



# Idaho Museum of Natural History

## Collections Management Policy

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**Approved By:** Leif Tapanila, IMNH Director; Marty Blair, ISU Vice President for Research

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## **INTRODUCTION**

### **History**

The Idaho Museum of Natural History (IMNH), founded in 1934, was formally established as the State Museum of Natural History by legislative act (1986, Senate Bill 1478; Idaho Code § 33-3012) and functions as an academic and public service unit of Idaho State University. IMNH is governed by the Idaho State Board of Education through the President and Vice-President for Research of Idaho State University (ISU), and is subject to all University regulations, policies, and procedures, as well as applicable state and local statutes.

### **Vision**

To inspire all Idahoans and our visitors to protect and preserve natural history.

### **Mission**

Create meaningful experiences through our shared natural history that empower and educate communities.

### **Values**

*Curiosity* – our desire to search for knowledge.

*Authenticity* – our dedication to the natural world.

*Connectedness* – our recognition that context and community are essential to progress.

*Legacy* – our commitment to the protection of natural history.

### **Policy Guidelines**

The IMNH Collections Management Policy establishes policies and guidelines for the acquisition, disposition, care, and use of the collections under its administration, including repositored materials, owned by state or federal agencies and cared for by IMNH. This policy statement supersedes all previous policies on collections management.

All museum policies and procedures in this document will be reviewed administratively at least once every ten (10) years, coinciding with reaccreditation, to ensure that they conform to prevailing standards of museum management and that they reflect any changes at the museum or at ISU since the last review. All revisions of policies and procedures must be approved by the IMNH Director and the Vice-President for Research of ISU before they can be implemented.

The Director of IMNH has the authority to interpret all sections of the IMNH Collections Management Policy. The Director will seek the advice and consent of the ISU Vice-President for Research and/or ISU's Legal Counsel when circumstances so warrant.

This policy is supplemented by the standalone IMNH Human Remains and Repatriation Policy (2026), which complies with the Native American Graves Protection and

Repatriation Act (NAGPRA) (25 USC § 3001 *et seq.*; 43 CFR Part 10) and all applicable state (e.g., Idaho Code § 27-501 through § 27-504) and federal legislation concerning the handling and repatriation of ancestral human remains and cultural items. IMNH policy relating to such collections are summarized under the Cultural Property section of this document.

## **SCOPE OF COLLECTIONS**

### **Overview**

The collections comprise primarily the regional natural and cultural heritage of Idaho and the Intermountain West. IMNH also serves as a state and federal repository for the natural and cultural history of Idaho within the John A. White Paleontological Repository (JAW) and the Earl H. Swanson Archaeological Repository (ESAR), respectively. JAW is the sole recognized repository for state and federal paleontological material in Idaho; whereas ESAR is one of three archaeological repositories in Idaho designated by state statute for this purpose (Idaho Code § 33-3901).

### **Scope and Limits**

IMNH's goals for shaping the content of our collections follow our mission statement. IMNH seeks to collect and preserve objects relevant to natural and cultural history, including prehistoric objects of Idaho and the Intermountain West, and specimens needed for instructional or comparative purposes. IMNH accepts donations of relevant specimens and objects legally collected by others. IMNH will also accept donation of items illegally collected, if approved by the legal owner of the material.

### **Categories and Contents of Collections**

IMNH maintains four types of collections:

#### Permanent Research

Collections of intrinsic and/or scientific value that support the mission of the museum, and are accessioned and curated on a permanent basis. The Division Curators and Collections Managers manage these collections.

#### Reposited Materials

Reposited Materials are collections cared for by IMNH and are owned by various state or federal agencies. These objects are considered research collections, and are cataloged and accessioned. The Division Curators and Collections Managers manage these collections.

#### Teaching

Collections that relate to the museum's mission or complements IMNH's permanent collections and which are held for comparative and study purposes. The Division Curator makes the final determination as to which objects are accepted into this category of collection. Objects are not accessioned, are considered expendable, and

are utilized, documented, or recorded at the discretion of the Division Curator. The Division Curators and Collections Managers manage these collections.

#### Educational

Collections that support the mission of IMNH and are held for use in public programs. Objects in this collection are not accessioned into IMNH's collection and are considered expendable. Items from the permanent collection may not be incorporated into the education collections until after the objects have been deaccessioned from the permanent collection. The Education Resource Manager manages this collection.

