

University of Nebraska State Museum
Collection Management Policy

Signature Page

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Date: September 1, 2008

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University of Nebraska State Museum

Collection Management Policy

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I. PURPOSE

The University of Nebraska State Museum (UNSM) is a museum of natural science and an independent, non-profit, research and educational unit of the University of Nebraska-Lincoln.

The University of Nebraska State Museum promotes discovery in natural science through innovative research, scientific collections, learner-centered education, and public exhibitions. The State Museum collects and preserves organisms, minerals, fossils, and artifacts, thus fostering scientific understanding and interpretation of the Earth's past, present, and future. Museum collections, with special emphasis on Nebraska and the northern Great Plains, are the biological and cultural heritage for the State of Nebraska. The collections provide essential data for scientists, natural resource users and managers, and decision-makers. Museum exhibitions are a catalyst for public science education, inspiring curiosity about and engagement with the natural world. The Museum faculty fosters intellectual growth in graduate and undergraduate students, mentors future scientists and educators, and advances society through discovery and exploration of our natural world and cultural heritage.

A university museum of natural science has distinctive characteristics. It has multiple functions and must serve both the needs of the University (which includes research, teaching, and service), and the needs of the public (which involve education through exhibits, lectures, and demonstrations). The primary functions of the UNSM, as with all university museums of natural science, are acquiring, maintaining, interpreting, and promoting the use of its collections. The collections are world-wide in scope but emphasize the natural history record of the state of Nebraska and Great Plains. Capacity to learn about past and present and to discern future trends depends, in large measure, on such collections. Without them, the identity, the order and relationship of organisms and human cultures, and the vast spectrum of variation in nature cannot be known, nor could its significance be

understood. These collections provide the data base upon which we document the dynamics of biological and cultural change, including adaptation, survival, and extinction. The Museum fulfills a vital scientific obligation to society by preserving representative samples of the universe and by encouraging study of them. The collections are an irreplaceable international resource. By making our collections available for study by qualified persons, the Museum extends its support of research to the larger scientific community.

The Museum's staff conducts original research based largely on the collections of this and similar institutions and on data collected in field studies. Results of Museum research, set forth in scientific publications, become part of humankind's general body of knowledge. Thus, the Museum participates in the continual development of new information and concepts about the natural world.

The Museum distills exhibits, programs, and publications for public understanding from this large body of information. In addition, the Museum offers special, non-traditional programs that appeal to persons of all ages. Visitors can expand their knowledge and appreciation of natural science by use of the exhibits, by contact with staff members, and by special programs. Thus the Museum fulfills its educational goals.

Through its unique approach to education and research programs, the Museum interprets natural and cultural objects and reveals their relevancy to everyday interests and experiences. It explores underlying principles and relationships that tie natural objects to each other in a dynamic and evolving system. The Museum seeks to stimulate concern and responsibility toward our planet. In this way, the Museum provides a science-based environment for research and learning that is distinct from schools and traditional educational programs. By this method of spreading knowledge, a museum of natural science is parallel to, but distinct from, that of schools, traditional university programs, and research institutes.

The Museum holds its collections in trust for the scientific community and the public. The Museum is committed to maintaining standards of professional and ethical excellence in all of its actions. The Museum recognizes its responsibility to ensure planned and coherent growth, development, care, and use of the Museum's collections. The Museum further recognizes its responsibility to prevent the loss of its collections by deterioration, mismanagement, or indiscriminate dispersal.

II. SCOPE

The Museum acquires and preserves collections concerning the composition and evolution of the earth and all forms of life, past and present, non-human and human.

The research collections emphasize specimens from Nebraska but include field and reference collections from around the world. These collections range from intensive coverage of a geographic area, biotic group, ecological habitat, and geological horizon to extensive coverage of a world biota, ecosystem, or geological province. Thus, collections combine elements of intensive and extensive coverage. The former are useful in detailed research efforts such as comprehensive monographs and area studies. The latter enables broadly comparative studies, significantly aids identification, and provides maximum flexibility in selecting exhibit materials.

III. USE AND ACCESS

Original scientific research, based in part upon the collections, is conducted by Curators and members of the Museum staff, by faculty members of the University of Nebraska, by visiting scholars working at the Museum, and by scholars throughout the world. These scholars are considered *bona fide* members of the scientific community. Collections are available for study under routine Museum security procedures. Data based on the collections is considered proprietary and the release of these data to all persons, organizations, and institutions may require a Collections Data Release agreement. Contract or commercial users may be charged a fee.

1. METHODS OF ACCESS.

The Museum provides access to its collections and databases in a number of ways, among which are the following:

- A. Responding to written or verbal research inquiries or general questions.
- B. Lending materials to institutions or their representatives, or individuals for research, educational, or exhibit purposes.
- C. Physical access to collections areas and items.

This following section deals only with physical access to the collection.

2. AUTHORIZED PERSONNEL

Access to the Museum's collections is not an inherent right of the general public. For the security of the collections, the Museum limits access to collections to curatorial and other appropriate staff personnel and to authorized visitors. The Museum attempts to comply with all requests for access to collections, but the collections are not open to random browsing.

A. *Appropriate Staff Personnel.* Appropriate staff personnel are defined as those who need access to collections areas to carry out their duties and responsibilities. The Curator of the division will authorize access based on the guidelines in the following paragraph.

B. *Authorized Visitors/Students.* The Curator or representatives authorized by the Curator may allow access to particular collections. Determination of access will be based on the guidelines in the following paragraph.

Curators of specific collections may arrange special visits to collections by visitors when authorized staff are present to supervise the visitors. Visitors are not to be given unauthorized access to collection areas. When an individual's need for access necessitates issue of a key to a collection area, final approval must be given by the Interdepartmental Research Coordinator (hereafter called Research Coordinator). The Curator of a collection will make a recommendation in writing to the Research Coordinator for access in this case.

3. GUIDELINES FOR DETERMINING NEED FOR ACCESS

The foremost purpose of these guidelines is to protect the collections that belong to the public. It is essential that personnel using the collections be reliable, responsible, mature, and versed in specimen handling. The collections must be protected as much from improper handling, breakage, accidental damage, and misplacement as from theft or intentional damage.

A. *Evaluation of Need*

- 1) Does the individual need access to collection material or to laboratory space?
- 2) Does the individual need access to the entire collection or only selected portions?

B. *Evaluation of the Individual*

- 1) Has the individual demonstrated reliability and care in handling specimens?
- 2) Has the individual demonstrated reliability in maintaining general security of the area?
- 3) Has the individual demonstrated reliability in complying with Museum

procedures?

- 4) Is the individual conducting research and/or sponsored by an accredited institution?

C. Individual Considerations for each Collection

- 1) Can the individual schedule work during hours the collection is staffed?
- 2) Can the individual schedule work during hours when the Museum is staffed?

The Museum's various collections differ significantly from one another in ways that must be taken into account in determining access. These include: potential for loss/damage, separation of study/work/storage areas, and staffing levels.

4. KEYS

The Research Coordinator in consultation with the Curator will authorize key issue, key check-out, and other access to the collection areas. The Director will control all keys. The Curators and Research Coordinator will enforce the return of all keys. Students, volunteers, research associates, and visiting scientists may obtain keys for their respective Divisions at the discretion of the Curator. Special efforts should be made by each Curator to have keys returned. To this end, it is recommended that all keys be purchased by the Division from Key Services, and that the tracking of keys be conducted by each respective Curator and Collections Manager. The security of the Museum depends on this effort.

5. APPOINTMENTS FOR ACCESS.

Visitors with appointments may be admitted directly to the collections area. Visitors without an appointment may go to the Information Desk in Morrill Hall or the main office in Nebraska Hall. In case of the Curator's absence, the request will be referred to the Collection Manager or Research Coordinator.

Curators should be contacted in advance when University faculty plan to visit the collections either on their own or with classes. The procedure and time frame for this notification and visit should be established by mutual agreement of the parties involved.

IV. COLLECTIONS GOALS

The Museum is a research and educational unit of the University of Nebraska.

The collections are of regional, national, and international significance and are used extensively in research, identification services, and educational activities. These collections can and will be improved through selective addition of new materials. The Museum has specific and continuing research and educational interest in objects, artifacts, and specimens originating in the natural history of Nebraska and the Plains and seeks to collect these whenever possible.

The Museum engages in directed acquisition. The diversity of natural and cultural objects is so extraordinarily large that physical space limitations alone require that the Museum be selective in its acquisitions. The financial aspects of fulfilling the Museum's continuing obligation to preserve, maintain, and use representative samples of the universe also necessitate restrictions in accession capabilities.

The Museum realizes that acquisitions provide a means of strengthening the collections and enhancing their value for research, exhibition, and educational purposes. The Museum's collections goals are to:

- 1) Strengthen collection areas in which the Museum has a current specialization and a historical interest.
- 2) Broaden the comparative base of established collection areas.
- 3) Obtain specimens, artifacts, and collections of a general nature that are within the broad interests of the Museum. The broad interests of the Museum are defined as those areas relating to the earth, life, and anthropological sciences.
- 4) Database the collections and make widely available the information in those databases.

Strengthening of a collection may involve selectively eliminating items from the collection to allow better concentration and utilization of personnel, financial, and physical resources on more significant items. Therefore, this Collections Management Policy establishes procedures governing deaccession and disposal of specimens or collections that may no longer be appropriate or necessary for the Museum's areas of interest (see Section VI).

V. ACQUISITION POLICY

The Museum may acquire objects by purchase, contract, gift, bequest, exchange, field collection, abandonment, or other appropriate means. Because of its trust responsibility to maintain and preserve objects in perpetuity for the public, the Museum will accept and acquire only those items for which it can provide proper care, conservation, and storage.

The Museum acquires objects for research and educational activities. Objects for which the Museum anticipates no foreseeable use for exhibition, research, education, exchange, or sale will not be accepted. Potential donors of such items may be referred to other museums having an interest in and use for the offered objects.

Every reasonable effort will be made to ensure that items considered for acquisition have been collected and imported in full compliance with the laws and regulations of the United States and of the individual states. Specimens of endangered species collected before endangered status was designated can and will be accepted in accord with federal guidelines. The Museum may accept objects that have been confiscated and offered to the Museum by government authorities. The Museum adheres to the C.I.T.E.S. convention for endangered species and the UNESCO convention on cultural property (14 November 1970).

Title to all objects acquired for the collections shall be obtained free and clear, without restrictions as to use, exhibition, loan, dispersal, or future disposition. Some objects or specimens without data may be used in consumable activities such as hands-on educational activities, trade, or sale.

All acquisitions by exchange, donation, or purchase shall be documented by an accession form and by an invoice where necessary (Appendices A and B). Invoices should be initiated by the curatorial staff and signed by the Curator and when the expenditure of funds is involved, by the Director. The invoice and accession form will go to the Curator and the Director with a copy of the invoice to the donor. The invoices covering donations should contain the following statement: "In donating these items to the University of Nebraska State Museum, the donor hereby transfers ownership and/or intellectual property rights to the Museum and agrees that the items may be integrated into existing collections or used in any way."

Only under the most exceptional circumstances will the Museum accept gifts on which the donor has placed restrictions concerning use or disposition.

The Museum cannot and will not guarantee that specimens donated will be placed on long-term or permanent exhibition or that they will be exhibited or stored intact as a single collection.

Authorized individuals, the Director, Research Coordinator, Curators, Collection Managers, Coordinator of the Encounter Center, and Highway Salvage Paleontologist, may accept objects and specimens for the Museum. All acquisitions (single items and/or collections), other than field collections made by Museum personnel, that have a fair market value reasonably expected to be in excess of \$5,000 require written approval of the Director prior to acceptance by the Museum.

1. COMMENCEMENT OF OWNERSHIP

The time at which the Museum is considered to take possession of and legally own an object or specimen varies with the method of acquisition. The following definitions set forth the time of commencement of ownership:

A. *Field collection:* Items, along with copies of field notes, collected in the field by Curators and staff members during Museum-financed trips are the property of the Museum unless otherwise restricted according to permits issued prior to collection. Ownership commences following the collection of the specimen. The Curator will incorporate relevant specimens and objects into the collection and put the field notes or archival-quality copies in the Archives.

B. *Gifts/Bequests:* The Museum is considered to own the item when 1) a donor form has been executed legally, 2) the object physically enters the Museum, 3) the designee of the Regents approves the gift. Ownership commences only when all conditions have been met and it dates from the time of the latter's occurrence. At this time, the item will be considered accessioned.

C. *Purchase:* Ownership commences when the Museum has rendered payment for the object/specimen, subject to any conditions of delivery.

D. *Exchange:* Ownership commences when all objects/specimens involved have entered the respective institutions and have been accepted by them.

E. *Abandonment:* Ownership commences in accordance with the legal statutes of the State of Nebraska pertaining to abandonment. The Museum will be guided by the advice and recommendations of the Legal Counsel of the University of Nebraska in any abandonment proceedings (see also part 3 of this section).

2. LEGAL REQUIREMENTS

Every Museum staff member authorized to acquire objects and specimens for the permanent collection through gift, purchase, exchange, field collection or other means will reasonably ensure that valid and legal title can be transferred to and obtained by the Museum. To accomplish this, staff members should consult as widely as is necessary and reasonable among their colleagues in the Museum and elsewhere. The degree of consultation advisable in a particular case will vary with the significance of the acquisition and circumstances of the transaction. In doubtful cases, staff members may request through the Director's Office the assistance of legal counsel.

It is essential that the Museum's clear legal title to an addition to the collection be established prior to the time of accessioning. It is the obligation of the

staff member or Curator making the acquisition to ensure that all information and documentation necessary for a legal and binding accessioning are obtained, and that all items acquired are immediately accessioned in accordance with current Museum procedures. Documentation required is described in detail in Section VI.

