, general handling, and security of loaned objects.
- 648 2. Borrowing institutions may be required to complete a facilities report.
- 649 3. The Museum also may require, at the expense of the borrower, that loaned  
650 items be accompanied by a member of the Museum staff who will supervise the  
651 care and handling, both outgoing and incoming.
- 652 4. All conditions and restrictions shall be made in writing and attached to the loan  
653 agreement prior to approval of the loan.
- 654 5. The condition of objects will be documented before they are loaned and upon  
655 their return.
- 656 C. Loans to non-museum institutions and individuals
- 657 1. Such loans must be in alignment with the Museum's mission and require the  
658 approval of the Chief Curator.
- 659 2. Objects must receive at least the same level of care that DMNS provides in the  
660 areas of handling, documentation, insurance and security.
- 661 III. Incoming Loans
- 662 A. General Policies
- 663 1. The Museum will exercise the highest appropriate standards of care for all  
664 incoming loans.
- 665 2. All purposes and conditions for an incoming loan must be clearly documented.
- 666 3. The condition of objects will be thoroughly documented when received and  
667 prior to returning.
- 668 B. Exhibiting Borrowed Objects
- 669 1. The Museum ensures a clear connection between exhibition of an object, its  
670 mission, and the intellectual integrity of the exhibition, and it retains full  
671 decision making authority over the content and presentation of the exhibition.
- 672 2. The Museum examines a lender's relationship to the Museum for potential  
673 conflicts of interest, real or perceived, such as in cases where the lender is a  
674 member of the Museum community.
- 675 3. Potential conflicts are to be disclosed to the Chief Curator and Legal Counsel,  
676 who will direct necessary action.
- 677 4. The Museum may not offer for sale borrowed objects on exhibit.
- 678 5. The Museum will make public the source of funding where a lender is also a  
679 funder of an exhibition. If the Museum receives a request for anonymity in this  
680 situation, the Museum should not grant it when it would conceal a conflict of

- 681 interest, real or perceived, or raise other ethical issues.
- 682 C. Inspection Requests
- 683 1. Objects may not be accepted on a drop-in basis unless specifically pre-
- 684 authorized by a curator.
- 685 2. Staff will not provide medical advice, appraisals, or in any way discuss the
- 686 monetary value of objects submitted for inspection.
- 687 3. Identification or authentication services are not provided for any commercial
- 688 purpose.
- 689 D. Colorado State Statute 38-14 governs certain aspects of the disposition of unclaimed
- 690 loaned property.
- 691

692 **SECTION 7: PHOTOGRAPHY (STILL, VIDEO) OF DMNS COLLECTIONS &**

693 **EXHIBITS**

- 694 I. General Policies on Photographing DMNS Collections and Exhibits
- 695 A. Photography of DMNS collections and exhibits is subject to conservation concerns.
- 696 1. To minimize handling and possible damage to objects/exhibits, the DMNS
- 697 encourages the use/purchase of existing photographs, which can be ordered
- 698 through the DMNS Image Archives Department.
- 699 2. Exposure of collections and exhibits to light and other environmental hazards
- 700 will be minimized and may be cause for refusal of a request to photograph.
- 701 B. The DMNS reserves the right to refuse any photographic request for cause.
- 702 C. Exhibits and/or objects may be subject to restrictions of loan agreement provisions or
- 703 copyright and other intellectual property rights.
- 704 D. Fees may be charged according to the current DMNS fee schedule.
- 705 II. Photographing DMNS Exhibits and Public Areas
- 706 A. During public hours, when not specifically prohibited, visitors may take photographs
- 707 and videotapes with their own equipment, free-of-charge, for personal, educational, or
- 708 non-commercial purposes.
- 709 B. Written permission is required from curatorial staff for after-hours photography,
- 710 equipment set-up, or other special privileges. The Conservation Department will be
- 711 consulted. The appropriate staff shall be present and fees may be charged.
- 712 C. The photographer assumes all liability and financial responsibility for any injury, loss, or
- 713 damage that may result from activities related to his/her photography.
- 714 1. The safety, general convenience, and/or traffic flow in the DMNS must not be
- 715 compromised.
- 716 2. Photographers are not allowed to photograph from inside an exhibit or handle
- 717 objects on exhibit.
- 718 a. Occasionally this may become necessary -- however, express written
- 719 permission must be obtained in advance from appropriate DMNS
- 720 curatorial personnel.
- 721 b. Such work must be done under the direct supervision of an appropriate
- 722 RCD staff member.
- 723 3. No props, equipment, or clothing may be placed on any DMNS case, exhibit,
- 724 or object.



- 725 III. Photographing Objects Not on Exhibition
- 726 A. If existing photographs are not adequate, special photography may be requested.
- 727 B. Researchers may be allowed to take photographs with their own equipment for
- 728 purposes of study after receiving approval from the appropriate curator.
- 729 IV. Publication of Images
- 730 A. To protect copyright and other intellectual property rights:
- 731 4. If publication of new or existing images of objects/exhibits is intended:
- 732 a. Written permission must be obtained from the DMNS Image Archives.
- 733 b. If permission to publish is granted, an appropriate credit line is required
- 734 in all cases unless excluded by the Image Archivist.
- 735 c. Photography of DMNS exhibits or collections, which may be
- 736 published, should be done either by:
- 737 i. DMNS staff as a part of their job, or
- 738 ii. by non-staff photographers (including volunteers, interns,
- 739 museum associates, or research associates) as a work made for
- 740 hire, or under the terms of a signed agreement which assigns
- 741 intellectual property rights to the Museum.
- 742 d. If independent photographers (not included under the provisions of
- 743 paragraph c) are allowed to photograph DMNS collections or exhibits,
- 744 they must be informed that:
- 745 i. Permission to photograph does not grant or imply permission
- 746 to publish.
- 747 ii. Permission to publish must be expressly granted by the DMNS
- 748 Image Archives.
- 749 B. Permission to Publish
- 750 1. Permission to publish grants the recipient the following rights and
- 751 responsibilities:
- 752 a. Right to non-exclusive, one-time publication use.
- 753 b. Responsibility for all questions concerning copyright violation, invasion
- 754 of privacy, or other violation of law arising from the use of
- 755 photographic materials.
- 756 c. Responsibility to provide the Museum with a copy of the published
- 757 work at no cost to the Museum.
- 758 2. Permission to publish does not grant the recipient:
- 759 a. The right to remove DMNS original or unique images from the
- 760 Museum building.
- 761 b. Rights to reproduction for any other purposes, in reprints or future
- 762 additional copies, without specific written permission.
- 763 c. Assignment of copyright or other intellectual property rights.
- 764 d. The right to show or imply that the Museum endorses any of the
- 765 purposes which the user's work may promote or that the Museum
- 766 concurs with the opinions expressed in, or confirms the accuracy of any
- 767 text used with these images unless permission of the Museum is
- 768 obtained in advance of such use.
- 769 e. The right to make alterations, additions or subtractions to the
- 770 photographs by any means, known now or hereafter known.

