

University of Nebraska State Museum (UNSM) Collection Management Policy

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Approved 2/14/2023 Museum Personnel

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SECTION I. INTRODUCTION

A. Purpose and Applicability

This document sets forth policies and guidance for the acquisition, management, use, and disposal of the collections of the University of Nebraska State Museum (UNSM). This document applies to all UNSM departments that have delegated authority to acquire, manage, and use collections and associated collections information (analog and digital). These collecting Research Divisions currently are - Anthropology, Entomology, Geology, Charles W. Bessey Herbarium, Invertebrate Paleontology, Vertebrate Paleontology, Harold W. Manter Lab of Parasitology, and Zoology. Education and exhibit display collections that do not include research specimens are governed by state and federal laws. Any research collection items (specimens, archaeological, ethnographic artifacts) on display are managed by the appropriate Research Division.

All UNSM staff including retirees, research associates, fellows, interns, volunteers, and others with delegated collections management responsibilities or access to the UNSM collections are required to adhere to this policy. These policies also apply to visitors.

B. Mission and Vision

UNSM promotes discovery of our natural world and world cultures. We accomplish our mission through innovative research, scientific collections, learner-centered education, and public exhibitions. Our vision is to recruit and mentor the next generation of researchers and educators. We stimulate curiosity about Earth's biodiversity and our heritage of diverse cultures.

C. Brief History and Commitment to Public Access

Founded in 1871 as a science cabinet to educate Nebraskans, the University of Nebraska State Museum (UNSM) is a museum of natural science and world cultures comprised of four locations: Ashfall Fossil Beds State Historical Park (Royal, Nebraska) (established 1991); Trailside Museum of Natural History (Fort Robinson State Park, Crawford, Nebraska) (established 1961); Morrill Hall (established 1927), and the Research Divisions (established 1871). Both Morrill Hall and the Research Divisions are located on the University of Nebraska campus (Lincoln, Nebraska). Before 2003, the UNSM was classified as an academic unit within the University and its tenure-track faculty taught either in their departmental affiliation or in the museum studies graduate program. When the museum studies program was eliminated in 2003, the UNSM was reclassified as a non-academic, service unit within the University of Nebraska-Lincoln campus. The museum director reports to the Vice Chancellor of Research and Economic Development.

As a university-based museum with a charter to educate the citizens of Nebraska, the museum has multiple functions and serves many communities. The UNSM serves the needs of the University of Nebraska-Lincoln and its three other campuses by participating in the land grant mission of research, teaching, and extending knowledge through public engagement. Morrill Hall and Trailside Museum serve primarily as public education sites with research

conducted on informal science learning. Ashfall Fossil Beds State Historical Park site (Ashfall Fossil Beds) is unique as it has an active paleontological site which provides public viewing of the excavation of fossils and educational exhibits. In addition to these physical museum sites, the Education Department serves preK-12 youth across the region and has a global reach with its virtual learning programs. Exhibits include a virtual museum and *Expeditions Nebraska*, a Virtual Reality exploration of selected paleontological specimens.

The UNSM Research Divisions collect and preserve organisms, minerals, fossils, and cultural and archaeological artifacts, thus fostering scientific and cultural understanding and interpretation of the Earth's past, present, and future. The science collections provide essential data for scientists, natural resource users and managers, and other decision-makers. The anthropological and archaeological collections provide essential materials for understanding past and present world cultures. They are a resource for communities of origin, cultural resource managers, textile researchers and artists, in addition to anthropologists and archaeologists.

All Research Divisions strive to make their specimen and artifact-based knowledge accessible to the public in collaboration with the education, exhibits, and communication departments. As a university-based museum, UNSM personnel foster intellectual growth in graduate and undergraduate students, mentor future scientists and educators, and advance society through discovery and exploration of our natural world and cultural heritage. Research Divisions are increasing their participation in global database portals to increase researcher and public access to collection holdings.

UNSM is committed to maintaining standards of professional and ethical excellence. Safeguarding and serving the public interest is paramount to our work. The Museum recognizes its responsibility to ensure planned and coherent growth, development, care, and use of our resources and research collections. The Museum further recognizes its responsibility to prevent the loss of its collections by deterioration, mismanagement, or indiscriminate dispersal. The Museum has been nearly continuously accredited by the Alliance of American Museums since the AAM accreditation program began in the 1970s.

D. Relationship with Indigenous Peoples

The University of Nebraska State Museum strives to build relationships with Indigenous groups and individuals rooted in respect, communication, collaboration, reciprocity, transparency, and open dialogue. As part of a university campus located on the past, present, and future homelands of the Pawnee, Ponca, Otoe-Missouria, Omaha, Dakota, Lakota, Kaw, Cheyenne, and Arapaho Peoples, as well as those of the relocated Ho-Chunk, Sac and Fox, and Iowa peoples, the UNSM recognizes the colonial legacy of which it is a part. This includes the colonial context of collecting practices of both cultural artifacts and natural specimens. Although the Museum is itself a steward of the natural and cultural history of Nebraska, we recognize that Indigenous peoples are stewards of knowledge and the natural world in a way that museums are not.

E. Statement of Authority and Responsibility

The acquisition and possession of collections impose legal and ethical obligations to provide proper management, preservation, and use of the collections and their associated information.

The University of Nebraska Board of Regents holds ultimate oversight responsibility and fiduciary responsibility for the UNSM collections. This responsibility is carried by the Chancellor of the University of Nebraska-Lincoln, the Vice Chancellor of the Office of Research and Economic Development, University of Nebraska-Lincoln, and their designees. They delegate primary operational authority for the UNSM collections to the UNSM Director.

The UNSM stewards the collections on behalf of the Nebraska University Board of Regents. The Museum holds its collections in trust for Nebraskans and the U.S. public, global scientific and scholarly communities, and U.S. federal and state agencies.

The UNSM Director is responsible for delegation of collections-specific authority to the UNSM and affiliated personnel via an official memo. This delegation of authority should be reviewed annually at the annual review of Division research personnel.

The stewardships of the collections require an array of expertise and skills. In general, the curators (museum curatorial staff and faculty curators) are responsible for the composition and strategic growth of collections and for authorizing acquisitions, accessions, scientific use, loans, deaccessions, and disposals.

Collections staff are responsible for the processing, organization, preservation, digital preservation, conservation, and accessibility of each collection. Other staff may be delegated these responsibilities based upon their individual qualifications.

All museum members work collaboratively to support collections stewardship ensuring objectivity, compliance with policy, appropriate and efficient use of resources and alignment with agreed priorities. The current structure of the UNSM Research and other museum personnel is found in appendix A.

F. Ethics

We will foster ethical museum practices in all aspects of our work, collaborate when possible, with the living and dynamic cultures represented in the Museum's collections, and be welcoming of diverse communities and divergent perspectives.

The UNSM collections activities are conducted in compliance with the *UNSM Code of Ethics* which is modeled after AAM best practices. The museum recognizes and accepts its fiduciary responsibility to provide proper management, preservation, and use of its collections and of associated information for the benefit of the international scientific community and the general public.

As outlined in the *UNSM Code of Ethics*, all UNSM personnel, volunteers, and affiliates are required to act in the best interest of the museum, rather than in furtherance of personal

interest or financial gain. They are to avoid personal and institutional conflicts of interest in collection activities. Personnel must abide by the bylaws of the Board of Regents (unless otherwise noted in the *Code of Ethics*). Museum personnel shall not provide appraisals or endorsements unless an exception is granted by the Director.

Museum personnel, volunteers, and affiliates are prohibited from active acquisition of objects or specimens to enhance a personal research collection as of July 1, 2021. A personal collection maintained for the purposes of teaching may be maintained. Personal collections acquired prior to joining the Museum may be retained following written agreement of the Director accompanied by a detailed inventory of items.

