

Moving Specimens*Penny Williamson**School of Geosciences, University of Wollongong, NSW 2522 Australia*

Moving specimens has the potential to cause damage, so it should not be undertaken unless necessary. Changing the environment can result in the deterioration of previously-stable material. An understanding and appreciation of the physical and chemical characteristics and robustness of the specimen should be ascertained prior to any movement.

Collection records should document all movement, location taken, and purpose. Essentially a chain of custody should be maintained.

Samples and the information they contain should remain the property of the collection and the facility should be credited at all times.

Moving specimens should fulfill the following requirements:

- a. There is a justifiable need to move a sample.
- b. Relevant information is documented, even for temporary movement.
- c. Basic identification accompanies the specimen.
- d. The specimen is handled in such a way as to prevent damage to the specimen. If appropriate, cotton gloves should be worn, particularly when dealing with crystals.
- e. Preferably only curatorial staff or trained personnel should handle and move the specimen.
- f. The range of environments to be encountered during the move and in the final location should be considered for handling and packing.
- g. The specimen should be packed appropriately for the move and conditions to be encountered and for the chemical and physical properties of the specimen.
- h. Specimens should be packed to prevent movement during transport.
- i. Physical and chemical properties of the specimen should be known so that people handling the specimen are protected against poisoning or other injuries.
- j. Radioactive specimens must be handled according to radiation safety guidelines for the protection of the people handling the specimen.
- k. Packaging from the move should be disposed of appropriately.

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