- 771 3. The DMNS reserves the right to review the context in which the image(s)  
772 is/are to be used and may refuse permission for use if the use is deemed  
773 inappropriate as described in SECTION 5.
- 774 C. Classes of Objects That May Not Be Published
- 775 1. The following may not be published without specific review and approval by  
776 the Chief Curator and Directors:
- 777 a. Objects subject to legal prohibition.  
778 b. Culturally sensitive objects.  
779 c. Specific locality information, including maps of large scale, for sites  
780 with paleontological or archaeological resources, as well as for  
781 endangered and threatened species.  
782 d. Images of objects on loan to DMNS.
- 783 D. Publication of Images in Digital Formats
- 784 1. Whenever possible, the Museum will provide images for publication in digital  
785 format, subject to the regular policies on publication of images, as well as  
786 current DMNS Digitization Guidelines.
- 787 a. All images must be accompanied by the appropriate credit line as  
788 stipulated in the use agreement.  
789 b. Agreements for Internet/Worldwide Web or future media use will be  
790 authorized for a period not to exceed one year. Agreements for  
791 CD-ROM, video productions, and similar publications, will be  
792 authorized for one-time use; future editions and revisions must be  
793 renegotiated. No images will be authorized for use in perpetuity, apart  
794 from exceptional cases.  
795 c. Fees for use of images in electronic formats will charged according to  
796 the current DMNS fee schedule.  
797 d. As necessary or appropriate, the DMNS will monitor sites for use of  
798 DMNS images.  
799

## 800 **SECTION 8: DIGITAL COLLECTION**

- 801 I. Definition of the Digital Collection
- 802 A. The digital collection contains digital information resources that document and  
803 supplement the Museum's disciplines, programming, exhibition, outreach,  
804 publication, and history in accordance with its mission. All digital collections are  
805 subject to the provisions of this Manual. The Museum adequately supports and  
806 ensures the professional management and preservation of the digital collections and  
807 incorporates appropriate planning for digital issues into its long-term planning and  
808 budgeting.
- 809 B. The digital collections of the Museum include born-digital records (records created  
810 originally by a computer or other digital recording device), or scanned records,  
811 including, but not limited, to digitized images of photographs and documents. The  
812 digital collection may contain, but is not limited, to databases, image files, sound  
813 files, and textual files.
- 814 C. The purpose of the digital collection is to enrich Museum products with previously  
815 untapped or underused resources; to increase operational efficiency; and to maximize  
816 preservation of analog collections by reducing exposure to handling, light, and other  
817 agents of deterioration.

- 818 II. Categories of Digital Assets
- 819 A. Archival Collection:
- 820 1. Digital objects maintained as part of the Museum's archival digital collection
- 821 will be kept for their long-term continuing value to the Museum, its
- 822 audiences, and society at large.
- 823 2. Archival digital collections provide information and content for the
- 824 development of programs, exhibits, outreach projects, and publications, as
- 825 well as research.
- 826 3. Archival digital collections and their metadata will be maintained and
- 827 preserved as permanent assets of the Museum.
- 828 4. Metadata for all ephemeral digital objects will be maintained as part of the
- 829 archival collection as a reference and documentation of DMNS
- 830 programming, exhibition, outreach, and publication.
- 831 5. Donations or purchases of archival digital content that is not created by
- 832 DMNS are guided by the accession and deaccession policies outlined in this
- 833 Manual.
- 834 B. Ephemeral Digital Files:
- 835 1. Objects in digital format which have no foreseeable use beyond their initial
- 836 (and usually) short-term use may be classified as ephemeral and should be
- 837 supported by DMNS during their period of usefulness. This period will be
- 838 determined by the archivist and image archivist.
- 839 2. Digital objects not intended or accepted for the archival collections,
- 840 including versions and copies of archival digital files such as those used for
- 841 programming, exhibition, outreach, and publication, are considered
- 842 ephemeral digital files.
- 843 3. Digital objects not owned by DMNS are considered ephemeral digital files.
- 844 4. Ephemeral digital objects are subject to the current Archives Retention
- 845 Schedule or, for non-DMNS content, the accompanying permissions/use
- 846 agreements. They should be disposed of when they have exceeded their
- 847 period of immediate usefulness and/or have met any legal requirements.
- 848 III. General Ingest Guidelines:
- 849 A. Objects in the Digital Asset Management System (DAMS) are works made for hire
- 850 with DMNS copyright; in the public domain; or otherwise cleared in writing for use
- 851 by the DMNS as required by law.
- 852 B. Rights information must be part of the metadata record for each object.
- 853 C. DMNS Digital Capture Standards will be observed for all objects protected by
- 854 DMNS copyright and any other items that meet the requisite discipline-based
- 855 guidelines for addition to DMNS collections.
- 856 D. Objects will be added to the DAMS in a prioritized fashion based on audience,
- 857 research, and/or preservation needs. DMNS departments creating digital objects will
- 858 oversee prioritization decisions for DAMS ingest.
- 859 E. Ingest of digital objects will be coordinated with Technology staff to ensure the
- 860 Museum's ability to acquire and support/preserve all digital collections.
- 861 IV. Acquisitions to the Archival Digital Collections:
- 862 In addition to the general ingest guidelines, candidates for the archival digital collection shall
- 863 be:

- 864 A. Needed in digital format by a defined audience or audiences or required for research  
865 or preservation purposes.
- 866 B. Acquired within collecting guidelines set out in the Long-Term Collection &  
867 Research Plan.
- 868 C. Classified as archival status based on their estimated potential for long-term usability  
869 and accessibility.
- 870 D. Considered for archival status if they preserve or enhance the preservation of  
871 original materials.
- 872 E. Considered for archival status if it is better to preserve the digital file than to  
873 reacquire them or if reacquisition is impossible.
- 874 F. Acquired at a resolution sufficient to capture all significant detail of the original and  
875 be faithful representations of the original materials.
- 876 G. Preserved in hard copy, as well as digital, whenever possible.
- 877 H. Preserved in formats designed to minimize data loss over the long term and  
878 minimize potential barriers to long-term accessibility.