External parties must warrant those collections they bring into the Museum's facilities are acquired or possessed legally. If collections already in UNSM custody are found to have been acquired improperly, the museum will promptly and thoroughly resolve their status.

As a service, museum personnel may attempt to identify or authenticate items brought to the UNSM by the general public. Identifications are best done on an appointment basis, and individuals are encouraged to take their possessions with them when they leave the Museum. The Museum does not assume any responsibility for such items left at the Museum. While the Museum will attempt to give the items the same care as items in the collection, the Museum will not guarantee the item(s) against damage or loss. Items not claimed within 60 days of consignment date may be considered abandoned or undocumented property and may be disposed of in accordance with Museum policy and the State of Nebraska statutes contained in the Museum Property Act.

Museum personnel will not appraise, identify, or otherwise authenticate for other persons or agencies any natural science specimens or cultural artifacts under circumstances that could encourage or benefit illegal, unethical, or irresponsible traffic in such materials. Identification and authentication may be given for professional or educational purposes and in compliance with the legitimate requests of professional, governmental bodies, law enforcement entities, or their agents.

G. Accounting for Collections

UNSM collections are held for public exhibition, education, and research in the furtherance of public service rather than financial gain. Collections are protected, kept unencumbered, cared for, and preserved, and they are subject to the requirement that proceeds from sales of collections are to be used to acquire other collection items. Collections are not treated as assets for the purposes of reporting in University financial statements.

H. Compliance and Accountability

All employees who work with collections as part of their assigned duties will annually affirm compliance with the Collections Management policy and any additional Research Division procedures

I. Exceptions

Prudent exceptions to the UNSM collections management policy may be permitted when in the best interests of the UNSM. Exceptions must be approved by the Director in writing and only after consultation with NU Legal Counsel and the Vice Chancellor for Research and Economic Development.

J. Policy Review and Revision

This policy will be reviewed every five (5) years, unless the Director, in consultation with Research Division Staff, determines that a significant change in circumstances or a collections issue has arisen that indicates a need for immediate review.

K. Types of UNSM Collections covered by Policy

The following collections are covered by the UNSM Collections Management Policy:

1. Accessioned (Permanent) Collections. Items that are significant for research or exhibition and important to preserve for an indefinite period. The UNSM takes ownership upon field collection by museum personnel or through acceptance of a donation by a private party. Some research divisions assign temporary field numbers. Priority is given to maintaining catalogues and associated records of all items in the museum's jurisdiction.

Care of permanent collections is prioritized over other types of collections. Genetic resources collections (e.g., tissues, other) may be gradually consumed through research use but are still considered permanent. Archival assets such as printed and digital collections of images, recordings, scientific reproductions, illustrations, or digital surrogates of collection items are maintained as part of the permanent collections.

2. Custodial or Repository Collections. These collections are a type of Accessioned Collections. They are transferred to the UNSM by a federal agency or entity (e.g., National Park Service). The museum has long-term custody but does not own (legally control) these because the items are owned by the United States.

3. Acquired Unaccessioned Collections. These are items that are not suitable for inclusion in the permanent accessioned collections because of an agreement, impediment, duplication, or other consideration that leaves them available for exchange, sampling and destruction or that they must be maintained per an agreement. They are referred to in the records system as "acquired."

4. Educational or Teaching Collections. These collections are a type of Acquired Unaccessioned Collections. They are items not desired for permanently accessioned collections but appropriate for use in educational or outreach programs. All of these collections must be properly acquired, used, managed and disposed of, and are held to the same level of accountability as accessioned collections.

SECTION II. SCOPE AND CATEGORIES OF UNSM COLLECTIONS

The primary functions of the Research Divisions are acquiring, maintaining, and promoting the use of collections. The Museum fulfills a vital scientific and research obligation to society by preserving representative samples of the Earth's biosphere, geosphere and world cultures in order to facilitate and encourage research. The natural science collections are world-wide in scope with an emphasis on the natural history of the Great Plains, especially Nebraska. The Anthropology Division maintains ethnographic collections from North and South America, Oceania, Africa, and Asia, and archaeology holdings from Nebraska and the Great Plains.

Museum personnel, affiliated researchers, and students conduct original research based largely on the collections of this and similar institutions and on data collected in field studies. Research results are published in peer-reviewed journals, monographs, book chapters, and books. The Museum actively participates in the continual development of new information and concepts about the natural world, world cultures, museum studies, and informal science education. These scholarly works are incorporated into humankind's general body of knowledge.

Brief Description of the Collections and their Scope

A. Research Divisions

Specific mission and scope for the eight active Research Divisions and their notable collections are provided below.

i. Anthropology

The Anthropology Collection explores the rich cultural diversity of our shared world through the over 40,000 ethnographic and archaeological objects held in the collection. Through these collections, the division illuminates both cultural differences and similarities throughout the world and how such interconnectivity creates opportunities for intercultural learning.

The extensive archaeology collections represent sites from around the world with particular emphasis on Nebraska and the Great Plains. The ethnographic collection has a global scope, representing the peoples of the Americas, Africa, Asia, Europe, and the Pacific Islands. The collections have notable holdings in beadwork, basketry, textiles, weaponry, carvings and statuary, and ceramics.

ii. Entomology

The Entomology Division cares for specimens of terrestrial arthropods, predominantly insects. As one of the largest collections in the Great Plains (~2 million specimens), the holdings focus on Nebraska, but also the Neotropics and are cosmopolitan in scope. The taxonomic areas of focus are scarabaeoid beetles (Coleoptera) and other beetles, grasshoppers and relatives (Orthoptera), and bees (apoid Hymenoptera).

The Division strives to have representatives of all insect species of Nebraska catalogued electronically (FileMaker Pro) and represented in the collection as a repository of data on our state's natural heritage. This includes continuing field collection to document changes in our existing species' distributions and abundance as well as the discovery of species previously undocumented in the state. This knowledge is made accessible through extensive organization via modern curation techniques, an extensive web presence, and an increased emphasis on providing specimen-level data.

iii. Geology

The Geology Division contains many large crystal specimens of various minerals. A complete synoptic collection of minerals and gemstones from Nebraska is maintained on display in Morrill Hall with additional specimens located in the collections' building. The collection also includes meteorite specimens.

iv. Herbarium

The Charles W. Bessey Herbarium is among the oldest and largest in the Great Plains. The collection has more than 310,000 specimens: fungi (52,783), lichens (16,956), algae (9,400), bryophytes (11,900), pteridophytes (4,200), gymnosperms (2,800), and angiosperms (206,000) from Nebraska, the Great Plains, the Rocky Mountains, other parts of North America, and Europe. Also included are approximately 10,000 fossil plant specimens. The vascular plants of Nebraska and some non-Nebraskan specimens are databased in Specify version 5. Fungi, lichens, and bryophytes are databased through cooperative data consortium internet portals (e.g., Mycoportal). Specimen-level data are available upon request.

v. Paleontology, Invertebrate

The Division of Invertebrate Paleontology houses one of the largest UNSM collections. The systematic collection is curated according to the higher taxa recognized mostly in the *Treatise on Invertebrate Paleontology*. It contains representative fossils of all the major taxa spanning geologic time from Precambrian through Pleistocene. A large part of this collection was acquired through field work and purchase before 1960 and has not grown significantly since. The type collection is maintained separately.

The stratigraphic collections of late Paleozoic and Cretaceous invertebrates were contributed to the Nebraska Geological Survey (NGS). The NGS was responsible for this collection until it was transferred to the UNSM in 1960. The biostratigraphic and paleoecological data within this collection are too important to separate and place within the systematic collections, but type specimens are in the UNSM type collection.

