

## **I. INTRODUCTION**

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One of the major responsibilities of the scientific curators of the New Mexico Museum of Natural History & Science is the orderly development of the Museum's collections in paleontology, biology, geology, and mineralogy. These materials are collected in the field by the Museum's staff and representatives, or acquired through purchase, gift, or exchange. They comprise a heritage of the natural history of New Mexico and the American Southwest, held by the Museum in trust and in the public interest, so that present and future generations may use them to acquire and disseminate knowledge of the natural history of this region. It is the express policy of the curators to act ethically and legally in the acquisition of these materials, from whatever source, and to act responsibly with respect to their continuing preservation and disposition. The objective is to acquire and to retain materials of appropriate quality that are relevant to our purposes and our programs as a scientific and educational institution.

The Museum recognizes that collections can never be static. They must be improved continually in quality and representation to reflect new research directions, to complete the record of natural history they represent, and to support new and improved exhibitions. The improvement process includes orderly growth through new acquisitions; it also includes exchange and judicious removal of materials (not to include voucher or type material) and their disposition through gift to other institutions or agencies or, in extraordinary circumstances, by discard. In such transactions, the Museum must rely heavily on the judgment of its curators—those who are entrusted with the selection, care, and use of the collections.

It is the intention of the Museum to maintain standards for the collections that are in accordance with, or are superior to, the standards set forth by the American Association of Museums (AAM), American Society of Mammalogists (ASM), Association of Systematic Collections (ASC).

## **II. STATEMENT OF PURPOSE**

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The purposes of this statement are to establish policies and guidelines for the acquisition of specimens to the collections of the New Mexico Museum of Natural History & Science, specify standards of conservation and care of collections, and delimit the circumstances and methods by which materials shall be removed from the Museum collections.

The specific goals of this statement are to:

- establish priorities and authorization for the acquisition of new collection materials;

- affirm that the Museum, its staff, and representatives shall be in full compliance with laws and regulations, both domestic and foreign, governing the transfer of ownership and movement of specimens across political boundaries;
- affirm that high ethical standards are met by the Museum and its staff in all transactions;
- ensure that the standards of documentation for and care of specimens shall equal or exceed those current in the respective scientific disciplines relating to particular collections;
- define the conditions of acceptance that may be placed upon materials acquired by the Museum; and
- define the conditions and the procedures for removal of specimens from the collections.

These policies are concerned with the collections maintained by the Science Division, hereafter referred to as “permanent collections” or “collections,” including material placed on display in the Museum exhibits. Material on loan from other institutions or from individuals will be maintained according to the policies of the lending institution or individual, but in no case below the standards that apply to the Museum’s permanent collections. These policies do not refer to acquisition of other property, real or personal, such as real estate, for which the Board retains absolute responsibility and control.

### **III. BACKGROUND ON COLLECTIONS**

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The New Mexico Museum of Natural History & Science acquires and preserves collections concerning the natural history of Earth, particularly as related to New Mexico and the American Southwest. These collections, organized by scientific disciplines and preservation requirements, are maintained by the scientific curators of the Museum.

Collections range from intensive coverage of a geographic area or biotic group to extensive coverage of the world’s natural history. Intensive coverage is useful in detailed research efforts, such as monographs and area studies, whereas extensive coverage permits broadly comparative studies, supports identification services, and provides maximum flexibility in the selection of exhibit materials.

The collections provide the basis for original scientific research, whether carried out by members of the Museum staff, by scholars throughout the world, or by visiting scholars working at the Museum. These collections also form a basis for the continuing reappraisal of our knowledge of natural history. In addition to the production and dissemination of scientific research through publication, the Museum translates

knowledge about man and nature for the public by means of exhibits, lectures, and other appropriate media. Presentation of such knowledge to the public is based on carefully selected parts of the collections and relies heavily on the knowledge and expertise of the scientific staff. Identification services for non-specialists, teaching and graduate-training uses, and similar activities are an everyday part of collection uses. Thus, the Museum's policies toward its collections bear directly on its continuing ability to influence and support the scientific community through research and educational activities, and the lay community through education.

In addition to the permanent collections, the Museum has smaller teaching collections of expendable materials, maintained by the Chief of Education (see section on Education Department Teaching Collection).

The New Mexico Museum of Natural History & Science cannot engage in indiscriminate acquisition. The diversity of nature is so very great that comprehensive collecting is impossible. The financial aspects of fulfilling the Museum's continuing obligation to preserve, maintain, and use representative specimens also necessitate restrictions in our acquisition capabilities. Consequently, a schedule of priorities for new acquisitions should be adopted. For similar reasons, consideration must be given to policies covering disposal of specimens or collections that may no longer be appropriate or necessary for the Museum's area of interest, or that play a role in specimen exchange or donation agreements with other institutions (see Deaccession Policy).

It is the policy of the museum to maintain a balanced program of collections that will, in conjunction with the other collections in the state, represent the broad spectrum of natural history without unnecessary duplicating the collections held by other agencies and institutions. To this end, a complete and ongoing inventory of the general assets of other state agencies, museums, and institutions shall be maintained by the Registration Department.

#### **IV. SCOPE OF COLLECTIONS**

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The Museum's collections are organized by scientific discipline and include specimens, documentation, and library resources relating to paleontology, biology, geology, and mineralogy. The collections are subdivided as follows:

- **Paleontology:** primarily vertebrate paleontology, with smaller collections of invertebrate paleontology and paleobotany. The Museum has the largest and most comprehensive systematic paleontology collections in New Mexico. The Museum is the repository for paleontological specimens from state lands administered by the Bureau of Land Management and the State Land Office. The collection includes two accessioned but largely uncataloged collections orphaned from other institutions (the University of New Mexico and the New Mexico Bureau of Mines and Mineral Resources).

- Biology: mammals, birds, botany, land and marine mollusks, entomology; the strong emphasis on Southwestern biogeography is vital to the research of this region.
- Mineralogy: geologic holdings other than paleontology, New Mexico and worldwide minerals, gems, gem art (jewelry and sculpture) and geologic specimens from New Mexico and Southwestern localities.
- Archives: collections-specific records, field notes, photos, video, and documents pertaining to the history of the institution and its collections.
- Library resources: items used for the Museum's in-house and outreach programs.
- Art and Artifacts: non-specimen holdings of artwork; murals, fabricated models for exhibit, and sculptures.

## **V. RESPONSIBILITY**

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### A. Board.

1. Fiduciary responsibility for the collections rests solely with the Board of Trustees and acquisitions and certain deaccessions require Board approval. The Registrar will submit bimonthly reports of all acquisitions to the Board. In addition, the Director will present to the Board an annual report summarizing collections development by discipline, storage space used, and remaining and projected collections needs.
2. The Board of Trustees of the New Mexico Museum of Natural History & Science, in compliance with its fiduciary responsibilities, shall at least once a year conduct a random on-site inspection of a reasonable number of specimens in the Museum's permanent collections.

### B. Curatorial

Responsibility for the selection, care, and use of the scientific collections rests with the curators. It is the responsibility of the curators to obtain and keep accurate written records of specimens and the conditions of their acquisition, and to evaluate the significance and quality of materials proposed for acquisition or for removal from the collections. It shall be the responsibility of each scientific curator of the New Mexico Museum of Natural History & Science to establish guidelines for the areas of coverage, standards of documentation, and specific growth for each collection. These guidelines shall be consonant with the policies stated in this document. Such individual guidelines shall be reviewed by the

curatorial staff, approved by the Director, and reported to the Board of Trustees at regular intervals to ensure that they not only conform to basic Museum policies, but also reflect any change in circumstances since the last review.