879 V. Staff Roles and Responsibilities

- 880 A. Digital Collection Oversight Team (DCOT, lead by the archivist, includes  
881 appropriate representation from RCD, Education, Marketing and Design Services,  
882 Exhibits, and Technology departments) is responsible for:
  - 883 1. Overseeing digital ingest priorities in order to ensure the institution's ability  
884 to support, catalog, and manage the resulting digital objects and  
885 accompanying metadata.
  - 886 2. Making or delegating decisions on questions of user access to digital  
887 collection
- 888 B. Staff creating digital content:
  - 889 1. Designate and ingest objects into the DAMS.
  - 890 2. Assess the continuing or long-term value to potential subsequent users of  
891 these materials, consult with the Archives in questionable cases, and classify  
892 them as archival or ephemeral.
  - 893 3. Determine and document intellectual property rights to all digital files.
  - 894 4. Tag ephemeral content for permissions status check at one year after ingest.
  - 895 5. Create appropriate metadata for each digital object ingested into the DAMS.
  - 896 6. Assure the appropriate faithful representation of the original analog object
  - 897 7. Compile documentation for all new digital object accessions of donations or  
898 purchases of archival digital content not created by DMNS.
- 899 C. Library and Archives staff:
  - 900 1. Cooperate with Technology department to maintain digital objects and  
901 accompanying metadata.
  - 902 2. Coordinate, as needed, with Technology to ensure the Museum's ability to  
903 support and preserve the archival digital object(s).
  - 904 3. Define best practices for digital capture/creation, metadata, and digital  
905 preservation.
  - 906 4. Coordinate with technology to approve acquisitions of computers and  
907 computer peripherals, which include but are not limited to computers,  
908 scanners, and digital cameras, to ensure long-term support.
- 909 D. The Registration Office maintains digital and hard copy accession and deaccession

- 910 records for the archival digital collection.
- 911 E. The Conservation Department shares responsibility with Archives to establish
- 912 currently acceptable practices for digital object preservation.
- 913 F. Technology Department:
- 914 1. Coordinates with DAMS software providers when necessary.
- 915 2. Maintains user access parameters in the DAMS.
- 916 3. Coordinates with creators of digital content to publish digital objects via the
- 917 Museum's and other websites.
- 918 4. Provides appropriate storage for the digital collection.
- 919 5. Conducts regular back-ups of all parts of the digital collection.
- 920 6. Conducts software upgrades for continued access to all parts of the digital
- 921 collection.
- 922 7. Conducts digital object and metadata migration and documentation for
- 923 continued access to all parts of the digital collection.
- 924 8. Coordinates with the image archivist to approve acquisitions of computers
- 925 and computer peripherals, which include but are not limited to computers,
- 926 scanners, and digital cameras, to ensure long-term support.

927 VI. Access to the Digital Collection

- 928 A. In fulfillment of its obligation as a public information provider, the DMNS
- 929 subscribes to a policy of providing the fullest possible access to its collections and
- 930 collection documentation, while providing appropriately for their security and
- 931 preservation. Restrictions affecting access and use of digital collection data will be
- 932 applied equitably and determined by curators with final decisions regarding
- 933 infrastructure security made by the DCOT.
- 934 B. The DMNS respects the privacy of individuals who provide the DMNS with
- 935 collection documentation, or are the subjects of documentation held in DMNS
- 936 custody.
- 937 C. DMNS may make the digital collection and metadata or portions of the digital
- 938 collection and metadata accessible via the Museum's or other approved websites.
- 939 Approvals will be the responsibility of the DCOT.
- 940 D. DMNS reserves the right to refuse any request for access to digital collections and
- 941 information that is inconsistent with its preservation or privacy obligations.
- 942 E. The DMNS may, at its discretion, institute fees for the use of digital collections and
- 943 accompanying data. Fees will be instituted and applied equitably.

944 VII. Digital Collection Security

- 945 A. Security against deliberate or accidental alteration of files in the digital collection will
- 946 be accomplished in any of the following ways. It is recognized that the DMNS may
- 947 adopt new strategies as security technologies and standards for best practices
- 948 improve.
- 949 1. Restrict user access based on DCOT recommendations.
- 950 2. Provide low resolution and/or watermarked images online.
- 951 3. Regular and frequent back-ups of all parts of the digital collection conducted
- 952 regularly by Technology staff.
- 953 4. Print hard copies of digital files as appropriate.
- 954 5. Originals from which digital files are created will continue to be maintained
- 955 in perpetuity.

956  
957  
958  
959  
960  
961  
962  
963  
964  
965  
966  
967  
968  
969  
970  
971  
972  
973  
974  
975  
976  
977  
978  
979  
980  
981  
982  
983  
984  
985  
986  
987  
988  
989  
990  
991  
992  
993  
994  
995  
996  
997  
998  
999

## **SECTION 9: CONSERVATION**

### I. Goal of Conservation

- A. Using the highest possible standards, the conservation goal is to manage and maintain the balance between long-term future preservation and short-term use of the collections by minimizing chemical, physical, and biological deterioration and damage.
- B. The DMNS Conservation policy is guided by the Code of Ethics and Guidelines for Practice of the American Institute for Conservation of Historic & Artistic Works and governs the responsibility to preserve and protect the artistic, historic, scientific, religious, or social content or significance of collections at the DMNS.

### II. Conservation Priorities

- A. Conservation priorities are guided by the Long-Range Conservation Plan, which in turn is guided by the DMNS Strategic Plan. The Plan will be updated annually and reviewed by the Curatorial Review Committee.

