

**American Museum of Natural History
Collections Policy
Adopted by the Board of Trustees, June 05, 1996**

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PURPOSE

The American Museum of Natural History's 1869 charter created the Museum for the purpose of establishing and maintaining "...a Museum and Library of Natural History; of encouraging and developing the study of Natural Science; of advancing the general knowledge of kindred subjects, and to that end of furnishing popular instruction."

Since then, over 30 million specimens, artifacts, and documents have been collected from sources worldwide, in the field by the Museum's staff and representatives, and through purchase, gift, and exchange. They make up comprehensive collections of value for research, exhibition, and education for curators, students, and visitors to the Museum and for scholars nationally and internationally. They comprise a heritage of the earth, its living things, and its human culture, held by the Museum for present and future generations to research and disseminate knowledge of the earth and life upon it.

This policy updates and supersedes the Museum's collections policy published in Curator in April 1974 to take account of developments over the last two decades. It continues the structure of an institution-wide umbrella policy governing the more detailed collection policies and practices of the Museum's 8 scientific departments: Anthropology, Earth and Planetary Sciences, Entomology, Herpetology and Ichthyology, Invertebrates, Mammalogy, Ornithology, and Vertebrate Paleontology. The scientific departments shall review, and revise if necessary, their existing collection policies and practices for consistency with the requirements hereby established, and shall file their policies with the Provost.

This policy also applies to the departments of Education, Exhibitions, Library Services, the Hayden Planetarium, the interdepartmental laboratories (the Scanning Electron Microscope Facility, the Molecular Systematics Laboratory, and the Monell Molecular Laboratory), and the Office of the Registrar to the extent they handle specimens, artifacts, data, or records from the collections.

This policy shall be observed by Museum employees unless modified or rescinded by the Board of Trustees. Where applicable, this policy also applies to officers of the Museum and members of the Board of Trustees and Collections Committee.

MANAGEMENT

Collections Committee

The Board of Trustees hereby delegates oversight of collection matters to the Board's Collections Committee and delegates the administration of this collection policy to the President and Provost, working with each scientific department through the curators and department chairs. The President, Provost, and Collections Committee shall report on the status of the collections to the Board of Trustees no less often than annually.

Curators

Management of each collection shall be assigned to a curator-in-charge. The curator-in-charge shall have sufficient expertise to assume responsibility for identification, acquisition, preparation, sampling, conservation, maintenance, and documentation.

Curators are directly responsible for supervising the work of those scientific assistants, technicians, preparators, conservators, students, and postdoctoral researchers to whom they are assigned and for ensuring their adherence to department and Museum collection policies. Curators are similarly responsible for visiting scholars and other outside users of collections under their care.

Scientific Chairs and Department Directors

Each chair shall continue to file with the Provost an annual summary of department activities. The annual summaries shall include a synopsis of all acquisitions, dispositions, and loans during the year. The report shall advise of the appointment of curators-in-charge for the coming year and identify the segments of the collection for which these curators are responsible. The Provost shall comment on these summaries in the Provost's annual report to the President, the Collections Committee, and the Board of Trustees.

Each scientific department chair shall assure that conservation responsibility is assigned and accepted within the department, principally according to the duties of those staff members directly involved with specimens and artifacts: curators, collection managers, scientific assistants, technicians, preparators, and conservators.

The directors of other museum departments that handle specimens, artifacts, records, or data from the collections shall be responsible for their departments' compliance with this policy where applicable.

ACQUISITION

Conditions

Objects accepted or otherwise acquired for the Museum's collections shall meet the following conditions:

- a) The objects are relevant to and consistent with the purposes and activities of the Museum.
- b) The Museum can provide for the storage, protection, and preservation of the objects under conditions that ensure their availability for Museum purposes and in keeping with professionally accepted standards.
- c) It is intended that the objects shall remain in the collections as long as they retain their physical integrity, their authenticity, and their relevance for the purposes of the Museum.

Approvals

The Museum may acquire specimens or artifacts by gift or bequest, exchange or purchase, and by field work. All acquisitions shall require the approval of the scientific department arrived at through the procedures detailed in the department's collection policy. This may include approval by the chair or curator-in-charge or by consensus among the curatorial staff. A major acquisition shall be accompanied by a scientific department evaluation of its impact on the resources available to curate and care for the material.