C. Registration

It is the responsibility of the Registrar to work with the Science Division to oversee all collections activities, to care for all collections (owned and borrowed) on exhibit; and to serve as both the authority on, and advocate of, collections related issues.

D. Science Division Curatorial Committee

The Science Division Curatorial Committee, composed of the Museum Director, Chairman of the Science Division, Registrar, and the appropriate curator will make decisions on acquisition and deaccession of certain specimens into and from the permanent collections. Circumstances where responsibility for acquisition or deaccession reside with the curator, Curatorial Committee, or Board are detailed in the accession and deaccession policies.

## **VI. ACCESSION POLICY**

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The term “accession” involves acquisition by:

- gift, purchase, exchange, or any other transaction by which title to incoming material is transferred to the Museum and approved by the Board of Trustees; or
- field collection in which the Museum is assigned responsibility for specimens under state, federal, foreign or local government permit or agreement and is approved by the Board of Trustees.

A. Priorities and Authorization for Specimen Acquisition

The specific direction and intensity of growth of any particular collection will be at the discretion of the respective curator, but in all cases growth will proceed in an orderly and controlled manner. It is imperative that specimen acquisition be accomplished fully within the letter and intent of legal and ethical constraints.

1. Priorities for acquisition of specimens

- The first priority will be to strengthen collection areas in which the Museum has a current interest in exhibits, research, or education.

- The second priority will be to develop synoptic collections that represent the natural history of New Mexico.
- The third priority will be to obtain collections of a general nature that are within the broad interests of the Museum, but do not fall under the higher priorities.

Objects should not be accepted or otherwise acquired by the Museum unless the following conditions are met:

- 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 are consistent with professionally accepted standards;
- c. if acquisition is made by gift, purchase, or exchange, a signed acquisition contract detailing any and all restrictions must be received and agreed to by the Museum, following the guidelines in A.2.b.;
- d. clear title is obtained by the Museum and accession of the material is fully in keeping with any contractual restrictions;
- e. it is intended that the objects shall remain in the permanent collections as long as they retain their physical integrity, their authenticity, and their relevance for the purpose of the Museum.

The responsibility for selection of materials for potential acquisition by the Museum rests solely with the curators. No material will be accepted on approval by the Museum for potential acquisition without the express written authorization of the appropriate curator. Material accepted on approval by the scientific curators, but not judged to be of scientific, educational, or exhibit value will be returned immediately to the donor with a letter of gratitude and suggestion for disposition of the material. In some cases, the donor may be referred to the Museum Foundation for disposition of material (via public auction) to benefit the Museum. All such referrals must be fully within the spirit and letter of all covenants and restrictions regarding sale of natural history specimens. Prior to rejection of any material, the Chief of Education will be consulted regarding potential inclusion of material in the Education Department Teaching Collection. All efforts must be made to render a decision in as short a time as possible. Any material accepted on approval will be accorded full care and maintenance, and the Registrar will file any and all relevant documents in the archives.

2. Authority to acquire for accession into the permanent collection.
  - a. Routine Acquisitions

Routine acquisitions are those valued under \$5,000 or whose purchase price is less than \$1,000, that do not require extraordinary preparation, conservation or storage, that do not have donor restrictions, and do not adversely affect the Museum's image. The designated curator for that collection must approve all routine acquisitions. The Chairman of the Science Division will authorize the curator(s) who are designated to approve acquisitions. Upon approval of the designated curator, the proposed acquisition will be recommended to the Board for formal accession into the Museum's permanent collection.

b. Non-routine Acquisitions

Non-routine acquisitions are those valued \$5,000 or more or whose purchase price is \$1,000 or more, or require extraordinary preparation, conservation or storage, or has donor restrictions or may adversely affect the Museum's image. The Museum's Curatorial Committee must approve all non-routine acquisitions. The Committee is comprised of the Museum Director, Chairman of the Science Division, Registrar, and the appropriate curator. Upon the approval of the Committee the proposed acquisition will be recommended to the Board for formal accession into the Museum's permanent collection. The Committee at its discretion may defer to the Board of Trustees.

- c. For purposes of (a) and (b) above, "extraordinary preparation, conservation or storage" involves more than 30 person/days of preparation per specimen, necessitates hiring of a contract conservator, or requires purchase of additional storage units.
- d. The Board at its discretion may set additional rules for accessioning. A bimonthly report will be given to the Board by the Registrar on all acquisitions to be accessioned. The Collections Committee of the Board, comprised of members of the Board, will review all acquisition reports one month prior to the meeting. This Committee may request more information and recommend tabling the vote on any acquisition until more information is provided. The Collections Committee may defer a decision to the full Board of Trustees.

B. Laws and Ethics Concerning Specimen Acquisition

Specimens will be acquired only when they have been collected, exported, and imported in full compliance with the laws and regulations of the country of origin, of the federal government of the United States, sovereign Native American tribes, nations, and pueblos, and of individual states within the United States. In particular, the Museum endorses and will abide by the 1970 UNESCO convention, pertaining to all objects determined to be cultural patrimony, and all wildlife laws including but not limited to, the Lacey Act, Endangered Species Act, Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), Marine Mammal Protection Act, Bald Eagle Protection Act, Migratory Bird Treaty Act, and African Elephant Conservation Act. Every reasonable effort must be made to ensure that

these conditions be met, that title to the specimens(s) may be transferred properly to the Museum, and that the Museum is informed of changing laws and regulations concerning specimen collecting, ownership, and movement across political boundaries. When in doubt about exact regulations, curators will contact the appropriate federal or state agency, or foreign country government, for information regarding laws and necessary permits. All documents pertaining to the legal collection, ownership, and transfer of specimens shall be part of the Accession Record of those specimens.

Should evidence be presented to the Museum that any object in its possession was acquired in violation of the principles and laws described herein, the Museum will conduct an investigation into the circumstances. If justified by the results of the investigation, the Museum will conduct deaccession procedures and return the object to its rightful or legal owner, to the extent that it is legally possible and practical to do so.

In addition to stringent laws, collections also are governed by a code of ethics that emphasizes the maintenance of professional standards. The ethics pertinent to an institutional collection depend upon the individual, in that the standards followed by the individual are the foundation of standards for the institution. It is necessary, therefore, for the individual to adhere to a strict code of ethics by making a conscientious effort to do accurate and thorough work, acting in a responsible and dependable manner, and encouraging others, particularly subordinates, to establish a similar set of standards.

Although adherence to ethics begins with the individual, guidelines for maintaining professional standards in acquiring and managing collections include:

- respecting all laws and regulations;
- having a purpose for collecting specimens;
- limiting collecting efforts to avoid adverse effects on populations, species, or sites of scenic interest;
- avoiding excessive collecting (i.e., beyond the needs of the collecting purpose);
- obtaining maximum use and information from all specimens collected;
- ensuring proper care and availability of all specimens collected;
- promoting accuracy and order in systematic collections; and
- maintaining and improving relations with people associated and concerned with collection of natural history specimens.