### III. Activities to Achieve DMNS Conservation Goals and Priorities:

- A. Preventive conservation, the highest priority, to mitigate deterioration and damage from the following risks: physical forces, security, fire, water, light intensity and ultraviolet radiation, pests, pollutants, incorrect temperature, incorrect relative humidity, and custodial neglect.
- B. Risk mitigation activities will occur at facility, room, cabinetry, object, and policy and procedure levels and include, but are not limited to:
  - a. Baseline monitoring and mitigating for pests, light and radiation, pollutants, and incorrect temperature and relative humidity.
  - b. Developing procedures for handling, packing, transport, storage and exhibition and emergency preparedness and response.
- C. Examination to determine the extent and causes of deterioration through investigation of the structure, materials, and condition of a collection item.
- D. Stabilization or restoration treatment priorities are established on the basis of emergency needs, assessment surveys, storage rehousing, exhibit and loan requirements, and research priorities, as guided by the Long-Range Conservation Plan.
  - a. Preservation of the artistic, historic, scientific, religious or social content or significance of the collection item shall take precedence over all other treatment considerations.
  - b. Conservation treatment requires curatorial approval prior to any treatment, sampling or testing.
- E. Methods and materials for preventive conservation or treatment activities may be researched and tested, including technical supplies used for the preservation of collections.
- F. Conservation staff promote training and education for all staff toward overall preservation goals of the Museum.
- G. All conservation activities are documented. Documentation is maintained in a permanent format.

- 1000 IV. Implementing the Long-Range Conservation Plan and Conservation Activities
- 1001 A. The staff of the Conservation Department is responsible for the primary
- 1002 implementation of the activities in the Long-Range Conservation Plan.
- 1003 B. The Chief Curator and Registration Office promote the understanding of
- 1004 Conservation goals and shared responsibility for preservation Museum-wide.
- 1005 C. Conservators, curators, and collections managers are responsible for planning and
- 1006 implementing preservation goals.
- 1007

1008 **SECTION 10: DEACCESSION AND DISPOSITION**

- 1009 I. Guiding Principles
- 1010 A. Deaccession and disposition of collection objects and specimens are solely for the
- 1011 advancement of the Museum's mission.
- 1012 B. Only curators may initiate deaccession and disposition of DMNS collections.
- 1013 Deaccession proposals are guided by the Long-Term Collection & Research Plan.
- 1014 C. Only in rare circumstances, those mandated by law, contract, prior agreement, or the
- 1015 advancement of science, will deaccession of the following occur: type specimens;
- 1016 iconic specimens or objects; or published or illustrated specimens or objects.
- 1017 D. The unique and special nature of human remains, objects of cultural patrimony, and
- 1018 funerary and sacred objects is considered in all decisions concerning these
- 1019 collections.
- 1020 E. Fossil specimens and invertebrates obtained through field collection or salvage,
- 1021 which are part of a larger accessioned lot but are deemed by the appropriate curator
- 1022 to be duplicates or not suitable for cataloguing, may be transferred for educational or
- 1023 research purposes or discarded, unless regulations mandate otherwise. Transfers of
- 1024 material will be authorized by Directors within their signing authority, additional
- 1025 approvals may be required based on specimen value.
- 1026 F. In the case of dissolution of the DMNS or a Department, all accessioned collections
- 1027 will be transferred to a similar institution whose mission is to house collections for
- 1028 educational and research purposes.
- 1029 G. Only objects accessioned and with clear title or trusteeship held by the DMNS can
- 1030 be considered for deaccession. Unaccessioned objects do not fall under the
- 1031 Museum's deaccession policy and procedures but are subject to the policies and
- 1032 procedures pertaining to disposition.

1033 V. Deaccession

- 1034 A. A proposal of objects for deaccession is made by the curator in charge of the objects
- 1035 in question to the Curatorial Review Committee. The curator may propose an object
- 1036 or a related group of objects for deaccession when one or more of the following
- 1037 conditions exist:
- 1038 1. Lack of significance, relevance or usefulness to the mission and goals of the
- 1039 DMNS in the areas of research, education, or exhibition.
- 1040 2. Opportunity to upgrade or reduce redundancy in a collection.
- 1041 3. Deterioration, damage, or alteration beyond repair or requiring excessive
- 1042 resources to repair, given the significance of the object as determined by the
- 1043 curator and/or conservator.
- 1044 4. Proper preservation within current Museum facilities and/or resources is not
- 1045 possible as determined by the curator and/or conservator.

- 1046 5. Inadequate provenance documentation critically reduces significant usefulness  
1047 to research, education, or exhibition.  
1048 6. Authenticity has been discredited.  
1049 7. Legality of ownership is challenged after further investigation.  
1050 8. Hazardous conditions that may threaten the stability of other collections  
1051 and/or the health of personnel.  
1052 9. The appropriate curator has approved destructive sampling procedures for  
1053 research which will render the object useless for other purposes.  
1054 10. Return to a previous holder is legally required.  
1055 11. Legitimate repatriation claim.

1056 VI. Disposition

- 1057 A. Disposition will be accomplished in a manner considered to be in the best interests  
1058 of the Museum, the public it serves, the trust it represents in owning the collections,  
1059 and the scholarly and scientific communities it serves.
- 1060 B. The Museum recognizes that the disposition of deaccessioned objects requires the  
1061 utmost care in ensuring that any disposition does not impugn the integrity of the  
1062 Museum or give the appearance of impropriety. Deaccessioned objects may not be  
1063 given, or sold publicly or privately, to anyone in the Museum community (current  
1064 Museum employees, unpaid staff [emeritus curators, research and department  
1065 associates], volunteers, members of the Board of Trustees) or their representatives,  
1066 either directly or indirectly through an agent or other means.
- 1067 C. The final disposition of any object approved for deaccession under a claim defined  
1068 by local, state, federal, or international legislation will be negotiated with the  
1069 requesting party or their designated representative.
- 1070 D. The Museum recognizes that while transfer to another institution is often preferred,  
1071 in some instances that may not be possible or in the best interests of the Museum.  
1072 The disposition of each deaccessioned object will follow discipline-specific ethics  
1073 and practices, and conflicts of interest, real or perceived, will be avoided.  
1074 Disposition options include:
- 1075 1. Exchange or transfer to another DMNS department, museum, or educational  
1076 institution.
- 1077 2. If an object poses a hazard to human health or to other collection objects,  
1078 damaged beyond repair, or if no other means of disposal is possible, an object  
1079 may be discarded or destroyed.
- 1080 3. Repatriation in the case of human remains, funerary objects, sacred objects, or  
1081 objects of cultural patrimony.
- 1082 4. In rare and extenuating circumstances, return to donor or prior owner.
- 1083 5. Public sale.
- 1084 a. Public sale is permitted, provided that discipline-specific ethics and  
1085 practices are observed and conflict of interest, real or perceived, is  
1086 avoided.
- 1087 b. Sales will be conducted in such a way that they do not contribute to the  
1088 existence of illegitimate markets, the destruction of resources or sites,  
1089 illegal trade, or unethical behavior.
- 1090 c. Sale of deaccessioned objects must protect the interests, objectives, and  
1091 legal status of the Museum and adhere to the highest ethical standards,  
1092 as defined by the American Association of Museums and the DMNS