In the normal management of the collections, scientific departments may, in accordance with department policy, accept donations, collect through field work, make exchanges, and purchase specimens or artifacts using current amounts from acquisition funds made available to the department, subject only to the following:

- a) The approval of the Provost and the President shall be required for i) an acquisition entailing a restriction on the Museum as to title, right of possession, care, exhibition, loan, or requiring special restrictions such as attribution beyond the records of the department, and ii) an acquisition requiring special expenditures (beyond the acquisition amount).
- b) The additional approval of the Collections Committee shall be required for an acquisition where the price and special expenditures exceed \$25,000 or where the acquisition entails restrictions that the Provost or President deem material.

Compliance with Laws

Direct acquisition during field research and expeditions shall be conducted with the agreement of and according to the laws of the host state or country. In the case of field work conducted jointly with other museums, universities, or similar research organizations, a written agreement regarding allocation and use of field collections shall be sought and obtained, where possible, prior to the field work.

The Museum shall not knowingly and willfully accept or acquire any object that was illegally imported into the United States or that was collected or recovered under circumstances that would support or encourage irresponsible damage to or destruction of biota, collecting sites, cultural monuments, or human burial places. However, the Museum may accept objects that have been legally confiscated and offered to the Museum by government authorities.

Material proposed for acquisition shall be reviewed for ethical and legal collection procedures by the curator involved in the acquisition and the department chair and, where questions arise, by the Provost and legal counsel.

Title

Title to all objects acquired for the collections should be, where possible, obtained free and clear, discouraging

restrictions as to use or future disposition. Where restrictions are attached to an acquisition, every effort shall be made to place a reasonable limit on the time for which the restrictions may apply and to define the conditions under which their force may terminate. Restrictions shall be adequately documented and retained as part of the permanent title records.

A legal instrument of conveyance, setting forth an adequate description of the objects involved and the precise conditions of transfer, shall accompany all gifts, bequests, purchases, and exchanges and shall be signed by the seller or donor. In addition, evidence that has been gathered to establish right of possession and the appropriateness of the acquisition within the context of the legal guidelines given above made a part of the record. These records and title documents (invoice, bill of sale, deed of gift, correspondence offering a gift, receipts and acceptances, IRS form 8283, and the like) shall be retained permanently.

Permanent Loans; Custodial Arrangements

The Museum shall not hold material on an undocumented basis indefinitely. Each scientific department shall include in its department collection policy a procedure for inventorying material brought into the department for research or as a potential acquisition. In general, such material shall be either recorded as a research loan to the Museum, or documented with a receipt as under consideration as a gift, or processed as an acquisition if brought in from the field and retained for a period longer than specified in the department policy.

“Permanent” loans to the Museum generally shall not be accepted but are allowed for objects and collections owned by government agencies and institutions whose own collection policies do not allow transfer of title. These loans shall require the same approvals as an acquisition. Permanent and long-term loans or custodial arrangements shall be documented in writing and signed by the lender and shall address, in accordance with each scientific department’s policy:

- a) the purpose of the loan (exhibition, research, or education);
- b) the rights to use and publish the material;
- c) financial obligations to be borne by each party;
- d) the duration of loan and right of the Museum to return the loan; and
- e) the legal and ethical responsibilities of the Museum during custody and upon termination of the loan.

CARE

Conservation Plan

The Museum acknowledges that care of the collections must consider the reality of large quantities of specimens and artifacts. Therefore, each department shall establish a conservation plan that sets priorities for the care of the collections as a whole and for the care and treatment of individual specimens, artifacts, and documents of particular scientific, educational, historic, or aesthetic value. The plan shall provide for prevention and treatment of pests. It shall include procedures for treatment of specimens and artifacts entering the buildings, prevention of infestation from outside sources, a survey and regular inspection for pests, and restriction of nutrients and living organisms in collection areas.

Facilities and Treatments

A scientific department may either maintain its own facility for preparation and conservation or make cooperative arrangements to use the facilities of another Museum department or institution. Treatments shall reflect the currently accepted conservation methods and practices in the field. Treatments shall be undertaken only by qualified Museum personnel, within the limits of their area of expertise and the facilities, or by conservation experts outside the Museum. In either case, treatments shall adhere to professional ethics and guidelines. Conservation techniques and materials shall be fully documented by individuals who use, prepare, and manage these materials and shall be recorded in the department’s files.