3. APPRAISALS AND IDENTIFICATIONS OF ACQUISITIONS AND OTHER MATERIALS

There is an inherent conflict of interest in the Museum or its employees or representatives providing estimates to donors/potential donors of a donation's monetary value. Therefore, no member of the Museum staff or Curator will give appraisals for the purpose of establishing the fair market value of gifts offered to the Museum. Donors desiring to take an income tax deduction may have an independent appraisal made on the value of their gift. Museum personnel may assist donors in locating qualified appraisers or other ways of evaluating collections.

As a service, Museum staff and Curators may attempt to identify or authenticate items brought to the Museum by the general public. However, the Museum discourages the public from leaving these items at the Museum. 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 staff and employees 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.

VI. REGISTRATION, ACCESSIONS, AND DEACCESSIONS

1. RESPONSIBILITY

The Museum assumes the responsibility, conservation, and care for:

A. *Permanent Collections:* Those objects to which the Museum has acquired legal title and owns, either with or without restriction.

B. *Temporary Collections:* Those objects which are on temporary deposit with the Museum, *e.g.*, on loan for special exhibitions; objects on loan for study; objects on deposit for consideration for possible acquisition; objects on deposit for special purposes.

2. RECORDS, DATABASES, AND FIELD NOTES

Records form an integral part of an object's history and are of primary importance in understanding the object. Records also provide the means by which the Museum establishes its right to legally possess an item, either through permanent ownership or 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 in a timely fashion, housed in secure locations, and physically preserved by proper handling and storage methods. Where possible, duplicate registration and accession records should be made and stored in separate facilities as a security precaution. Printed records should be kept on archival paper to ensure their preservation, and digital records should have backup files.

Of special mention here relating to collection records are field notes. Where possible, field note paper of 100% rag quality will be supplied by the Museum to members of a Museum-related and sponsored expedition. These notes or copies on archival-quality paper are the property of the Museum and must be kept in the archives at all times. They are invaluable records of actual specimens in the collection and cannot be replaced. Curators should 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, be sealed for a 10-year period during which time the investigator will have exclusive use. In general, no archival records should leave the archives area. Copies can be made at the

Division's expense for staff use. Requests for copies of photographs and negatives will be handled by the Divisions

It is important that the Museum maintain a clear distinction between the permanent and temporary collections, and that the Museum be able to prove that it owns and possesses clear legal title to the objects that form the permanent collection. To this end, the Museum must document and account for the objects for which it has assumed responsibility. Documentation for accessions is described in the following paragraphs of this section. Documentation for loans is described in Section VII.

3. REGISTRATION

Registration of objects involves compiling and maintaining a cumulative inventory of all objects in the Museum's custody, both permanent and temporary. This includes providing an immediate, brief, and permanent means of identifying each object and recording its source, status, and disposition. Registration has three phases:

A. Accessioning: the act of recording and/or processing an addition to the permanent collections which: 1) gives the Museum legal title to the object/specimen 2) commits the Museum to the responsibility for the proper care and use of the object/specimen. Accessioning is addressed in detail in this section.

B. Deaccessioning: the process of removing an object from the permanent collection by legal means. Deaccessioning is addressed in detail in this section.

C. Loaning/Borrowing: the process of contracting for the borrowing or lending of objects, for temporary or extended periods, between this Museum and other responsible institutions or individuals. Loaning/borrowing is undertaken under the terms of a loan agreement which 1) forms a contract between lender and borrower and 2) specifies terms and conditions of the loan including the respective responsibilities of each party. Loaning and borrowing are addressed in detail in Section VII.

4. ACCESSIONING AND DEACCESSIONING

A. Definitions

Accession: a collection acquired from a single source at one time. It may refer to one object or to a number of miscellaneous and diverse objects.

Accessioning: the creation of an immediate, brief, and permanent record utilizing a control number for an object or group of objects added to the collection from the same source at the same time, and for which the Museum has custody, right, or title. Customarily, an accession record includes, among other data, the accession number, date, and nature of acquisition (gift, excavation, expedition, purchase, bequest, etc.), source, brief identification and description, condition, provenance, value, and name of staff member recording the accession. *Object*: research specimen of cultural, biological, or paleontological value or a major gift of library materials or field notes.

Cataloging: the creation of a full record in complete descriptive detail of all information about an object, assembly, or lot, cross-referenced to other records and files, and often containing a photograph or sketch. Catalog data are usually in the form of cards, sheets, or database.

Deaccessioning: removing an accessioned object or group of objects by a procedure from a permanent collection.

B. Procedures

1) *Accessioning*

As soon as an object is accepted as part of the Museum's permanent collection, it shall be accessioned by the Curator or Collection Manager by completing the standard accession form. Accession numbers will be assigned by each Division. The form then goes to the Director and the designated University officer for approval. After acceptance of the collection is approved, the form shall be returned to the Director. One copy of the form shall be returned to the Division and a second to the Director's office (see Appendix B for forms).

Additional documentation of acquisition may be provided as needed.

a. *Gifts*. Gifts must be transferred to the Museum unconditionally. Additional documentation for gifts to the Museum may consist of an Invoice (Appendix A). Donor forms must describe the objects in a recognizable manner and must be signed and dated by the donor and recipient Curator or Collection Manager. The completed donor form attached to the accession form will be forwarded to the Director. The following statement that clearly explains the terms of the gift should appear on the donor form.

"In donating these items to the University of Nebraska State Museum, the donor hereby transfers ownership and intellectual property rights to the Museum and agrees that the items may be integrated into existing collections or used in any way."

b. Exchanges. Exchanges between the Museum and other institutions will be documented using a loan form (= Invoice, Appendix A). The Curator of the collection arranging the exchange will maintain on file, with the accession form (Appendix B), all correspondence relating to the exchange and will provide a copy of same to the Director. Exchange correspondence will be filed with the corresponding accession form in the Division files and in the Director's office.

c. Permits. Copies of all permits necessary to collect, import and possess the specimens will remain on file with the accession forms in the Director's office. A second set of permits and accession forms will remain in the Division.**2) Cataloging** Cataloging provides the Divisional record of collections. Curators in charge of collections are responsible for assuring that accessions are properly cataloged. Curators of specific collections will catalog objects/specimens with an internally consistent system within that collection and in accordance with accepted professional standards for that discipline. Catalog records should provide complete information about an object as well as its current location.

3) Deaccessioning

a. Objectives. The Museum holds its collections in trust for present and future generations. Therefore, deaccessioning must be done with great care and consideration and with the best long-term interests of the collections and the public in mind. All designated procedures for deaccessioning must be scrupulously followed. Deaccessioning is often a highly visible action by the Museum that may be subject to close public scrutiny. It is of great importance that the Museum: 1) be cautious and deliberate in considering deaccessions and 2) be completely scrupulous in the disposition of deaccessioned items. The Museum Deaccessioning form shall be used in all cases. After the deaccession procedure is complete (see Section 4) one copy of the deaccession form shall remain on file in the Division and one copy shall remain on file in the Director's office (see Appendix C).

Objects shall have permanency in the collections as long as they:

1. retain their physical integrity
2. retain their identity
3. retain their authenticity
4. continue to be relevant and useful to the Museum's purpose and activities
5. can be properly stored, maintained, and used
6. retain value that is in the best interest of the Museum.

b. Considerations for Deaccessioning

The Museum may propose an object or specimen for deaccessioning when one or more of the following conditions exist:

1. the object is no longer or never was relevant and useful to the purpose, activities or scope of the Museum's interest.
2. there is a danger of not being able to preserve the object properly.
3. the object has deteriorated beyond usefulness.
4. the data accompanying the specimens may be so incomplete that the specimen has little or no scientific value.
5. there is a need to improve or strengthen another area of the collections in order to further the goals of the Museum.
6. the object presents a hazard to health.

c. Restrictions

The Museum may deaccession any particular item or items unless there are specific written restrictions to the contrary. Before any object is deaccessioned, reasonable efforts will be made to ascertain that the Museum is free to do so. Where restrictions to the disposition of the object are found, the Museum will seek the advice of legal counsel.

d. Procedure

A Curator of a collection may recommend deaccessioning of an object or specimen if, in his/her best judgment, one or more of the criteria for deaccessioning have been met.

1. *Objects of Intrinsic Value.* The Curator will make the recommendation regarding objects or collections of intrinsic value in writing to the Director. The recommendation will specify the history of the object, the reason for deaccessioning, and the recommended means of disposal. The Director will convene a Deaccession Committee to consider the request. The Deaccession Committee will consist of the Director, a representative of the University designated by the Vice Chancellor for Research and three Curators. The Director, acting for the Committee shall respond in writing, approving or disapproving and designating the means of disposal. If deaccession is approved, the Curator shall assign a deaccession number to the collection or specimen. The Curators' recommendations, the Deaccession Committee response, the Deaccession forms, and other related correspondence about the deaccession will be maintained on permanent file by the Director. Complete and accurate records on all deaccessioned objects or specimens will be maintained. These records will include all accession and catalog records with notations to the effect that the object has been deaccessioned and the date, method, and authority for deaccession.

2. *Objects without Intrinsic Value.* In the normal curation of the collections, Curators may, subject to the approval of the Director, routinely dispose of objects that no longer have value as scientific specimens (see especially 3 c & d above).

e. *Priorities of Transfer/Disposal*

Priority Summary. The Museum will observe the following priorities in transferring or disposing of deaccessioned items:

Priority 1. Exchange with another educational or scientific non-profit institution; or transfer to the Museum's Education Division; or gift to another educational or scientific non-profit institution except for b. 6 above.

Priority 2. Sale of items where it is consistent with discipline standards.

Priority 3. Destruction.

f. *Methods of Transfer/Disposal*

Priority 1.

Exchanges. The formal reciprocal transfer of objects or specimens of comparatively equal value between two or more institutions serves to advance the research, education, or exhibition programs of each organization. Such exchanges increase the probability of preserving materials for the future benefit of society. The use of materials for appropriate exchanges is more in keeping with the purpose of the Museum than transfer through sales.

Gifts. In some cases where exchange of material may be unfeasible or impractical, 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. Institutions in the State of Nebraska will have priority in receiving such gifts. 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 reference collection specimens by a scientist adds to the scientific value of that material. In recognition of this fact, and to increase mutually the value of reference collections, it is customary in some disciplines for scientists who borrow biological or paleontological specimens to retain some duplicate examples for the collections of their institutions. All such transactions shall be in keeping with the traditions of the scientific discipline involved and fully documented.

Transfer. Objects or specimens that are duplicates, without provenance, or otherwise of little exhibition or scientific value and that meet the requirements

for deaccessioning may be given, after deaccessioning, to the Education Department for use in its programs and activities.

Priority 2. Sale of items where it is consistent with discipline standards. If objects are offered for sale, primary consideration will be given for sale at advertised public auction or the public marketplace in a manner that will best protect the objective, purpose, activities, and legal status of the Museum.

Sealed bidding or open bidding over a period of time are acceptable options, provided that the availability of such material for sale has been given publicity aimed at the appropriate audience of potential purchasers. In all cases of items offered for sale, a reserve price may be established in advance, or all offers rejected if the competent staff of the Museum determines that such action is advisable. The purchase price of each item or collection shall be available upon request, together with a summary of other bids or offers received. Private sales are forbidden.

Though the goal of the sale is to bring the best possible price for the item, if substantially equivalent offers are received for a specimen or a collection, then the Director, as advised by the Curator(s) competent in that area of knowledge, is authorized to complete the sale to the bidder who appears most likely to provide the highest and most stable degree of care for and make the most appropriate research, educational, or exhibition use of the material(s).

Objects will not be given or sold directly or indirectly to Museum staff.

All proceeds realized from the sales of objects removed from the collections shall be channeled through the Museum office and will be allocated to support collection 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.

Priority 3. Destruction. Destruction is defined as the obliteration of an object or specimen by physical or mechanical means. Deaccessioned items designated for destruction must, in fact, be destroyed; they may not be kept by staff members nor given to relatives, friends, or acquaintances.

g. Intra-University or State Agency Transfers

Material already accessioned must be deaccessioned before a transfer to another unit of the University or to State organizations may be accomplished.

The following transfer policy will apply to collections items:

1. Material that is judged by the Museum to be primarily of artistic value, rather than scientific value may be transferred an appropriate university art collection.
2. Material that is judged by the Museum to be of primarily archival value and unrelated to the collections or Museum activities but of interest to the University of Nebraska may be transferred to the University Archives.
3. Archival material and specimens that are: 1) judged by the Museum to be primarily of historical interest concerning the State of Nebraska and 2) unrelated to the collections of the Museum or Museum activities or the University of Nebraska, may be transferred to the Nebraska State Historical Society.

h. Compliance with State Law

All deaccession actions will be in total compliance with the laws of the State of Nebraska. Nothing in this policy should be interpreted as contravening or superseding state law.

5. CATALOGS

Cataloging involves identifying and classifying objects systematically. Catalogs record all significant facts and data regarding the physical appearance and history of objects accepted for addition to the permanent collection. This is an important function and should not be done lightly or haphazardly. Data from cataloged material may be subsequently captured, queried, and distributed electronically.

Cataloging and databasing requires specialized knowledge and is a curatorial responsibility. It is a Museum objective to provide a catalog/database record for each accession. Curators in charge of collections are responsible for assuring that all accessions to collections are cataloged. Curators will catalog/database objects/specimens with a system internally consistent within that collection and in accordance with accepted professional standards for that discipline. Catalog records should provide complete information about an object as well as its current location.

VII. LOANS

1. GENERAL

Loans are temporary physical transfers of specimens or objects from one institution or individual to another where there is no transfer of ownership. The Museum makes or receives loans for the purpose of research, exhibition, or instruction. Lending or borrowing is undertaken only under the terms of a loan agreement which 1) forms a contract between lender and borrower and 2) specifies terms and conditions of the loan, including the respective responsibilities of each party. A signed loan invoice is required in each case where care must be taken to clearly list every specimen borrowed on each invoice; specimens should not be added or subtracted after the invoice is completed without annotation by both parties. The Museum's standard loan agreement follows (see Invoice form, Appendix A) and is to be used for all outgoing loans.