- 1093 Ethics Policy Statement.
- 1094 d. Deaccessioned objects for sale must be appraised by an outside
- 1095 independent appraiser unless their internally estimated aggregate value
- 1096 is less than \$2,000.
- 1097 e. All funds received from the sale of deaccessioned objects shall be used
- 1098 for the direct care and/or acquisition of the collections and shall be
- 1099 accounted for separately.
- 1100 f. In the event of public sale, members of the Museum community may
- 1101 not participate.
- 1102 6. To avoid conflicts of interest, real or perceived, objects may not be given, or
- 1103 publicly or privately sold, to members of the Museum community or their
- 1104 representatives.

1105 VII. Approvals

- 1106 A. Both the deaccession and disposition decisions must be approved in separate votes
- 1107 by a majority of voting members of the Curatorial Review Committee.
- 1108 B. Based on the value of the object or group of objects, additional approval for
- 1109 disposition decisions from the President and the Board of Trustees may be required.
- 1110 C. Authorization limits for dispositions are the same as spending authorization limits
- 1111 maintained by the Chief Financial Officer.

1112 VIII. Documentation

- 1113 A. Curators are responsible for ensuring that supporting and legal documentation is
- 1114 created or acquired for all deaccession and disposition transactions.
- 1115 B. The Registration Office is responsible for creating and maintaining a centralized file
- 1116 on all deaccession and disposition transactions.
- 1117 C. An object or specimen has been permanently and legally removed from the
- 1118 collections when the following has occurred:
- 1119 1. Both the deaccession and disposition are approved at the appropriate level.
- 1120 2. The approved disposition option is executed.
- 1121 3. The entire transaction is recorded in the Registration Office.
- 1122

1123 **SECTION 11: REPATRIATION**

1124 I. Repatriations Under NAGPRA

- 1125 A. On November 16, 1990, the United States Congress passed the Native American
- 1126 Graves Protection and Repatriation Act (NAGPRA) as Public Law 101-601. This
- 1127 law pertains to institutions, including museums, that have received federal funding
- 1128 and curate collections of human remains and/or cultural objects from U.S. federally
- 1129 recognized Indian tribes and Native Hawaiian organizations.
- 1130 1. The Museum will comply with both the letter and the spirit of the law by
- 1131 expeditiously and respectfully evaluating each claim on a case-by-case basis.
- 1132 a. All claims will be assessed by the Museum's NAGPRA Officer in close
- 1133 consultation with Legal Counsel and Department of Anthropology's
- 1134 curatorial staff.
- 1135 b. It is the duty of the NAGPRA Officer to keep the Curatorial Review
- 1136 Committee informed about NAGPRA regulatory compliance.
- 1137 c. In compliance with NAGPRA and any other relevant laws, the

1138 Department of Anthropology staff will initiate deaccession and  
1139 disposition procedures as outlined in this Manual.

1140 II. Repatriations Outside of NAGPRA

1141 A. The Museum aims to curate collections that are both legally and ethically held. The  
1142 principles of respect, reciprocity, justice, and dialogue will be used to guide how the  
1143 Museum deals with any claims outside the legal boundaries of NAGPRA.

1144 B. Special consideration will be given to international treaties such as the 1970  
1145 UNESCO Convention.

1146 C. The Museum acknowledges the fact that there is no equivalent to NAGPRA for  
1147 human remains, sacred objects, or objects of cultural patrimony acquired from  
1148 outside the United States.

1149 D. Every effort will be made to enter into equal and open communication with the  
1150 communities that connect themselves to the objects in the Museum's custody.

1151 E. For material to be repatriated outside the legal boundaries of NAGPRA, the  
1152 Department of Anthropology staff will initiate deaccession and disposition  
1153 procedures as outlined in this Manual.

1154

1155 **SECTION 12: EDUCATION COLLECTIONS**

1156 I. Introduction

1157 A. The Museum acquires and manages objects for the Museum's educational programs.  
1158 It is the express mission of the collection to balance the care of the collection with its  
1159 educational use.

1160 B. Education Collection objects usually are not viewed as a permanent resource of the  
1161 DMNS, but are cared for following best practices for education collections.

1162 C. Education Collections are governed by all applicable ethics, laws and regulations, this  
1163 Manual, and departmental procedures.

1164 D. The cultural, historical, aesthetic, and scientific integrity of education collections  
1165 must be respected at all times.

1166 E. Collections may contain materials that are toxic. These should be identified at all  
1167 times and are subject to special storage and handling restrictions that address the  
1168 balance between educational mission, preservation, and human safety.

1169 F. The content of the Education Collections is guided by the Long-Term Collection &  
1170 Research Plan. There are two categories of Education Collection specimens:

1171 a. Accessioned and Cataloged Specimens: Any unique or rare model,  
1172 specimen or teaching aid relevant to one of the Museum's Core  
1173 Competencies.

1174 b. Specimens which are Cataloged Only: Any non-unique model or  
1175 teaching aid that falls within one of the Museum's core competencies,  
1176 but whose educational use requires cataloging to facilitate a central  
1177 tracking mechanism for accessibility.

1178 II. Staff Responsible for Collections

1179 G. Education Collections are the administrative responsibility of the Director of  
1180 Collections Operations, with support by a curator in each core competency, and the  
1181 archivist.