A database of specimens is in development by one of the curators and volunteers. About 25% of the collections have been included in the database. During that work, the curator and volunteers have found and returned many specimens borrowed since the 1920s from other museums by former researchers and graduate students.

vi. Paleontology, Vertebrate

The vertebrate paleontology collections are a recognized national resource denoting the evolution of vertebrates for the last 38 million years. Over 75 % of the outcropping sediments

in this state were deposited during the last half of the Cenozoic era encompassing the latest Eocene to Holocene. The collections reflect this distribution as mammalian remains from this time frame form the bulk of the collection. The collections are comprised of over 1.5 million specimens with over 300 holotypes and paratypes. The UNSM fossil mammal collection is one of the largest in the country.

The VP Division includes numerous specimens of large mammals such as camels, horses, rhinos, numerous cloven-hoofed taxa and proboscideans. In terms of specimen numbers, the microfauna dominates. The collection is especially rich in large collections of rodents and Lipotyphla. A collection of Late Cretaceous vertebrates such as sharks, bony fish, mosasaurs and plesiosaurs was assembled from the state's late Mesozoic resources. There is also a small representation of Pennsylvanian black shale fishes and Permian fish and tetrapods from local deposits in southeastern Nebraska. The UNSM Plio-Pleistocene collection encompasses the entire time span and is the most complete at any institution in North America.

The collections occupy about 25,000 square feet of space on west 4th Floor of the collections' building and approximately the equivalent amount of space in its basement. Most collections are stored in on the 4th floor and arranged taxonomically in state-of-the-art steel Delta cabinetry (custom design by UNSM staff). In the Elephant Room, Ashfall, and Ogallala rooms, specimen housing is a mixture of Delta cabinetry and open shelving. The Holocene Bison collections, unprepared WPA specimens in field jackets, over-sized skeletal parts, and miscellaneous collections are held in the basement. Over 34,000 specimens, approximately 2% of the collection, have been fully catalogued in the VP Specify 6.5 database.

The Division includes the Nebraska Highway Salvage Paleontology program, a formal cooperation between the Nebraska Department of Transportation and the Museum which has been continuously renewed since 1960. The Nebraska Highway Salvage paleontologist and assistants actively conduct fieldwork to recover fossils threatened by highway construction. These are prepared and accessioned into the UNSM Division collections.

vii. Parasitology

The Harold W. Manter Laboratory of Parasitology (HWML), a division of the University of Nebraska State Museum (UNSM), was established in 1971. In 1982, HWML was named as one of three U.S. National Resource Centers for Parasitology in the United States by the American Society of Parasitologists. Holding more than 473 holotypes, 11,041 paratypes, over 9,000 identified species, 171,202 database entries, and several million specimens, HWML maintains the largest university-based systematic parasitology research collection globally. The HWML specimens are completely databased and collection records are available via Arctos, a multi-institutional on-line database.

viii. Zoology

With a focus on the biodiversity of the Great Plains, the Division of Zoology encompasses all vertebrate groups in one administrative unit: mammals (22,650 specimens), birds (13,400 specimens), amphibians and reptiles (18,950 specimens), and fishes (14,600 lots representing 445,499 specimens). Each group includes study skin, skeletal, fluid-preserved, tissue, and taxidermy preparations appropriately housed and maintained in the Museum's

research facility on the University of Nebraska – Lincoln (UNL) campus. The catalogue is both paper and electronic. Specimen-level data are available upon request or via the GBIF portal for birds and mammals.

B. Public Education and Exhibits

i. Education collections

Objects used in science or cultural museum traveling kits and museum touchable displays are not of research value, being either casts, reproductions or if original, lack data. We do not circulate research specimens for general preK12 teaching purposes. Individual curators or collection managers may grant use of research material for demonstration purposes for college courses and supervised collection tours.

ii. Exhibits

Permanent exhibits include specimens from the Research Divisions and approximately 1% of the museum research collections are on display. Exhibit staff maintain pest inspections and collection staff review the condition of biological specimens, ethnographic objects and other artifacts in the Morrill Hall public displays every two years. The Visible Lab specimens are prepared in public view and protected from public handling. Once preparation is completed, specimens are returned to the collections. The Ashfall Fossil Beds exhibits are protected from the public by railings and an on-site paleontologist reviews their condition regularly (monthly or more often). As of 2021, the Trailside exhibits receive a review of their condition by exhibits staff every year, and the Highway Salvage Paleontology staff every 2-3 years depending on travel schedule.

C. Museum Archives

Each Research Division maintains a non-circulating archive relevant to their collections. Additionally, Vertebrate Paleontology and Parasitology maintain non-circulating libraries. Material types in these archives and non-circulating libraries include books, unbound and bound scientific journal volumes, reprints of journal articles, conference proceedings, unpublished manuscripts, theses and dissertations, original field notebooks, copies of field notebooks, reports of scientific expeditions, photographs, slides of images, sound recordings, archival materials such as personal correspondence, records of scientific societies, ephemera, and others.

The Vertebrate Paleontology Division includes the Stout Library collection. It is shelved and organized but not formally catalogued. In addition, thousands of reprints, monographs and books from Barbour, Schultz, and others are housed here.

The Parasitology Division library includes many material types, including books, reprints, and other formats. The book and reprints collections are catalogued and organized on shelves and in hanging files, respectively.

SECTION III. UNSM Policy Elements | Collection Procedures and Processes

- A. Acquisition and Accessioning
- B. Deaccessioning and Disposal
- C. Preservation
- D. Collections Information Management and Digitization
- E. Inventory
- F. Risk Management and Security
- G. Access
- H. Loans and Borrowers
- I. Intellectual Property Rights
- J. Shipping and Transportation

The purpose of collections is to document the natural world and world cultures for original research by scholars, and for use in educational programs and exhibits, in support of the UNSM's mission. Sections G and H address who may access the collections and how. Forms specific to standard museum procedures are collated in the *Manual of UNSM Museum Standard Operating Procedures* (hereafter: Manual).

A. Acquisition and Accessioning

Acquisition is the act of gaining legal title to a collections item or group of items

Accessioning is the formal process used to acquire legally and to record a collections item or group of items into the UNSM's accessioned collections.

Principles

The acquisition of collections, scientific specimens and cultural items, is fundamental to the UNSM's mission, purpose and programmatic goals. The museum strives to maintain the highest legal and ethical standards in collection acquisitions. Items are acquired for three main purposes: research, exhibition, and education. These acquisitions are guided by the following principles:

- Proposed acquisitions are relevant to the UNSM mission, the scope of Division Research Collections, and the museum's overall collection and programmatic goals.
- Strict adherence to all applicable laws and regulations and to professional ethics relating to collections acquisition and use
- Consideration and approval of the associated resource requirements and lifecycle costs of long-term collections management, preservation, storage and use.
- Acquisition and accession are initiated and approved only by individuals with delegated authority – typically curators and collections managers.

The UNSM acquires collections items by a variety of methods, including field collecting, purchase, gifts and bequests, transfer and exchanges (see Glossary). The UNSM may acquire or have custodial responsibility for collections via a repository or similar agreement (e.g., National Park Service, Bureau of Land Management, etc.).

The UNSM does not condone nor participate in activities that involve illegal trafficking of specimens and cultural objects. Items that are stolen, unethically acquired, or otherwise inappropriately obtained, shall not be accessioned or, if already part of collections due to past activities, will be repatriated in accordance with NAGPRA and international laws.

Policy

COVERAGE. All collections acquisitions are subject to this policy.

AUTHORITY. Primary collecting authority rests with the Director, who delegates general responsibility for a subcollection(s) to appropriate staff, typically as part of their hiring documents. Any delegation of collecting activity to non-UNSM staff will be made in writing by the Director upon recommendation by the Division’s curator or collection manager.

Collecting Research Divisions will not opportunistically or purposefully collect or acquire items outside of their recognized discipline on behalf of another collecting Division without prior agreement of that Division.