Curators of scientific collections have additional responsibilities to fulfill before acquisition is proposed. Not only must they maintain legal and ethical standards in dealing with incoming material, they must also determine the use or scientific value of such material. Material without any practical use or scientific value, or that has questionable authenticity, should not be accepted for any reason. The responsibility for accepting incoming material is further influenced by physical limitations. There must be an awareness of the cost, time, and space required to process and maintain the incoming material. Wherever proper care for any particular acquisition cannot be provided, the material should be deposited at an institution where these requirements can be met.

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

### C. Sources of Specimen Acquisition

Specimens may be acquired by the Museum through collection by authorized Museum staff and associates, collection and deposition by outside researchers, exchange, purchase, or gift. Material may be accepted on approval only by the appropriate curator, subject to the limitation below. Material may be proposed for acquisition only by the appropriate curator.

Every effort should be made to obtain free and clear title to acquired objects, without restrictions as to use or future disposition (see section A.2.b above for approval of restricted gifts). Where restrictions are attached to an acquisition, every effort should be made to place a reasonable limit on the time for which they shall apply and to define the conditions under which their force may terminate. Such restrictions as may apply to an acquisition will be stated clearly in the instrument of conveyance, made part of the Accession Record, and reported to the Board of Trustees. These conditions shall be observed strictly by the Museum. An inventory of all items that have restrictions shall be maintained by the Registrar and reviewed for compliance yearly by the appropriate curators.

1. Institutional Staff and Associates – The Museum encourages acquisition through the collecting efforts of its scientific curators and their associates. This material is usually accompanied by considerable data resulting from independent and cooperative research, adding significantly to the scientific value of the specimen as well as the collection. Further, acquisition in this manner is most likely to reflect the goals of the curator, leading to more orderly development of the collection in keeping with set priorities, and more effective development of Museum exhibits. These advantages justify

necessary expenses (travel, equipment, wages, etc.), and the Museum will attempt to provide these funds.

- a. Disposition of Voucher and Type Specimens – Voucher specimens represent a unique and special class of collections material. Voucher specimens are herein defined as specimens upon which published research (including accepted theses and dissertations) is based. Voucher specimens physically and permanently document data in a published report by verifying the identity of the specimens used in the study and ensure that a study that otherwise could not be repeated can be accurately reviewed and reassessed. Type specimens are voucher specimens upon which names of taxonomic units are based.

Traditionally, voucher and type specimens, whether collected by the institutional staff or donated by individuals not associated with the collections, are deposited into a collection with the implicit or explicit understanding that the specimens will be retained in the collection in perpetuity. It is the express policy of the Museum that any voucher or type material acquired by the Museum and entered into the Accession Record shall not be subject to deaccession. Further, at such time as specimens in the permanent collection are designated as voucher or type material, they shall be accorded the same status (i.e., not subject to deaccession). Voucher and type material will be so designated in the permanent collections catalogues and in the Accession Record by the Registrar. It is the responsibility of the Registrar to secure three copies (archival, library, and collections copies) of any publication that designates specimens in the permanent reference collections as vouchers or types, and to enter said citation into the permanent Accession Record.

Deposition of voucher specimens into the Museum by individuals not associated with the collections is encouraged. However, no specimens will be accepted unless accompanied by pertinent field notes and copies of all necessary permits documenting the legality of collection, ownership, and transfer of the specimens. Deposition of voucher specimens is a service, not an obligation, to the scientific community, and will be done at the discretion of the appropriate curator.

2. Exchanges—Acquisition through exchange of specimens is encouraged when such transactions involve specimens of good quality that are relevant to, and consistent with, the purposes and activities of the Museum. In such transactions, every effort must be made to acquire all pertinent information and materials associated with the specimens. All

correspondence related to the transaction becomes a permanent part of the accession record.

3. Purchases—Acquisition through purchase will occur only if ethical and legal guidelines are met, and when impractical to collect through other means. Prior to purchase, every effort should be made to acquire all pertinent information and materials associated with the specimens. Also, care should be taken to purchase only material that has been legally collected, possessed, and sold. In some cases, addition of a certification that the purchase item was obtained legally and is supported by appropriate documentation should be obtained from the seller at the seller's expense.

A legal instrument of conveyance, setting forth an adequate description of the objects involved and the precise conditions of transfer, should accompany all purchases, and should be kept on file as part of the permanent Accession Record of the purchase. This document must be signed by the seller, the appropriate curator, and (for items valued at over \$1,000) the Director.

4. Gifts—When a gift is accepted on approval, a receipt must be issued immediately to the donor stating explicitly that the material is accepted on approval. Prior to formal acquisition by the Museum, a signed acquisition contract must be received from the donor, detailing any and all restriction and obligations, and transferring legal title to the Museum. In some cases, addition of a certification that the gift item was obtained legally and is supported by appropriate documentation should be obtained from the donor at the donor's expense. Every effort should be made to obtain all possible information and associated materials concerned with the acquisition.
5. Permanent and Long-Term Loans—Although material on permanent or long-term loan (i.e., greater than two years) is not the legal property of the Museum, it will be treated at least according to the standards applicable to the Museum's permanent collections and the standards of the lending institution. Care must be taken to maintain accurate and current records of all permanent and long-term loans, and to ensure clarity and enforcement of all loan agreements. No permanent or long-term loans may be accepted without prior written approval of the Director, and written affirmation from the Director that all necessary facilities for proper care of the specimens will be available throughout the term of the loan. The primary responsibility for the care of specimens lent to the Museum for research rests with the curator involved in the loan transaction. The primary responsibility for the care of specimens lent to the Museum for exhibit rests with the Registrar.

6. Deferred Donations – some material may enter the collections through an intermediary (e.g., a private company doing paleontological or biological survey work; a private foundation). The Museum may agree in advance to accept the material providing it meets all criteria for donation. An agreement for deferred donations or transfer will be signed by authorized representatives of the Museum and the firm or foundation.

#### D. Determination of Monetary Value

It is recognized that the scientific value of specimens in the permanent collections supersedes any commercial value of the specimens. Actual fair-market values do exist for some material. For many specimens, no intrinsic commercial value should ethically be applied, as such application might encourage unscrupulous trafficking in natural history specimens. However, all natural history specimens require specific costs for collection, preparation, and maintenance, so that in all cases a value that is both reasonable and ethical may be established for insurance needs. Such values provide the basis for establishing specimen worth for instances of specimen transfer (e.g., shipping insurance) or in cases of accidental destruction that may be insurable. Actual cost estimates will be based on cost and fee estimates established and updated in the Costs and Fees Schedule of the Museum. If any single item in the acquisition could reasonably be expected to be of a value greater than \$1,000, or if the total acquisition could reasonably be expected to be of a value of greater than \$5,000, than an appraisal is required from an independent, qualified appraiser. Such an appraisal becomes part of the permanent Accession Record.

#### E. Staff Authorized to Receive Objects for the Permanent Collections

1. Only Museum curatorial staff or the Director may acquire objects for the permanent collections. This must be done in writing following all other guidelines regarding acquisitions.
2. Other staff members who may acquire objects with advance permission from the curatorial staff or the Director are the Registrar, collection managers, collection preparators, and adjunct curators. Permission must be done in writing following all other guidelines regarding acquisitions.