1182 H. Education Collections are managed by the Education Collections Manager.

1183 I. Museum Educators and Program Managers have the ability to make requests for  
1184 specimens to be added to the Education Collection.

1185 III. Collection Activities

1186 J. Acquisition

- 1187 1. Objects are acquired for the Collections through donation, transfer from  
1188 another Museum department, transfer from a government agency or other  
1189 educational institution, exchange, collection, purchase, or creation for the  
1190 Museum.  
1191 2. Curators of Research Collections have first right of refusal for any objects or  
1192 specimens offered to the Education Collection.

1193 K. Loans

- 1194 1. The loan policy of the Education Collections is the same as that outlined in  
1195 SECTION 6 of this Manual.  
1196 2. All incoming or outgoing loans, excluding teaching materials, are processed  
1197 by the Education Collections Manager.

1198 L. Deaccession

- 1199 1. The Education Collections Manager may make a recommendation to  
1200 deaccession an object from the Education Collections when one of the  
1201 following criteria is met:  
1202 a. The object is damaged beyond useful repair.  
1203 b. Determination is made that there are too many objects for program  
1204 needs.  
1205 c. Object is found to be scientifically inaccurate or culturally insensitive.  
1206 d. Object is requested to be repatriated.  
1207 e. Object is found to have no relevance to existing or known future  
1208 programs and does not fit within the Long-Term Collection &  
1209 Research Plan.  
1210 f. The object has not been used in Museum programming in more than  
1211 ten years.  
1212 2. Deaccession and disposition procedures are conducted as outlined in  
1213 SECTION 10 of this Manual.

1214 IV. Documentation of Collections

- 1215 A. In consultation with the Registration Office, the Education Collections Manager  
1216 maintains supporting and legal documentation for catalog records and registration  
1217 records both in hard copy and electronic format.  
1218 B. In consultation with the Archivist, the Education Collections Manager is responsible  
1219 for transferring appropriate records to the archives.  
1220

1221 **SECTION 13: SELLING OBJECTS IN MUSEUM RETAIL SHOPS**

1222 I. Oversight by the Curatorial Review Committee

- 1223 A. Retail shop inventory is subject to oversight by the Curatorial Review Committee to  
1224 determine the appropriateness and presentation of cultural and natural history objects  
1225 offered for sale.  
1226 1. The Museum Shop Manager should seek advice from the Curatorial Review  
1227 Committee to ensure that natural history and cultural objects acquired for

- 1228 sale are appropriate and presented with sensitivity.  
1229 2. CRC members should periodically visit the Museum Shop and bring  
1230 questionable items to the Curatorial Review Committee for discussion and  
1231 possible recommendation or action.

1232 II. Conditions

- 1233 A. Natural history and cultural objects eligible for sale must meet the following conditions:  
1234 1. Discipline-specific ethics and practices are observed and the sale does not  
1235 contribute to the existence of illegitimate markets, the destruction of  
1236 resources or sites, illegal trade, or unethical behavior.  
1237 3. Replicas offered for sale must be clearly marked as such. If the original is  
1238 known from which a replica is made, it should be labeled accordingly.

1239 III. Items Which May Not Be Sold in the Museum Shop

- 1240 A. Natural history objects of scientific or historical significance, including, but not limited  
1241 to, earth science materials such as fossils or rare mineral and meteorite specimens,  
1242 wildlife materials such as rare butterflies or shells, and prehistoric cultural artifacts such  
1243 as projectile points or sherds.  
1244 B. Natural history objects that have not met all provisions for legal acquisition.  
1245 C. Objects that are culturally insensitive.  
1246 D. Objects from the DMNS or another institution's collections.  
1247 E. This policy applies equally to objects that can be purchased commercially for resale.  
1248

1249 **APPENDIX A: COLLECTION STAFF RESPONSIBILITIES**

1250 I. Position Descriptions

- 1251 A. Archivists have curatorial authority and responsibility for the Museum's archival  
1252 collections and are the records managers for the DMNS. They are responsible for the  
1253 collection, preservation, and disposition of the Museum's records, as well as the  
1254 management of records and documentation acquired by the Museum in the course of  
1255 its work. Archivists provide record creation and keeping guidelines, records  
1256 management training, and consultation; establish records retention schedules; and  
1257 assume custody of records and curate collections of documentary materials  
1258 B. Director Team  
1259 1. DirectorCurators represent curatorial and collections management concerns  
1260 associated with collections activities, and they are responsible for authorizing  
1261 collections activities in their branches up to their signing authority.  
1262 2. Collections Operations Director represents registration, conservation, and  
1263 archives concerns associated with collections activities..  
1264 3. Together, the Director Team oversees resource availability for collections  
1265 activities and ongoing care of collections.  
1266 C. The Vice President of Research & Collections and Chief Curator interprets and ensures  
1267 compliance with the Manual, directs adherence to the Long-Term Collections &  
1268 Research Plan, and chairs the Curatorial Review Committee.  
1269 D. Collections Managers are charged with providing care and maintenance of and access to  
1270 the collection objects and records. In shared consultation with archivists, curators,  
1271 conservators, and the Registration Office, collections managers are responsible for  
1272 carrying out the maintenance, packing and shipping, preparation, documentation,