While collection care is principally the responsibility of scientific staff directly involved with the collections, other departments are also responsible when handling specimens and artifacts on loan to them, and preventive conservation is the responsibility of all staff, including those in the departments of Building Services and Maintenance, Exhibitions, and those responsible for events, conferences, and development functions.

Safety

The scientific departments shall implement a hygiene plan with appropriate safety procedures and training for staff, volunteers, and researchers to follow. In addition, it is the responsibility of those staff members directly involved with specimens and artifacts that are inherently hazardous or have been made so through preparation or fumigation practices, to clearly identify these conditions if known and to report them to the department chair and individual in charge of conservation for warnings to staff handling these specimens.

DOCUMENTATION

Inventorying

Each scientific department shall maintain an inventory of its collections, consisting of a) a record that immediately and permanently identifies a specimen or artifact for which the institution has assumed permanent or temporary custody, and that identifies those objects or groups of objects which have been accepted into the collections, and b) an organization and physical map of the collections that permits objects to be readily located.

Cataloguing

Evidence of the identity, condition, history, or scientific value of a specimen, artifact, or collection when recorded in a permanent manner enhances its value. Also, this record may need to substitute for a specimen or artifact should, for example, the object deteriorate or be destroyed. All objects or groups of objects acquired for the collections shall be catalogued to meet the professional standards of the pertinent scientific discipline and recommendations of relevant professional societies.

Primary Documents; Study Materials

Originals of field notes, maps, research notes, correspondence, reports, electronic files, illustrations, photographs including negatives, catalogues and lists related to the preparation and study of the specimens and artifacts are organic to the collections and shall be the physical property of the Museum. These materials shall be maintained as part of the collections in the department or in permanent storage, special collections, and books held by Library Services as well as models, photographs, and illustrations created by or for Exhibitions are part of the permanent records of the Museum. These shall be retained unless and until written permission to dispose of them is received from the relevant scientific department chair or the appropriate committee of the Senate of the Scientific Staff.

Data

The Museum's specimen-based and taxonomic databases, catalogues, and lists, like the collections from which they are derived, are the property of the Museum. The Museum shall exercise responsible stewardship over this data so as to maximize the usefulness of these resources to the research community, while protecting the resources for the future.

Release of collection data in any media, including hard copy, CD-Rom, on-line service, or other electronic media, to another research institution or scholar shall be upon terms and conditions established in each scientific department policy. The department policy shall establish when it is appropriate that these terms be in writing or in a data release agreement that addresses the following:

- a) the intended use and its scientific merit;
- b) restrictions on publication, if any, including release of sensitive information (e.g. locality data for endangered species, and restricted donor identification);
- c) agreement by the borrower to acknowledge the Museum as the source of the data in all publications (if authorized);

- d) the borrower's rights and restrictions to reproduce the data through photography or other means;
- e) provision for reciprocity and in-kind services, as appropriate; and
- f) prohibition on the transfer of data or documentation to a third party without the Museum's consent.

USE

Encumbrances

The Museum shall not grant any lien or security interest against the collections.

Research

Collections shall be made available on-site to bona fide scholars, subject to the discretion of each scientific department. Requests must be recorded in the form of written application describing the purpose and duration of the use. The department shall maintain a visitor's register. Access to the collections shall be granted only under the supervision of a curator, and under the normal Museum security procedures and any special procedures established by the scientific department.

Exhibition

Specimens, artifacts, and documents require the approval of the curator-in-charge to be placed on exhibit. While on exhibit within the Museum, they are the direct responsibility of the Department of Exhibitions for maintenance and preservation but remain under the supervision of the curator-in-charge.

Destructive Sampling

The Museum has an obligation to balance the demands placed on natural history specimens and artifacts for current research and educational uses with the need for preservation for future use. This obligation applies to the physical and chemical integrity of the specimen as well as to associated data.

Accordingly, each department's collection policy shall establish an approval procedure for destructive sampling by staff members for research on the collections.

The department collection policy shall also establish a process for the evaluation of outside research. Outside requests shall be evaluated on the basis of written information provided by the researcher. The department policy shall also establish general standards for carrying out the sampling process and fulfilling documentation requirements where destructive sampling is permitted. These procedures shall be undertaken in a controlled manner with approval by a curator and the department chair or curatorial committee. If the specimen or artifact will be completely destroyed during sampling or so damaged that its significance for the collections shall be substantially compromised, procedures for approval shall follow those below for "disposition" and shall include the approval of the curator-in-charge and scientific department chair.