LEGAL COMPLIANCE. Collections will be acquired in compliance with applicable laws and regulations at the time the collections are made. Due diligence is expected by all staff to comply with all applicable federal, state, and local laws, as well as international laws, treaties, regulations and conventions. Compliance should be documented by each Division maintaining its permits and agreements in writing. Copies should be housed in the Director’s office. Collecting Division staff shall obtain all necessary authorizations and permits – in writing – prior to acquisition.

PROVENANCE. Research Divisions shall exercise due diligence in the acquisition of collections and make all reasonable inquiries into the provenance of cultural items, geological or biological specimens being acquired through donation, gifts, bequests, purchase or other means. The curator or designee must determine that the museum can acquire valid title and that the acquisition conforms to all legal requirements and ethical standards. For this policy, the scientific concept of “provenance” relates to the locality from where an item originates. The provenance of field collections is demonstrated by legal permits or, where laws permit taking of certain biological or geological specimens without permits, the locality and date of collections document legality. For the purposes of ethnographic materials, provenance refers to the history of ownership, not just locality of origin.

The provenance of collections items shall be a matter of public record. Locality records and related information may be reasonably protected from non-approved access if release of data could result in site vandalism, theft, illegal commercial collecting, or breach of confidentiality or privacy.

EVALUATION. The Research Divisions must establish evaluation criteria when reviewing potential acquisitions that include:

- Consistency with UNSM’s mission, programs, and Research Divisions scope and collection plans.
- Documentation of clear and legal title, including compliance with all national and international laws and regulations.
- Determines that the acquisition fits within the Division’s space and does not require substantial care that would place undue hardship on the museum or university.

- The ability and resources to provide appropriate management, care and accessibility – including documentation, collection housing, long-term preservation, conservation, digitization.

The UNSM may decline offers of collection items at its discretion. Consultation with the Director is required before acquisition of any collections that would require substantial resources beyond the allocated budgets of the Research Division, space beyond the allotted footprint, or other substantial resources (e.g., personnel) for the management and preservation of collections. Consultation with the Office of Research is required before acquisition of any collection that would require substantial resources, including collections space, exceeding the UNSM's allocated space or budget resources.

DOCUMENTATION: DATABASES, FIELD NOTES, OTHER RECORDS. Research Division records form an integral part of an object's history and are of primary importance in understanding the object. Records also provide information about how the Museum establishes its right to legally possess an item, either through permanent ownership, or as a repository for specimens collected on federal lands, or by short-term loan. Careful and explicit record keeping allows the Museum to know an object's history, condition, location, and to systematically classify and catalog objects.

Collection records should be made by Division staff in a timely fashion, housed in secure locations, and physically preserved by proper handling and archival storage methods. Printed records should be kept on archival paper to ensure their preservation, and digital records should be backed up appropriately (cloud storage).

Of special mention here relating to collection records are field notes. Field note paper of 100% rag quality should be used for all Museum-related and sponsored expeditions. These notes or copies on archival-quality paper are the property of the Museum and must be always kept in the Research Division archives. Curators and other research staff must make every effort to collect all the notes at the end of a field trip and maintain them in their respective Division. Under no circumstances should these archival copies be borrowed, loaned, or otherwise put in jeopardy. These notes may, upon request and with permission of the Director, be temporarily sealed for up to ten years during which time the investigator will have exclusive use. In addition to maintaining original field notes, digital copies of all field notes should be made upon completion of the expedition.

When a gift, bequest, or purchased item is received, collection records must record decision-making processes of acquisitions evaluation, including any formal proposal, review, approval, and required donor acknowledgement. All acquisition documents need to be maintained in the Research Division archives, such as collecting authorizations, permits, import/export licenses, transportation permits and manifests, indication of legal title and provenance, and documentation that is reasonable to expect given the particular type of acquisition process.

RETENTION. Items are acquired and accessioned with a good faith intention to retain them for an indefinite period. Under certain circumstances (e.g., genetic resource samples), collections may be acquired that may be subject to consumption (destructive sampling) in part or whole or may be culled during identification and research. If at the time of acquisition and before evaluation, the Research Division already intends to dispose of part or all of the

newly acquired collections, this decision should be documented in its records and communicated to the source or party conveying ownership.

RESTRICTIONS. The UNSM acquires unrestricted collections as a general rule. Certain restrictions may be accepted, such as:

- the country or agency places restrictions on the use and disposal of items
- a donor may place limited term of restriction on archival materials to protect rights of personal privacy or
- retention of intellectual property rights by an individual, community or indigenous group

Any requests to restrict collections access by a donor must be reviewed by the Research Division curator, Director, and an ad hoc committee of independent research division staff. Any restriction must be documented in a written deed of gift or other transfer document and signed by the Director and Research Division curator.

B. Deaccessioning and Disposal

***Deaccessioning** is the process used to formally approve and record the removal of a collection item or group of items from the UNSM's accessioned collections.*

***Disposal** is the act of physically removing an unaccessioned or deaccessioned collections item or group of items from the UNSM's collections. Types of disposal include: donation, transfer, exchange, sale, repatriation, sampling for destructive analysis, consumptive or educational use, and destruction.*

Principles

Deaccession and disposal are a legitimate part of responsible collection management. These actions are intended to refine and improve the quality and relevance of the collections with respect to the museum's mission, programmatic goals, and research division plans. These actions can be highly public and should be done with care and consideration of the best long-term interest of the collections and the general public.

Collection items are not subject to this policy if they meet one of these criteria:

- They are unaccessioned or have no evidence of ever having been accessioned and have no associated accession or catalogue number;
- They lack data needed to associate them with collection records or a donor.
- Are described as part of a type series and paratypes are sent to other institutions as part of a discipline's best practice (e.g., Entomology, Parasitology, Herbaria)

For accessioned collection items, deaccession and disposal can occur for a variety of reasons, most commonly:

- The object(s) have physically deteriorated, have incomplete (or no) data, represent a human health hazard, or lack research or education value.
- The item or group of items was illegally or unethically obtained and repatriation is required or recommended based upon national and international laws.

- The object(s) is/are no longer or never was relevant and useful to the purpose, activities or scope of the Collection or Museum's mission.
- The UNSM collection will be improved or strengthened by the deaccession or transfer to another museum will improve research access to the collection.

Policy

COVERAGE. Once accessioned, all collection items are subject to the deaccessioning and disposal policy. All items proposed for removal must undergo the deaccession process unless they meet at least one of the criteria in reason 1 (above).

AUTHORITY. Collections may be deaccessioned and dispensed of only in compliance with professional ethics, applicable laws and regulations, and terms agreed upon at the time of acquisition.

The following may be deaccessioned without a deaccession committee:

- Return to the rightful owner when the museum lacks clear title or provenance as approved by the Director, UNL Legal Counsel and the Vice Chancellor of the Office of Research and Economic Development
- Repatriations under Native American Graves Protection and Repatriation Act (NAGPRA) as approved by the Director, UNL Legal Counsel and the Vice Chancellor of the Office of Research and Economic Development
- Routine destructive analysis following approved, established procedures by the Curator of each Research Division. Procedures documented in the Manual and reviewed annually by each Division.

DEACCESSIONING PROCESS. For all other deaccessions, the following process is followed:

1. A curator or collection manager will recommend deaccessioning of an item to the Director in a written memo, and specify the rationale for the action under one or more of these reasons:
 - a. The object(s) is/are no longer or never was relevant and useful to the purpose, activities or scope of the Collection or Museum's mission.
 - b. The UNSM collection will be improved or strengthened by the deaccession or transfer to another museum and will improve research access to the collection.
 - c. Other reasons as discussed by the proposer.
2. The memo should include the following sections:
 - a. The recommendation will specify the history of the item(s).
 - b. The reason for de-accessioning.
 - c. The recommended means of disposal.
3. The Director will convene a Deaccession Committee to consider the request. The committee will be comprised of three research division representatives, typically two curators and one collection manager, depending on the request being evaluated.
4. If the items individually or collectively are worth more than \$100,000 or involve an institutional transfer (museum to museum), then a representative of the Office of Research and Economic Development needs to be present and UNL Legal Counsel consulted.

