

# **Collections Policy of the Mineralogical and Geological Museum at Harvard University**

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## **Mission Statement**

The Mineralogical and Geological Museum at Harvard University is committed to the development and preservation of world-class collections of minerals, rocks, ores, meteorites and gems for research, education and public display. We strive to meet the needs of students and faculty at Harvard University as well as the geological community and general public at large by serving as a uniquely rich resource of materials and information.

## **Introduction**

The Mineralogical and Geological Museum at Harvard University (MGMH) is committed to continuing the careful management and thoughtful development of the museum collection for the

benefit of the university and public. As written by the American Alliance of Museums (AAM) “It is incumbent on museums to be resources for humankind and in all their activities to foster an informed appreciation of the rich and diverse world we have inherited. It is also incumbent upon them to preserve that inheritance for posterity.” A policy must be in place to provide the MGMH with a guide as to who determines if an object, specimen or collection should be acquired, cared for, used or removed, and the ethical and legal guidelines to which staff must adhere during the course of their work and to provide guidelines and transparency to researchers, donors and the general public as to the policies and methods of the MGMH.

The collections management policy of the MGMH is guided by the American Alliance of Museum’s Standards and Best Practices and the International Council of Museums Standards and Guidelines, as well as the Harvard University management policies. This document has been formally reviewed and accepted by the Museum Committee of the Mineralogical and Geological Museum at Harvard University as the accepted policies of the MGMH and is now in general use at the MGMH. Recommendations for changes to these guidelines are encouraged and may be submitted by any staff to the curator or director of the museum for review and adoption. The document will be reexamined at least once every five years for general review and revision of the policies outlined within to ensure that contemporary standards are being integrated and all new laws and ethical considerations have been addressed within the museum’s daily activities. This Collections Management Policy supersedes all previous collections management documents, and shall remain in effect until the Museum Committee approves a new version of this document. Any questions regarding this policy should be directed to the director.

## **History, Overview and Uses of the Mineralogical and Geological Collections**

The origins of the Mineralogical and Geological Museum at Harvard University (MGMH) dates back to the late 18<sup>th</sup> century when a small research mineral collection was housed in the Chemistry Department. The geological collection which also dates back to the late 1800's was part of the Museum of Comparative Zoology. The Museum of Comparative Zoology, with its geology collection, along with the mineral collection completed museum founder Louis Agassiz' vision of a complete Natural History Museum at Harvard University. In 1977, both collections were united under a single entity, the Mineralogical & Geological Museum, to create a repository of specimens to aid teaching at Harvard University.

Over 200 years of collecting and scientific study have produced the MGMH collection that is generally defined by its encyclopedic coverage, its wealth in rare specimens and scientifically important specimens, and the high quality of the display specimens. A major focus of the museum is to develop and preserve world-class collections through purchases and donations. The MGMH Collections are the result of research in mineralogy, petrology, mining geology and planetary sciences that have developed four main collections: Minerals, rocks and ores, meteorites and gems, with focus collections within each major collection

- **The Mineral Collection** – The Mineral Collection is the most recognized collection at the MGMH due to its size, broad representation and quality of specimens. Some of the collection is arranged systematically (by chemical composition), and some paragenetically (by geological occurrence). There are over 100,000 mineral specimens arranged systematically. Focus collections or special suites are identified by a common location or donor, and represent an important component of the Mineral Collection. Some important focus collections include Franklin and Sterling Hill, New Jersey, Langban, Sweden, the New

England region, and gold. There is also a special collection of type specimens which are used in the initial description of a species of mineral. The MGMH cares for approximately 600 type specimens, and about 50 discredited specimens. The Thumbnail and Micromount Collections consist of small to minute mineral specimens, respectively, and consist of more than 10,000 specimens.

- **The Gem Collection** – The Gem Collection also dates back to the late 1800's when J. P. Cooke acquired the first gems. In 1923, Prof. Palache started a systematic gem collection thanks to the A. F. Holden endowment. Later, during the 1980's this collection grew substantially due to purchases, gifts and bequests. The collection currently consists of more than 1,100 gems with special focus on the New England region, paralleling the suite of local minerals. The collection consists predominately of loose faceted stones, with some jewelry and lapidary objects.
- **The Rock and Ore Collection** – The Rock and Ore Collection consists of more than 150,000 specimens that were mainly collected by faculty and students. This rare and unique collection contains specimens from some outcrops that are no longer accessible and some ore bodies that have been completely mined out or the mines are closed. The Rock Collection is arranged into igneous, metamorphic, and sedimentary rocks, and includes early geological research within the New England region and world-wide explorations and active research within the Earth and Planetary Sciences department, such as the Charles Langmuir, Paul Hoffman and Francis Macdonald collections. The Ore Collection is arranged by locality and includes the Mining and Economic Geology collections. There are regional and topical focus collections and suites within the Rock and Ore Collection, used for

teaching and research. Most of these collections have additional thin and polished sections, materials actively used within the department by students and outside researchers.

- **The Meteorite Collection** – This collection holds a broad representative group of meteorites, with nearly 550 distinct meteorites, and about 1,500 specimens from nearly 700 different falls. Specimen weights range from <0.1 gr. to 180 kg. It includes the collections of J. Lawrence Smith, a famous 19th century American chemist, and Q. David Bowers, a contemporary collector particularly enthusiastic about pallasites. The museum also holds a historical collection of thin sections from H. Hensoldt. There is a small ancillary collection of impactites and tektites.

Distinct from the four major collections due to composition and use is the Teaching Collection, a collection of over 30,000 rocks, minerals, fossils, and other aids used to teach the fundamentals of geology at the Earth and Planetary Sciences Department at Harvard University. The Teaching Collection is actively being built from museum specimens of unknown provenance and/or specimens that are not of display quality. This collection is housed at the Harvard Science Center for use in laboratory study and student work.

There are auxiliary collections of reference books, manuscripts, archival material, scholarly research, and periodicals to aid in the understanding of the collection and the dissemination of the information contained within the collection. The three notable purposes for the collection as delineated in the mission statement of the MGMH are research, education and public display. Research is supported by the availability of mineral and rock samples for investigative research studies and documented mineral standards for laboratory use. High quality photographs are available to augment and illustrate research studies and support education. Samples representing both typical and less common formations of minerals and rocks are available for use in classrooms,

teaching laboratories, and in museum settings. Attractive specimens are used and available for permanent display in the museum's gallery and temporary display as part of traveling exhibits and loans to other institutions to demonstrate the unique and aesthetic qualities of mineralogical and geological formations.