## **VII. ARCHIVES POLICY**

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The purpose of the Archives Program maintained by the Registration Department is to acquire, protect, and preserve records documenting the Museum's origin, policies, organization, functions, activities, research, collections, and history.

#### A. Access to the Archives

1. Researchers, staff, and others may access the archive by appointment only. All visitors must comply with guidelines regarding conservation of documents.
2. Information concerning the nature and location of any scientific resource on public land that requires permit under federal or state statute will not be released to the public without permission from the appropriate land manager. This restriction does not apply to books or published documents that are normally available to the public.
3. Following the guidelines of the New Mexico Inspection of Public Records Act, Section 14-2-1 et seq NMSA 1978 (1995 Repl), some information may not be publicly available if included in an exception of the Inspection of Public Records Act.

## **VIII. DEACCESSION POLICY**

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The term “deaccession” includes gifts, exchanges, or any other transactions by which title to material from the permanent collection is transferred from the Museum to another institution, as well as disposal of permanent reference material by discard or intentional destruction.

The decision to accession an item into the collection presumes the intent to maintain that item in the collection in perpetuity (as part of the common property of the people of New Mexico). Therefore, the act of deaccession or decision to deaccession is considered extraordinary and must be initiated strictly in accordance with this Museum policy and State law or regulation.

- A. Museums must be free to improve the quality of their holding through occasional sale, exchange, or disposal of collection items. Objects from the permanent collections will be deaccessioned only if they have lost their authenticity, physical integrity, or usefulness for Museum purposes. Voucher or Type specimens never shall be subject to deaccession (see section on destructive testing). Objects held by the Museum and that may be traded, sold, or otherwise disposed of include:
  1. gifts accepted as part of larger collections but that are not within the scope of Museum collecting guidelines;
  2. accessioned specimens that are no longer relevant for Museum purposes and that do not enhance the quality of existing collections; and
  3. items that have seriously deteriorated or that have been damaged beyond repair.

Extreme caution must be taken in considering removal of objects from the Museum collections. Legal authority to deaccession the item(s) must be clear, and advice of the Museum counsel should be sought if questions of legality arise. Furthermore, the condition of the objects(s) and circumstances of the removal must be carefully recorded. Private sale is not permitted. All items sold from Museum collections will be disposed of in accordance with the ethical standards of the American Association of Museums and New Mexico State law and regulation. Under no circumstances will items to which the Museum has title be given or sold to Museum staff or their families, to members of the Board of Trustees, or to staff and boards of the Museum support organizations, unless the items are sold publicly and with complete disclosure of their history. Museum collections are not part of the state inventory of depreciable property. The Museum will seek an appraisal from a qualified appraiser before any objects, with an insurance value of \$1000 or greater, to which it has title are sold or exchanged.

The process of deaccessioning may be initiated only by the appropriate curator, who must file a written statement with the Chairman of the Science Division, stating the reasons that the object should be considered for deaccessioning. If the Chairman approves, the decision to deaccession specimens will be made by the Curatorial Committee. Approval of the Director is required for deaccession of all items. Deaccession of items valued at over \$5,000 must be approved by the Board of Trustees upon recommendation of the Curatorial Committee. A complete file documenting each deaccession, including eventual disposition of the item(s) will be kept in the permanent records of the Museum.

## **IX. SAMPLING AND DESTRUCTIVE TESTING POLICY**

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Sampling and destructive testing is herein defined as the permanent alteration, removal, or destruction of part or all of a specimen in the course of scientific research. Some situations that require such processes include isotope dating, DNA and chemical contamination studies, pre-cleaning testing for solvents, X-ray diffraction and other powder-sample studies, cross-sections and thin-sections, preparation of light-stage microscope slides, preparation of SEM stubs, dissection of specimens, ecto- and endoparasite collections from host species, and other techniques specific to certain disciplines.

The New Mexico Museum of Natural History & Science recognizes that the systematic disciplines represent the most valuable base of historical, biological and geological information in existence, and further recognizes that judicious use of sampling and destructive testing may represent the most scientifically valuable use of some of its holdings.

Acceptable sampling and destructive testing practices are outlined in the procedures manual for each collection. Because these practices require the modification or loss of a

part of the collection, however small, they should always be documented. Where possible, specimens, samples or residues, printouts of results, photographs, or other documents should be added to the permanent specimen record to show what was done and with what results. Specimens subjected to destructive sampling are not considered to have been deaccessioned.

The decision to permit destructive work should be made only by the appropriate curator for that collection with the approval of the Director, not by the researcher or borrower. Conditions and limits must be agreed to in writing in advance of the work. Copies of the permission for destructive analysis should be routed to the Curatorial Committee. If the collection has no curator, the Curatorial Committee with the advice of experts in the discipline will evaluate the request and make recommendations to the Director.

## **X. ADJUNCT POLICY**

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The Science Division of the New Mexico Museum of Natural History & Science is charged with responsibilities in collections, research, education, and exhibits from which the prestige and credibility of the Museum are derived. Although the Science Division staff retains ultimate responsibility for the scientific aspects of Museum programs, it is recognized that staff members may require assistance in some programs from outside professionals. Thus, the Museum science staff continually cultivates and maintains a number of professional contacts and, when appropriate, recommends appointments for Museum adjunct status.

- A. Persons with strong interests or experience in Southwestern natural history research, interpretation, or preservation may be nominated by staff members of the Science Division as adjunct appointees to the Division. Nominations may be made in one of five categories, according to the following qualifications:
1. Adjunct Curator (including assistant, associate, and full curator levels, as appropriate): nominee normally holds a Ph.D. degree in a natural history-related discipline; exceptions (at the discretion of the nominating curator) are Masters-level scientists who are actively conducting collaborative research with a curator in the Science Division.
  2. Research Curator: nominee must hold a Ph.D. degree in a discipline relating to natural history, and be conducting research funded by grants or contracts through the Museum or the Museum Foundation.
  3. Adjunct Research Assistant: nominee must be a graduate student actively pursuing an advanced degree in a natural history-related discipline.
  4. Adjunct Preparator/Conservator: nominee must have demonstrated expertise in the preparation or conservation of natural history specimens.
  5. Adjunct Naturalist: nominee without the Ph.D. degree with a distinguished reputation in research or publication in natural history, or with expertise in collections, education, or exhibition in natural history.

- B. All adjuncts must adhere to the Science Division Policy regarding adjuncts.
- C. Adjunct appointment does not involve any legal recognition by the State of New Mexico, and Adjunct appointees serve at the pleasure of the Director. Adjunct appointees are not and shall not act as employees of the Museum in committing Museum resources, signing formal agreements (contracts, loans, MOUs, etc.) or representing themselves as Museum employees. Adjunct appointees represent the Science Division and the Museum in an academic and social sense, and shall abide by the Museum's Code of Ethics. Adjunct appointees of any category are bound by the ethical and legal constraints of the scientific curators of the Museum. Moreover, adjunct appointees may not directly or indirectly commit Museum resources for collection, preparation, or storage of specimens without the express prior written approval of the appropriate curator. These limitations are not intended to restrict the activities of adjunct appointees needlessly; rather, their purpose is to ensure the efficient development of collections and exhibits.

## **XI. LOAN POLICY**

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There are two types of loans: incoming loans (loans-in) and out-going loans (loans-out). Temporary physical transfers of material from the Museum that do not involve a change in ownership are termed "loans-out." Material that is physically transferred to the Museum is included in "loans-in."