The Curators, at their discretion, may lend items to responsible institutions, subdivisions of the University of Nebraska, and independent scholars. These loans are made at the discretion of the Curator. Institutional loans are preferred for greater safekeeping and for the greater likelihood that the specimens will be returned should something happen to the borrower or if the borrower keeps the loan for an excessive period. The Museum may also accept objects on temporary loan from other institutions or individuals and will exercise the same care we expect from borrowers.

2. LOANING OF TYPE SPECIMENS

In those Divisions where type specimens are loaned, safety of the specimen is a special consideration. Borrowers must return the specimens in the same manner in which they were sent unless otherwise agreed upon. Length of loan of type specimens may vary according to division but shall not exceed one year. All other procedures for loans (listed below) apply to borrowers of type specimens as well.

3. CONDITIONS OF OUTGOING INTER-INSTITUTIONAL LOANS OF UNSM MATERIAL.

A. Loans are made for the period of time indicated on the loan form (usually not exceeding 1 year). Extensions may be granted upon receipt of a written request. Loans will be marked that they are scientific specimens and have no commercial value and will be sent by US mail, UPS, courier service, or hand-carried. All loans will be sent in a manner consistent for that division.

1). Check number and condition of specimens and follow procedures that are customary for the division. Any annotations should be written on the original copy of the loan form (= Invoice form, Appendix A).

2). Sign the original copy of the loan form and return to the Curator.

B. While in the borrower's possession, specimens must be given care that is proper for the discipline involved.

C. Alteration of specimens by preparation, molding, repair, partial removal of material, destructive sampling for DNA or other forms of analysis, fumigation (particularly in Botany or Anthropology), or any other treatments requires prior written consent.

D. No part of loaned material can be sent to a third or subsequent party without written permission.

E. UNSM should be notified of any change of address or location of material borrowed.

F. Loans should be returned in the same manner and for the same amount of insurance as was sent from UNSM or in a mutually agreed upon manner.

G. Borrowers are urged to return specimens promptly following examination or display.

H. When recording the material in publication, the use of the acronym UNSM is recommended except for Botany (NEB) and Parasitology (HWML).

I. Authors are asked to send at least one copy of any of their publications dealing with this material to the Curator.

4. INCOMING INTER-INSTITUTIONAL LOANS

All material borrowed by researchers at UNSM are the responsibility of the institution. Care should be taken to house the specimens properly and to have all documentation (loan form, correspondence, etc.) in a clearly marked file so that the specimens could be returned should the researcher not be able to do so. No modifications or treatments to any borrowed specimen will be performed without written permission. Pest control will follow discipline standards. The institution's ability to borrow material depends upon the professional treatment of these materials when they are housed at UNSM.

5. INTRA-UNIVERSITY LOANS

A. All specimen loans to faculty or graduate students must be arranged directly with the Curator and Collection Manager of that division and an appropriately signed invoice is required in each case. Care must be taken to clearly list every

specimen borrowed on each invoice; specimens should not be added or subtracted after the invoice is completed without annotation by both parties.

B. All specimens must be protected in a manner consistent with the division from which the specimens were borrowed.

C. Loans are made for one semester or less but extensions are possible.

D. Borrowers must recognize that they will be held responsible if injury or loss is due to causes reasonably under their control; misuse of specimens could jeopardize future requests to borrow materials.

6. RESTRICTIONS

A. The Museum will not lend items when there exists significant risk to the safety of the object or specimen.

B. The Museum will not lend items if there exists a reasonable doubt about the item's physical ability to withstand travel, climatic changes, circumstances of exhibition or storage.

C. The Museum will not loan items to institutions, organizations, or individuals that have demonstrated an inability to properly handle and care for items on loan.

D. The Curator is responsible for assuring that all objects being lent are under no restrictions prohibiting the loan.

7. DURATION.

The Museum will set the initial term of a loan at a period not to exceed one year; exceptions will be considered on a case by case basis. Loans may be renewed by the Museum.

The receipt of "indefinite" (no time limit) loans should be discouraged. If they are accepted, terms of acceptance should be agreed upon by both parties. Such "permanent loans" usually indicate that the loaning institution wants the material back only if the material is to be disposed of by the borrowing institution.

The Museum may recall a loan for any reason with thirty days written notification. Immediate action will be taken if care and exhibition of items fail to meet the conditions of the loan.

8. ASSOCIATED COSTS

Mailing costs for outgoing loans are usually paid for by the University of Nebraska State Museum. Incoming material is usually paid for by the sender. In exceptional cases, institutions borrowing items from the Museum must pay packing, shipping, and related transportation costs as requested by the University of Nebraska State Museum. In this case, all loan materials will have insurance coverage paid by the borrowing institution at a value specified by the University of Nebraska State Museum. The borrower may be asked to deposit with the Museum a certificate of insurance as proof of adequate, agreed-upon coverage.

9. STANDARDS OF CARE

Personnel borrowing materials from other institutions for use at the Museum will exercise the same care toward these materials as they would toward items in the permanent collection. All copies of loans both to and from the Museum will be maintained in the division.

10. PHOTOGRAPHY

Objects from the Anthropological collection estimated to have a value of over \$1,000 should be photographed prior to leaving the Museum on loan, even though there may be a file photograph of the object. For documentation purposes in the case of an insurance claim, it is important to have a digital or film photograph of the object that illustrates its condition immediately prior to shipping. The photo, if on film, must have a negative from which additional prints can be made. The date of the photos should also be indicated within the frame of the photograph.

Objects from other Divisions with a value under \$1,000 may be photographed upon the recommendation of the loaning Curator. See Appendix D for guidelines for photographic charges. Copies of Museum illustrative material (photographs, archival material, artwork) require the execution of a Photo Permission And Use Form (Appendix D).

VIII. DATABASE AND RECORDS (INCLUDING ARCHIVES)

Information generated from specimens in the Museum research collections is the intellectual property of the Museum. All users of this information must acknowledge the UNSM as the source of such information (whether it is obtained in print or electronic format), and commercial users will agree to the conditions set forth in the Data Release Agreement.

A collections data release agreement is in Appendix F. This form should be signed before information is sent. Where possible, each sheet of data will be marked as to its origin. Suggested charges for for-profit users are \$0.50 per specimen record and \$100.00 per staff hour to develop, organize, and check the data (suggested charges as of 1 July 2006).

The archives contain many types of records associated with the collections. These take the form of field notes, correspondence, photographs, electronic images, books, maps, and manuscripts. Because of the historical and legal importance of these original documents, use and access must be restricted. Only under extraordinary circumstances will originals be loaned. Otherwise, materials must be studied on site. Where copies are needed and can be made safely, expenses will be charged to the borrower. The schedule of fees for photographs, scans, digital images, and photocopies are listed in Appendix D.

IX. CARE OF THE COLLECTIONS

1. RESPONSIBILITY

A. *Museum Curatorial Staff*

The following descriptors, while subject to some differences between different museums and even between the collections of our own museum, are meant to convey the basic duties and responsibilities of each position as they apply to the University of Nebraska State Museum. Faculty Curators and Museum staff are all employees of the University of Nebraska. The Curators and Collections Managers maintain the institutional history of the Museum.

Faculty Curator

The Faculty Curator is the person who is intellectually and administratively responsible for the collection, engages in collecting specimens, conducts research involving the collection, and seeks external funding to support the collection and his/her research. The Faculty Curator's two principal responsibilities to the scientific community are assembling, analyzing, and synthesizing the data necessary to describe the biological and cultural diversity of life on earth and to ensure that others have access to museum specimens and their data. Further, the responsibility of the Faculty Curator in a university museum is the advising and supervising of students. The Faculty Curator reports to the Director regarding Museum issues. The Faculty Curator has the academic credentials of a PhD and the duties of a university professor.

The Faculty Curator supervises the Collection Manager and any other staff or students in the Division. The Faculty Curator coordinates with the Collection Manager to ascertain collection management tasks and to determine management priorities. The Faculty Curator has the ultimate responsibility for the intellectual

vision, growth, care, organization, and use of the collection and coordinates with the Collection Manager to effect these duties. The Faculty Curator initiates and helps to plan exhibits and supervises staff, students, and volunteers in providing educational programs within the Museum and outreach and engagement with the citizens of Nebraska.

Collection Manager

The Collection Manager is the professional who conducts the activities of collections care and maintaining professional standards for the collection. These duties consist of, but are not necessarily limited to, processing loans, preparing specimens, incorporating new material into the collections, databasing, preventive conservation, managing the Divisional library (books, reprints, photos), coordinating with users of the collection (visiting scientists, graduate and undergraduate students, volunteers, work study students), pest control, and organizing and maintaining collections to professional standards. The Collection Manager reports to the Faculty Curator. The Collection Manager has a Managerial/Professional position and has the credentials of at least an M.S./M.A. degree in his/her discipline with job-related experience. The Collection Manager (by mutual agreement with the Faculty Curator) may engage in field work to augment the collections and may also conduct some scholarly research. The Collection Manager may assist and supervise staff, students, and volunteers with collections-based activities, including collection management, educational outreach, exhibits preparation, and conserving specimens on exhibit. The Collection Manager and Faculty Curator work together to implement the best policies for augmenting, preserving, and using their respective collections.

Vertebrate Paleontology Preparator

The VP Preparator collaborates with the Faculty Curator(s) in collecting, preparing, and conserving fossils. The Vertebrate Paleontology Preparator's duties include, but are not limited to, participation in field expeditions; collection of fossils in the field; coordinating field activities; detailed preparation and stabilization of fossils in the laboratory; conservation, restoration, and mounting specimens for research and exhibits; molding and casting fossils; and assisting the Faculty Curator(s) and Collection Manager in incorporation of specimens into the collections. The VP Preparator reports to the Faculty Curator. The VP Preparator is a Managerial/Professional position and has the professional credentials of at least a B.S. degree in Geology/Zoology or a related natural science field as well as experience in preparation and conservation techniques. They may supervise students and volunteers in collections-based activities with the approval of the Faculty Curator(s).

B. Care of the collections

Care of collections is the responsibility of each Curator and Collection Manager in charge of a particular collection or collection area. Collections care

includes responsibility for both the physical condition and storage of objects or specimens and their documentation. Curators, Collection Managers, and Preparators will preserve the specimens, artifacts, objects, and materials under their purview through provision of adequate controlled storage conditions and by treatment of degradable objects through the use of professionally accepted techniques to assure their integrity.

C. Destructive testing

The goal of keeping these accessioned and/or prepared specimens collections is to advance our understanding of the natural world. There are occasions where advancement of knowledge will mean destruction of part or all of a specimen. It is the responsibility of the Curator to decide when it is worth destruction of material (*i.e.*, destructive sampling for DNA) for the advancement of knowledge. A record of sampling and destructive testing should be maintained in accordance with disciplinary standards.

D. Records and documentation

Curators and Collection Managers also will ensure that all records, databases, and field notes concerning collection material are maintained in an organized manner and are preserved in a secure fashion (see Section VI). The records documenting an object's origin and history are indispensable to a proper understanding and interpretation of the object. Original field notes must be kept in Archives but copies may be made. Back-up copies of databases should be created at regular intervals and one copy stored outside of the Museum. Records of preservation treatment, sampling or destructive testing of specimens should be maintained, and the fate of these specimens, treatments or remains thereof should be noted in the collections.

Specimen labels must never be discarded in those divisions where there is room to retain all previous labels. Updated information may be added to existing labels or new labels prepared and included along with all existing labels. Recopying labels by hand should be avoided since recopying may increase the number of mistakes in the data. Data entry should be verified for accuracy by the Curator or Collection Manager.

E. Special handling and preservation

Natural history specimens are sometimes retained in a fluid medium (*e.g.*, ethanol or formalin) that preserves and allows study of the specimens better than in a dry state. The nature of the fluids used to preserve these specimens is diverse. Because many of these fluids contain chemicals that may be harmful to human health, it is important that the fluid contents, as well as the specimen contents, of a container be labeled. The Environmental Health and Safety section of the

University of Nebraska Division of University Services has described guidelines for such labeling.

Newly acquired specimens that are preserved in fluid should have the type of fluid verified and labeled. Outgoing fluid-preserved specimens may only be shipped with proper documentation and according to accepted transportation guidelines. Handling of fluid-preserved specimens should be done in the safest possible manner for both the specimen and the handler. Some chemicals require specific handling techniques, and UNL Environmental Health and Safety guidelines should be followed. Disposal of used or waste chemicals resulting from the preparation, handling, or preservation of fluid-preserved specimens also must be in accordance with Environmental Health and Safety guidelines.

The UNSM maintains ultralow freezers in the research collections area for preservation of materials for molecular genetic analyses. One freezer serves as a backup unit in the event that a primary storage unit fails. In the event of an electricity failure, dry ice will be purchased from a commercial vendor (Arctic Glacier Co., Lincoln, as of February 2006) to maintain the specimens at -78°C.

The National Park Service maintains an extensive website of Conserve O Grams (http://www.cr.nps.gov/museum/publications/conservedgram/cons_toc.html) that apply directly to most of our collections care and conservation issues.

F. Researchers and long-term maintenance policy

The mandate to the Museum according to the bylaws of the University of Nebraska-Lincoln (14 Feb. 1976, pg. 12, paragraph 1.9.3) states that the University of Nebraska State Museum serves as the "depository for natural history specimens" for the University. The obligation of this mandate by the University to the Museum must include funds necessary for the long-term maintenance of specimens, particularly those specimens resulting from university-wide, extra-museum studies that are supported by federal or extra-university agencies. These projects may involve the collection of massive numbers of additional specimens without which the research in question cannot be validated, re-examined in the future, or stand in a court of law.