METHODS OF DISPOSAL. Disposal of collection items by a variety of methods, including transfer, exchange, repatriation, sampling, sale and destruction. The most appropriate method of disposal should be chosen.

- Donations or External Transfers - The UNSM may donate or transfer deaccessioned collections items to another non-profit or educational institution. For those scientific research items that are valuable and deaccessioned due to Division mission scope change, the museum may request first right of refusal should the recipient decide to deaccession in the future.
- Internal Transfers (within UNSM or within UNL) - When collections items proposed for disposal are suitable for public teaching purposes, such items should first be offered to the Education Department or to the appropriate academic department's teaching collections.
- Exchanges - All exchange of items must be made per written exchange agreements. Long-term open exchange with recognized educational organizations having a similar mission (other museums, herbaria) may be done with prior written approval by the Director or designee. Such agreements will be reviewed periodically to ensure continuing alignment with the museum's mission, policies, programmatic goals, and collections plan.
- Gifts- The Museum may give or grant deaccessioned specimens to educational or scientific non-profit institutions. Such gifts are limited to legitimate non-profit institutions as recognized by state or federal government. Gifts will be for the purpose of promoting research, education, or exhibition and must be for the public good.
- Specimen Retention - Study, naming, or reporting on collection items by a researcher adds to the collection's value. In some Divisions (e.g., Entomology), it is customary for scientists who borrow specimens to retain an example of the species for their institution's collection. Any retention should be fully documented. Type material may not be retained by the researcher.
- Repatriation - The UNSM shall be compliant with Nebraska Law and the Native American Graves and Repatriation Act
- Sales: Collections may be sold only via public sale. The Director must approve all sales proposals in advance.
 - All proceeds realized from the sales of objects (deaccessioned) removed from the collections shall be received by the Museum central budget and will be allocated by the Director in consultation with senior personnel to support collection maintenance or acquisition. Preference in such disposition of proceeds shall be given to the Division involved in the disposition. If a deaccessioned item that has been sold was a gift from an identified donor, a subsequent purchase for the collection using the proceeds from the sale will be considered and identified as a gift from that donor. (see Ethics)
- Sampling for Destructive Analysis - This phrase refers to any of a number of procedures in which collection items, or samples of those, are removed for research, entailing the use of analytical processes that require the permanent alteration or destruction of part or all of an item in order to obtain information (see Manual). The UNSM encourages the uses of non-destructive analytical techniques where feasible,

and seeks to incorporate the findings of such analyses in permanent collections records.

- **Destruction:** The Director's approval is required before the destruction, including destructive analysis, of any collection item(s) meeting one or more of the following criteria:
 - Item is classified as a primary or name-bearing type specimen, or a UNSM iconic collection item (e.g., Archie fossil), and the sampling technique would destroy a significant portion of it.
 - Item has been independently appraised as having a monetary value of over \$10,000 and is being considered for outright destruction rather than analytical sampling.
 - Item is considered to have a very high public profile in the United States and/or in its country of origin.

Routine destruction for disposal or destructive analysis does not require approval outside the Research Division. Destructions requiring a high level of approval must be witnessed by the Director or designee.

HAZARDS. The Research Division disposing of collections items shall comply with all legal and regulatory requirements that may be posed by hazardous or regulated materials. Compliance with those requirements will be documented.

ACQUISITION OF DISPOSED ITEMS. Disposed collection items may not be acquired by UNSM employees, research associates, volunteers, or student interns.

C. Preservation and Collection Care

***Preservation** is the protection and stabilization of collections, their associated information through actions that minimize chemical, physical, and biological deterioration and damage and to prevent loss of intellectual, aesthetic, cultural and monetary value. Preservation is an ongoing process with the goal of making collections and associated information available for current and future uses.*

Principles

The UNSM is committed to providing for the proper physical care and appropriate space for collections as well as preserving, managing, and enhancing the information inherent in them. The Research Divisions balance the mission of preservation with promoting collection use for the education of the public.

Policy

COVERAGE. The museum provides for the necessary preservation, protection, training and security for all collection items acquired, accessioned, borrowed, and in our custody (Federal repository items), including associated information.

AUTHORITY. The Museum administration is responsible for working with the Office of Research and Economic Development and Facilities Management to provide basic utilities and programs for the safety and well-being of the collections. During periods of renovation or

construction, the Director or designee will coordinate collections security care with the Research Divisions and other departments. When collections develop in ways that significantly affect the resources necessary for their housing and care, the Research Division shall coordinate plans with the Director or designee so that resources can be prioritized.

ASSESSMENT. Each Research Division shall assess the physical status of its collections on a cyclical basis, and minimally every 5 years. This information will be reported to the Director.

PREVENTION. The museum maintains an integrated pest management policy and implementation plan created by Research Division personnel (also Manual). Every occupant of UNSM facilities is responsible for following procedures that reduce pest-related risks. The UNSM prohibits the consumption of food and drink in locations that place collections at risk. The University is a smoke-free campus and all UNSM locations are smoke-free.

Special events held in museum exhibits involving food and drink must follow an approved risk management plan.

Ceremonial smudging as requested by a Tribe for official reasons may be conducted. Impacted staff and the Fire Marshall will be notified in writing prior to the event.

D. Collections Information Management and Digitization

***Collections information** documents the intellectual significance, provenance (history of items), physical characteristics, location, and legal status of analog and digital collections items including transaction documentation, as well as the collections management processes they undergo and their use in research, education, and exhibitions. Gathering, recording, and managing collections information is part of an ongoing process, with some information taking the format of items included in archival collections, or documentary files (e.g., field notes and logbooks, illustrations and works of art, data sets, and photographs), electronic information systems, and multi-media formats. The value of collections information lies in its quality, integrity, comprehensiveness, and potential for use for research and educational purposes.*

***Digitization** is the process by which collections information and the collections items themselves are represented in digital form.*

Principles

The documentary value of a museum collection is a principal criterion for its excellence. Well-documented results of scientific, historic, and aesthetic research enable the UNSM to fulfill its mission and programmatic goals.

The primary purpose of collections information management systems is to provide access to the UNSM analog and digital collections and associated information and documents. The museum has a responsibility to acquire, develop, and maintain collections information systems that enhance access to and accountability for its collections and research findings and to ensure long-term preservation in analog and digital formats. The UNSM houses analog and digital collections information by Research Division.

Policy

AUTHORITY. The Research Divisions' curators and collection managers in consultation with the Director or designee are responsible for their digital collections format.

RESPONSIBILITY. Collections information systems that document collections holdings and transaction management must support and meet museum goals for accountability, research and public access. The Research Divisions employ unique strategies. Web-based access through data aggregators like GBIF, VertNet, MycoPortal, SCAN, and other research community sites are used by some whereas others have adopted online collections software (e.g., MuseumPlus, Specify).

ACCESS AND USE. Research access to and, use of, digital or electronically maintained data is governed by the individual Research Division policies (see *Manual*).

The provenance of collections items shall be a matter of public record. Specific collecting localities may be reasonably protected from non-approved access if there is reason to fear any site vandalism or theft, or locality data is otherwise limited by regulation, documented agreement, or NAGPRA concerns. Decisions about restrictions must be documented in collections records.

Use of data for commercial purposes, by for-profit entities and organizations, or by individuals for profit purposes, requires approval by the Director or designee, after consultation with Office of General Counsel. Acceptable usage and profit-sharing arrangements between the user and the UNSM must be stipulated in a formal agreement approved by the Director or designee, Office of General Counsel, and Office of Contracting, as appropriate. See *Manual* for forms, process and procedures.