- 1273 organization, storage and preservation of collections.
- 1274 E. Conservators are responsible for maintaining the balance between long-term  
1275 preservation and short-term use of collections. Conservators are charged with  
1276 determining and implementing best practices to conserve, preserve, prepare, and  
1277 stabilize objects and records, including implementing preservation programs and  
1278 interpreting the resultant data. Conservators are responsible for laboratory treatments  
1279 necessary to stabilize objects or specimens in collections. Conservators are responsible  
1280 for identifying technical supplies used for the preservation of collections. Conservators  
1281 implement conservation activities according to the AIC Code of Ethics and Guidelines  
1282 for Practice.
- 1283 F. Conservation Technicians assist the conservators in maintaining the balance between  
1284 long-term preservation and short-term use of collections. At the direction of the  
1285 conservators, and in conjunction with collections managers or other museum  
1286 personnel, conservation technicians assist in preventive conservation programs by  
1287 gathering baseline data about risks that can cause deterioration. After interpretation by  
1288 a conservator, the conservation technicians assist in dissemination of the baseline data.  
1289 Under the supervision of conservators, conservation technicians may assist in select  
1290 conservation treatment activities.
- 1291 G. Curators, in consultation with Directors, archivists, collections managers, conservators,  
1292 and the Registration Office, are responsible for the development, management, and use  
1293 of collections. They are members of the team responsible for enacting collection  
1294 policies and procedures, ensuring the long-term preservation and vitality of collections  
1295 and associated documentation, and determining the research goals of collection based  
1296 activities. Each curator must ensure that all collection activities in assigned area(s) of  
1297 expertise are in compliance with the law and professional standards. Curators develop  
1298 and implement collecting priorities as outlined in the Long-Term Collection & Research  
1299 Plan.
- 1300 H. Librarians are responsible for the collection, preservation and disposition of the  
1301 Museum's collections of published materials and have curatorial authority and  
1302 responsibility for the Museum's rare book collection. Librarians manage the acquisition,  
1303 cataloging, storage and retrieval of publications.
- 1304 I. Preparators prepare specimens for study or exhibit by removing fossils from matrix and  
1305 by repairing and cleaning specimens.
- 1306 J. The Registration Office audits collection activities and ensure documented compliance  
1307 within the Museum of all policies, procedures, professional standards and legislation  
1308 pertaining to collections. These activities include but are not limited to accessions,  
1309 deaccessions, dispositions, and loans. In consultation with the curators, collections  
1310 managers, archivists, and conservators, the Registration Office determines the proper  
1311 method for record storage and retrieval and determine at what point records are to be  
1312 transferred to Archives for permanent storage. The Registration Office is responsible  
1313 for maintaining documentation and tracking all collection activities. The Registration  
1314 Office is comprised of the Director of Collections Operations and the Registration  
1315 Assistant.
- 1316 II. Committee Descriptions
- 1317 A. The Curatorial Review Committee (CRC) consists of the Chief Curator (committee  
1318 chair); directors, curators, conservators, archivists, librarians (voting members); the  
1319 Registration Assistant and collections managers (non-voting members). The CRC

- 1320 meets on a regular basis and is responsible for:
- 1321 1. Developing, reviewing, revising and enforcing DMNS collection policies and
  - 1322 procedures.
  - 1323 2. Ensuring that the DMNS meets its public trust obligations as they concern
  - 1324 collecting and collections.
  - 1325 3. Reviewing and approving proposals for decisions that affect the Museum's
  - 1326 management and preservation of its collections, when required by need or by
  - 1327 the provisions of this Manual.
  - 1328 4. At the authority level of the Chief Curator, approving by majority proposed
  - 1329 deaccessions and dispositions of museum objects and specimens.
  - 1330 5. Reviewing the Long-Range Conservation Plan.
- 1331 B. The Collections Team consists of the Director of Collections Operations (committee
- 1332 chair), registration assistant, collections managers, conservators, archivists, and other
- 1333 DMNS staff directly involved with collection management issues. The Collections
- 1334 Team meets on a regular basis and is responsible for:
- 1335 1. Addressing shared collection management and preservation concerns as they
  - 1336 relate to the exhibit, research, education, storage, access, protection,
  - 1337 documentation, and selective growth of DMNS collections and associated
  - 1338 data.
  - 1339 2. Coordinate as necessary to implement the centralized collections
  - 1340 management system.
- 1341

## 1342 **APPENDIX B: LAWS, REGULATIONS, AND GUIDELINES**

1343 The Museum conducts all collection activities in accordance with international, national, state and local

1344 laws, regulations, and guidelines. The information that appears in this appendix should be used as a

1345 starting point and not in any way be considered exhaustive.

### 1346 I. International Laws

1347 International laws, regulations, and guidelines include but are not limited to:

- 1348 A. Protection of objects of archaeological, historical, and ethnological interest is addressed
- 1349 by Section 4.4 of the International Council of Museums Code of Ethics for Museums
- 1350 (2001) [http://palimpsest.stanford.edu/icom/ethics\\_rev\\_engl.html](http://palimpsest.stanford.edu/icom/ethics_rev_engl.html), and by ICOM
- 1351 Measures Concerning the Fight Against the Illicit Traffic of Cultural Property (2004)
- 1352 <http://palimpsest.stanford.edu/icom/measure.html>
- 1353 B. The Museum observes the UNESCO Convention on the Means of Prohibiting and
- 1354 Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property
- 1355 (1970) [http://www.unesco.org/culture/laws/1970/html\\_eng/page1.shtml](http://www.unesco.org/culture/laws/1970/html_eng/page1.shtml) and the
- 1356 Convention for the Protection of Cultural Property in the Event of Armed Conflict
- 1357 (The Hague Convention, 1954) <http://www.icomos.org/hague/>
- 1358 C. The Museum observes all wildlife regulations addressed in the Convention on
- 1359 International Trade in Threatened and Endangered Species of Wild Fauna and Flora
- 1360 <http://www.cites.org/>

### 1361 II. Federal Laws

1362 Federal laws and regulations include but are not limited to:

- 1363 To search for U.S. Code: <http://uscode.house.gov/usc.htm>
- 1364 To search for Code of Federal Regulations: <http://www.gpoaccess.gov/cfr/index.html>
- 1365 A. Lacey Act (1900)

- 1366 16 USC 701; 1981 Amendments 16 USC 3371-3378; 15 CFR 904; 50 CFR 10;  
 1367 50 CFR 14; 50 CFR 300  
 1368 B. Antiquities Act (1906)  
 1369 16 USC 431-433; 18 CFR 6; 43 CFR 2300  
 1370 C. Migratory Bird Treaty Act (1918)  
 1371 USC 703-712; 50 CFR 21.1-60  
 1372 D. Bald and Golden Eagle Protection Act (1940)  
 1373 SC 668-668d  
 1374 E. Fish and Wildlife Act (1956)  
 1375 16 USC 742a-754j-2; 50 CFR 20  
 1376 F. Marine Mammal Protection Act (1972)  
 1377 16 USC 1361-14211; 50 CFR 18.1-129  
 1378 G. Endangered Species Act (1973)  
 1379 16 USC 1531-1544; 50 CFR 23.1-57  
 1380 H. Federal Land Management Policy Act (1976)  
 1381 43 USC 1701-1782; 36 CFR 254; 43 CFR 5000  
 1382 I. Archaeological Resources Protection Act (1979)  
 1383 16 USC 470aa-mm  
 1384 J. African Elephant Conservation Act (1988)  
 1385 16 USC 4201-4245; 50 CFR 17  
 1386 K. Native American Graves Protection and Repatriation Act (NAGPRA) (1990)  
 1387 25 USC 3001; 43 CFR 1  
 1388 L. Wild Bird Conservation Act (1992)  
 1389 USC 4901-4916; 50 CFR 15.1-33  
 1390 M. The Omnibus Public Land Management Act (2009), Paleontological Resources  
 1391 Preservation Subtitle  
 1392 16 USC 470aaa through 470-11; 36 CFR 214, 261, 291