- A. Outgoing Loans - Legitimate requests for information or examination of objects for the purposes of research, exhibition, or education are routinely honored through loans-out to qualified institutions. The following statements pertain to all loans-out:
  - 1. Objects are lent only to institutions, not to individuals. The maximum duration for short-term loans shall be one year, subject to renewal;
  - 2. Loans may not be transferred by the borrower to any other institution or individual without prior written approval from the appropriate Museum curator;
  - 3. Loans requested by students or associates require faculty or institutional endorsement and will be considered the direct responsibility of the faculty member or institutional representative endorsing the request;
  - 4. The Museum must be informed of and credited in any publication or exhibition that results from loaned objects. Copies of publications that result from loans must be deposited in the Museum's archives; and



5. Because of their unique nature Type specimens will be lent only with the Director's consent and approval of the Board of Trustees.
6. The Borrower must agree in advance to compensate the Museum for any object that is damaged or lost while on loan.

Requests for loans are processed in the order in which they are received and at the discretion of the curatorial staff. Loans must be approved by the appropriate curator, who is responsible for ensuring that all items leaving the Museum are properly documented and packed, that conditions are specified for their care, and that the loan is sufficiently insured. Loans of monetary value exceeding \$1,000 or of highly significant scientific value require the additional approval of the Director.

Original records of all loans must be filed with the Registrar at the time of shipment. Loans must be supported by an invoice that records all elements and conditions of the transaction.

Loan extensions may be granted upon receipt of a written request from the loan recipient. Loans made for periods of more than one-year are considered long-term loans, and are subject to approval by the Director. Long-term loans must be reviewed periodically (at least annually) by the appropriate curator.

- B. Incoming Loans - Loans of objects to the Museum are made in order to expand scientific research, exhibit programs, or public programs:
1. Only objects that the Museum can properly care for shall be borrowed;
  2. The Museum shall abide by the terms of the lending agreements of other institutions as necessary except in instances that conflict with New Mexico State laws or statutes. In cases of conflict with New Mexico State laws or statutes, the loan agreement must be negotiated to the satisfaction of all parties;
  3. Lenders must be made aware of abandoned property laws of New Mexico;
  4. Personnel authorized to borrow objects for the Museum:
    - a. scientific loans can be made only by the curator in charge of the research project;
    - b. exhibit loans are initiated and negotiated by the Senior Manager for Exhibits, but must be approved by the Director, Officer of Cultural Affairs, and signatory for the General Services Division, if State funds are being used to rent the exhibits;

- c. education loans are made with the approval of the Chief of Education and the knowledge of the Director;
  - d. object loans for exhibit or special events are arranged under the direction of the Director by curatorial staff or the Museum Registrar;
5. All incoming loans must have proper receipts issued upon arrival and must be registered by the Museum Registrar or registrarial staff as soon as possible after they arrive at the Museum.

## **XII. INTERNAL MUSEUM TRANSFERS**

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Movement of collection items within the Museum building or to other locations while under the Museum's direct responsibility are termed "internal transfers." Such transfers must be approved by the appropriate curator, and must be documented by inventory-control records signed by both the authorizing curator and the recipient. Collections items transferred to research laboratories, preparation laboratories, the Education Department, or Museum exhibits outside the Museum building will be checked quarterly by the Registrar to ensure that the material is being properly stored and handled.

## **XIII. CARE OF COLLECTIONS**

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The Museum shall provide safe conditions for all collections, including permanent collections and loans, by providing adequate space, suitable security, and a proper physical environment for every object in its custody. These conditions include regulation of conditions of light, relative humidity and temperature, and protection from pollutants and contaminants that may adversely affect the preservation of individual specimens.

### **A. Storage**

The Museum shall examine and prepare specimens prior to storage. This will include cleaning, pest control, and other measures consistent with professionally accepted conservation standards. There shall be a regular system of cleaning, pest control, inspection, and maintenance in all collection areas, including exhibit halls. The Registrar will maintain current inventory, location records, and movement records of all specimens.

### **B. Security**

In order to exercise proper trusteeship and to protect and preserve collections of the Museum, the Museum shall provide:

1. A fire prevention system.
2. Building security, which shall include:
  - a. an alarm system(s) that incorporates state-of-the-art detection and electronics and notification systems;
  - b. a key or combination locking system as appropriate;
  - c. exterior security system that includes video monitoring and automatic-recording equipment and parking-area surveillance;
  - d. personnel and video monitoring of staff, visitors, collections, and general property during normal operating hours and 24-hour video monitoring and automatic-recording capability of the Museum's interior exhibit spaces during off-hours and holidays;
  - e. an internal power source for monitoring equipment during power outages or intentional unauthorized power shut-downs;
  - f. a disaster plan for all staff members that delineates appropriate actions to take to safeguard collections in the event of any disaster, natural or man-made.

These systems shall be performance-checked at least annually and the Director will run unannounced spot-checks on each of the security systems components, at his or her discretion, at least once a year.

The Museum recognizes that each staff member is responsible for the preservation and protection of the collections and other Museum property.

#### C. Preservation and Conservation

In order to preserve and restore the natural history specimens in its care, the Museum shall provide the highest possible level of care for its collections. To this end, every effort shall be made to incorporate professionally accepted conservation principles into routine Museum practice. The Museum's statutory responsibility toward the preservation of its collections justifies necessary expenses for supplies, equipment, and staff, and the Museum shall endeavor to provide these funds. Basic conservation activities shall include:

- protection of specimens in exhibits, work, and storage areas from deleterious material interactions, vibrations, light of high intensity, fluctuations and

extremes of temperature and humidity, air pollution, natural hazards, and pests. To this end, an appropriate environment shall be developed and maintained when feasible in all areas of the Museum;

- examination and preparation of specimens in storage;
- the Museum shall provide supervision and training of personnel (staff or volunteer) involved in the handling of specimens.
- curators, collection managers, and preparators on the Museum staff shall employ certified conservation consultants when necessary and economically feasible, and shall be aware of agencies to which problems may be referred. Periodic surveys of conservation and preservation needs of the Museum shall be made by qualified conservators. These surveys will be followed by recommended treatment.

#### D. Food and Beverage Policy

1. Museum collections and exhibit areas are inappropriate for the preparation, serving, or storage of food and beverages. The residues from food and beverages may attract pests that can cause severe damage to Museum collections. Additionally some collections have been treated with substances hazardous to human health. Staff food consumption is allowed in office areas so long as all areas are clean and do not attract insect pests, as determined by pest monitoring procedures.
2. Museum café services will be made aware and must comply with the integrated pest management plan approved by the Director.
3. Exhibit galleries will not be used for food services without the knowledge and approval of the Director; in cases when it is approved, steps to mitigate possible pest problems must be in place.
4. Under no circumstances will food or beverages be allowed in a gallery where traveling exhibits are shown if the exhibit contract forbids such activities. The Registrar will inform staff of these restrictions in advance.

#### **XIV. MUSEUM INTELLECTUAL PROPERTY**

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Materials or items, including computer software, developed, written, designed, drawn, painted, constructed, or installed by staff while carrying out their responsibilities as employees of the Museum are considered to be the property of the Museum, with the Museum having the rights to all said property.