Researchers both within and outside the Museum must be encouraged to include preparation and long-term storage costs for their specimens in all grant proposals. Curators should be consulted for an estimate of costs to maintain a single specimen over time. This would include cabinetry, specimen preparation, databasing, and materials.

2. PEST CONTROL

The Museum's collections represent a vital, non-renewable resource of great value. The majority of these collections are subject to damage or total destruction by a variety of pests. Natural science, archaeological, and ethnographic specimens can suffer rapid and irreparable damage by these pests. Most commonly, these are insects and other arthropods; however, organisms ranging from fungi to rodents have the potential to damage the Museum's collections.

The first line of defense against pests is proper building maintenance and regular housekeeping. Biodegradable objects should be kept in cases that can be fumigated. Protection of collections is best achieved by a systematic program that controls the introduction of potentially infested items into Museum collections and provides for regular inspection and chemical or heat/cold treatment of collections. This is especially important upon return from the field. Such a program must comply with state and federal laws that govern the use of hazardous or dangerous chemicals. Some pest control chemicals are known to be hazardous to human health while the effect of others on humans and collections is undetermined. Human safety is of paramount importance in a program of systematic pest control.

The Museum will establish and implement a systematic program of control, inspection, and treatment to ensure that the collections are maintained in safe and stable conditions. Conditions of storage and maintenance must guarantee the long-term survival of the collections. Pest control procedures are set forth in a separate Pest Management Policy document (Appendix G).

3. SAFETY

The Museum has an Emergency/Disaster Preparedness Plan that is continually updated by the Museum Safety Committee in cooperation with UNL Environmental Health and Safety Office. It incorporates the Safe Operating Procedures promulgated by the University of Nebraska-Lincoln (UNL) and contains policies for hazardous materials and disposal of biological waste materials. The Emergency/Disaster Preparedness Plan includes Emergency Response Procedures, Safe Operating Procedures, and Emergency Cleanup Procedures.

4. REGULATORY COMPLIANCE FOR NATIVE AMERICAN HUMAN REMAINS AND CULTURAL 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 (see Appendix G). The UNL NAGPRA Coordinator is the campus compliance officer. The Coordinator is appointed by and reports to the Vice Chancellor for Research, who provides funding for a part-time NAGPRA Assistant for the Coordinator in the Museum's Division of Anthropology. [Since 1998, the UNL NAGPRA Coordinator has been Priscilla Grew, Director of the State Museum since 2003].

All Native American human remains and funerary objects subject to NAGPRA in the Museum collections are housed in the campus NAGPRA repository. UNL Campus Police provides security for the repository. It can only be entered with a Campus Police officer present and with the written permission of the NAGPRA Coordinator.

The NAGPRA Coordinator is responsible for consulting with Native American Tribes regarding NAGPRA matters; for preparing Federal Register NAGPRA Notices in cooperation with Tribal authorities, and for conducting repatriations of remains and objects subject to NAGPRA.

X. REVISIONS TO THE COLLECTIONS MANAGEMENT POLICY

1. REVIEW

The Curators and Collection Managers will periodically review the Collections Management Policy to ensure that its requirements meet or exceed

accepted museum practices and standards, and that the Museum's policies accurately reflect the purpose, missions, and goals of the Museum.

2. PROCEDURES FOR CHANGE

Any individual may recommend changes of the Collections Management Policy. The Museum encourages recommendations that will help keep the policy practical and workable. Recommendations should be submitted in writing to the Research Coordinator or Director and should explain the rationale for the change. The Research Coordinator or Director will forward recommendations to the Curators and Collections Managers for consideration. Approved recommendations will be incorporated into the policy; disapprovals will be returned to the originator with an explanation.

3. CHANGE ENTRIES

Short changes to the Collection Management Policy will be made by pen and ink. Lengthy changes will be made by reprinting and replacing pages. Holders of copies of the policy are responsible for entering changes.

APPENDICES:

APPENDIX A: LOAN FORMS, CONDITIONS OF LOAN

APPENDIX B: ACCESSION RECORDS

APPENDIX C: DEACCESSION RECORDS

APPENDIX D: PERMISSION AND USE FORM

APPENDIX E: PHOTOGRAPHIC PRICE LIST AND USE FEE SCHEDULE

APPENDIX F: PEST MANAGEMENT POLICY

University of Nebraska State Museum
Collection Management Policy

APPENDIX A -- LOAN FORMS, CONDITIONS OF LOAN

Anthropology Division
University of Nebraska State Museum
W436 Nebraska Hall
Lincoln, NE 68588
phone: 402/472-5044

LOAN AGREEMENT

This loan agreement is made on the 5th day of January, 2007, between the Anthropology Division of the University of Nebraska State Museum, as Lender, and the Lentz Center for Asian Art located at lower level, Hewitt Place, 1155 O. Street, Lincoln, NE. (Barbara Banks, representative, as Borrower. The Lender agrees to lend 9 (nine) Korean ceramic pieces (see attaché list) to the Borrower under the following conditions:

- I. **Term of the Loan:** The term of this loan shall begin on January 5, 2007 and terminate on May 15, 2007. This loan may be extended prior to the termination date with written consent of the Lender.
- II. **Purpose of the Loan:** This property shall be lent for the purpose of exhibition, and may not be used for any other purpose without the express consent of the Lender.
- III. **Damage to the Property:** The property may not be intentionally modified under any conditions. Any accidental damage to the property shall be reported to the Lender within 48 hours. This property shall not be repaired, conserved, modified, or altered in any way without the express consent of the Lender.
- IV. **Transport of the Property:** Shipping arrangement shall be made by the Lender or with the approval of the Lender. Transportation costs incurred for shipping of the property shall be assumed by the Borrower. The property shall be handled by staff of the Borrower and their designees only.
- V. **Care of the Property:** Without written consent of the Lender, the Borrower may not fumigate or make casts of the property, and no part of this loan may be forwarded to a third party. The Borrower shall conform to the handling, storage, security and exhibit practices in place as indicated in the Standard Facility Report submitted to the Lender on n/a.
- VI. **Photography of the Property:** Photographs or other image formats of the property shall be for reference or educational purposes only and not for profit or gain. Any image of the property used as an illustration or in a display must bear an adjacent credit line that includes the Lender's name, Anthropology Division of the University of Nebraska State Museum, and the property's catalogue number.

Beth M. Wilkins - Collections Manager
Authorizing for the Anthropology Division
University of Nebraska State Museum
Beth M. Wilkins
Signature

1/5/07
Date

Barbara Chapman Banks, Curator/Director
Authorizing for Borrowing Institution
Barbara Chapman Banks
Signature

1/5/07
Date

UNIVERSITY OF NEBRASKA STATE MUSEUM
RESEARCH AND SYSTEMATICS COLLECTIONS
W-436 NEBRASKA HALL
LINCOLN, NEBRASKA 68588

INVOICE OF SPECIMENS

Date June 7, 1982

FROM

To Joslyn Art Museum
2218 Dodge Street
Omaha, Nebraska 68102

Attn: Marsha Gallagher

Approved by:

James H. Linn
Curator (Coordinator) of Division
Director of Museum

DIVISION Anthropology

Packed by

Date Shipped Insured \$

Express Freight Parcel Post

Collect Prepaid

Checked ⁱⁿ out Personally by

The material listed below, contained in _____, is transmitted a

loan, → to be returned by (Date) _____ Permanent Loan NOTE: Change of status of Loan
of 19 Oct. 1953.

return of loan. material for identification. return of identified material. exchange.

gift. → SIGNATURE OF DONOR _____

MUSEUM NUMBER

DESCRIPTION OF OBJECTS

41-25-5-27 1 Greek Hydria Vase. Black Figure, height 19½"

Joslyn has permission to make any restorations necessary to
preserve the Vase. Joslyn may also loan specimen in accordance with
it's usual loan policies.

PLEASE NOTE:

WHITE COPY to be signed and returned to UNSM Registrar.
PINK COPY to be retained by addressee.
BLUE COPY to be retained by UNSM Curator.
YELLOW COPY to be retained by UNSM Registrar.

Received the above in good order. Date *see above* June 14, 1982

Signature *Bernard W. Anderson, Registrar* 31

**Anthropology Department
University of Nebraska-Lincoln**

W436 Nebraska Hall
Lincoln, NE. 68588
phone: 402/ 472-5044

OUTGOING LOAN AGREEMENT

This loan agreement is made on the ___ day of _____, 200_, between the Anthropology Division of the University of Nebraska State Museum, as Lender, and _____ as Borrower.

Location of loan: _____

Address: _____ Zip _____

Phone: _____ Fax: _____ E-mail _____

Authorizing for Borrowing Institution	Title	Signature	Date
Authorizing for the Anthropology Division University of Nebraska State Museum			

See Attached loan inventory

The Lender agrees to lend to the Borrower under the following conditions:

- I. **Term of the Loan:** The term of this loan shall begin on _____ and terminate on _____. This loan may be extended prior to the termination date with written consent of the Lender.
- II. **Purpose of the Loan:** This property shall be lent for the purpose of _____

and may not be used for any other purpose without the express consent of the Lender.

III. **Damage to the Property:** The property may not be intentionally modified under any conditions. Any accidental damage to the property shall be reported to the Lender within 48 hours. This property shall not be repaired, conserved, modified, or altered in any way without the express consent of the Lender.

IV. **Transport of the Property:** Shipping arrangement shall be made by the Lender or with the approval of the Lender. Transportation costs incurred for shipping of the property shall be assumed by the Borrower. The property shall be handled by staff of the Borrower and their designees only.

V. **Care of the Property:** Without written consent of the Lender, the Borrower may not fumigate or make casts of the property, and no part of this loan may be forwarded to a third party. The Borrower shall conform to the handling, storage, security and exhibit practices in place as indicated in the Standard Facility Report submitted to the Lender on _____.

VI. **Reports:** A copy of all reprints containing the research results must be placed on file in the UNSM Anthropology Division. For collections belonging to Federal Agencies, two copies of each report must be placed on file in the District or Area office.

VII. **Destructive Sampling:** No destructive sampling of artifacts is allowed, unless the Application for Destructive Sampling is completed and approved.

VI. **Photography of the Property:** Photographs or other image formats of the property shall be for reference or educational purposes only and not for profit or gain. Any image of the property used as an illustration or in a display must bear an adjacent credit line that includes the Lender's name, Anthropology Division of the University of Nebraska State Museum, and the property's catalogue number.

VII. **Custodial Information:** If the requested collections are owned by another organization, other than UNSM, permission must be given in written form.

VIII. **Removal:** The artifacts may not leave the premises of the agreed upon loan location, unless first approved in writing by UNSM Anthropology Division.

Revised 01/15/02

Anthropology Division
University of Nebraska State Museum
W436 Nebraska Hall
Lincoln, NE 68588

Collection Transfer

The University of Nebraska State Museum transfers the following item(s) to

Museum Number	Item	Description
---------------	------	-------------

Recipient	Title	Date
Institution		
Address		Phone
Authorized Representative Anthropology Division		Date

Anthropology Division
University of Nebraska State Museum

W436 Nebraska Hall
Lincoln, NE 68588
phone: 402/472-5044

EXTENSION of OUTGOING LOAN AGREEMENT

This loan agreement extension is made per written request is made on the ___ day of _____, 200_, between the Anthropology Division of the University of Nebraska State Museum, as Lender, and _____ as Borrower.

Location of loan: _____
Address: _____ Zip _____
Phone: _____ Fax: _____ E-mail _____

Authorizing for Borrowing Institution	Title	Signature	Date
Authorizing for the Anthropology Division University of Nebraska State Museum	_____	_____	_____

The Lender agrees to lend to the Borrower under the following conditions:

- I. **Term of the Loan:** The term of this extension shall begin on _____ and terminate on _____. This loan may be extended prior to the termination date with written consent of the Lender.
- II. **Purpose of the Loan:** This property shall be lent for the purpose of _____

and may not be used for any other purpose without the express consent of the Lender.

- III. **Damage to the Property:** The property may not be intentionally modified under any conditions. Any accidental damage to the property shall be reported to the Lender within 48 hours. This property shall not be repaired, conserved, modified, or altered in any way without the express consent of the Lender.
- IV. **Transport of the Property:** Shipping arrangement shall be made by the Lender or with the approval of the Lender. Transportation costs incurred for shipping of the property shall be assumed by the Borrower. The property shall be handled by staff of the Borrower and their designees only.
- V. **Care of the Property:** Without written consent of the Lender, the Borrower may not fumigate or make casts of the property, and no part of this loan may be forwarded to a third party. The Borrower shall conform to the handling, storage, security and exhibit practices in place as indicated in the Standard Facility Report submitted to the Lender on _____.
- VI. **Reports:** A copy of all reprints containing the research results must be placed on file in the UNSM Anthropology Division. For collections belonging to Federal Agencies, two copies of each report must be placed on file in the District or Area office.
- VII. **Destructive Sampling:** No destructive sampling of artifacts is allowed, unless the Application for Destructive Sampling is completed and approved.
- VI. **Photography of the Property:** Photographs or other image formats of the property shall be for reference or educational purposes only and not for profit or gain. Any image of the property used as an illustration or in a display must bear an adjacent credit line that includes the Lender's name, Anthropology Division of the University of Nebraska State Museum, and the property's catalogue number.
- VII. **Custodial Information:** If the requested collections are owned by another organization, other than UNSM, permission must be given in written form.
- VIII. **Removal:** The artifacts may not leave the premises of the agreed upon loan location, unless first approved in writing by UNSM Anthropology Division.

Anthropology Division
University of Nebraska State Museum
W436 Nebraska Hall, Lincoln, NE 68588
phone: 402/472-5044

PERMISSION TO PRODUCE IMAGES OF COLLECTION OBJECTS/MATERIAL

I/We request permission to produce images of the collection objects/materials listed below, to appear in _____ (name of publication, production, etc.). Projected publication/production date is _____. I (We) agree to comply with the conditions stated below unless otherwise indicated in writing on this form.