### **Collections Management Policy Document Objectives**

This document will outline and expound upon the following points for how the Mineralogical and Geological Museum at Harvard University (MGMH) will:

- provide transparency to donors, researchers and other members of the museum community as to the policies, procedures and ethics of the MGMH
- describe what is the scope and purpose of the MGMH and where it exists within the greater Harvard University body
- affirm that the MGMH and all of its associated individuals are in full compliance with all applicable laws, both domestic and international
- affirm that the MGMH is in line with the ethical standards of Harvard University and notable and respected museum associations regarding, general ethics, dealing and appraisals
- describe what are the goals and priorities for acquisition of new collections objects and who has the authority to make acquisition decisions
- outline the conditions of acceptance of new materials acquired by the museum and the steps needed to accession new objects
- outline the methods of documentation for newly acquired specimens, loans and other aspects of museum documentation

- ensure that documentation of the collections meets or exceeds the standards in use by the professional museum community
- outline the policies for access and research within the collections, including destructive research
- outline the policies and procedures for loans from the collection for exhibit and research to other institutions and to individuals
- To define the conditions of permanent removal of objects from the collection, and to outline the methods of disposal used by the museum



## Management of the Museum

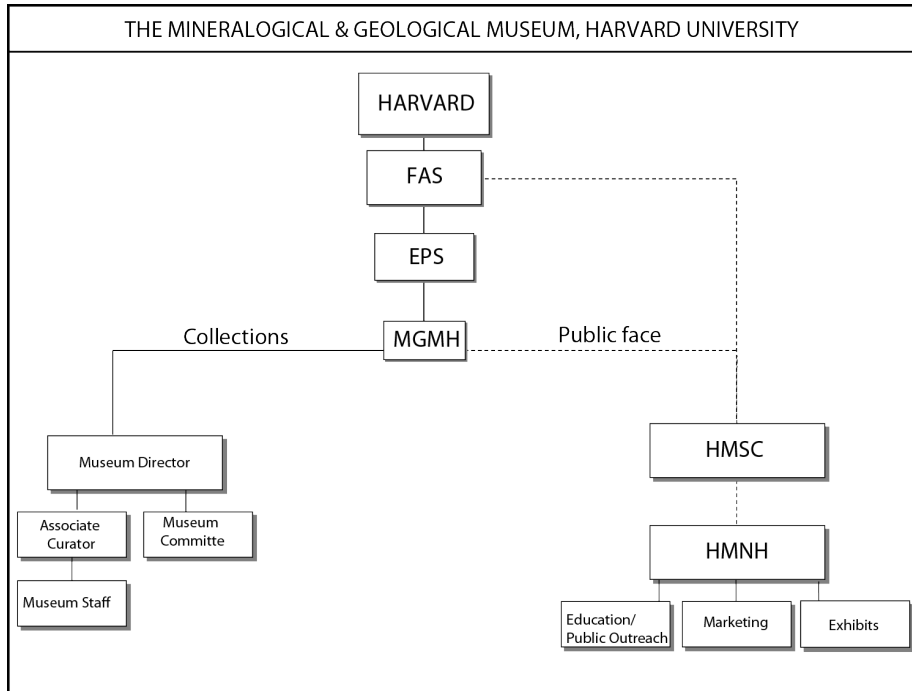


Figure 1: A chart showing the organization of the Mineralogical and Geological Museum at Harvard University (MGMH) with relation to Harvard University, the Faculty of Arts and Sciences (FAS), the Earth and Planetary Sciences Department (EPS), the Harvard Museum of Natural History (HMNH) and the Harvard Museums of Science and Culture, (HMSC).

The MGMH is housed in the Department of Earth and Planetary Sciences (EPS) of the Harvard Faculty of Arts and Sciences (FAS), Division of Science. The Museum Committee (2013) is formed by Charles Langmuir, Director of the MGMH and Higgins Professor of Geochemistry of EPS, Andrew H. Knoll, Fisher Professor of Natural History and Professor of EPS, Francis Macdonald, Assistant Professor of EPS, Raquel Alonso-Perez, Ph.D. Associate Curator and Paul Kelley, EPS Laboratory Director. The curator is accountable for all activities within the MGMH and reports to the director concerning all collections activities. Most of the day-to-day activities are delegated to

the curatorial assistants by the curator. These responsibilities include collections documentation, general collections care, and supervising support staff, student workers and volunteers. Specialized responsibilities, such as loans, accession and deaccession decisions, etc. will be addressed and outlined in the relevant sections of this document. Actions that fall outside of typical management procedures are acceptable in cases of emergency.

### **Code of Ethics and Standards of Conduct and Behavior**

The collections management policy of the MGMH is guided by the American Alliance of Museum's Code of Ethics, the International Council of Museums Code of Ethics and the Harvard University Code of Ethics, as well as any and all laws pertaining to museum collections and fiduciary trust that the museum is a part of.

“A conflict of interest exists when individual commitment to the University may be compromised by personal benefit. Employees are expected to avoid situations or activities that could interfere with their unencumbered exercise of judgment in the best interests of Harvard University.” – The Harvard University Code of Ethics, 2013

“Loyalty to the mission of the museum and to the public it serves is the essence of museum work, whether volunteer or paid. Where conflicts of interest arise—actual, potential or perceived—the duty of loyalty must never be compromised. No individual may use his or her position in a museum for personal gain or to benefit another at the expense of the museum, its mission, its reputation and the society it serves.” – AAM Code of Ethics, 2013

“Loyalty to colleagues and to the employing museum is an important professional responsibility and must be based on allegiance to the fundamental ethical principles applicable to the profession as a whole.” – ICOM Code of Ethics, 2013

The relationship between museum staff and institution must be based on mutual trust and sound judgment. Staff must be committed to the mission, goals, and policies of their institution and avoid conflict of interest or even the appearance of conflict of interest with their institution. Critical areas for potential conflict of interest include personal collecting, dealing, gifts, and outside employment and consulting. In terms of internal practices, appraisal, authentication and deaccession are considered as well, and will be addressed in their individual sections within this document. These rules and guidelines shall be effective immediately for all current staff upon acceptance of this document by the Museum Committee, and shall be enforced for all new staff, student employees, volunteers and interns of the MGMH.