The Museum has the right to copyright, patent, or trademark materials produced by its staff while carrying out their job responsibilities as employees of the Museum when it deems it appropriate to do so.

The Museum is entitled to receive fees or royalties earned in conjunction with materials or items produced by staff while carrying out their job responsibilities as employees of the Museum.

The Museum actively encourages (and in the case of scientific curators may require) publication of original, scholarly research results in peer-reviewed professional journals, books, and other media. In all cases, results of research conducted by Museum staff during Museum worktime will include the Museum's address as part of the author's affiliation.

The Museum's ownership of or rights to intellectual property that was created while an individual was affiliated with the Museum continues after the staff person leaves the Museum for any reason, including retirement.

## **XV. FAIR USE POLICY**

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The New Mexico Museum of Natural History & Science is dedicated to providing knowledge and education through exhibitions, research, and educational outreach programs. The Museum is committed to complying with all applicable laws regarding intellectual property. This commitment includes the full exercise of the rights granted to users of copyrighted works under the "Fair-Use" provision of federal copyright law.

- A. The Museum will use due diligence in determining the copyright status of objects brought into the collections through gift, transfer, purchase, exchange, or objects lent for exhibition and will credit the copyright holder in all catalogs, pamphlets, press releases, or other educational publications.
- B. The Museum shall inform and educate applicable staff concerning the guidelines of Fair-Use and the four factors contained in 17 U.S.C. Section 107, and legal decisions relating thereto, which states that copyrighted material may be used or reproduced under special circumstances that constitute fair use. The Museum recognizes that determining fair use involves the weighing of interests. The interests relevant to fair use are:
  - 1. The purpose and character of these, including whether such use is of a commercial nature or is for nonprofit educational purposes;
  - 2. The nature of the copyrighted work;
  - 3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and

4. The effect of the use upon the potential market for or value of the copyrighted work.

The Museum reserves the right to evaluate requests for information and access to copyrighted collections on a case-by-case basis through the Curatorial Committee in conformity with State laws or regulations.

The Museum realizes that the doctrine of fair use applies to the usage of intellectual property originating in the United States and may not be applicable in other countries.

## **XVI. COLLECTIONS ACCESS POLICY**

This policy considers two major levels of access: access to the general collections and access to the vault. Public access to the general collections and the vault will be determined in conformity with any applicable State law and accepted collection standards. The Museum's interest in restricting access to its collections is to provide proper care and conservation of the collection.

### **A. Access to the General Collections**

#### **1. Access to the collections by Museum Staff**

- a. Access to collections (excluding collections in the vault) is restricted to curatorial staff, collections/preparation staff, registration staff, the Director, and (in emergency) the senior manager of operations. Keys to the general collections area are limited to these same staff members. Authorized personnel who require access must obtain a key from the aforementioned persons (using a sign-out procedure). A sign in – sign out log will be maintained showing who had access and when and for what purpose. Within the collections area, keys to individual collections are issued to appropriate curators, collections managers, preparators, and registration staff.
- b. A register, listing name, date, time, and reason for entry of all persons other than those listed under Section 1.a (above) shall be maintained in the Collections area.
- c. Each and every item removed from, or added to, the collection areas shall be documented by signed inventory control forms(s), to ensure that the inventory of the collection areas is updated continuously. No item shall be added to, or removed from, the collections area in the absence of the appropriate curator, registrar, or appropriate collections manager, unless prior written arrangements have been made.

- (i) a copy of the transfer form shall be given to the Registrar in a timely manner if processed by someone other than the Registrar.

B. Public Access to Museum Collections

1. Public access to collections requires written permission of the appropriate curator(s). Access to special collections such as artworks, documents, archives, and books is controlled by the registration staff.
2. Public access to scientific collections is limited by the normal Museum work schedule, exhibition, and research requirements, availability of work area, and staff time required to protect the collections and aid investigators with the collections and their documentation.
3. Access to the collections is provided for qualified individuals in response to their written or verbal research inquiries. Material may be borrowed for research, educational, or exhibit purposes; facilities also are available for visiting researchers. The access policies are intended expressly to promote long-term protection and conservation of specimens and records, while providing reasonable accessibility for study, display, and education purposes.
4. Access to unpublished maps and records of protected, rare, or endangered sites, or other restricted data, shall be subject to review by the appropriate curator(s) and the Chair of the Science Division. Unpublished manuscripts, field notes, and research records may be restricted to protect the author's rights.
5. The Museum staff is not obliged to assist inquiries that involve excessive time or cost to the Museum. Conditions may be imposed for requests that involve royalties, reproduction rights, copyrights, costs of reproduction, or credit to the Museum.

C. Access to Museum Collections in the Vault

1. Access to the vault is restricted to the Registrar, Associate Registrar, and the Director; all shall be bonded. Exceptions require the Director's written approval and notification of the Board at the next meeting.
2. The Registrar shall be notified of all vault entries made during his/her absence.

3. A register, listing name, date, time, and reason for entry of all persons, shall be maintained in the vault.

## **XVII. REPATRIATION POLICY**

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The Museum does not accept human remains or sacred or funerary archaeological artifacts into its permanent collections, with the exception of recent human skeletal materials that are used as part of the biology teaching or comparative collection and would be purchased from a reputable scientific supply house. The Museum is limited by its mission and purpose to housing appropriate collections of biological or geological specimens with their associated data and documentation, as well as library and archival materials.

The Museum does maintain some collections of biological and geological specimens from many areas outside the United States. It is the responsibility of the Museum and its research staff to ensure that all U.S. and foreign collecting permits are obtained and updated, and that collecting outside the provisions of these permits does not occur.

In the event that a foreign government requests a review of Museum specimens that were collected in or which originated from that country, the Museum will comply through the exchange of information (copies of permits, collections records and field notes, photographs, etc.). Direct examination of specimens will only be permitted on-site. Specimens in question will be barred from loan or research use until their ownership is determined, including loan to the authorities originating the review.

The Museum does not and will not knowingly acquire or maintain collections made against the laws of the United States or any other country. The Museum will cooperate fully with the investigation of any questions of provenance or legal ownership of its specimens. In the event that repatriation is mandated, the Museum will provide full protective packaging and copies of all documents pertaining to the ownership and transaction. Original documents will remain with the Museum.

## **XVIII. EDUCATION DEPARTMENT TEACHING COLLECTION**

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The Education Department maintains a teaching collection consisting of natural history specimens that are deemed to be of educational value but are regarded as scientifically and physically expendable. No specimen may be included in the teaching collection unless first inspected by the appropriate curator and judged to be expendable and not of scientific or exhibit value. The Education Department shall maintain an inventory of the teaching collection. This collection will be available for use by the public at large under



the supervision of the Chief of Education, and material may be removed at the discretion of the Chief of Education without undergoing deaccession procedure. Ultimate responsibility for the teaching collection rests with the Chief of Education. However, it is the responsibility of the scientific curators to advise the Chief of Education in the development of a complete and useful teaching collection.

## **XIX. APPRAISALS AND AUTHENTICATIONS**

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The appraisal and authentication of natural history specimens are valuable tools that may be used to build strong museum collections. Curators are expected to be reasonably familiar with the fair market value of items in their collections. The Museum, however, does not offer appraisal services to the public.