Scholarly publication – fees waived

Conditions for Image Production of Collection Objects/Material

I. Photographs or other image formats of collection objects/material are for one-time use only. Any image of collection objects/material used as an illustration or in an exhibit must bear an adjacent credit line that includes the following information: specimen number, and University of Nebraska State Museum, Anthropology Division. In the case of film and video production, this credit line information should be included in the credits of the film/video.

II. Publications, film and video productions resulting from research conducted on collection objects/material must recognize the University of Nebraska State Museum as the owner of the collection objects/material. The University of Nebraska State Museum would like to receive one complementary copy of any reprint or film/video production resulting from the research.

III. Publication, films and video productions resulting from research conducted on collection objects/materials belonging to federal agencies must recognize the federal agency as the owner of the collection/objects/material. Two copies of any resulting reprint or film/video production resulting from the research must be placed on file with the federal owner.

IV. Use per photographic image for commercial use:

A. 1 to 5,000 copies	\$ 10.00
B. 5,001 to 15,000 copies	\$ 20.00
C. 15,001 to 25,000 copies	\$ 50.00
D. 25,001 to 50,000 copies	\$100.00
E. More than 50,000 copies	\$200.00

Name: _____ Signature: _____

Institution/organization: _____

Address: _____ City _____ State _____ Zip _____

Phone: _____ Email _____ Date: _____

Object/catalog#

Object Name

Invoice of HWML Parasitology Specimens

University of Nebraska State Museum
Systematics Research Collections
W436 Nebraska Hall - - P.O. Box 880514
Lincoln, Nebraska 68588-0514 U.S.A.
Tel.: (402) 472-3334 Fax: (402) 472-8949 slg@unl.edu

From: Overstreet, Robin M.
Parasitology Section Gulf Coast Research Laboratory
P.O. Box 7000
Ocean Springs, Mississippi 39566-7000

Date: 18-Jan-2000
Accession Number: P-2000-549
Packed by: Stephen Curran
Date shipped:
Insured amount (\$):
Shipping method: FedEx
Checked in by M.C. Sterner
Gift donor: Curran, Stephen
Loan return date:
Date received: 13-Jan-2000
Condition: good

Loan approved by [Signature]

The material listed below, contained in cardboard box
is transmitted as a gift

Signature of donor: [Signature]

Please Note:

White Copy to be signed and returned.

Pink Copy to be retained by addressee.

Yellow Copy to be retained by HWML Curator.

Signature: [Signature]
Date: 19/1/2000

In donating these items to the University of Nebraska State Museum, the donor hereby transfers ownership to the Museum and agrees that the items may be integrated into existing collections and used in any way.

Table with 4 columns: HWML ID, Quantity, Species Name, and Host. Rows include items like HWML - 15267 (Ptychogonimus megastomus), HWML - 15261 (Syncoelium vermilionensis), and HWML - 15263 (Paronatrema vaginicola).

Received with Thanks !!!

HWML Parasitology Specimen Loan

University of Nebraska State Museum
Systematics Research Collections
W436 Nebraska Hall - - P.O. Box 880514
Lincoln, Nebraska 68588-0514 U.S.A.
Tel.: (402) 472-3334 Fax: (402) 472-8949 slg@unl.edu

To: Nathan Bott

South Australian Research and Development Institut
GPO Box 397
Adelaide, South Australia 5001
Australia

Loan approved by: _____

The material listed below, contained in **1 slide case (1 slide)**
is transmitted as a loan.

Signature of borrower: _____

Please Note:

White Copy to be signed and returned.

Pink Copy to be retained by addressee.

Yellow Copy to be retained by HWML Curator.

LoanNumber: L-2006-7

LoanDate: 10-Feb-2006

Packed by: Agustín Jiménez

Date shipped: 10-Feb-2006

Shipping method: FedEx

Checked out by: Agustín Jiménez

Loan due date: 10-Aug-2006

Date received: _____

Specimen condition: _____

HWML 31206 1 slide *Prosorhynchus epinepheli* none Host: *Epinephelus merra*
Country, State, Area: - ,

Sent with Thanks !!!

CONDITIONS OF LOAN

1. Type specimens **MUST** be returned by **COURIER, REGISTERED MAIL** or **HAND CARRIED**.
2. No part of this loan may be forwarded to a third party without permission.
3. Dissection or additional preparation of specimens is not permitted without permission.
4. Request of renewal must be prior to due date of loan.
5. When citing the materials in publication, use the acronym **HWML**.
6. Reprints or PDF of any paper(s) based in the whole or in part on study of these specimens should be sent to the lending curator as soon as available.

Invoice of Specimens

Division of Entomology
 W436 Nebraska Hall
 University of Nebraska State Museum
 Lincoln, NE 68588-0514 U.S.A.
 TEL: (402) 472-2614
 FAX: (402) 472-8949

ENTOMOLOGY
 LOAN
 FORM

UNSM
 0
 1

To / From: Dr. Michael A. Ivie
 Department of Entomology
 Montana State University
 Bozeman, MT 59717-3020, USA

Loan Number: 158
 Date Issued: 24 March 2005
 Return Due Date: 24 March 2006
 Approved By: Brett Ratcliffe

BRC

Student: Sardis Medrano Cabral
 Sent As: Loan at your request

Packed By:
 Insured Value:
 Shipment: U.S. Postal Service

TAXON	NOTES	TYPE DATA	SPECIMENS
Phyllophaga adjuntas	USNM		2
Phyllophaga citri	USNM		22
Phyllophaga crinitissima	USNM		8
Phyllophaga denticulata	USNM		1
Phyllophaga discalis	USNM		8
Phyllophaga guanicana	USNM		5
Phyllophaga pleei	USNM		28
Phyllophaga portoricensis	USNM		22
Phyllophaga vandinei	USNM		30
Phyllophaga wolcotti	USNM		5
Phyllophaga yunqueana	USNM		1

Total Specimens: 132

RETURN ALL TYPES VIA REGISTERED MAIL

PLEASE NOTE:
 WHITE copy to be signed and returned
 PINK copy to be retained by the addressee
 YELLOW copy to be retained by UNSM Curator

Specimen(s) received in good condition , or as noted:

Signature: _____

Date: _____

CONDITIONS OF LOAN
DIVISION OF ENTOMOLOGY
UNIVERSITY OF NEBRASKA STATE MUSEUM (UNSM)

1. The borrower agrees to sign and return the Museum's copy of the loan invoice; the second copy is for the borrower's files. Responsibility for the loan is shared jointly by the borrower and the institution he/she represents. The loan may not be reassigned or transferred to another person or institution without prior written approval from the Curator at UNSM.
2. Loans of non-type material are made for a period of two years. Specimens should be returned by the due date or a request for an extension made in writing before the due date.
3. Loans are not made to students or research associates but to permanent staff who supervise these students or associates.
4. Dissection of genitalia is permitted; all parts should be mounted with the specimen in a generally accepted method for the taxon in question. All dissected parts must be clearly labeled and associated with the specimen. Extraction of internal thoracic muscles for DNA analysis is permitted. All other treatment of a specimen that will change its original condition is prohibited without prior permission from the Curator. This may include, but is not limited to, sectioning, coating for scanning electron microscopy, and destructive sampling of external structures for DNA analysis. Holotypes may not be coated for SEM.
5. Labels associated with the specimens should not be removed or altered by the borrower. Each specimen should have an identification label indicating species name, author, identifier, and date of identification. The higher classification (family, subfamily, and tribe) should be indicated for returned material.
6. When returning material, specimens should be arranged so that species are clearly separated and recognizable. Large specimens and genitalia vials should be braced with stabilizer pins. A minimum of two inches of packing material should surround the specimen box. **DO NOT RETURN SPECIMENS BY MAIL DURING THE MONTH OF DECEMBER.**
7. Type specimens must be returned by **REGISTERED MAIL** or **HAND CARRIED**.
8. When citing UNSM material in publications, use of the acronym UNSM is recommended.
9. Reprints of publications based on UNSM material should be sent to the lending Curator as soon as available.
10. Retention Policy. *All primary types of new species and unique specimens must be returned.* A reasonable number (up to, but usually not more than, 20% of duplicates, *i.e.*, same data, same sex) of specimens *identified by the borrower* (including paratypes) may be retained. All previously identified material is to be returned unless prior approval for specific retentions has been approved by the Curator. Such retentions may be allowable if there is sufficient duplicate specimens and if exchanges are made to enhance the taxonomic representation of the UNSM.

CONDITIONS OF LOAN FOR GENETIC RESOURCES
DIVISION OF ENTOMOLOGY
UNIVERSITY OF NEBRASKA STATE MUSEUM (UNSM)

The UNSM makes DNA material associated available to qualified researchers. UNSM voucher specimens are intended to *assist* investigators rather than being the only source of material for research projects. Requests for genetics resources are made to the Curator and require a written proposal on institutional letterhead (electronic or print). A tissue loan is defined as a request for a portion of a voucher specimen or its DNA. A portion of the voucher may be harvested (muscle, leg, etc.) and the remainder of the specimen will be returned to the UNSM. Entire destruction of the sample is not acceptable. Proposals from students must be signed by the student's major advisor. If the request is granted, investigators must agree to the following:

1. A request for material must be accompanied by a proposal that provides a description of the research and includes the following:
 - a. What protocol will you use to extract genetic resources?
 - b. How much of the voucher specimen will you harvest, what portion will be returned, and what is the expected condition of the voucher upon its return?
 - c. What laboratory techniques will you use to obtain reliable genomic data from the borrowed material, and do you have evidence that these techniques are successful?
 - d. How will you preserve the material in proper conditions during the term of the loan?
2. Unused portions of loaned material and/or DNA extracts will be returned to the UNSM upon completion of the study. Costs for returning the loan via express mail will be paid by the borrower.
3. Materials will be used only for the study as outlined in the original proposal. A borrower may not loan, transfer, or subsequently give material to a third party without written consent of the Curator who approved the original proposal.
4. The UNSM Division of Entomology will be acknowledged in any publication or presentation based on use of material loaned. Copies of reprints will be provided to the Division of Entomology.
5. Loans of genetic resources are made for up to one year.
6. Loans are not made to students or research associates but to permanent staff who supervise these students or associates.
7. The borrower agrees to sign and return the Museum's copy of the loan invoice; the second copy is for the borrower's files. Responsibility for the loan is shared jointly by the borrower and the institution he/she represents.
8. Any genomic or proteomic information submitted for publication based on UNSM material will be entered into a standard, centralized, genomic or proteomic data bank such as GenBank. UNSM voucher numbers provided on the original loan form and with the specimens will be associated with each genetic sequence that is submitted.

If you agree with the above conditions for loan, please sign and date below:

Student

Date

Advisor

UNIVERSITY OF NEBRASKA STATE MUSEUM
SYSTEMATICS RESEARCH COLLECTIONS
W436 NEBRASKA HALL
P.O. BOX 880514
LINCOLN, NEBRASKA 68588-0514
U.S.A.

GENERAL
MUSEUM
LOAN
FORM

INVOICE OF SPECIMENS

From
To
DIVISION
Packed by
Date Shipped Insured \$
 UPS USPS Conveyed by
Approved by:
Curator of Division
Checked ⁱⁿ out personally by

The material listed below, contained in packages, is transmitted as
 loan → to be returned by (Date) return of loan exchange
 for exhibit material for identification return of identified material
 return from exhibit gift → SIGNATURE OF DONOR

PLEASE NOTE:
WHITE COPY to be signed and returned.
PINK COPY to be retained by addressee.
YELLOW COPY to be retained by UNSM Curator.

Received the above in condition
Signature
Date

UNIVERSITY OF NEBRASKA STATE MUSEUM
SYSTEMATICS RESEARCH COLLECTIONS
W436 NEBRASKA HALL
P.O. BOX 880514
LINCOLN, NEBRASKA 68588-0514
U.S.A.

INVOICE OF SPECIMENS

Date 1 Apr 2003

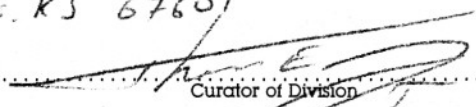
From Dr. Jerry P. Choate, Curator of Mammals
To For Brian Bartels
Steraborg Museum of Nat. History
3000 Steraborg Dr.
Hays, KS 67601

DIVISION Zoology

Packed by Z. P. Roehrs

Date Shipped 1 Apr 2003 Insured \$ 200.00

UPS USPS Conveyed by

Approved by: 
Curator of Division

Checked in/out personally by Z. P. Roehrs

The material listed below, contained in 1 box packages, is transmitted as

loan → to be returned by (Date) 1 Jun 2003 at the latest return of loan exchange

for exhibit material for identification return of identified material

return from exhibit gift → SIGNATURE OF DONOR

48 specimens (skeletal) of Sorex cinereus

see attached condition report for
specific ZM numbers + condition.

PLEASE NOTE:

WHITE COPY to be signed and returned.
PINK COPY to be retained by addressee.
YELLOW COPY to be retained by UNSM Curator.