Staff, interns and volunteers of the MGMH are obligated to not give any impression of personal gain or breaches of confidentiality in relation to the MGMH at any time during their association with the MGMH. At no time should the museum staff give any indication that a dealer or dealership is being given or is entitled to preferential treatment with regards to acquiring or disposing of specimens. Similarly, at no time should the staff of the MGMH give any indication that a particular appraiser or appraisal company is preferred or is receiving preferential treatment.

### **Personal Collecting**

Any staff member or person affiliated with the museum with a private collection in the same discipline as the museum's collections and directly working with specimens at the MGMH must provide a complete and detailed inventory of their collection to the museum committee and cease collecting for the benefit of their private collection for the period of time that they have access to and are in contact with the collections. The only exceptions to this rule are collections obtained through inheritances or through a gift given to the staff member without the prior knowledge or influence of the staff member. Staff members should not form long-term gift giving relationships

with any individual or company for the benefit of adding to their collections. All collections inventories submitted to the museum must be updated promptly upon the event of receiving a new mineral specimen or collection of any value. All material collected by employees during museum sponsored field trips become property of the museum. Personal collections should not be stored on museum property. Research and conservation on museum time using museum equipment should only be done with institutional permission. These rules are in place so that no staff member should ever compete or be perceived as competing with the museum for the acquisition of an object or as being in conflict with the best interest of the MGMH.

If a staff member decides to dispose of all or part of their private collection, it should first be offered to the museum as a gift or at fair market value. If the museum declines the offer, the collection should be sold at public auction to avoid the appearance of favoritism with dealers. Similarly, a staff member should not negotiate personally with a dealer with whom the staff member also does business with for the museum.

If staff members lend objects from their collection for an exhibition in the museum, they should lend them anonymously. Similarly, if an object or work in staff members' collections is used in a museum publication in any capacity, that object should be credited as anonymous.

### **Dealing**

Staff members are also forbidden to participate in personal dealing in any way. Dealing is here defined as buying and selling for personal profit. A staff member must not act as a dealer, be employed by a dealer, or retain a financial interest in a dealership.

## **Identification and Appraisals**

Staff members of the MGMH are expected to be reasonably familiar with the fair market values of the items in their collections; however, staff members are in no way to offer appraisal services to donors or the public. Individuals wishing to obtain a monetary value for their object or specimen for insurance, tax-deductions or other purposes should consult independent appraisers. In response to request from the public for identification of objects, curators may offer a professional opinion, so long as the identification does not infringe upon the other duties of the employee or encourage or benefit illegal, unethical or irresponsible traffic and trade of such materials. The curator must take care to offer no definitive judgments or opinions on the authenticity or value of an object, and must make clear that the curator is not acting as an appraiser in this situation. Curators may offer identification and authentication in response to legitimate requests of professional, educational or governmental bodies or their agents.

## **Acquisitions and Accessions**

### **Focus Areas for Acquisition**

Any acquisition to the museum should support the goals of the institution, and any accession should strengthen the permanent collection to better serve the objectives outlined in the mission statement. The MGMH Collections are exceptionally strong in particular areas and active enhancement of these exemplary features should be pursued. At the same time, less developed areas of the collections have a large amount of potential, and a great deal of room for growth and development.

Within the MGMH Mineral Collection, one area of collecting priority is systematic mineralogy, and the addition of new and rare mineral species is a focus. Similarly, significant

additions to the collection's geographical and topical strengths including the New England region, Franklin and Sterling Hill in New Jersey, Arizona copper deposits, Tsumeb, Namibia copper deposits and gold, are all a priority.

The MGMH Gem Collection features many unique and fine gem materials, especially from the New England region. Additional cut stones, particularly rare or excellent examples, from the New England area are particularly desirable to enhance the collections. As well, rough and cut examples of well-known and publicly sought gem minerals, such as diamonds, emeralds, rubies and sapphires are a main focus of collections growth.

A strength of the MGMH Meteorite Collection is the high number of falls it contains, which are meteorites that were collected shortly after they were observed falling. Falls are desirable because they have not been subjected to unknown periods of weathering. Additionally, the MGMH is particularly interested in acquiring new finds as well as rarer types of meteorites such as Martian meteorites. Fresh fragments of all types of meteorites are desired to support the research community.

The future goal of the MGMH Rock and Ore Collections is to develop and maintain a comprehensive "Earth Archive" of analyzed and dated rocks for worldwide use in research. Collections growth in this area is enhanced by the acquisition of rocks collected during field trips that have been analyzed, dated and have thorough data for use in research, often from Harvard University sponsored research trips. The ore collection does not have a collection plan yet, but upon the development of the "Earth archive" project, this collection might follow a similar path. Any ores that have significant provenances or unique historical associations would be welcome additions to the current collections.

## **Acquisitions Criteria**

An acquisition is when an object, specimen or collection is obtained by the museum, including the transfer of ownership and legal rights to the museum. Acquisitions do not include loans, either incoming or outgoing, and the specifics of loans will be addressed in an independent section. Acquisitions are closely reviewed for use in the museum, and the MGMH is under no obligation to accept all offered donations. The museum accepts materials that are display quality or valuable for research, which will be accessioned into the collection. The museum also accepts materials that will be used for university teaching, destructive research, museum education and other purposes that may not include formal accessioning into the collection. An accession occurs when an object is formally registered, catalogued and added to the permanent collection of the MGMH after careful review.

As the MGMH has finite resources with which to care for specimens, the museum must carefully plan for objects that come into the collection. All growth of the collection must proceed in an orderly and controlled manner with the interests of the collection, the museum's goals and the museum's constituents in mind. It is vital that all specimen acquisitions be within the full letter and intent of the law and in line with all ethical considerations. The current collecting and acquisitions criteria for the MGHM include, but are not limited to:

1. The object's relevance to the mission and collecting goals, and consistent with the purposes and activities of the museum
2. The potential of the object to be used for exhibition or research
3. The availability of proper resources (storage space, staffing, etc.) to care, store, preserve and use the object in line with currently accepted international museum standards

4. The object's quality and current condition, what immediate conservation work the object may require, and the scope of conservation the object might require in the future.
5. The completeness of the accompanying documentation to ensure a fair and clear acquisition, and to make the object useful to the museum for exhibit, research, teaching, etc.
6. The availability of all rights titles and interests. These should be free and clear for the museum without restrictions as to the use, handling, storage, etc. of the object, subject to review in special circumstances.
7. The degree, if any, to which the retention of copyright or other intellectual rights by the donor, vendor or transferor which would impair the museum's use of the object, subject to review in special circumstances.