Museum employees shall not, in their official capacity, appraise, identify, or otherwise authenticate for other persons or agencies any natural history objects or specimens that are not already the legal property of the Museum under circumstances that could encourage or benefit illegal, unethical, or irresponsible traffic in such materials. Individuals, including those who may wish to donate specimens to the Museum, should be referred to independent appraisers if they wish to have their donations evaluated for insurance, tax-deduction, or other purposes. Identification and authentication may be given for professional or educational purposes and in response to the legitimate requests of professional or governmental bodies or their agents. In response to requests from the public for identification of objects, curators may offer a professional opinion, but they must guard against making definitive judgments or offering opinions on the authenticity or monetary value of objects, and they must clearly state that they are acting as individuals and not as representatives of the Museum.

## **XX. LOSSES AND DAMAGE TO MUSEUM COLLECTIONS**

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Thefts, accidental losses, or vandalism of the Museum collections shall be reported immediately, (i.e., within 12 hours) to the responsible curator, the Registrar, the Chair of the Science Division, and the Director. This notification will be followed by a prompt report of the circumstances surrounding the damage, loss, or disappearance of the object(s) and an estimate of the monetary value involved. Museum collections are not a part of the regular inventory of state property and are not reported according to the procedures regarding loss or destruction of such items.

Significant losses will be reported to the Board of Trustees at their regularly scheduled meeting. Significant losses are those that involve objects or aggregations of objects with a

value of over \$1000, are on loan from other institutions, or would cause embarrassment to the Museum.

## **XXI. PERSONAL COLLECTING BY MUSEUM EMPLOYEES**

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It is recognized that the Museum has no jurisdiction over personal time spent by the employees of the Museum in the development of personal collections. However, employees must make every effort to avoid even the appearance of conflict of interest in their personal collecting activities. In no event may any Museum resources, direct or indirect, be used in the development of personal collections, nor may employees represent the Museum in personal collecting activities.

In order to protect employees from any appearance of conflict or interest, the Museum requires full written disclosure, to the Chair of the Science Division and the Director, of any and all existing personal natural history collections as well as activities related to the development of same while in the employ of the Museum. This written disclosure must be delivered within six months of accepting employment with the Museum, and becomes part of the employee's personnel records. Annual reports of changes in the status and content of such collections must follow.

Museum collecting permits are applicable only in the development of Museum collections, not for personal collecting activities. Therefore, all collections developed under Museum permits are rightfully the property of the Museum, not of the individual, whether other Museum resources are involved or not. Personal collections may be stored by the Museum only when the collections constitute loans to the Museum that have been approved by the Chair of the Science Division. Use of Museum resources to improve such personal loans must in all cases be of primary benefit to the Museum, and must be approved by both the Chair of the Science Division and the Director.

## **XXII. SALE OF NATURAL HISTORY SPECIMENS IN MUSEUM STORE**

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- A. In order to avoid any violation of legal or ethical guidelines in the sale of natural history specimens, the following limitations must be strictly observed:
1. No material that has been deaccessioned from the Museum collections may be sold in the Museum store.
  2. Only material from the Education Department teaching collection may be included in prepared educational material intended for public sale.

3. The prepared material to be sold must be set apart from other material for sale, and must be specifically identified as Educational Natural History Specimens.
4. The inclusion of any natural history specimens in prepared material intended for sale must be fully in keeping with the ethical and legal guidelines of the Museum and must not, in any way, foster the destruction of natural populations, species, or sites, and must not encourage the unscrupulous collection or sale of natural history specimens.
5. A brief statement must accompany the sale items explaining the educational value of the material and stating that the collection of the material in no way harms, or fosters the destruction of, natural populations, species, or sites.
6. All proceeds from the sale of prepared educational material must be used for Museum scientific or educational programs, and this must be explicitly stated at the Educational Natural History Specimens display.
7. Vertebrate fossils shall not be sold under any circumstances; only casts and models shall be available for sale.
8. No vertebrate animals, live or dead, or any part thereof, may be sold.
9. The Museum store will abide by the code of ethics of the Museum Store Association.

No natural history specimens, living or non-living, actual or cast replicas, may be sold in the Museum store without prior approval of the scientific curators. In approving such sales, it is the responsibility of the appropriate curator to ensure full compliance with all ethical and legal constraints, including, but not limited to, those delineated herein.

### **XXIII. REPRODUCTIONS**

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- A. Reproductions of specimens from Museum collections may be approved for manufacture and sale under the following conditions:
  1. Research or scientific reproductions – reproductions may include photographs or slides, casts, illustrations, manufactured facsimiles, or sets of measurements that may be used for CAD/CAM reproductions.

2. The reproduction of any item may be restricted by the curator with the knowledge of the Director on the grounds of irreplaceability, fragility, controversial nature, or potential compromise of research value of the item.
  3. Items that are covered by protective legislation and deposited at the Museum may not be reproduced for publication or distribution without permission of the appropriate agency, which may set its own conditions and limits in addition to those of the Museum.
  4. In some cases, copyright to reproductions is retained by the Museum, and notice of copyright must appear in publications.
  5. License to reproduce Museum items is granted by the Museum and is revocable.
- B. Commercial purpose – The Museum receives a negotiated share of all receipts.
1. Reproductions may include photographs or slides, casts or models, or illustrations.
  2. Museum staff may not make unlicensed reproductions for commercial purposes. Licensees who are also staff members may not use Museum time, facilities, or resources to make reproductions, and must agree to abide by all conditions set on specimen care and protection.
  3. The Museum may require that negatives, plates or molds made for non-scientific purposes be given to the Museum or destroyed at the end of a limited reproduction run.

## GLOSSARY

**Accession** – the transaction whereby one or more object(s) and/or specimen(s) are acquired in the same manner from one source for the Museum’s permanent collections. Accessioning is the process of formally accepting and establishing permanent legal title and/or custody for an object or specimen or group of objects and/or specimens. Each accession receives a unique bipartite number reflecting the year material entered the Museum and a sequential number reflecting the order of acquisition within that year. The accession number coordinates paperwork and materials cataloged into several collections.

**Acquisition** – the discovery, preliminary evaluation, and negotiation for the custody and title of potential additions to the Museum’s collections.

**Appraisal** – the practice of an expert assigning a monetary value to Museum property for a specific management purpose (e.g., to designate controlled Museum property, or in preparation for an exchange, loan, or deaccession)

**Associated records** are defined as all documentation generated by the activity of collections and analyzing artifacts, specimens, or other resources that are or subsequently may be designated as Museum collections.

**Cataloging** – assigning and applying a unique identifying catalog number to an object or specimen or group of objects and/or specimens and completing written documentation. Each collection maintains a catalog of sequential numbers for the specimens or objects within that collection.

**Collections (Permanent)** – material held in trust and preserved by the Museum for the scientific community, people of New Mexico, and future generations.

**Controlled Property** – an individual object or a catalogued “lot” of objects that is especially sensitive; has high intrinsic or scientific value; is especially vulnerable to theft, loss, or damage; or is valued at or above a threshold value established by the Museum.

**Deaccession** – the process used to remove an object from the Museum’s permanent collection.

**Fiduciary responsibility of the Board** – term used to describe the Trustee’s relationship to the collections. The Board of Trustees holds the responsibility to safeguard the collection for the public trust that includes the people of New Mexico and future generations. This relationship separates the collections from other state property.