Received the above in condition

Signature

Date

Loan Condition Report

Date: 31 March 2003

Specimens Loaned to: Sternberg, Museum of Natural History (care of Dr. Jerry Choate)

ZM- 19696	<i>Sorex cinereus</i>	Condition: _____
ZM- 20915	<i>Sorex cinereus</i>	Condition: <u>Cranium cracked, mandible excellent - skull not wrapped separately</u>
ZM- 20916	<i>Sorex cinereus</i>	Condition: <u>Cranium cracked right angular process broken skull not wrapped separately</u>
ZM- 20918	<i>Sorex cinereus</i>	Condition: <u>Cranium cracked mandible excellent skull not wrapped separately</u>
ZM- 20920	<i>Sorex cinereus</i>	Condition: <u>Cranium cracked left ear ossicle missing mandible excellent skull not wrapped separately</u>
ZM- 21008	<i>Sorex cinereus</i>	Condition: <u>Upper right incisor missing mandible excellent</u>
ZM- 21009	<i>Sorex cinereus</i>	Condition: <u>Cranium broken mandible excellent</u>
ZM- 21010	<i>Sorex cinereus</i>	Condition: <u>Cranium broken mandible excellent not very clean</u>
ZM- 21011	<i>Sorex cinereus</i>	Condition: <u>Cranium broken mandible excellent</u>
ZM- 21012	<i>Sorex cinereus</i>	Condition: <u>Cranium broken mandible excellent not very clean</u>
ZM- 21013	<i>Sorex cinereus</i>	Condition: <u>Cranium broken right ossicle missing mandible excellent</u>
ZM- 21014	<i>Sorex cinereus</i>	Condition: <u>Cranium broken mandible excellent not very clean</u>
ZM- 21015	<i>Sorex cinereus</i>	Condition: <u>Cranium broken mandible excellent</u>
ZM- 21016	<i>Sorex cinereus</i>	Condition: <u>Cranium broken mandible excellent</u>
ZM- 21017	<i>Sorex cinereus</i>	Condition: <u>Cranium broken mandible excellent but stuck to cranium</u>
ZM- 21018	<i>Sorex cinereus</i>	Condition: <u>Cranium excellent left angular process broken</u>
ZM- 21019	<i>Sorex cinereus</i>	Condition: <u>Cranium cracked mandible excellent but stuck to cranium</u>
ZM- 21020	<i>Sorex cinereus</i>	Condition: <u>Cranium cracked mandible excellent but stuck to cranium</u>
ZM- 21021	<i>Sorex cinereus</i>	Condition: <u>Cranium cracked right angular process broken</u>
ZM- 21022	<i>Sorex cinereus</i>	Condition: <u>Cranium broken mandible excellent</u>
ZM- 21023	<i>Sorex cinereus</i>	Condition: <u>Excellent</u>
ZM- 21024	<i>Sorex cinereus</i>	Condition: <u>Cranium broken mandible excellent not very clean</u>
ZM- 21025	<i>Sorex cinereus</i>	Condition: <u>Cranium broken rami separate</u>
ZM- 21026	<i>Sorex cinereus</i>	Condition: <u>Cranium broken mandible excellent</u>
ZM- 21027	<i>Sorex cinereus</i>	Condition: <u>Cranium excellent left ramus excellent right ramus missing</u>
ZM- 21028	<i>Sorex cinereus</i>	Condition: <u>Cranium broken mandible missing</u>
ZM- 21029	<i>Sorex cinereus</i>	Condition: <u>Cranium broken mandible excellent not very clean</u>
ZM- 21030	<i>Sorex cinereus</i>	Condition: <u>Cranium broken mandible excellent not very clean</u>
ZM- 21031	<i>Sorex cinereus</i>	Condition: <u>Cranium excellent right angular process broken</u>
ZM- 21032	<i>Sorex cinereus</i>	Condition: <u>Cranium excellent mandible missing</u>
ZM- 21033	<i>Sorex cinereus</i>	Condition: <u>Cranium broken mandible excellent not very clean</u>
ZM- 21034	<i>Sorex cinereus</i>	Condition: <u>Excellent</u>
ZM- 21035	<i>Sorex cinereus</i>	Condition: <u>Cranium excellent right angular process broken</u>
ZM- 21036	<i>Sorex cinereus</i>	Condition: <u>Excellent not very clean</u>
ZM- 21037	<i>Sorex cinereus</i>	Condition: <u>Cranium broken mandible not very clean</u>
ZM- 21038	<i>Sorex cinereus</i>	Condition: <u>Cranium broken mandible excellent but stuck to cranium</u>
ZM- 21039	<i>Sorex cinereus</i>	Condition: <u>Cranium excellent mandible missing</u>
ZM- 21040	<i>Sorex cinereus</i>	Condition: <u>Cranium broken mandible excellent</u>
ZM- 21041	<i>Sorex cinereus</i>	Condition: <u>Cranium broken mandible excellent but stuck to cranium</u>
ZM- 21042	<i>Sorex cinereus</i>	Condition: <u>Excellent</u>
ZM- 21043	<i>Sorex cinereus</i>	Condition: <u>Cranium broken mandible excellent but stuck to cranium</u>
ZM- 21045	<i>Sorex cinereus</i>	Condition: <u>Cranium excellent right ramus missing left ramus missing</u>

Loan Condition Report

Date: 31 March 2002

Specimens Loaned to: Sternocera Museum of Natural History (care of Jerry Chole)

ZM- 21057	<i>Sorex cinereus</i>	Condition: <u>Cranium completely crushed, fem: SPANLE + missing incisors, not very clean</u>
ZM- 21058	<i>Sorex cinereus</i>	Condition: <u>Cranium excellent, pami separate</u>
ZM- 21060	<i>Sorex cinereus</i>	Condition: <u>Cranium excellent, left angular process broken</u>
ZM- 21061	<i>Sorex cinereus</i>	Condition: <u>Cranium broken, pami separate</u>
ZM- 21062	<i>Sorex cinereus</i>	Condition: <u>Cranium broken, mandible excellent</u>
ZM- 21063	<i>Sorex cinereus</i>	Condition: <u>Cranium broken, pami separate</u>
ZM- 21064	<i>Sorex cinereus</i>	Condition: <u>Cranium excellent, left angular process broken</u>
ZM- 21065	<i>Sorex cinereus</i>	Condition: _____
ZM- 21066	<i>Sorex cinereus</i>	Condition: _____
ZM- 21067	<i>Sorex cinereus</i>	Condition: _____
ZM- 21068	<i>Sorex cinereus</i>	Condition: _____
ZM- 21069	<i>Sorex cinereus</i>	Condition: _____
ZM- 21070	<i>Sorex cinereus</i>	Condition: _____
ZM- 21071	<i>Sorex cinereus</i>	Condition: _____
ZM- 21072	<i>Sorex cinereus</i>	Condition: _____
ZM- 21073	<i>Sorex cinereus</i>	Condition: _____
ZM- 21074	<i>Sorex cinereus</i>	Condition: _____
ZM- 21075	<i>Sorex cinereus</i>	Condition: _____
ZM- 21076	<i>Sorex cinereus</i>	Condition: _____
ZM- 21077	<i>Sorex cinereus</i>	Condition: _____
ZM- 21078	<i>Sorex cinereus</i>	Condition: _____
ZM- 21079	<i>Sorex cinereus</i>	Condition: _____
ZM- 21081	<i>Sorex cinereus</i>	Condition: _____
ZM- 21082	<i>Sorex cinereus</i>	Condition: _____
ZM- 21083	<i>Sorex cinereus</i>	Condition: _____
ZM- 21085	<i>Sorex cinereus</i>	Condition: _____
ZM- 21086	<i>Sorex cinereus</i>	Condition: _____
ZM- 21088	<i>Sorex cinereus</i>	Condition: _____
ZM- 21090	<i>Sorex cinereus</i>	Condition: _____
ZM- 21093	<i>Sorex cinereus</i>	Condition: _____
ZM- 21239	<i>Sorex cinereus</i>	Condition: _____
ZM- 21240	<i>Sorex cinereus</i>	Condition: _____
ZM- 23500	<i>Sorex cinereus</i>	Condition: _____
ZM- 23501	<i>Sorex cinereus</i>	Condition: _____
ZM- 23502	<i>Sorex cinereus</i>	Condition: _____
ZM- 23503	<i>Sorex cinereus</i>	Condition: _____
ZM- 23505	<i>Sorex cinereus</i>	Condition: _____
ZM- 23506	<i>Sorex cinereus</i>	Condition: _____
ZM- 23507	<i>Sorex cinereus</i>	Condition: _____
ZM- 23508	<i>Sorex cinereus</i>	Condition: _____
ZM- 23509	<i>Sorex cinereus</i>	Condition: _____
ZM- 23510	<i>Sorex cinereus</i>	Condition: _____

University of Nebraska State Museum
Collection Management Policy

APPENDIX B -- ACCESSION RECORDS

RECORD OF ACCESSION

University of Nebraska State Museum
Systematics Research Collection
W436 Nebraska Hall
Lincoln, NE 68588-0514

ACCESSION
FORM

Accession No. _____

Received from: _____

Address: _____

How Obtained:

Gift
Date letter of conveyance received _____

Donor _____

Exchange
Description of material sent by UNSM _____

Purchase
Price _____ Fund Used _____

Field Work
Funds Used _____ Permit number _____

Other
Describe _____

Description

General Description _____

Division catalog number(s) _____

Field number(s) _____

Correspondence _____

Additional details of material (if needed) _____

Photographs Yes No

Location of material within the Museum _____

Signature of Curator

Signature of the Director

Signature, Chancellor's Representative

CONDITION REPORT*

ANTHRO
FORMS

Catalogue number _____ Object name _____
Examiner name _____
Reason for report _____
Dimensions (cm) _____
Materials _____
Basic description _____

Damage: Physical structural alterations due to *mishandling and/or physical alteration or bad repair* of an artifact, usually resulting in broken areas or a loss of materials from an item or its surface (include measurements of damaged areas)

Condition summary _____

Disfigurement: *visual or cosmetic alteration* on the surface i.e., glue residue, dust, stains, museum wax, fingerprints, etc.

Condition summary _____

Passive Deterioration: frailties intrinsic to the object that may cause further damage such as: rust, stiffness, brittleness, dryness, distortions, peeling, shedding

Condition summary _____

Biological Deterioration:** frass, casings, chewed or gnawed, molds, mildews

Condition summary _____

Photographed: _____ Image embedded: _____ Information added to database: _____

Condition summary: 1 = no damage, 2 = minor less than 10% impact from any condition determinant, 3 = moderate 10-25% impact from any condition determinant, 4 = significant 25-40% impact from any condition determinant, 5 = extreme over 50% impact from any condition determinant.

Anthropology Division
University of Nebraska State Museum
W436 Nebraska Hall
Lincoln, NE 68588

ACQUISITION RECEIPT OF UNRESTRICTED GIFT

I (We), _____ give the
Anthropology Division of the University of Nebraska State Museum the following listed items:

Title to all objects acquired for the collections with this document shall be obtained free and clear, without restrictions as to use, exhibition, loan, dispersal, or future disposition. It is sometimes impractical to evaluate all material at the time of acquisition. Therefore, the Anthropology Division of the University of Nebraska State Museum will consider the items named above an unrestricted gift without limiting conditions, to be used in any manner which is deemed to be in the interest of the University of Nebraska State Museum in accordance with the collection policy outlined on the reverse of this agreement. Acceptance of this gift does not imply that it will be on permanent display in the museum. Expendable material includes items deemed surplus, duplicate, or non-relevant, and material of deteriorated condition or limited use. Such material may be used in the best interest of the Anthropology Division, including but not limited to consumable activities such as hands-on educational programs, trade, sale or outright disposal if the condition or value so warrants.

I (We) do hereby declare that I am the lawful owner of the above described property or have the legal authority to make this gift. To the best of my belief, the subject of this gift is free and clear of all encumbrances and restrictions, and has not been imported or exported into or from any county contrary to its laws.

I (We) wish that the gift be identified to the public and in the records of the Museum as:

Gift of _____

Dated this _____ day of _____, 200_.

Signed _____ Street _____

Signed _____ City, State, Zip _____

Date _____ Phone _____

Accepting for the Anthropology Division
University of Nebraska State Museum

Title

Revised April, 2001

Anthropology Division
University of Nebraska State Museum

PURPOSE: The University of Nebraska State Museum is a museum of natural science and an independent, non-profit, research, and educational unit of the University of Nebraska-Lincoln. The Museum collects, preserves, studies, interprets, and utilizes tangible objects in programs of research, exhibition, and education. The collections are world-wide in scope but emphasize the natural history record of the state of Nebraska and the Great Plains.

OWNERSHIP: The University of Nebraska State Museum is authorized to accept gifts, bequests, and exchanges of property, including written and photographic materials. In donating these items to the University of Nebraska State Museum, the donor hereby transfers ownership to the Museum and agrees that the items may be integrated into existing collections or used in any way. Title to all objects acquired for the collections shall be obtained free and clear, without restrictions to use, exhibition, loan, dispersal, or future disposition.

Literary rights: Unless otherwise restricted by copyright or by the donor and agreed to by the Anthropology Division of the University of Nebraska State Museum at the time of acquisition, all literary rights are conveyed to the University of Nebraska State Museum. If less than all copyright, trademark, and related interest are given, written specification must be attached to this Deed of Gift. The Museum can assume no responsibility for misuse of literary copyright restrictions by users of unrestricted material beyond normal professional library ethics and standards.

DISPOSITION: The University of Nebraska State Museum may propose an object or specimen for permanent removal from the collections if it is not relevant and useful to the Museum's purpose. Some objects or specimens without data may be used in consumable activities such as hands-on educational activities, trade, or sale.

INCOME TAX DEDUCTION: The value of gifts to the Museum usually is tax deductible for federal income tax purposes within the limits of the Internal Revenue code. However, the University of Nebraska State Museum cannot appraise donations for tax purposes. For the protection of the donor, it is recommended that such appraisals are done by a disinterested third party and before title to the material is conveyed to the University of Nebraska State Museum.