Other criteria unique to each situation will also be addressed with each individual object, and the circumstances involving the transfer of the object into the MGMH. It is intended that all accessioned objects will remain in the collection as long as they retain their physical integrity, their authenticity or their relevance to the mission of the MGMH, and that all objects acquired for other purposes will be used and cared for within the guidelines set forth by the ethical bodies discussed in the section regarding ethics.

### **Methods of Acquisition and Restrictions**

Acquisitions intended for use in the MGMH may come to the museum through several routes, each with its own considerations and concerns. The means by which an object or collection is acquired will play into the collection committee's decision to approve the acquisition.



- Gifts and Donations – Gifts can take several forms including a full gift (the donor transfers all ownership to the museum), a partial gift (in which the donor retains some ownership of the object or the object’s copyright), a restricted gift (in which the donor places restrictions, requirements or limitations on the use, display or other aspect of the gift), and a promised gift (in which the object is put in the museum’s care with the understanding that the ownership of the gift will pass to the museum after some pre-determined amount of time). All full gifts are warmly welcomed, and will be reviewed according to the criteria listed above to ensure that the gift is used in the way most beneficial for the museum and its constituents. The three latter gift options should be weighed carefully to determine if the restrictions and uncertainties that are associated with the gift’s limitations and restrictions are out-weighed by the importance or value of the gift. Typically the museum should not accept objects with unnecessary restrictions, either upon the object or upon the intellectual rights, as the restrictions are not in line with best museum practice, do not reflect the needs or expectation of the museum and/or are at odds with Harvard University guidelines. Important and/or valuable gifts will be addressed on a case-by-case basis with close council from the appropriate Harvard University offices.
- Bequests – When a donor expressly states in their will and last testament that a certain part of their estate should be given to the museum. The museum encourages those intending to bequest objects to the museum to discuss with museum staff any intentions, and work with the museum to formulate the bequest documentation. The museum is in no way obligated to accept or accession any bequest to the museum, particularly if the bequest was developed without the consultation of the MGMH as to the guidelines and limitations of the bequest. Upon transferal of the bequested objects to the museum, the lawyer or estate

manager must also provide a copy of the will dealing with the bequest to the museum for review and collection management. If heirs and assigns wish to give or donate a collection from an estate, this should be treated as a gift or donation and not as a bequest.

- Exchanges – When two institutions give and receive objects reciprocally. The MGMH restricts exchanges to only other non-profit institutions to ensure the object(s) being exchanged remain in the public domain. If an exchange is in consideration the Museum Committee, director or curator will review the importance of the object to be released from the collection and the object to be acquired, and determine if the exchange will serve the future of the museum in the best way possible following the guidelines laid out under the section dealing with deaccessions.
- Purchases – An acquisition that is obtained by the payment of money to an outside vendor or collector in exchange for collections material. Criteria for accessioning pertaining specifically to purchases include the fairness of the purchase price, the possibility that a comparable object could be obtained by gift or bequest, the availability of funds to purchase and care for the object(s), and the cost of acquiring the object as compared to the importance of the object to the collection.
- Field Collected Material – The Earth and Planetary Science Department of Harvard University and the MGMH actively promote field trips and outings by students and staff to experience work in the field, and may result in the acquisition of new potential collections specimens. Objects will be assessed for their long-term contribution to the museum collections, the availability of space and staff resources. Material may be placed in the education collection if it is not deemed appropriate for the permanent research collection.

- Previously Un-catalogued Material – Materials in the museum’s custody that have not yet been catalogued or recorded in any meaningful way will be carefully assessed to determine if the material is owned by the MGMH, and if not, who is the appropriate owner. If an owner can be located, they will be contacted and given due notice of the MGMH having possession of the object or collection. A good faith effort on the part of the museum will be made to locate the owner of the object or their heirs and successors. If no action is taken on the part of the owner or their heirs and successors after 2 months, the object will be considered to have been donated to the MGMH, who will take full ownership of the object and all of the associated legal rights. Material owned by the MGMH will be evaluated for permanent accessioning and cataloguing using the criteria set out for all new accessions.

### **Accessions and Accession Records**

Objects and collections that have been acquired by the museum must be approved for accessioning by the current curator and/or the museum’s director before an object begins the process of entering the museum’s collection permanently. It is understood that when a museum accessions an object or collection, the intent is for that object or collection to remain in the collection in perpetuity with the proper storage, care, management and documentation that is afforded the rest of the permanent collection. The museum must be able to accomplish this while integrating the new object or collection and without compromising its ability to properly store and care for the objects already accessioned into the museum.

### **Collections Documentation and Data Control**

Cataloguing is the act of identifying each collections object in detail and assigning it a unique identifying number for tracking and information control. All objects in the permanent collections will be catalogued in the current database or cataloguing system in line with locally

established standards. Objects are catalogued as soon as possible after entering the museum to prevent any backlog from forming, and a strategic plan for cataloguing previously existing backlog should be put in place to bring the catalogue up to an acceptable standard as soon as possible.

### **Catalogue Records**

Catalogue records provide object specific information associated with an object through the unique identification number assigned to the object. All documentation and records associated with the provenance and scientific value of the specimen will be kept in object files. These records will be retained indefinitely for research and object management.

### **Inventories and Location Control**

Inventories occur on a regular basis, with high value collections being inventoried at a higher frequency than the research or reference collections. Internal inventories occur regularly, including spot inventories, “book to floor” inventories, “floor to book” inventories, and “drawer by drawer” inventories. Complete inventories of research specimens should happen on a rotating schedule according to location, and should be conducted at a pace deemed reasonable by the curator of the museum

Additionally, externally initiated audit occurs biennially, and is conducted by an independent party, higher Harvard administrators at the Office of the General Counsel (OGC) selected and engaged by the director of the museum. The audit report is provided to the director with copies made available to the curator of the museum.