Criteria to be used in evaluating destructive sampling requests by staff members and outside researchers shall include:

- a) the intended use and its scientific merit;
- b) the rarity, scientific importance, and monetary value of the material;
- c) the quantity of material necessary and limitations on the quantity made available;
- d) the researcher's competence with the proposed methods and the appropriateness of these methods as the least intrusive and the most likely to yield the intended results;
- e) the researcher's resources, including availability of relevant specimens at the requesting institution, to carry out the study without sacrificing all the available material of the particular collecting event or compromising the

future utility of the specimen or artifact for other investigations;

f) the possibility of the Museum receiving an exchange of other materials from the researcher or institution in situations where the specimen or artifact is to be completely destroyed or extensively damaged;

g) where the sampling includes DNA sampling, whether the DNA extraction will be returned to the Museum for reference to decrease the need for additional extractions by other researchers; and

h) the willingness of the researcher to abide by the Museum's operational standards for processing, documentation and for the dissemination of the results of the work within a reasonable time period.

Failure of a researcher or institution to comply with Museum requirements and standards in previous transactions may be grounds for denying new requests. Open transactions shall become a part of the record of the current request.

Upon the approval of a request for destructive sampling, a letter of agreement shall be signed between the scientific department and the researcher and his or her institution. The agreement shall stipulate the scope of the material to be sampled, methods of evaluation, standards for processing and documentation, and time frame for publication. It shall record department standards for sampling and address the following:

a) the documentation of the methods and extent of sampling;

b) return to the Museum of unused portions of specimens or artifacts and DNA extractions;

c) what, if any, resulting analytical data and duplicates of tangible products such as photographs and slides shall be provided to the Museum to become part of the specimen or artifact's permanent record, and the date of deposit;

d) what, if any, period of confidentiality the researcher may be granted during which the data may not be made available by the Museum to others;

e) what, if any, gene sequence data shall be deposited in relevant public access databases, with GenBank accession numbers provided;

f) the responsibility of the researcher or his or her institution for all costs associated with the sampling, including curatorial and collections management time in handling the request; and

g) that the Museum shall receive credit in publications and databases for providing samples to the researcher and shall receive copies of all publications and notices of database deposits.

Original data, documentation, and records of specimens or artifacts that have undergone destructive sampling shall be preserved in department files.

LOAN

Exhibition Loans

The Museum borrows and lends objects and specimens for exhibitions in furtherance of its educational, scientific and non-profit purposes. Incoming exhibition loans shall be managed by curatorial staff, under the direction of a full-time scientific staff member, and by such other administration personnel as may be assigned by the Provost. Incoming exhibition loans shall be processed to comply with the following:

a) insurance values, as determined by the lender, shall be obtained to procure sufficient coverage under the Museum's insurance, lender's insurance, or federal indemnity;

b) condition reports shall be prepared and kept on file upon each packing and unpacking, and any damage or loss shall be reported promptly to the lender;

c) immunity from seizure shall be sought for international exhibitions when appropriate; and

d) the requirements specified in the loan agreement shall be met; loan renewals shall be sought when required; and loans shall be returned promptly at the end of the loan period.

Outgoing exhibition loans shall be considered only upon written request specifying the purpose of the loan. Loans shall require at least the approval of the department's chair or its loan committee and shall be discretionary with each scientific department evaluated according to the following criteria:

- a) the rarity, scientific importance, and monetary value of the material;
- b) the nature of the material and the conditions of preservation and security under which it will be kept;
- c) the impact of the material's absence on research and exhibition;
- d) the impact of the material's absence on education programs;
- e) the potential risk of relocating the material;
- f) the cost to the Museum of preparing the loan;
- g) legal restrictions on the object's loan;
- h) concerns of indigenous peoples; and
- i) the institutional affiliation or representation of the person(s) requesting the loan.

All outgoing exhibition loans granted shall be documented in a loan agreement, signed by the borrower. The loan agreement shall specify date of return and shall require written permission for pest treatment, preparation, restoration, dissection, casting, photography, publication, destructive sampling, and transfer to a third party. The signed loan agreement shall be in the possession of the Museum upon the shipment of the object out of the Museum. The department shall make and retain a permanent record of the return or other disposition of the object.