1393 III. State Laws

1394 State laws and regulations include but are not limited to:

1395 To search for Colorado Revised Statutes:

1396 [http://www.state.co.us/gov\\_dir/leg\\_dir/olls/colorado\\_revised\\_statutes.htm](http://www.state.co.us/gov_dir/leg_dir/olls/colorado_revised_statutes.htm)

1397 N. Colorado Nongame and Endangered Species Conservation Act (1984)  
 1398 Colorado Revised Statutes, 33-2

1399 O. Loans to Museums (1995)  
 1400 Colorado Revised Statutes, 38-14

1401 P. Colorado Historical, Prehistorical, and Archaeological Resources Act (1973)  
 1402 Colorado Revised Statutes, 24-80-401 to 411, and 24-80-1301 to 1305

1403 [http://www.historycolorado.org/sites/default/files/files/OAHP/crforms\\_edumat/pdfs/1308a.pdf](http://www.historycolorado.org/sites/default/files/files/OAHP/crforms_edumat/pdfs/1308a.pdf)

1404 Q. Colorado Historical Society, Office of Archaeology and Historic Preservation  
 1405 8CCR 1504-7, Rules and Procedures, Historical, Prehistorical, and Archaeological  
 1406 Resources Act (Rev. 2004)  
 1407 [http://www.historycolorado.org/sites/default/files/files/OAHP/crforms\\_edumat/pdfs/1308b.pdf](http://www.historycolorado.org/sites/default/files/files/OAHP/crforms_edumat/pdfs/1308b.pdf)  
 1408  
 1409  
 1410

1411 **APPENDIX C: CODES OF ETHICS**

1412 The Museum's staff, volunteers, and Board of Trustees are guided by statements of ethical standards

1413 that include, but are not limited to, those listed below. Where conflicts between the DMNS Ethics  
1414 Policy Statement and other statements exist, the DMNS Ethics Policy Statement prevails.

1415 I. Museum Ethics Codes and Policies

1416 A. Code of Ethics for Museums. American Association of Museums, 2000.

1417 <http://www.aam-us.org/museumresources/ethics/coe.cfm>

1418 B. Ethics Policy Statement. Denver Museum of Nature & Science, November 8, 2016.

1419 II. Discipline Specific Codes

1420 C. Conservation

1421 1. AIC Code of Ethics and Guidelines for Practice, 1994.

1422 <http://aic.stanford.edu/pubs/ethics.html#three>

1423 2. Conservation Policy of the National Gallery of Canada Conservation, 2004.

1424 <http://www.gallery.ca/english/354.htm>

1425 3. Guidelines for the Care of Natural History Collections. Society for the  
1426 Preservation of Natural History Collections, 1994. Published in *Collection Forum*,  
1427 10(1):32-40.

1428 D. Curation

1429 1. Curators' Code of Ethics. American Association of Museums, 1996.

1430 <http://www.curcom.org/ethics.php>

1431 2. Code of Ethics of the American Anthropological Association, 1998.

1432 <http://www.aaanet.org/committees/ethics/ethcode.htm>

1433 3. Principles of Archaeological Ethics. Ethics in Archaeology Committee, Society  
1434 for American Archaeology, 1996.

1435 <http://www.saa.org/Aboutsaa/committees/ethics/principals.html>

1436 4. Article 9. Statement of Ethics. By-Law on Ethics, The Society of Vertebrate  
1437 Paleontology, 2002.

1438 <http://www.vertpaleo.org/society/bylaws.cfm>

1439 5. Acquisition of Human Specimens. United States Uniform Anatomical Gift  
1440 Act (latest revision 2006) as enacted by the Colorado Anatomical Board.

1441 <http://www.anatomicalgiftact.org>

1442 E. Library and Archives

1443 1. A Code of Ethics for Archivists. Society of American Archivists, 2005.

1444 [http://www.archivists.org/governance/handbook/app\\_ethics.asp](http://www.archivists.org/governance/handbook/app_ethics.asp)

1445 2. ALA-SAA Joint Statement on Access to Original Materials in Libraries,  
1446 Archives, and Manuscript Repositories. American Library Association and  
1447 Society of American Archivists, 1993.

1448 <http://www.archivists.org/statements/alasaa.asp>

1449 3. Code of Ethics. American Library Association, 1995.

1450 <http://www.ala.org/alaorg/oif/ethics.html>

1451 4. Protocols for Native American Archival Materials, 2007.

1452 <http://www2.nau.edu/libnap-p/protocols.html>

1453 F. Museum Shop

1454 1. Museum Store Code of Ethics. Museum Store Association, 2000.

1455 <http://www.museumdistrict.com/membership/ethicscode.cfm>

1456 G. Registration

1457 1. Code of Ethics for Registrars. Registrars Committee, American Association of  
1458 Museums, 1984.



- 1459 <http://rcaam.org>  
1460 2. Code of Practice for Couriering Museum Objects. Registrars Committee,  
1461 American Association of Museums, 1987.  
1462 <http://rcaam.org>  
1463 H. Fundraising  
1464 1. Code of Ethical Principles and Standards. Association of Fundraising  
1465 Professionals, 2007.  
1466 [http://www.afpnet.org/ka/ka-3.cfm?content\\_item\\_id=1068&folder\\_id=897](http://www.afpnet.org/ka/ka-3.cfm?content_item_id=1068&folder_id=897)  
1467