### **Deaccessions**

A deaccession is when a collection object, which includes accessions acquired by gifts, donations, exchanges, purchases or any other museum object is exchanged with or given to

another non-profit institution or physically removed from the collection by means of sale or intentional destruction. This includes individual objects accepted as a part of larger collection gifts which do not enhance the quality of the existing collections, and items that have severely deteriorated or have been damaged beyond repair. The act of accessioning an object or collection presumes the intent to maintain that object as part of the museum's collection in perpetuity, and objects will be retained permanently if they continue to be relevant and useful to any of the purposes and activities of the museum, and if they can be properly stored, preserved and used. The act of deaccessioning is considered extraordinary and must be initiated and practiced in strict accordance with MGMH policy, Harvard University Policy and Massachusetts State laws and regulations. All deaccessioning activities will be guided by the ethical considerations laid out by the American Alliance of Museums, the International Committee of Museums and other professional museum resources.

An object or collection may only be considered for deaccession if the MGMH can prove that it has a free and clear title to the object and there are no legal restrictions on the deaccessioning of the object or collection. If there is any question as to the ownership of the object and the museum's right to disposition, legal council must be consulted. All proposed deaccessions must be submitted to and meet the approval of the curator and the director of the MGMH. Large scale deaccessions will require the approval of the MGMH Museum Committee to ensure that a fair and balanced decision regarding the deaccession is reached if a large set of objects is nominated for deaccession by the curator and/or director.

When reviewing a proposed deaccession, the museum and its associates shall review the following considerations to ensure the museum's commitment to the proper management of the collection and the adherence to all ethical considerations:

- Does the disposal of this object respect the protection and preservation of the cultural and research resources that are entrusted to MGMH?
- Does the deaccession fit into the collections development plan by strengthening the collections?
- Does the deaccession involve ‘flipping’ collections pieces solely for monetary gain or individual gain? This goes hand in hand with the staff ethics of ‘dealing’, and is strictly forbidden. No object should be acquired for the sole view of selling later for financial gain, be it for the museum, university or personal gain.
- Does the deaccession best serve the needs of all of the museum’s constituencies including researchers, museum visitors, historians and others?

In the rare event an object is approved for deaccession, the appropriate deaccessioning form will be filled out and signed by the appropriate staff. This paperwork will include any research that has been done to determine the provenance and legal standing of the object, any communications with the donor, reasons for deaccession, and any other pertinent information. This information will be kept indefinitely within museum files.

Each deaccessioned object should be disposed of in the method that best suits the object and the current situation. The method of disposal should be done in such a way that takes into account the best interests of all parties involved – the MGMH, the public trust, and the research community. All accession and cataloging markings should be removed, if possible, from the object before disposal to prevent confusion over ownership at a later date. The primary method of deaccession will be to maintain the object or collection being disposed of in the public domain through exchange or placement with another institution where the object(s) may serve the purpose for which they were originally accessioned. Certain objects that no longer fill a role in the

collections at the MGMH can still serve the public and researchers at another institution, and it is for this reason that donation, sale or exchange with another non-profit organization or educational institution should be pursued before any other mode of disposal is considered.

Any objects sold to any non-profit or non-educational entity must be sold at a public auction in a manner that will best protect the interests, objectives and legal status of the MGMH. No gifts to individuals shall be made with deaccessioned objects, and no objects will be privately sold to individuals.

If an object or collection is sold to a non-profit or at a public auction, the proceeds will be used in line with the recommendation of the AAM Code of Ethics: "Proceeds from the sale of nonliving collections are to be used consistent with the established standards of the museum's discipline, but in no event shall be used for anything other than acquisition or direct care of collections." Consistent with this statement, any proceeds from the sale of specimens, funds obtained through exchanges or donations, or any form of monetary income, from the deaccessioning of collections objects will be used by the MGMH solely for the direct acquisition of new specimens that support the mission and goals of the MGMH, or for the direct and immediate care of other objects that are currently within the MGMH collections. Any other use would not be consistent with internationally accepted museum standards and would be inappropriate for the MGMH and Harvard University.

### **MGMH Mineral Standards**

Making reputable reference materials available to the research community is an important museum activity that supports science at its most basic level. Well characterized minerals are used as standards to calibrate instruments and are thus critical to modern analytical methods. There are

currently a series of mineral standards provided by the MGMH in partnership with the IAGeo LTD that have been analyzed multiple times and with different methods (see appendix D) and are being heavily used by the scientific community. The museum is committed to protect the mineral standards for present and future research, across laboratories and interdisciplinary sciences, to promote its fair use among the scientific community by providing an appropriate quantity per person/per institution/per year, to market them to the geoanalytical community at modest cost, to promote and track the distribution and related published science of the standards, and to provide funding to MGMH for the further development of its research collection.

### **Material for Destructive Research Analysis**

The MGMH makes reference quality minerals available to qualified researchers for destructive research upon submission and approval of written requests. Prior to submitting a written request for permission to conduct analytical sampling or obtain samples for destructive research, researchers are encouraged to schedule a visit to the museum. This visit will enable the researcher to conduct an assessment of material available in the collection and to select specific objects for which sampling permission is sought. For information on arranging research visits, see contact information on our website.

The written research request should include the following information:

- Date of request.
- Requestor's name, institutional affiliation, address, telephone number, and e-mail address.
- Description of the project, including its significance, research methodology, and expected results.



- Type of analysis proposed and information about who will perform this analysis, including name of institution and full contact information.
- Explanation why noninvasive or nondestructive analyses cannot be used to address the research questions.
- Discussion of other possible sources of objects and explanation of why the Museum's collections represent the only or best source for sampling.
- List of specific items requested for sampling, including MGMH numbers.
- Sample or size and/or weight.
- If the requester is a student, the request must be accompanied by a letter supporting the project from the faculty member supervising the student.

The staff of the MGMH will review and approve the research requests as quickly as possible, but researchers should expect to wait up to 2 weeks for a response. Factors taken into consideration when approving a destructive specimen request include scarcity of the specimen, quantity being requested, and the demand for the request specimen.

### **Guidelines for destructive meteorites requests at MGMH**

- Meteorites requests will be subject to a review cycle at the beginning of every semester in the Fall (last business day of September) and Spring (last business day of February).
- The remaining mass of the requested meteorite other than small rare meteorites after allocation must be at least 2/3 of the original mass.
- The mass of small rare meteorites (less than 50 grams) after allocation must be at least 80% of the original mass. Rare meteorites are defined as meteorites other than type 4-6 ordinary chondrites, including rare type portions of large meteorites.