Outgoing exhibition loans shall also require the following:

- a) An acceptable facilities report shall be secured for all venues.
- b) The stability of the material for loan and transport shall be evaluated and any necessary preparation and conservation shall be carried out prior to the loan.
- c) The identity of the party paying the costs of conservation, insurance, mounting, appraisal, packing and shipping, including the costs of a hand-courier when demanded by the status or condition of the object, shall be explicit in the loan agreement.
- d) A condition report shall be prepared to accompany each object on shipment out. The loan agreement shall require condition reports to be filed by the borrower upon receipt and upon shipment and return and shall require prompt notice to the Museum of any loss or damage.
- e) An insurance value shall be determined, by a qualified appraiser if necessary. A certificate of insurance shall be issued to the Museum by the borrower.
- f) A borrower outside of the United States shall be required to furnish an official document, or an equivalent assurance, certifying that loans are granted immunity from seizure, unless a determination has been made that immunity is not required.
- g) All applicable government regulations on transportation, importation, and exportation shall be met.
- h) The loan agreement shall require the Museum to receive credit in labels, brochures, and publications for providing materials for the exhibition and to receive copies of all publications for its archives.

Study Loans

Study loans shall be processed and managed under the care of a full-time scientific department staff member.

Incoming study loans shall be subject to the terms and conditions of borrowing within the collections policy of the department. A record of the loan shall be maintained in department files.

Outgoing study loans shall require approval of the curator-in-charge or a curatorial committee, in accordance with departmental policy, and shall be limited to research and educational institutions and museums in the care of a staff member of the borrowing institution who is deemed qualified by the Museum curator-in-charge. Except under circumstances stipulated by department policy, loans shall not be made to individuals, and then only with approval of the department chair. In cases where a department routinely loans material to independent scholars whose expertise are not represented on the department's curatorial staff or to scholars at related institutions, a general contract may be used to govern the terms of the relationship in lieu of individual loan agreements; in either case, the following shall be required:

- a) a shipping record shall accompany each loan, and accurate and complete records of the loan shall be maintained by the department;
- b) a facilities report and a statement on the care required of the specimens or artifacts shall be required where appropriate; and
- c) the Museum shall receive credit in publications and databases for providing samples to the researcher and shall receive copies of all publications and notices of database deposits.

Ownership of the products of research shall also be addressed where required by department policy.

Intramural Loans

Loans of specimens, artifacts, and documents for off-site use by curators and to other departments in the Museum, including other scientific departments, shall require the approval of a curator-in-charge or department chair and shall be accompanied by a letter of transmittal to be signed and returned by the borrower. The letter shall stipulate: a) a description of the material; b) the conditions under which it may be kept; c) the length of the loan; and d) that the material may not be transferred to a third party, within or without the Museum, without the approval of the lending department.

DISPOSITION

The Museum recognizes that collections are not static and must be continually improved to reflect new research directions, to complete the record of life they represent, and to support new exhibitions. Improvement includes growth through new acquisitions and exchanges. It also includes judicious removal of materials from the collections through exchange, gift, or sale to other institutions or agencies. In such transactions, the Museum must rely on the competence and judgment of its professional staff -- those who are entrusted with the selection, care, and use of the collections -- or other experts acceptable to them.

Reason

Specimens and artifacts are normally retained in the collections, as long as they retain their physical integrity and continue to be relevant to the scope and purpose of the collections. When these conditions no longer prevail, objects may be removed by exchange, donation, sale, or destruction. Reasons to approve a disposition request shall be:

- a) the specimen or artifact is damaged beyond the point at which it can be used;
- b) the material does not relate or is tangential to the Museum's scope of collections, research or educational activities;
- c) the data are insufficient to document the specimen or artifact;

- d) the specimen or artifact is a health hazard;
- e) the specimen or artifact has little scientific or educational value;
- f) the specimen or artifact will be destroyed during sampling;
- g) ownership of the specimen or artifact has been determined adverse to the Museum;
- h) repatriation is required or requested and deemed appropriate;
- i) the Museum is unable to provide proper care, and another repository has been determined to be more suitable.

Approvals

In the normal management of the collections, curators may exchange, donate, sell, or otherwise dispose of specimens and artifacts, pursuant to the above reasons, subject to the approval of their department chair and to any additional approvals required by the department's collection policy.