RIGHTS.

All original primary collections records created by the UNSM staff in the course of their duties (e.g., field notes, research-related notes, images, photographs, illustrations, correspondence, original card catalogues, sound and visual recordings, and other records and documents directly or indirectly related to the collections or collections activities of the UNSM) are the property of the Board of Regents, University of Nebraska, and stewarded on their behalf by the UNSM.

All such original primary collections records are to be maintained in good order and must be accessible to staff, in keeping with current archival policy and procedures.

Some collectors and governmental agencies may reserve the right to retain original primary collections records for specimens donated or transferred to the UNSM. The UNSM will make surrogates of these records when possible.

DIGITIZATION PLANS / PROJECT DIGITAL ASSET MANAGEMENT PLANS.

The UNSM Research Divisions are responsible for developing and maintaining a digitization plan and project digital asset management plans for collections

data development, maintenance, preservation, and retention. These plans shall comply with all University of Nebraska IT policies and procedures.

All media containing collections information are maintained for long-term use and must be preserved in keeping with University Libraries archival policy and standards.

E. Inventory

Inventory is a repeated and ongoing process for physically locating and verifying all, or a specified subset, of the museum's collections items. Results of this process are documented in Research Division archives and reported to the Director in annual collection reports, as appropriate.

Principles

An inventory program is an essential security device to deter and detect theft or misplacement of collection items. Regular collection inventories also facilitate research, documentation, detection of pests, and storage. The UNSM counts its collections at the item level for standard reporting purposes, however, some collections are more appropriately counted as "lots" or groups of one or more items sharing characteristics. In the case of disagreement within a Research Division, the Director will make the final decision on how the collections are counted.

Policy

AUTHORITY. The Director has authority to initiate an inventory in any Research Division. curators or collection managers may also initiate inventories of part or whole collections.

LOCATION RECORDS. Research Divisions must maintain and update accurate location records of all collection items including those on loan or on exhibit. All collection items entering or leaving a Research Division should be checked for pests and treated appropriately upon re-entry. Records of item movements will be maintained by the Research Divisions and made available upon request to the Director or designee.

CYCLICAL INVENTORY. Each Research Division shall establish and implement a cyclical inventory plan of their collections and report results in their annual collections report (see Manual).

F. Risk Management and Security

Risk management is the process of identification and evaluation of risk to prevent or minimize exposure to factors that may cause loss, damage, or deterioration of collections, or risks to health and safety of persons exposed to collections.

Principles

Routine programmatic activities inherently involve exposure of collections to risk of damage or loss. For example, items on exhibit, on loan, in transit, in storage, or while being studied, treated or handled, are at risk for damage or loss. Potential hazards include collection pests, vandalism, theft, natural disasters, terrorism, space and environmental deficiencies caused by mechanical or operational system failures. Human error is omnipresent.

Collections management requires identification, reduction or elimination of risks to the collections through a thoughtful, systematic review of potential hazards. Like inventory, this review should be cyclical.

AUTHORITY. Museum administration in consultation with Facilities Management and Office of Research and Economic Development have authority to take action to manage risks to the collections as posed by deficiencies in the facility or in response to security matters. Museum administration must communicate and coordinate with the Research Divisions, especially curators and collection managers, about facility-related risks and security matters.

PREVENTION. The UNSM minimizes and controls the level of risk of damage or loss to collections through regular inspection, inventory, and integrated pest management.

MANAGEMENT CONTROLS. Effective management controls are the responsibility of all UNSM managers and supervisors responsible for the well-being of collections in research areas and on public display.

All staff have an obligation to be aware of the risk management and security processes at their primary UNSM location of work, and if spending substantive time at one or more other UNSM sites, should be aware of the same risk management and security processes at their alternate work locations.

Risk management and insurance is coordinated by museum administration, the Museum administration, with University of Nebraska-Lincoln Risk Management Department. For the Lincoln campus-based museum sites, security is coordinated by Museum administration in conjunction with the University of Nebraska Police Department. At Ashfall Fossil Beds (Orchard, NE) and Trailside Museum (Crawford, NE), security is coordinated with local police departments.

Visitors, students, and volunteers are the responsibility of the Research Division collection manager and curator.

INSURANCE. The research collections and public exhibits are ensured through two policies. The University of Nebraska is self-insured for buildings, workers compensation, and other routine insurance matters. Additional fine arts insurance is purchased by UNL to insure museum collections and displays. This insurance policy is reviewed and renewed annually by the UNL Risk Management Director, Museum administration, and Office of Research and Economic Development.

Insurance proceeds from the settlement of claims for loss or damage to the collections or exhibit displays will be used for repair or acquisition within the affected Research Division.

REPORTING THEFT OR DAMAGE. Suspected or confirmed damage or theft must be reported promptly to Museum administration and UNL Police Department.

EMERGENCY PREPAREDNESS. See UNSM document titled “UNSM Emergency Plan” and “Disaster Recovery Plan.” All staff are responsible for reviewing and understanding their responsibilities during an emergency at their work site location. These plans should be reviewed annually.

G. Access

Access is the opportunity for the general public, researchers, University faculty and students, and UNSM staff to use the diverse collections resources of the museum. Access can be physical or virtual.

Principles

To carry out its mission, the UNSM promotes access to its collections and associated information through research opportunities, loan and exchange of collections, electronic web-based access to digital images or digitized collection records, research publications, traditional and virtual exhibitions, educational programs and publications for the general public (books, essays, comic books, etc.)

Policy

AUTHORITY. Approving research access to the Research Divisions is delegated by the Director to the curator or, in their absence, the collection manager. Collection managers facilitate access.

PRESUMPTION OF ACCESS. The Research Divisions operate with a presumption of research access to collections and associated information. Staff will provide reasonable access consistent with stewardship responsibilities. Physical and intellectual access to the collections should be balanced against preservation and protection concerns. See also: *Section C: Collection Preservation and Care.*

PHYSICAL ACCESS. Staff responsible for providing physical access to collections, as authorized within each Research Division, must be familiar with the collections and their preservation needs.

Collection visitors who wish to conduct research or handle specimens are required to demonstrate competence in handling collections, as appropriate, and also willingness to comply with security precautions or other restrictions. As authorized by their supervisor, staff shall provide training to students, volunteers, and others. Divisions may implement more restrictive policies with Director approval and document them in the Manual.

Access to collections may be denied to individuals who fail to handle items in accordance with the Research Division’s approved practices and standard professional guidelines.

RIGHTS. The UNSM holds the rights of reproduction (photography, physical and digital 3D models) on behalf of the Board of Regents, University of Nebraska. See *Manual* for processes and forms.

Research Divisions may enter into agreements of restricted access at the request of Native American Tribes (see Section IV), in connection with the repatriation process.

The Museum reserves the right to refuse to furnish images or objects intended for reproduction and may deny permission using criteria including (but not limited to):

- Whether the reproduction work would cause harm to the object.
- Whether the reproduction would alter the appearance or otherwise misrepresent the collection item involved.
- Whether the attribution, rights, or identification of the collection item are in question.
- Whether a pre-existing agreement with a donor, Native American Tribe, or other third party precludes granting permission for reproduction.
- The UNSM legal ownership and rights regarding the item are unclear.

Electronic access to collections or collections information should be based on traditional principles guiding access to original collections items and documents, align with the land-grant mission of the University of Nebraska, and should serve to enhance the mission of the UNSM.

The Museum cares for items that are not property of the UNSM. These may include long-term loans; items borrowed for research; items borrowed for consideration of acquisition or exhibition, or collections with shared custody and care. The museum is responsible for limiting access to these items pending permission of their owners.