- Allocations of any rare meteorite will generally be limited to samples less than 1 gram and less than 3 grams for other meteorites.
- Requests without producing a full-length publication within two years will be reviewed by the museum committee at the review cycle prior to any more material allocation.
- Any small meteorite (less than 5 grams) will not be, in general, loaned out.
- Requests will be allocated to only one lab per institution.
- Requests are limited to no more than 10 samples per request/review cycle.
- Requests are limited to 10 grams per allocation, and 20 grams in total per requestor.
- Promptly upon completion of the proposed research, unused or remaining meteorite samples must be returned to MGMH

## **Loans**

### **Outgoing Loans**

Outgoing institutional loans are subject to the terms outlined in the loan agreement form (see appendix A). Only specimens that have been properly accessioned and catalogued will be available for loans. Loans are generally for the duration of one year or less. Loans may be extended beyond one year subject to the approval of a renewal request. Typically, no loans are made for longer than five years. All loan requests must be submitted in writing and addressed to the curator or director of the Mineralogical and Geological Museum. The following information is necessary for consideration:

- Details of the specimen/s being requested for proper selection of specimen/s to be loaned (catalogue number, locality, etc.)
- Nature and purpose of the loan: exhibit, education and/or non-destructive research

- The requested duration of the loan within the one-year maximum
- Non-destructive research requests should outline the nature of the study and the expected results

All loan requests are reviewed and approved by the curator or the director of the museum.

Upon approval of the loan, the borrowing institution understands and accepts the responsibility to pay all agreed expenses as described in the loan agreement, including but not limited to insurance, packing, shipping, transportation (including the cost of any museum personnel who may be required to travel with the loan), and exhibition. Expenses associated with specimen loans may be waived at the discretion of the curator or director of the MGMH.

Following consideration and approval, the requestor is provided with an estimate of the costs associated with the loan and proof of insurance may be requested. Each specimen or group of specimens loaned is documented on an individual loan agreement and photographed for record-keeping purposes. A copy of the photograph will be provided to the requestor for their loan documentation. A condition report will accompany exhibition loans, and must be reviewed upon receipt of the object, and again upon return of the object. Any evidence of changes to the loan during transit or during exhibition must be immediately reported to the lender.

Specifications of loan return are to be made at the time of loan negotiation. Notification of the loan's return must be made a minimum of one week in advance. Arrangements for return are to be in line with the conditions agreed upon in the loan agreement. Upon return of a specimen in good order, the loan will be closed and removed from the active loan file. A copy of the closed loan will be provided for the borrowing institution's records.

If the loan results in publication of any kind, the Mineralogical and Geological Museum will receive attribution and a complimentary copy of the published work. For photographic publication, please refer to our “Statement of Intended Use of Photographs, MGMH” form and “Contract for Permission to Use or Publish Copyright MGMH Photographs” (see appendices B and C), which will need to be submitted to the curator prior to any photographic publication resulted from loaned material.

Individuals should be aware that loans are typically not made to those not affiliated with an educational or research facility, but exceptions can be made for certain circumstances. Individuals typically cannot provide the security and care for an object that a larger facility would be able to provide, and the long-term security of the collection may be compromised by numerous loans to individuals. Unaffiliated individuals should contact the MGMH to discuss the nature of their loan requests, the purpose of the loan and the duration of the loan. Unaffiliated individuals requesting a loan should be prepared to provide similar information to that requested of institutions.

### **Incoming Loans**

All incoming loans will be approved in advance by the director of the MGMH. The director may delegate this authority to the curator or other staff. There should be a clear connection between the museum’s mission and the purpose of the borrowed object. The following information is necessary for consideration by both the Director of the MGMH and the loaner:

- The intended use of the specimen
- Details of the specimen being requested for loan (catalog number, locality, etc.)
- The requested duration of the loan within the five-year maximum

- Safety and insurance provisions the museum will make to ensure the safety of the specimen during transportation and use.
- Who will be responsible for monitoring and caring for the loaned objects
- The intellectual rights the MGMH would like to request for the object and any limitations imposed by the lender

All lenders must be able to prove they have the free and clear title to the object or collection being lent, and the lender must inform the museum if the ownership of the loaned object or collection changes hands at any point of time during the loan period. The museum adheres to the "Guidelines Concerning the Unlawful Appropriation of Objects During the Nazi Era", the Native American Graves Protection and Repatriation Act of 1990 and any AAM documentation regarding ethical lending procedures when reviewing incoming loans.

The museum should be able to keep the object on display for a substantial portion of the loan period, and the loaned object should be in good enough condition to withstand the ordinary strains of packing, handling and display in the museum. The museum will not exhibit objects or collections to enhance their market value, nor will the museum accept any commission or fee from the sale of objects used in a MGMH exhibition. The museum reserves the right to withdraw an object from exhibit if it appears there might be commercial exploitation of the loan or if the loan appears to bring discredit to the museum.

Following consideration and approval by both parties, the estimate of the costs will be requested from the lender. Insurance will be discussed on a case-by-case basis. Each specimen or collection will be documented in an incoming loan agreement and photographed for record-keeping purposes. A copy of the photograph(s) will be provided to the lender for their loan documentation

upon request. Condition reports will be filled out to the specifications of the lending group. Any evidence of changes to the loan during transit or during exhibition must be immediately reported to the lender.

Specifications of loan return are made at the time of loan negotiation. The museum will not store the object long term after the exhibit or research period is over, and will make every attempt to return the object in a reasonable frame of time. Incoming loans are typically for one year with renewal based upon the current use of the object for research or exhibition. Notification of the loan's return will be made a minimum of one week in advance. Arrangements for return are to be in line with the conditions agreed upon in the loan agreement. Upon return of a specimen in good order, the loan will be closed and removed from the active loan file. A copy of the closed incoming loan documentation will be provided for the borrowing institution or individual's records.