Anthropology Division
University of Nebraska State Museum
W436 Nebraska Hall
Lincoln, NE 68588

phone (402) 472-5044
fax (402) 472-8949

Anthropology Division
University of Nebraska State Museum

ACCESSION PROCESSING CHECKLIST

Accession # _____ (must be entered in Accession Log)

AT# _____ (must record in AT log)

Brief description _____

Donor _____ Museum contact _____

Type: gift _____ - purchase _____ - exchange _____ - found in collection _____
teaching collection _____ - transferred from other UNSM division _____
other (describe) _____

Acquisition Receipt of Unrestricted Gift form sent (date) _____ returned & filed? _____

Accession Record (blue form) sent (date) _____ returned & filed? _____

Catalogue numbers assigned _____

Name of person(s) processing accession _____ Date _____

Numbered object with tag and permanent (reversible) method _____

Photographed _____ Info to database _____ image embedded _____

Inspected object for evidence of pest infestation _____

Completed condition report _____ Info to database _____

If necessary, completed pest infestation control form _____

Cleaned pest debris and dust from object _____

Placed object into permanent storage location _____

Catalogued object in computer database _____

Notes: _____

OUTGOING/INCOMING CONDITION REPORT

Catalogue number _____ Object name _____

Transaction:

_____ exhibit at Morrill Hall _____ loan _____ presentation _____ research _____

other, describe: _____

Directions: The outgoing/incoming condition report must be accompanied by a condition report completed before the object leaves the Anthropology Division. Check the database for a completed condition report of the object being prepared. (If a condition report does not exist, one must be written. See the Collections Manager before doing so.) When preparing the object to leave Nebraska Hall, review the completed condition report and examine the object for any change in condition status. Record changes in the Outgoing Status section. If no change is noted, write "no change." For objects going out on loan to an outside institution, a copy of the original condition report and the incoming/outgoing condition should be sent with the loan papers for the borrowing institution to fill out.

When the object returns to the Anthropology Division, review the completed condition report and the Outgoing Status section of this form, and then examine the object for any change in condition status. Record changes in the Incoming Status section. If no change is noted, write "no change."

If condition changes are noted, do not make any repairs. If damage is significant, notify the Collections Manager immediately.

Outgoing Status : Date _____ Examiner name _____
(UNSM)

Incoming Status : Date _____ Examiner name _____
(Recipient)

Outgoing Status: Date _____ Examiner name _____
(Recipient)

Incoming Status: Date _____ Examiner name _____
(UNSM)

TEMPORARY RECORD
for Material Received for Identification

The University of Nebraska State Museum

TEMPORARY
RECORD FORM
MOSTLY V.P.

Public Programs
307 Morrill Hall
Lincoln, NE 68588-0338
(402) 472-6302

Research Collections
W-436 Nebraska Hall
Lincoln, NE 68588-0514
(402) 472-2657

Name _____ Phone _____
Address _____

Where collected _____
Number of objects _____
Nature of inquiry _____

I understand that items not claimed within 60 days of consignment date may be considered abandoned property and may be added to the Museum's collections or otherwise disposed of in accordance with Museum policy.

Signed _____ Date _____ Pickup Date _____

Identification _____

Received by _____ Where received _____
Description _____

Transferred to _____ Date _____
_____ Date _____

Identified by _____ Date _____
Literature sent _____

Final status: Returned ___ Donation ___ (execute Specimen Invoice Form)
Other (held beyond pickup date, discarded, etc.) _____

Returned to/accepted by: _____

_____ned _____ Date _____

University of Nebraska State Museum
Collection Management Policy

APPENDIX C – DEACCESSION RECORDS

Division _____

RECORD OF DEACCESSION

University of Nebraska State Museum
Systematics Research Collections
W436 Nebraska Hall
Lincoln, NE 68588-0514

Deaccession No. _____

Date _____

Accession No. _____

Items Deaccessioned: _____

Reasons for Deaccessioning: _____

Disposition of Material: _____

Requested by: _____

(Signature)

Authorized by: _____

(Signature of Director)

(Signature, Chancellor's Representative)



Priscilla C Grew
<pgrew@UNLNOTES01.UNL
.EDU>
Sent by: museum staff
<SMUSEUM@LISTSERV.UNL
.EDU>

To SMUSEUM@LISTSERV.UNL.EDU
cc
bcc
Subject appointment of deaccession committee

05/11/2004 02:25 PM

Please respond to
Priscilla C Grew
<pgrew@UNLNOTES01.UNL.
EDU>

I hereby appoint the Museum's Deaccession Committee to consist of Brett Ratcliffe (Chair), Mary Liz Jameson, and Scott Gardner from the Museum, and Mike Zeleny from the VCR office.

I am sending the Committee a paper copy of Bob Kaul's letter to me of May 7 requesting approval for deaccessioning of plant specimens from the Philippines and nearby areas, together with a copy of his email correspondence with Vicki Funk of the US National Herbarium at the Smithsonian NMNH.

I ask that the Deaccession Committee review the request, confer with Bob Kaul as necessary for any further information, and make a recommendation to me following the procedural and policy guidelines in the Museum's Collection Management Policy as revised in 1993.

I thank the members of the Committee for agreeing to take on this additional responsibility.

Best wishes

Priscilla

Priscilla C. Grew, Director
University of Nebraska State Museum
307 Morrill Hall
Lincoln, NE 68588-0338
phone (402) 472-3779
fax (402) 472-8899
e-mail: pgrew1@unl.edu

Dr. Priscilla C. Grew, Director
University of Nebraska State Museum
Lincoln

May 7, 2004

Re: *Deaccessioning of specimens from the Philippines and nearby areas*

Dear Dr. Grew:

I propose the deaccession of Philippine and other southwestern Pacific specimens in the Museum's herbarium, and to send them as a gift to the U. S. National Herbarium at the Smithsonian Institution, Washington, D.C., the leading center of research on plants of that area. It has expressed great interest in receiving our specimens to use for their current major inventory and classification of the tropical Pacific floras.

The specimens have never been a functioning part of our herbarium, are far outside its scope and purpose, have been in storage-boxes for many years, and are better-housed in a herbarium that specializes in tropical plants. Our herbarium is and always has been a regional herbarium, i.e., one that specializes in the plants of the region, focussing on Nebraska, the Great Plains, and North America, in that order, with substantial holdings for all those areas. It also has a good representation of temperate Eurasian plants but has no other tropicals than the Philippine materials. Except for a very few exceptionally well-funded ones, state herbaria do not accept specimens from outside their coverage area or maintain collections of tropical plants, instead leaving those to the giant international herbaria such as Smithsonian, Harvard, and Missouri Botanical Garden.

OVERVIEW OF THE SPECIMENS TO BE DEACCESSIONED

1. They number several thousand but represent less than 1% of our herbarium's holdings.
2. They were collected between 1900 and 1917 and have been in our herbarium since the 1910s, but there are no records that would explain why a state or regional herbarium such as ours would accept such a collection.
3. Each specimen has an accession number, but our record books have no further information about them.
4. They are in good condition and can be donated with pride. Few would need anything more than minor, routine repairs (gluing, strapping, etc.), and we have seen absolutely no sign of insect damage, the curse of botanical specimens. The paper they're mounted on is unfoxed, scarcely yellowed, and not brittle.
5. The nomenclature is badly outdated. Specialists such as those at the Smithsonian have the staff, expertise, library, and comparative specimens for such annotation, but we have none of that.

6. In my 40 years at UNL, I am unaware that anyone used them for teaching or research. Previous curators (Raymond Pool, curator 1915-1948; John Davidson, curator 1948-1974; and Margaret Bolick, curator 1978-2003) all told me the specimens should be deaccessioned.

7. Until they were boxed for storage, they took up an inordinate amount of space in our herbarium, effectively blocking accessioning of our backlog of about 5,000 North American specimens.

THE U.S. NATIONAL HERBARIUM AT THE SMITHSONIAN

1. Is one of the largest herbaria in the world, with more than five million specimens, and is visited each year by hundreds of specialists from all over the world. It is one of the world's leading sources of botanical information, based upon its vast collection and enormous library.

2. Accepts, exchanges, and donates specimens to other major herbaria.

3. Is the major repository of historical and modern collections from the Philippines.

4. Is cooperating with the University of the Philippines in inventorying and classifying Philippine plants, as part of the general worldwide effort to update knowledge of tropical floras. The Philippines herbarium, in Manila, was destroyed during World War 2, and some specimens would be sent from the Smithsonian to Manila as replacements for historic collections. If ever the time was ripe for our specimens to be housed where they can be used, this is it.

Sincerely,

Robert B. Kaul, PhD
Adjunct Professor
Curator of Botany

UNIVERSITY OF NEBRASKA STATE MUSEUM
SYSTEMATICS RESEARCH COLLECTIONS
W436 NEBRASKA HALL
P.O. BOX 880514
LINCOLN, NEBRASKA 68588-0514
U.S.A.

402 472-1607
rkaul1@unl.edu

INVOICE OF SPECIMENS

Date *June 22, 2004*

~~From~~
To Smithsonian Institution
Botany MRC 166 NMNH
Washington DC 20013-7012

DIVISION Botany

Packed by R. Kaul et al.

Date Shipped: *June 22, 2004* Insured \$

UPS USPS Conveyed by

Approved by: *Robert B. Kaul*
Curator of Division

Checked ^{XX} out personally by *R. Kaul*

The material listed below, contained in ¹⁰⁵~~70~~ boxes packages, is transmitted as

loan → to be returned by (Date) return of loan exchange

for exhibit material for identification return of identified material

return from exhibit gift → SIGNATURE OF DONOR. *Robert B. Kaul, Curator*

Frank C. O. Director

2,000+ sheets of Philippines, China, S. Pacific, and misc. plants (~~fifth shipment~~)

(7413) actual

PLEASE NOTE:

WHITE COPY to be signed and returned.
PINK COPY to be retained by addressee.
YELLOW COPY to be retained by UNSM Curator.

Received the above in *good* condition
Signature *[Signature]*
Date *10 May 07* 62

University of Nebraska State Museum
Collection Management Policy

APPENDIX D – PERMISSION AND USE FORM

UNIVERSITY OF NEBRASKA STATE MUSEUM

Permission and Use Form

The University of Nebraska State Museum hereby grants permission to:

NAME _____

INSTITUTION OR COMPANY _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____ E-MAIL _____ FAX _____

PREFERRED TRANSMITTAL METHOD: () print, () electronic, () disc,
or () other: _____

For the one-time use of the photographs listed below in the () book, () film,
() periodical, () website or () other: _____

Entitled: _____

to be produced by the above named person, company or institution. The user agrees that
this use will be to the following conditions:

1. That the credit line read " Courtesy of The University of Nebraska State Museum."
2. That a fee of \$ _____ be paid in full prior to the date of publication or broadcast.
3. That the user assumes responsibility for all questions concerning copyright violation and/or invasion of privacy resulting from the use of these photographs.
4. That a copy of the work produced be provided to the University of Nebraska State Museum at no cost. (This condition may be waived, subject to approval of a written request submitted to the Museum Director.
5. That the images reproduced will in no way be misrepresented or altered so as to falsify the information that they represent.
6. That the images will be sent upon receipt of payment.

Images to be used: _____

Signed (User) _____ Date _____

Approved by _____ for UNSM

Title _____ Date _____

University of Nebraska State Museum
Collection Management Policy

APPENDIX E – PHOTOGRAPHIC PRICE LIST AND USE FEE SCHEDULE

UNIVERSITY OF NEBRASKA STATE MUSEUM
 Image Price List (Effective March 1, 2006)
 Systematic Research Collections
 W-436 Nebraska Hall
 Lincoln, NE 68588-0514
 (402) 472-2657

- Use fees are required from residents of states other than Nebraska. If you intend to use photographs from the Museum's collection see "Fee Schedule".
- All hard copies will be shipped via first class mail within two to three weeks of the receipt of the order.
- If there is a print available with no negative there will be a one-time charge of \$10.00 to have the print photographed and a negative made. Negatives will remain on file at UNSM.
- All photos will be printed to show all borders, mattes, frames or cases. If cropping is desired, please clarify this when placing your order.
- Please make all checks payable to University of Nebraska State Museum.
- In accordance with state law, *payment must be received before images can be sent*. To avoid unnecessary delay, please enclose payment with your order.
- Add 7% Sales Tax.
- Checks made payable to University of Nebraska State Museum
- **MINIMUM CHARGE FOR ANY ORDER IS \$5.00**
- **PRICES SUBJECT TO CHANGE WITHOUT NOTICE**

PHOTOCOPIES

From Library materials	
8.5" x 11", 8.5" x 14"	\$ 0.15
11" x 17"	\$ 0.50
From Archival Holdings	
8.5" x 11", 8.5" x 14"	\$ 0.25
11" x 17"	\$ 0.75

DIGITAL SCANNING

Per scan	\$15.00
CD-ROM (If Needed)	\$ 5.00

PHOTOGRAPHS

Preview photocopy or plain paper print	\$ 0.50
--	---------

Preview digital file (72dpi JPEG, watermarked, delivered as e-mail attachment; limit 20 images, price negotiable for more quantities)	\$ 5.00
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Digital File (Delivered on CD-ROM or as E-mail Attachment)	
Up to 800dpi	\$20.00
800+dpi to 2500dpi	\$30.00

5 X 7 inch b/w print	\$15.00
8 X 10 inch b/w print	\$20.00
11 X 14 inch print	\$30.00

35 mm color slide	\$ 5.00
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UNIVERSITY OF NEBRASKA STATE MUSEUM
Use Fee Schedule

Effective March 1, 2006 the following fees will be assessed for the use of photographs from the University of Nebraska State Museum collection by non-Nebraska residents. These fees are in addition to other processing and service charges.

NO USE FEES WILL BE CHARGED TO ANY CITIZEN, BUSINESS OR GOVERNMENT AGENCY IN THE STATE OF NEBRASKA, IF USED FOR NON-COMMERCIAL PURPOSES.

COMMERCIAL USE

I. Use fee per photograph for books, book covers, serials, posters, postcards, or similar commercial use:

a. 2,000 copies or less	\$20.00
b. 2,001 to 10,000 copies	\$40.00
c. More than 10,000 copies	\$80.00

If ten or more photographs are to be used in a single publication, a flat fee will be negotiated. A copy of the material produced containing a UNSM photograph must be provided to the Museum at no charge.