The additional approval of the Provost and the President shall be required for a) a sale or donation of an object whose monetary value might reasonably be expected to exceed \$2,500, b) disposition of a restricted gift or bequest, or c) disposition of a gift within 10 years of receipt or within the donor's lifetime. Where the value exceeds \$25,000 or the restrictions are deemed by the Provost or President to be material, then the further approval of the Collections Committee shall be required. In considering the removal of specimens and artifacts from the collections, the judgment of the department chair and the curator-in-charge and other appropriate members of the curatorial staff, to the extent practical, shall be followed. Documentation of the basis for disposition shall be recorded in department inventory records.

Restrictions

Material proposed for disposition shall be reviewed to determine if it is under any restrictions. Where restrictions exist as to use or disposition of an object, the Museum shall act as follows: a) mandatory conditions shall be observed unless deviation from their terms is authorized by a court of competent jurisdiction; b) objects to which non-binding restrictions apply shall not be disposed of until reasonable efforts are made to comply with the restricting conditions; c) if the value of any such object exceeds \$2,500, the Museum will make reasonable efforts to notify the donor if it intends to dispose of the object within ten years of receiving the gift or within the donor's lifetime, whichever is less. If there is any question as to the intent or force of restrictions, the Museum will seek the advice of its legal counsel. The unique and special nature of human remains and funerary and sacred objects shall be considered in disposition decisions concerning such collections.

Preference shall be given to placing material that is part of the historical, cultural, or scientific heritage of New York State or of the United States at institutions within the state or nation, respectively. Alternatively, the object may be transferred to the Museum's Department of Education for use in public programs. If the object is offered for sale, preference shall be given for sale at public auction or the public market place in a manner that will best protect the interests of the Museum.

Use of Proceeds

The proceeds realized from a sale must be used for acquisitions to the collections or for direct management, care or preservation of the collections. Objects that have lost their value to the collections because of alteration, replication, deterioration or other compelling reason and have no value for exchange, sale, or donation may be discarded or destroyed. Objects shall not be given or sold privately to Museum employees, officers, members of the Board of Trustees or committees, or their representatives, except under extraordinary circumstances and when approved as provided above.

ETHICS

Identifications and Authentications

Museum employees shall not, in their official capacity, give appraisals for the purpose of establishing the tax-deductible value of gifts offered to the Museum, nor shall they appraise, identify, or otherwise authenticate for other persons or agencies natural history specimens or artifacts under circumstances that could encourage or benefit illegal, unethical, or irresponsible traffic in such materials.

Aside from those prohibitions, it is beneficial to the Museum for staffmembers to assist collectors and other museum professionals in identifying, authenticating, and assessing the quality and condition of natural history specimens, artifacts, and documents. Information of this kind, provided in writing as a part of an employee's official capacity at the Museum, must be accompanied by the Museum's disclaimer that the information is an opinion, subject to change upon acquisition of new information, and is not to be used in a purchase or sale transaction, nor published without the consent of the Museum employee. All assistance, whether written or oral, shall be provided free of monetary or other compensation, unless otherwise approved by the Provost.

Use of Museum Property and Services

Museum employees, officers, trustees, and committee members shall not use Museum facilities or staff for appraisals, conservation of objects, or storage of their personal collections. Use of Museum collections, collection data, documentation, and illustrations by Museum staff shall be in accordance with Museum standards of professional practice.

Personal Collecting

While employed by the Museum, scientific staff members must not compete with the Museum in creating personal collections in the discipline in which their Museum responsibility lies. All collecting made within scientific staff's discipline during field research sponsored or financed by the Museum shall be the property of the Museum.

An employee should not seek to add to his or her collection within his or her discipline while employed by the Museum. An employee who joins the Museum with a personal collector with a list of specimens or artifacts in that collection. In the event that the employee should seek to add to his or her collection, any purchase valued at \$500 or more shall be offered by the employee to the department prior to acquisition into the individual's personal collection. All purchases shall be reported to the department chair on an annual basis. For the purposes of this policy, a personal collection is taken to mean: specimens, artifacts, documents including photographs, prints, rare or out-of-print books, and the like. Although it is understood that an employee is not restricted from selling objects from his or her collection, an employee may not act as a dealer, buying and selling natural history objects for profit.