RESTRICTIONS. Access to collections and collections information may be restricted or embargoed for the following reasons: resource limitations (staff time), security, cultural sensitivity, chain of custody issues or evidentiary concerns, ownership or legal question, approved research requests, loan agreements, and preservation constraints.

Members of the public are allowed access to the collections only when resources and conditions allow, for specific legitimate purposes – to conduct selected research or to participate in prearranged formal education activities approved by the Director or designee. Consultation for identification purposes should be limited primarily to researchers.

Only authorized staff from the Research Division may provide access to that Research Division's collections.

FOIA. All UNSM employees are subject to Nebraska Law governing Freedom of Information Act (FOIA). Work emails, for example, are subject to FOIA. Certain information/data are not subject to FOIA including requests for access to physical artifacts or scientific samples. The Director should be notified of any FOIA requests so that the University Office of Legal Council can guide compliance with a request.

FEES. The UNSM may charge commercial or noncommercial organizations or individuals access fees for materials such as images, recordings, digital surrogates, etc. A royalty or fee may be charged to grant permission to reproduce collection of items in books, journals, catalogues, etc.

PRIVATE PHOTOS. Visitors are permitted to photograph items on display in public galleries for personal use only, as long as a hand-held camera device with guarded flash is used and the person stays outside of exhibition barriers.

CREDIT. Researchers and users of the collections housed in the Research Divisions and on display must acknowledge or credit the UNSM for providing information or collections access per Division procedures.

H. Loans and Borrows

***Loans** (outgoing) and **Borrows** (incoming) are transactions in which temporary transfer of a physical collection items is made to an external party for an agreed upon purpose (typically research or temporary exhibit display) and with the agreement that the collection is returned at a specified time and condition. These transactions do not result in change of ownership.*

Principles

Lending and borrowing collections items for research, public exhibition, and education are integral to achieving the UNSM's mission. Loan transactions between Research Divisions are key to the museum's educational and exhibits programs, as are collection loans to and from other organizations.

The UNSM strives to be collegial when using loan mechanisms to manage the exhibition of its own collections. The Museum adheres to the Guidelines for Exhibiting Borrowed Objects issued by the American Alliance of Museums (AAM).

Policy

AUTHORITY. A collections item may be loaned out or borrowed by museum staff only in accordance with established Research Division authority and only when consistent with applicable laws, treaties, regulations, mutually agreed terms (MAT), and professional ethics.

PURPOSE. In general, the UNSM collections are lent for research, public non-commercial exhibition, or non-profit educational purposes.

Loans of UNSM collection materials are made primarily to individuals affiliated with museums, academic institutions, or similar research organizations.

With rare exception, at the discretion of the curator, loans may be made to private individuals by the Division of Entomology and Division of Parasitology. This policy is consistent with the community of practice within their scientific disciplines. These non-affiliated expert taxonomists have appropriate vetting and established relationships with the Division. They visit often, publish papers, and donate large numbers of specimens to the collection.

The museum only loans items that it owns and has the rights to loan. The UNSM does not allow third party loans.

GAIN. The UNSM collections may not be lent for private gain or commercial purposes.

SAMPLING OR TREATMENT. Loaned UNSM collection items may only be destructively sampled or consumed with prior written permission of the Research Division authority. Similarly, conservation treatment, molding or casting may only be done with prior written permission. In-house or loaned material for CT scanning or 3D surface scanning permissions require written approval. These records, copies of digital files or physical molds, will be provided to the UNSM.

Items borrowed by UNSM researchers may not be destructively sampled, consumed or undergo conservation treatment without the prior written permission of the owner.

DOCUMENTATION. All loans, including internal loans among research divisions, education and exhibits, must be documented by a written loan agreement or contract, and copies of the loan agreement and other relevant documentation (condition reports) maintained by the Research Division. Loan forms must be properly branded for external loans, and examples are available in the *Manual*. A Research Division may receive authorization to use a customized loan form for their Division, but these must be submitted for review by Museum administration, and if needed, UNL Legal Counsel.

TERMS. All loan transactions are set for a specified time period, with a specified party, with option for renewal as appropriate. The UNSM does not permit indefinite or permanent loans.

ACCESS. Access to collections or terms of use of items borrowed by the UNSM, as well as to the UNSM collections on loan to or in the custody of others, must be stipulated in the transaction agreement.

FEES. With the approval of the Director, the UNSM may charge fees to borrowing organizations, and may recover actual expenses for making outgoing loans. All such fees shall go into the funds of the lending Research Division to cover the associated collections management and conservation costs.

RESPONSIBILITIES. Regardless of the length and type of outgoing loan, the UNSM retains fiduciary responsibility for the continued oversight of its collections. The UNSM acknowledges its responsibility to provide appropriate physical safeguards for borrowed collections items in its custody, for the full term of the transaction agreement.

Responsibility for routine monitoring and preservation of loaned collections items must be established at the time the transaction agreement is initiated. Typically, the responsible party is the curator delegated with responsibility for the collection, or the curator initiating the incoming loan.

DENIALS. The UNSM may deny loan requests at its discretion and may recall loans prior to the agreed-upon date in accordance with the loan agreement. The UNSM may also deny loans if:

- the item(s) is being actively used by a UNSM researcher for a research project that has not yet been published.

- the original acquisition from a donor prohibits loans to a third party.
- the item(s) is on or scheduled for exhibition; the requestor cannot provide proper facilities or fulfill standard preservation requirements.
- the item(s) is of great scientific (e.g., type material) or cultural value, is unique, or of highly limited quantity.
- the item(s) is in such a condition that loaning it would place it at risk.
- the requestor has previously violated the terms of a loan, including handling, sampling and/or return requirements.
- issues related to cultural sensitivity and/or repatriation mandate a restriction in access.
- in the judgment of the Research Division, the loan would compromise privacy, safety, or intellectual property rights.
- the loan would impose on the UNSM inordinate costs and resources to satisfy the request; or loans are restricted or prohibited per the terms of an agreement made at the time of the acquisition of the collection item(s).

ABANDONMENT. The status of loans to the UNSM which have expired, but for which the lender cannot be found, shall be resolved in accordance with the due process, reasonable search, notification procedures set by Nebraska law. Abandonment of staff property is similarly subject to Nebraska law.

EXHIBITION. The UNSM makes its collections available through loan for public exhibition in several venues. No collections item will be exhibited to its detriment deliberately or exhibited in such a way as to risk human health and safety or the integrity and stability of the collection item. The Research Division establishes which collections items may be lent for exhibition, and in consultation with knowledgeable museum staff, also establishes the legal and physical conditions under which an item may be lent.

The UNSM will be appropriately credited in the exhibition and in all supporting publications. Condition reporting requirements for exhibition of collections items are established by the Research Divisions and reviewed periodically by the Director for compliance with AAM best practices.

INSURANCE. Insurance settlements for UNSM collection items that are lost or destroyed when on loan will be used only for future collections acquisitions within the collecting Division that experienced the collections loss.

I. Intellectual Property Rights

Intellectual Property Rights is any product of the human intellect that the law protects from unauthorized use by others.

University of Nebraska defines “author(s)” and/or “inventor(s)” as those employed by the University, regardless of whether they are full-time or part-time, and other persons and students, who use University resources to create or discover intellectual property. The policy may be found at: *Intellectual Property Policy of the University of Nebraska*. Digital Commons@University of Nebraska- Lincoln. Published July 2001.

J. Shipping and Transportation

Shipping and Transportation is the physical transfer of specimens and artifacts to a third party for research or exhibition purposes.

Principles

The UNSM strives to ensure the safety and integrity of its collections during shipping and transportation, while complying with all relevant state, federal and international laws and regulations. Whenever reasonable alternatives to shipping exist, they are encouraged. For example, providing high quality photographs, CT scans, or 3D surface scans can be considered. Also, providing remote microscopy session or virtual examination via a web-platform is supported.