**Integrated Pest Management (IPM)** – is an ecosystem approach to the control of pests. IPM uses a variety of approaches to prevent and solve pest problems in the most efficient and ecologically sound manner without compromising the safety of the collections or staff.

**Loans, incoming or in-loans** – temporary assignment of objects and/or specimens that are in the custody of the Museum, on either a short-term or long-term basis, to further the Museum's goals of research, exhibits, or education. Incoming loans cover objects and/or specimens for which the Museum has responsibility and custody, but not ownership. Incoming loans involve temporary legal custody changes but not a change in ownership or title, and are covered by an incoming loan agreement, cooperative agreement, exhibit contract, or similar instrument. Such instruments include the following: conditions of the loan; address, handling, shipping, and insurance arrangements; and the initiation and termination dates. Agreements are signed by authorized parties of both the borrower and the lender.

**Loans, outgoing, or out-loans** – temporary assignments of Museum objects and/or specimens to other parties, on either a short-term or long-term basis, in order to further the goals of research, exhibits, or education. Outgoing loans involve temporary legal custody changes but not a change in ownership or title, and are covered by an outgoing loan, cooperative agreement, exhibit contract, or similar instrument. Such instruments include the following: conditions of the loan, address, handling, shipping, and insurance arrangements, and the initiation and termination dates. Agreements are signed by authorized parties of both the borrower and the lender.

**Preventive conservation** – use of non-interventive action(s) to prevent damage to and to minimize deterioration of specimens and associated data. Such actions include monitoring and controlling environmental agents (e.g., light, relative humidity, temperature, air pollution, and pests); practicing proper handling, storage, exhibit, and packing and shipping techniques; implementing an ongoing housekeeping program in all space housing collections; and preparing and implementing emergency management plans for collections.

**Synoptic collection** – a reference collection that serves as an example of the range of variation (one-of-each)

**Type specimen** – a specimen upon which a new taxon is named.

**Voucher specimen** – specimen(s) deposited in collection upon which a research study is based.

## APPENDIX

### Laws, Regulations, Treaties, and Conventions Impacting Museum Collections

- A. Lacey Act of 1900 (18 USC 43-44)** – Prohibits the importation, exportation, transportation, sale, receipt, acquisition, or purchase of any fish, wildlife, or plant taken or possessed in violation of any law, treaty, or regulation of the United States or in violation of any Indian Tribal Law. In addition, the Act has a provision that prohibits the transportation in interstate or foreign commerce of (1) fish or wildlife taken, possessed, transported, or sold in violation of any law or regulations of any state or in violation of any foreign law, or (2) any plant taken, possessed, transported, or sold in violation of any law or regulation of any state.
- B. Endangered Species Act of 1973, as amended (16 USC 1531 –1543)** – This law applies to both domestic and foreign activities. The Act defines an endangered species as any animal or plant in danger of extinction or a threatened species as any plant or animal likely to become extinct within the foreseeable future. The purpose of the Act is to prevent the extinction of native and foreign species of wild flora and fauna. Enforcement of this Act rests with the U.S. Fish and Wildlife Service and the National Marine Fisheries Service; they are also the permit-granting agencies.
- C. 1983 Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)** – An international wildlife treaty that regulates the import and export of endangered and threatened animal and plant species, CITES applies only to the import and export of specimens to and from the United States and other treaty signatories. The U.S. Fish and Wildlife Service enforces this Convention, and is the permit-granting agency.
- D. Marine Mammal Protection Act of 1972 (16 USC 1361 – 1407)** – This act protects all marine mammals, dead or live, their parts, and products including, but not limited to, any raw, dressed, or dyed fur or skin. The protected species include whales, walruses, dolphins, seals, sea lions, sea otters, and polar bears. The act is enforced by U.S. Fish and Wildlife Service and National Marine Fisheries Service; they are also the permit-granting agencies.
- E. Migratory Bird Treaty Act of 1918 (16 USC 703-711)** – Protects any migratory bird, any part, nest, egg, or product made from a migratory bird, part, nest, or egg. Act is enforced by the U.S. Fish and Wildlife Service, which is also the permit-granting agency.
- F. Bald Eagle Protection Act of 1940 (16 USC 668-688d)** – Protects bald and golden eagles, live or dead, their parts, nests or eggs. Act enforced by the U.S. Fish and Wildlife Service, which is also the permit-granting agency.

- G. **African Elephant Conservation Act of 1988 (16 USC 4201 – 4245)** – Act works in conjunction with the CITES Ivory control system to protect the African elephant and eliminate any trade of illegal ivory. Act enforced by U.S. Fish and Wildlife Service, which is also the permit-granting agency.
  
- H. **Visual Artists Rights Act (VARA) § 106A** – A 1990 amendment to the 1976 Copyright Act recognizing an artist’s paternity/maternity and integrity rights in connection with a work of visual art.
  
- I. **Native American Graves Protection and Repatriation Act 1990 (NAGPRA) (P.L. 101-601)**- The act protects Native American burial sites and regulates the removal of human remains, funerary objects, sacred objects, and objects of cultural patrimony that are located on Federal, Indian, and native Hawaiian lands. The Act provides a process for the return, upon request, of certain cultural items to Native Americans, makes illegal the trafficking of those items, and sets forth procedures for control of their excavation.
  
- J. **Act for the Preservation of American Antiquities 1906 (16 USC 431 –433)** – Authorizes Federal departments to grant permits for survey or excavation and to enforce protection of archaeological sites and objects under their jurisdiction. It requires that excavated materials be permanently preserved in a public museum. This act includes paleontological specimens.
  
- K. **Archaeological Resources Protection Act of 1979 (16USC 470 aa – mm)** – Protection of archaeological resources located on public or Indian lands.
  
- L. **National Stolen Property Act (NSPA) (18 U.S.C. 2314)** – cultural property is included in laws that make it illegal to transport into the U.S. any good with knowledge that such goods were stolen, converted or taken by fraud.
  
- M. **1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property (implemented in the United States by P.L. 97 – 446 in 1983, [19 USC 2601]).** – Convention adopted by 85 attending nations including the U.S. that prohibits the illicit import, export, or transfer of cultural property between nations. Cultural property is defined as property which, on religious or secular grounds, specifically designated by each State as being of importance for archaeology, prehistory, history, literature, art or science. Article 1 specifies specimens of fauna, flora, minerals and paleontology as cultural property.
  
- N. **1995 Unidroit Convention on the International Return of Stolen or Illegally Exported Cultural Objects** – This has been ratified by 22 nations, but *not by the United States*. The convention requires the possessor of a stolen artifact to return it, and allows the possessor to be paid fair and reasonable compensation “provided that the possessor neither knew nor ought reasonably to have known



that the object was stolen and can prove that it exercised due diligence when acquiring the object”.

- O. New Mexico Abandoned Cultural Properties Act (18-10-1 through 18-10-5 NMSA 1978)** – This act outlines the procedures for museums to gain title to objects that have been left at the museum for seven years or longer.
- P. New Mexico Fine Art in Public Buildings Statute 1987, NMSA 1978 13-4B-1 through 13-4B-3** – Protects works of fine art in public buildings from alteration or destruction.
- Q. New Mexico Inspection of Public Record Act (Section 14-2-1 et seq. NMSA 1978 {1995 Repl})** – The NM Legislature requires public records to be made public with the exception of certain confidential information and except as otherwise provided by law.