### **Old Loans and Abandoned Property**

The term 'old loan' applies to any expired or unclaimed loan whose lender cannot be easily located. Property considered abandoned in the museum is subject to Massachusetts General Law Part II, Chapter 200B, Disposition of Museum Property. In accordance with the law, the museum may request the withdrawal of any property deposited in the museum, by written notice directed to the depositor, if known, with a one-year period for the lender to respond. Failure to remove property from the museum following a valid provision of notice and a good faith effort to locate the lender may result in the depositor's loss of title and the MGMH acquiring the title and all of the associated rights to the object. Upon the loss of title by the depositor, the MGMH will be at liberty to manage the object as it sees fit, including disposing of the object in accordance with the guidelines set out in the section on Deaccessions.

## **Access, Research and Use**

### **Access to Collections at the Museum**

The Mineralogical and Geological Museum at Harvard University welcomes researchers to visit the museum collections in order to do research. The museum requests that researchers contact the curator of the collections at least two (2) weeks in advance to arrange a mutually convenient time to visit and to allow museum staff to prepare for the research request.

Researchers are encouraged to send a detailed statement listing the purpose of the visit, what they hope to see while visiting including catalogue numbers where available, the desired result of the visit, and the ultimate research goals. Researchers should be aware that the MGMH strives to provide accurate and up-to-date information on all specimens in all areas of the museum, but accuracy of the information is not guaranteed and many old records, labels and notations are retained with the collections objects. Researchers should maintain appropriate levels of academic and intellectual skepticism while working with the collections.

Tours of the collections space by small groups may be arranged with the curator of the collections at least one month in advance of the group visit. Tour requests should include the size of the group visiting, the average age of the tour group, if the tour group would like to focus on any particular topics, and if the tour groups would like any additional educational component to the tour. Tours will be permitted as time and space are available.

Staff shall accompany researchers and tour groups at all points of time during their visit to the MGMH. Research quality photographs of objects (lower quality than publication grade) will be permitted to be taken by the researcher. High quality, publication photographs will be provided by the MGMH for minimal fee, which may be waived at the discretion of the curator. Arrangements

may be made with the staff of the MGMH for the loan for an object for high quality photographs (refer to the section regarding loans). The MGMH retains all copyrights and intellectual rights to images of the specimens taken by MGMH staff as well as by any other individual and/or institution either on the Harvard University Campus or at any other facility, and will make the copyright available to the photographer as agreed upon by the two parties. The museum reserves the rights to waive any fee. Please see copyrights and permissions sections under appendices B, C, and D.

### **Access to Collections Objects on the Internet**

Information about collections objects will be made available, with photographs, on the MGMH website through the museum's database, The Museum System (TMS), as objects are catalogued and photographed. Collections of important research and cultural value, as well as fragile or high security collections, will receive priority when staff catalogues and photographs objects.

Images will be available online in low resolution format, and high quality images will be made available for research and publication for a small fee. Fees may be waived depending upon the intended use. Researchers and publishers should fill out and submit a Contract for Permission to Use or Publish Copyright HMM Photographs to the curator of collections for review.

### **Access to Collections Records**

Records about the collections are generally made available to researchers, but records may be withheld at the discretion of the curator or director. Records regarding the value of the collections, donor information and insurance information will not be released in any circumstance. Records researchers should follow the same protocol as specimen researchers, and submit a research request to the curator of the collections at least two (2) weeks in advance to the desired



visit date. The request should include a detailed statement listing the purpose of the visit, what they hope to see while visiting including catalogue numbers where available, the desired result of the visit, and the research goals of the visit. Researchers should be aware that the MGMH strives to provide accurate and up-to-date information in all areas of the museum, but accuracy of the information is not guaranteed and many old records, labels and notations are retained with the collections objects. Researchers should maintain appropriate intellectual skepticism while working with the collections.

## **Safety and Security**

### **Museum Personnel Safety**

The MGMH follows Harvard University's general health and safety procedures for staff safety. All accidents should be reported to the staff supervisor immediately and the proper reporting procedure should be followed.

### **Collections Security**

The security of the collections is of utmost importance to the museum, as part of the MGMH mission is to maintain and manage the collection for future exhibition and research. Prevention of theft and damage is of utmost importance. The collection is covered by the Harvard University Historic, Artistic, Scientific & Cultural Heritage Materials Insurance Program administered by the Harvard University Insurance Department.

Staff, students and volunteers will report any unusual situations or areas where they feel the safety and security of the collections are being compromised to the curator of collection immediately. Visitors may be asked to store their personal belongings in a secure location during tours of the collection space, or allow a search to be conducted of their personal items at the end of

the tour. The curator will discuss any further security measures with visitors prior to the scheduled visit.

### **Risk Management for the Collections**

Please see the separate Risk Management Policy for details regarding management of natural disasters, theft, pest management and insurance.

### **Conclusion**

This document has been reviewed and approved for use by the Mineralogical and Geological Museum of Harvard University. It will be made available to the public, and print copies will be made available upon request to all potential donors and supporters of the museum.

**Appendix B: Mineralogical & Geological Museum, Harvard University - Statement of Intended Use of Photographs**

**Mineralogical & Geological Museum, Harvard University - Statement of Intended Use of Photographs**

Please print this screen to submit orders by mail or via email to:  
Mineralogical & Geological Museum  
Harvard University  
24 Oxford Street,  
Cambridge, MA 02138  
[ralonso@fas.harvard.edu](mailto:ralonso@fas.harvard.edu)

Date _____
Requestor Name _____
Organization _____
Federal ID # for Non-Profits _____
Address _____

**MATERIAL REQUESTED**

MGMH - Harvard Image Number(s):

MGMH ID# Digital File # Title:

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**USE TO BE MADE OF MATERIAL REQUESTED:**

Book  CD-ROM  magazine/newspaper  scholarly journal  video/ DVD  eBook  
 Dissertation/thesis  non-broadcast documentary  promotion other (please specify) \_\_\_\_\_  
 Television: Commercial \_\_\_\_\_ Public television \_\_\_\_\_  
Broadcast only \_\_\_\_\_ Broadcast & all media (excludes future media not yet invented) \_\_\_\_\_  
 Brochure/ catalog: Image size ¼ pg. \_\_\_\_\_ 1/2 pg. \_\_\_\_\_ 3/4 pg. \_\_\_\_\_ Full pg. \_\_\_\_\_ Cover \_\_\_\_\_  
 Online/ web site: up to 1 year \_\_\_\_\_ 1-5 years \_\_\_\_\_ 5-10 years \_\_\_\_\_  
 iPhone or Android Application (app)  
 Exhibition: Temporary \_\_\_\_\_ Traveling \_\_\_\_\_ Permanent \_\_\_\_\_  
 PowerPoint: Temporary \_\_\_\_\_ Traveling \_\_\_\_\_ Permanent \_\_\_\_\_  
 Calendar