Policy

AUTHORITY. Curators and collection managers have the responsibility to ensure that collections are shipped safely and legally.

COMPLIANCE. Staff shall comply with state, federal and international laws and regulations when transporting collections.

RECORDS. Research Division staff shall maintain permanent records of transportation events in association with the transaction and/or collections items. Staff shall promptly file United States Fish and Wildlife Services (USFWS) electronic declarations (3-177 declarations) when transacting relevant collections across international borders. Copies of cleared declarations must be included in transaction records.

TRAINING. Curators and collections managers ensure that staff members are trained in acceptable procedures and use appropriate materials for packaging, labeling, and transporting collections locally, regionally, nationally, and internationally.

SECTION IV. Specific Legal and Ethical Issues

A. Native American and Native Hawaiian Human Remains and Objects

The State Museum as a unit of the University of Nebraska-Lincoln (UNL) complies with the campus policy as revised February 12, 1998 for Native American human remains and cultural objects subject to NAGPRA and related state statutes. The UNL NAGPRA Coordinator is the campus compliance officer.

NAGPRA Coordinator, NAGPRA Project Manager and NAGPRA Assistant

The NAGPRA Coordinator is appointed by and reports to the Vice Chancellor for Research and Economic Development, who provides funding for NAGPRA staffing in the Museum's Division of Anthropology. The Museum Director holds this appointment.

The NAGPRA Coordinator is responsible for consulting with Native American Tribes regarding NAGPRA matters; for preparing NAGPRA Summaries and Federal Register NAGPRA Notices in cooperation with Tribal authorities, and for conducting repatriations of remains and objects subject to NAGPRA. As appropriate, these duties are delegated to NAGPRA staff under the NAGPRA Coordinator's direction.

NAGPRA staff are appointed by and report to the Museum Director/NAGPRA Coordinator. They maintain and update the NAGPRA inventory, database, and archives. They assist with NAGPRA communications and consultations, help prepare NAGPRA Summaries and Notices, and assist the NAGPRA Coordinator with preparing for and conducting NAGPRA repatriations.

Written correspondence to Tribal officials regarding the UNL NAGPRA inventory and UNL NAGPRA-related issues is subject to review and approval by the Museum Director/NAGPRA Coordinator and the University of Nebraska Office of General Counsel.

NAGPRA Repository

All Native American human remains and funerary objects in the museum collections are housed in the campus NAGPRA Repository. The NAGPRA Repository can only be entered by the NAGPRA Coordinator, NAGPRA staff, or in an emergency (fire, health) by emergency personnel. All persons entering the repository must sign in and sign out with times entered on the NAGPRA Repository log sheet.

Photography

No new photography of NAGPRA human remains, NAGPRA objects, or objects potentially subject to NAGPRA, is permitted without prior written authorization by the relevant Tribal official(s), the NAGPRA Coordinator and the NU Office of General Counsel.

Additional Restrictions

Access to cultural items and human remains subject to NAGPRA-related archival material and any previous images are restricted to the Director, NAGPRA Coordinator, and NAGPRA Assistant unless official written permission by the relevant Tribal official(s), the Director, and the NU Office of General Counsel is provided. No cultural items subject to NAGPRA will be publicly displayed anywhere, either physically or online, unless official written permission by the relevant tribal official(s), the Director, and the NU Office of General Counsel is provided.

B. Collections Made via Field Work

Research and collection activities must be undertaken in compliance with applicable laws protecting living species, fossils, geological and other natural resources. Where such laws exist, collecting by museum staff and associated researchers must be legally authorized and documented in the collection archives.

Collecting protocols should be sensitive to the need for protection of cultural and biological diversity. Field activities must be conducted lawfully, support educational and scientific purposes, and not result in degradation of the diversity of the biota unless purposefully salvage collecting in areas to be destroyed by human activities (e.g., development) that are

sanctioned by governmental authorities in the U.S. or other countries.

C. Collections Posing Health and Safety Risks

The UNSM owns collections that may pose some risk to health and safety, either due to their preparation for preservation (arsenic prepared, fluid-preserved specimens) or due to long term fumigation/pest control methods (various fungicides, insecticides) that leave residues on the items. Visiting public will be protected from adverse health or safety risk from objects on display, used in educational programs or tours. Researchers are to be informed of any risk associated with research specimens. Any transportation (in the case of loans) or deaccession and disposal of hazardous materials must comply with all state and federal laws.

The Museum will promote awareness of the potential hazards and established protective work practices to those at risk. Division personnel are responsible for developing collection specific trainings on their common hazards in addition to the University EHS trainings. Museum research staff are responsible for daily compliance and ensuring students and collection visitors are protected from inadvertent, unknowing, exposure.

SECTION V. GLOSSARY OF TERMS

Access is the opportunity for the general public, researchers, University faculty and students, and UNSM staff to use the diverse collections resources of the museum. Access can be physical or virtual.

Accession is the formal process used to acquire legally and to record a collections item or group of items into the UNSM's accessioned collections to be held in public trust.

Acquisition is the act of gaining legal title to a collections item or group of items for any of the museum's collections.

Cataloguing is the act of organizing the data of an accession into a paper-based system or preferably, an electronic database.

Collections information documents the intellectual significance, provenance (history of items), physical characteristics, location, and legal status of analog and digital collections items including transaction documentation, as well as the collections management processes they undergo and their use in research, education, and exhibitions. Gathering, recording, and managing collections information is part of an ongoing process, with some information taking the format of items included in archival collections, or documentary files (e.g., field notes and logbooks, illustrations and works of art, data sets, and photographs), electronic information systems, and multi-media formats. The value of collections information lies in its quality, integrity, comprehensiveness, and potential for use for research and educational purposes.

Deaccessioning is the process used to formally approve and record the removal of a collection item or group of items from the UNSM's accessioned collections.

Destructive or invasive sampling is any research technique during which the preserved

museum specimens (in part or whole) is permanently changed in its original quality, quantity, and appearance (for example: dissections, tissue staining, DNA extraction, isotope studies)

Digitization is the process by which collections information and the collections items themselves are represented in digital form.

Disposal is the act of physically removing an unaccessioned or deaccessioned collections item or group of items from the UNSM's collections. Types of disposals include: donation, transfer, exchange, sale, repatriation, sampling for destructive analysis, consumptive or educational use, and destruction.

Intellectual Property Rights is any product of the human intellect that the law protects from unauthorized use by others.

Inventory is a repeated and ongoing process for physically locating and verifying all, or a specified subset, of the museum's collections items. Results of this process are documented in Research Division archives and reported to the Director in annual collection reports, as appropriate.

Loans (outgoing) and Borrows (incoming) are transactions in which temporary transfer of a physical collection items is made to an external party for an agreed upon purpose (typically research or temporary exhibit display) and with the agreement that the collection is returned at a specified time and condition. These transactions do not result in change of ownership.

NAGPRA Repository is a specialized repository of restricted access, where ancestors and associated funerary objects await repatriation to Tribal Nations.

Preservation is the protection and stabilization of collections, their associated information through actions that minimize chemical, physical, and biological deterioration and damage and to prevent loss of intellectual, aesthetic, cultural and monetary value. Preservation is an ongoing process with the goal of making collections and associated information available for current and future uses.

Provenance refers to the history of ownership of the collection item.

Repository is a collection or set of collections held on behalf of state or federal agencies such as the Department of the Interior, Bureau of Land Management, National Park Service, etc.

Risk management is the process of identification and evaluation of risk to prevent or minimize exposure to factors that may cause loss, damage, or deterioration of collections, or risks to health and safety of persons exposed to collections.

Shipping and Transportation is the physical transfer of specimens and artifacts to a third party for research or exhibition purposes.