II. Use fee per photograph for publishers of serials

a. 1,000 copies or less	No Fee
b. 1,001 to 10,000 copies	\$100.00
c. 10,001 to 99,999 copies	\$200.00
d. 100,000 copies or more	\$300.00

III. Special use fees per photograph:

a. Commercial motion picture, videotape or TV use	\$500.00
b. Film Strip or Slide Show	\$ 25.00
c. Advertising Use	\$200.00
d. Display use (restaurant, bank, office, etc.)	\$ 50.00
e. Internet Use	\$100.00

If ten or more photographs are used for one of the above purposes a flat fee will be negotiated.

ACADEMIC USE

I. Use fee for books, periodicals, filmstrips, motion pictures, videotapes, museum exhibits, posters, etc.:

a. Periodical	\$ 5.00
b. Book, poster, filmstrip, exhibit	\$15.00
c. Film, videotape	\$25.00

The above fees apply only to nonprofit organizations or scholars publishing academic books or periodicals. If five or more images are used in a single publication or production, a flat fee will be negotiated.

SPECIAL CONSIDERATION

Special consideration will be given to news media such as newspaper articles, documentaries and newscasts. The University of Nebraska State Museum also reserves the right to waive fees or other requirements on an individual basis at the discretion of the Museum Director. Waiver of fees or obligations can be made only upon approval of written application.

University of Nebraska State Museum
Collection Management Policy

APPENDIX F –PEST MANAGEMENT POLICY

NOTE: PLAN FOR HAZARDOUS MATERIALS, DISPOSAL OF BIOLOGICAL WASTE ARE INCLUDED IN THE EMERGENCY/DISASTER PREPAREDNESS PLANS OF THE MUSEUM AND THE DIVISIONS

PEST MANAGEMENT POLICY

The Museum adheres to a program of integrated pest management (IPM). With this approach, several methods of pest control are used rather than just the application of a chemical insecticide. The spraying of a chemical pesticide in any area of the Museum is discouraged because of the subtle, but deleterious, side affects of so doing. Properly applied techniques of IPM should resolve most pest issues.

The best method of pest control is prevention. Good housekeeping is essential for pest control because the elimination of hiding places and food sources is the first step in pest management. Food and drink in collection areas are prohibited. Constant visual inspections of the collections play a large role in reducing the number and severity of infestations. Trapping can be used to monitor and remove active pests.

Freezing for one to two weeks is the best method for non-toxic pest management. Humidity in the collection rooms must be kept below 60% to prevent mold. HVAC (heating, ventilation, air conditioning) system must be filtered for the removal of insect pests as well as mold. Air filters will be replaced annually.

Any insecticide that is effective is also toxic to humans. Effective roach control is provided by using "Baygon" as bait. Mouse control is provided by trapping. Fumigation by a licensed professional (not university personnel) may be indicated on rare occasion but is generally discouraged because of ancillary side affects (residual poison, damage from petroleum-based carrier). No fumigation of University of Nebraska specimens on loan to another institution should occur without the written permission of the appropriate curator.

Anthropology

Storage cases are inspected every six months for pest damage or infestations, and door seals are replaced as needed. Biological materials are stored in insect-proof cases when possible. A shipping and receiving area separate from the study and collection areas lowers the risk of collection infestation.

Botany

For dry collections material (*i.e.*, herbarium sheets and fungal packets), all returning loans from other institutions and all new collections undergo freezing prior to installation in the herbarium. All in-house loans remaining out of the collections room overnight should undergo freezing. All newly collected plant material that has not been mounted should undergo freezing prior to being set aside for mounting. Incoming library materials and loan packing material may also undergo freezing if infestations are suspected. Staff should inspect collection cases at every opportunity for infestations and case seal damage. If evidence of infestation is found in a case, the contents of the entire case are treated by freezing, and the case thoroughly cleaned prior to re-installation of the collections.

The Botany preparation room is to be kept as clean as possible to limit the invitation for infestations. No specimens loaned from other museums should undergo any treatment for pest infestations unless permission is secured from the owning institution. Packing material from other institutions should receive a freezing treatment prior to repackaging of the returning loan to limit the spread of infestations between institutions.

Entomology

All drawers in the entomology collection are continually monitored and occasionally fumigated with naphthalene. Any return of loans and all new acquisitions undergo freezing to keep pests out of the collections. This does not include freshly mounted specimens that have been killed by ethyl acetate or ethanol. Fumigation inside a closed drum of PDB (Paradiclorobenzene) is used when needed. Storage of packing and shipping materials is separated from the collection to reduce the possibility of infestation. Constant monitoring of the collection is ongoing.

Parasitology

Parasitology is unique because its biological collections are not subject to pest damage. Part of the Division, however, contains a reprint collection that is subject to pest damage by book lice (Psocoptera) and roaches (Blattaria), and this collection is monitored.

Zoology

For dry collections material (*i.e.*, skins or skeletons), all returning loans from other institutions and all new collections undergo freezing prior to placement in the collections room. All in-house loans remaining out of the collections room overnight and any specimens left out of their cases overnight should undergo freezing. Incoming library material and loan packing material may also undergo freezing if infestations are suspected. Staff should inspect collection cases at every opportunity for infestations and case or door seal damage. Whenever possible, collections susceptible to infestations are to be kept in insect-proof cases. If evidence of infestation is found in a case, the contents of the entire case are treated by freezing, and the case thoroughly cleaned prior to re-installation of the collections.

The Zoology preparation room is to be kept as clean as possible to limit possible infestations. No material from the field equipment room should be moved to any other part of the museum without going through a freezing treatment. No specimens received on loan from other museums should undergo any treatment for pest infestations unless permission is secured from the owning institution. Packing material from other institutions should receive a freezing treatment prior to repackaging of the returning loan to limit the spread of infestations between institutions.

Exhibits

The exhibits are especially susceptible to pest infestation because of high visitation and the potential introduction of pests being carried in from the outside. Constant visual inspection of exhibits is an essential part of pest control. Good housekeeping is essential. Infestations may be stopped or prevented by freezing, but this method should be done **ONLY** by the Division whose specimens are involved. Baygon bait is available for roach control, and traps are available for mice. HVAC system must be adequately filtered. Hall cases with air vents are screened. Humidity should be less than 60% to prevent mold. Cases containing biological materials are tightly sealed, so that a museum-approved pesticide can be used without exposing the public. Older zoological mounts were often prepared with arsenic to deter pests, and these must be identified so that they are not used for “hands on” purposes.

Because work rooms are a potential source for pests, extra care should be exercised to seek out and destroy potential hiding places. Coffee areas must be kept clean. The Museum carpentry shop is an area of great concern. All incoming orders containing biological materials should be frozen, and bait for roaches is available. All packing materials are disposed of outside the museum building

Another area of high concern is the Marx Learning Center. All infestations require immediate notification to the appropriate personnel, and freezing or other museum-approved treatment of the infected exhibit should be implemented. General periodic fumigation by licensed professionals (not university personnel) may be indicated on rare occasion but is generally discouraged.

Procedure for the Freezing Method of Pest Control

In freezing, a concern is the contraction and expansion of water within the specimen. Water vapor existing as humidity, as well as capillary water, can be shown not to freeze at -20° F. As temperature decreases in a confined area, relative humidity increases. However, relative density of the water does not increase, since relative humidity is merely the amount of water that air can hold in solution at a given temperature. Thus, while decreased temperatures (within a confined area) cause increased relative humidity, the actual weight of water per given volume remains constant.

Specimens undergoing the freezing treatment are enclosed in a plastic bag. As much air as possible should be removed before the bag is sealed. Temperature is quickly lowered to -20 degrees F for 48 hours. Following the sudden freezing procedure, the specimen is warmed up as slowly as possible for maximum cell damage to insects in all stages. No condensation occurs inside the bag because the density of water remains constant, and only a small amount of air remains in the bag.

Insect control with this method requires that insects do not acclimate prior to the treatment with lowered temperatures. Insects can survive -20 degrees F but not with a quick change. Also, by warming up the specimen slowly, large ice crystals occur in the high moisture tissue of all insect stages and cause cell rupture and death.

References

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University of Nebraska State Museum
Collection Management Policy

APPENDIX G

UNIVERSITY OF NEBRASKA POLICY AND PROCEDURES ON HUMAN
SKELETAL REMAINS OR BURIAL GOODS ASSOCIATED WITH UNMARKED
HUMAN BURIALS

Revised 12 February 1998

POLICY AND PROCEDURES ON HUMAN SKELETAL REMAINS OR BURIAL GOODS ASSOCIATED WITH UNMARKED HUMAN BURIALS

Revised 12 February 1998

Office of the General Counsel, University of Nebraska

I.

Policy

It is the policy of the University of Nebraska to comply with applicable state and federal laws regulating the treatment and disposition of human skeletal remains and associated burial goods.

II.

Procedures

1. *Applicable Laws.* A state law called the Unmarked Human Burial Sites and Skeletal Remains Protection Act of 1989, Neb. Rev. Stat. §§ 12-1201 through 12-1212 (Reissue 1997), establishes procedures to follow when human remains are inadvertently discovered within the State of Nebraska. The Native American Graves Protection and Repatriation Act of 1990, 24 U. S. C. §§ 3001 through 3013, may also be implicated if Native American human remains and funerary objects are discovered. The state law applies to all human remains and unmarked human burial sites, be they Native American or non-Native American. Thus, the procedures of the state law regarding discovery of remains or goods within Nebraska should be followed in all cases.

2. *Finder's Responsibilities Generally.* State law imposes a legal obligation upon the person that discovers human skeletal remains or burial goods associated with an unmarked human burial in or on the ground to immediately cease any activity which may cause further disturbance of the unmarked human burial site and to report the presence and location of such remains or goods to a local law enforcement officer in the county in which the remains or goods were found within 48 hours of their discovery. This procedure applies to members of the general public. See Neb. Rev. Stat. § 12-1205 (1).

3. *Road Project Discoveries.* Remains that are found by employees, contractors, or agents of the Department of Roads in conjunction with highway construction must also be reported to the local law enforcement officer in the county in which the remains or goods are found within forty-eight hours of the discovery. However, any remains or goods may then be removed from the site following an examination by

the appropriate agency selected by the Department of Roads in accordance with Neb. Rev. Stat. § 39-1363 (Reissue 1993).¹

¹This statute allows the Department of Roads to enter into agreements with other state agencies to remove and preserve such remains.

4. *Discoveries on Federal, Tribal Lands.* Human remains or burial goods associated with unmarked human burials that are inadvertently discovered on federal or tribal lands must be reported to the local law enforcement authority having jurisdiction over the land where the discovery was made. This may require contacting a federal or tribal law enforcement officer instead of a state, county or municipal law enforcement officer. A person who discovers Native American human remains or cultural items must make written notice of the discovery to the federal agency and Indian tribe with jurisdiction over the land. 25 U. S. C. § 3002 (d).

5. *Duties of Law Enforcement Officers.* A law enforcement officer who receives notification of the discovery of human skeletal remains or burial goods must promptly notify the landowner on whose property the items were discovered, the county attorney, and the Nebraska State Historical Society. Neb. Rev. Stat. § 12-1206.

6. *University Employee Duties.* Employees of the University are not required to take possession of human skeletal remains or burial goods which have been discovered by others unless discovery has been made by the Department of Roads and the remains or goods are transferred to the University pursuant to an agreement. Under state law only the county attorney (see Neb. Rev. Stat. § 12-1207) is required to take possession of the remains and only the Historical Society (see Neb. Rev. Stat. § 12-1208) is responsible for determining the origin and identity of discovered material.

7. *Discoveries by University.* Employees and students of the University who have discovered human skeletal remains or burial goods in or on the ground shall immediately cease any activity which may cause further disturbance of the place where the remains and goods are found and the immediate surrounding area and report the presence and location of such remains or goods to a local law enforcement officer in the county in which the remains or goods are found. If Native American cultural items are inadvertently discovered on federal or tribal lands, a written report of the discovery must be made to the federal agency and tribe having jurisdiction over the land where the discovery was made. Activities that could disturb the discovery site shall thereafter be resumed only at the direction of the local law enforcement officer, county attorney or Nebraska State Historical Society,

and, in the case of discoveries made on federal or tribal lands, the agency and tribe having jurisdiction. The county attorney and/or the Historical Society will determine the final disposition of the remains and/or goods.

8. *Questions.* Questions regarding compliance with these procedures should be addressed to the University General Counsel's Office.

MORATORIUM ON NEW STUDIES OF NATIVE AMERICAN HUMAN REMAINS AND FUNERARY OBJECTS UNDER N.A.G.P.R.A.

The Native American Graves Protection and Repatriation Act (NAGPRA) was enacted on November 16, 1990, as P.L. 101-601, 104 Stat. 3048. The Act is codified at 25 U.S.C. §§ 3001-3013. Section 5 of the Act, 25 U.S.C. §3003 (b) (2), provides in pertinent part that the law's requirement that museums compile an inventory of holdings or collections of Native American human remains and associated funerary objects **does not** authorize "the initiation of new scientific studies of such remains and associated funerary objects or other means of acquiring or preserving additional scientific information from such remains and objects." *Id.*

NAGPRA requires use of existing documentation, "including inventories or catalogues, relevant studies, or other pertinent data for the limited purpose of determining the geographical origin, cultural affiliation, and basic facts surrounding acquisition and accession of Native American human remains and associated funerary objects." *Id.* NAGPRA §5 does not authorize any new studies of human remains and associated funerary objects of any kind for any purpose.

Under Section 3 of NAGPRA, 25 U.S.C. § 3002 (e), "Nothing . . . shall prevent the governing body of the Indian tribe . . . from expressly relinquishing control over any Native American human remains, or title to or control over any funerary object, or sacred object." Consequently, NAGPRA itself does not authorize any new studies of human remains, funerary objects, but permits the owners of such items (once established) to relinquish their rights to human remains, funerary objects, or sacred objects (and presumably any object of cultural patrimony too), and thereby allow new studies.