**Title/Description:** \_\_\_\_\_

**Author/Producer:** \_\_\_\_\_

**Publisher/ Production Co.** \_\_\_\_\_

**Publication/Broadcast/Opening Date:** \_\_\_\_\_

**Image(s):** B/W \_\_\_\_\_ Color \_\_\_\_\_

**Placement:** Interior \_\_\_\_\_ Cover Dust/Jacket \_\_\_\_\_: Full \_\_\_\_\_ Composite \_\_\_\_\_ Other (please specify) \_\_\_\_\_

**Print Run/Circulation:** \_\_\_\_\_ ISBN (if available) \_\_\_\_\_

**Territory:** North America \_\_\_\_\_ Worldwide \_\_\_\_\_

**Languages:** Single Language \_\_\_\_\_ Two or More Languages \_\_\_\_\_

**Editions:** First use \_\_\_\_\_ Reuse \_\_\_\_\_

**I hereby agree to the terms and conditions and credit guidelines set forth in the HMM - Harvard Contract for Permission to Use or Publish Photographs:**

**Requester signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_ **Date** \_\_\_\_\_

**Use Approved (MGMH - Harvard authorized signature)**

**Note: Countersigned permission form and invoice for use fees will be sent to the attention of the person requesting permission unless otherwise noted. Permission for use is not authorized until form has been countersigned by HMMG - Harvard. Permission is contingent upon payment of all fees.**

## Appendix C: Contract for Permission to Use of Publish Copyright HMM Photographs

### **Contract for Permission to Use or Publish Copyright HMM Photographs**

President and Fellows of Harvard College, Harvard Mineralogical Museum (hereinafter, "HMM - Harvard") supplies an image in the requested format for **onetime use** only and for the purpose listed in the attached, "Statement of Intended Use Form." Any subsequent edition reissue, translation, etc., in any medium constitutes reuse and must be applied for in writing. There is a reuse fee. Ordinarily there is no charge for non-commercial use of such images, i.e., for standard scientific publication.

By signing below, the Requestor agrees to the following Terms and Conditions and Credit Guidelines:

#### **Terms and Conditions**

One complimentary copy of any published work, including CD-ROM products, in which the image appears, must be provided to HMM. Requester may not reproduce copies of the images nor grant other parties permission to create reproductions or facsimiles of the image, except that reproductions of the image may be made for on-line or paper course-pack materials containing all or a portion of Requester's work listed below, subject to Requestor's compliance with the other requirements of this contract.

HMM - Harvard does not grant Requester exclusive use through this contract and retains its rights to publish and/or grant permissions for others to do so.

HMM - Harvard reserves the right to limit the number of photographic copies; to restrict the use or reproduction of rare, valuable, or sensitive materials, to refuse permission for inappropriate uses; and to charge different fees from the ones listed in the attached "Images Fees." Unless expressly approved in advance by HMM - Harvard, images must be reproduced unaltered and in their entirety; images may not be cropped, overprinted, printed on color stock, or bleed off the page. No Image used by Licensee will exceed 1 mega pixel dimension (1600 x 1200 pixels) for web use.

Except in accordance with the credit guidelines below, Requestor shall not use or register the name "HMM - Harvard", "Harvard" (alone or as part of another name) or any logos, seals, insignia or other words, names, symbols or devices that identify HMM - Harvard, Harvard or any Harvard school, unit, division or affiliate ("Harvard Names") for any purpose except with the prior written approval of, and in accordance with restrictions required by, Harvard. Any usage by the requestor is not endorsed or sponsored by Harvard Names, nor shall the requestor imply that any usage is endorsed or sponsored by Harvard Names.

**Copyright** to any photograph of HMM specimens, either taken by the HMM staff photographer or, if taken by another photographer and regardless of the intended use, are retained by **the President and Fellows of Harvard College**.

#### **Credit Guidelines**

The following standard credit format must be utilized for each image or further permissions will be denied:

**“Courtesy of the Harvard Mineralogical museum, Name of specimen, HMM ID#, (follow by the information associate with the specimen, such as locality, mine, country, etc...) @ copyright 2012, President and Fellows of Harvard College. All rights reserved.”**

The HMM - Harvard reserves the right to require inclusion of additional credit information or other notices and to charge liquidated damages of \$1000 for failure to comply with agreement guidelines. We ask that you comply with these guidelines and conditions:

**Published Materials:** the credit line should appear on the same or facing page as the image or on a separate photo credits page. Each individual image used must be credited properly.

**Films, Filmstrips, and Video Presentations:** include the credit within the “Sources for Illustrations/Images” or “Credits” section of the production.

**Exhibitions:** the credit should appear in the exhibition area, preferably directly below or adjacent to the original copy.

**Web use:** the credit should appear either adjacent to the image or in a “Sources of Illustrations/Images” section. Digital images must include the full negative number with the name of the digital file. The Uniform Resource Locator to <http://www.peabody.harvard.edu/> (The HMM - Harvard’s main web page) should also be included. No Image used by Licensee will exceed 1 mega pixel dimension (1600 x 1200 pixels) for web use.

**iPhone or Android Applications (Apps):** the credit should appear either adjacent to the image or in a “Sources of Illustrations/Images” section. Digital images must include the full negative number with the name of the digital file. No Image used by Licensee will exceed 1 mega pixel dimension (1600 x 1200 pixels).

**eBook:** the credit line should appear on the same or facing page as the image, or on a separate photo credits page. Each individual image used must be credited properly.

**PowerPoint:** the credit line should appear on the same slide as the image, or on a separate photo credits slide. Each individual image used must be credited properly.

Sign and date \_\_\_\_\_



## Appendix D – References to Studies Analyzing the MGMH Standards

Dyar et al. (2001) Reference minerals for microanalysis of light elements. Geostandards Newsletter 25, 441-463

McGuire et al. (1992) Mineral standards for electron microprobe analysis of oxygen. American Mineralogist 77, 1087-1091

Tomascak et al. (1996) J. Geol. 104, 185-195.

Tomascak, P.B., Krogstad, E.J., and Walker, R.J. (1998) Canadian Mineralogist 36, 327-337.