#### Exhibit

Collections that support the mission of IMNH and are held for use primarily in exhibitions. Objects in this collection, such as certain types of artwork and mounts, are not accessioned into IMNH's collection, but are considered not expendable and are cared for in the same manner as permanent collections. The Head of Collections and Registration manages this collection.

## **ACQUISITIONS AND ACCESSIONS**

### **Authority for Accepting**

Acquisition of objects that conform to the highest collecting priorities of a particular collection, as defined under *Priorities for Acquisition*, must be approved by the appropriate Division Curator and the Director.

Objects may be accepted into the teaching, educational and/or exhibit collections at the discretion of the appropriate Division Curator or Collections Manager if the objects conform to the guidelines outlined in this Policy and the objects are not appropriate for the permanent collection.

Acquisition of objects that do not conform to the collecting priorities of a particular collection, or are potentially inconsistent with the Criteria for Accessions, must be reviewed and approved by an Acquisition Committee. The Acquisition Committee will be appointed as needed and will comprise at least three persons appointed by the Director and the Division Curator with the subsequent approval of the Director.

### **Acceptable Means of Acquiring**

#### Gift or Donation

A gift or donation is a voluntary transfer of property ownership from one person or organization to IMNH without financial consideration or other compensation. It is documented with a Deed of Gift, signed by the donor or the donor's agent. In rare circumstances and on a case-by-case basis, IMNH will accept a gift with restrictions. The benefits of accepting a restricted gift must be weighed against the long-term impact the restrictions will have on museum operations. The Museum Director,

Division Curator, Head of Collections and Registration, and the Collections Manager of the Division accepting the object must approve.

#### Bequests

Bequests are treated similarly to other gifts and donations and are documented with a Deed of Gift, signed by the donor or the donor's agent and a copy of the Last Will and Testament.

#### Field Collection

Field collections are documented with an Accession Worksheet along with copies of all necessary permits for the applicable work undertaken.

#### Government Deposit

IMNH will accept deposits from state and federal agencies when they are accepted through the conveyance of a Repository Agreement. While IMNH recognizes these collections are held in trust, as the intent is to house and maintain these materials in perpetuity they will be accessioned and administered following IMNH Policies and Procedures.

#### Purchase

Objects may be purchased with unrestricted donor funds or with proceeds resulting from the sale of deaccessioned objects, provided they fall within the *Scope for Collections* and *Priorities for Acquisitions*. Purchase of an object for collections must be approved by the appropriate Division Curator and Museum Director.

#### Abandonment

As clear title cannot be ascertained, IMNH will not accept abandoned (deserted or dumped) objects.

### **Priorities for Acquisitions**

The IMNH maintains collections in three Divisions. The Anthropology Division curates archaeological and ethnological materials, the Earth Sciences Division curates specimens in vertebrate paleontology, invertebrate paleontology, paleobotany, geology, and comparative osteology, and the Life Sciences Division curates collections in botany, mammalogy, herpetology, ichthyology, ornithology and entomology.

For all collections highest priority will be given to objects with supporting documentation originating in Idaho and adjacent regions of the Intermountain West.

Of lower priority are objects from outside Idaho and the Intermountain West, but which complement collections from those areas, and which expedite research on the collections or are useful for comparative studies, teaching, or exhibit purposes.

Exceptions are for those specimens under the Division Curator's research domain that may reside outside of the geographical region, but which enhances or complements research in the museum collections.

Lowest priority will be given to objects not falling into the above-mentioned priorities, but which the Division Curator judges to be of such significant scientific or educational value that they belong in an institutional collection. Acceptance of such objects requires the approval of an Acquisition Committee and the Director.

### **Guidelines for Growth**

The contents of the collections are guided in general by the mission statement, the strategic plan, and collections programs led by the Division Curators and affiliated researchers.

### **Criteria for Acquisitions**

Objects are relevant and useful to the purposes and activities of IMNH.

Objects are consistent with collecting priorities.

IMNH can provide professional quality storage, protection, and preservation of the objects

IMNH can acquire valid and legal title to the object without restrictions as to use or future disposition.

A legal instrument of conveyance, giving an adequate description of the object and the precise conditions of transfer, is signed by the donor or seller and by an authorized museum representative.

### **Conditions for Acceptance of Acquisitions**

IMNH acknowledges, supports, and is in compliance with all state and federal legislation relating to the collection, acquisition, and retention of objects, including, but not limited to, laws pertaining to objects improperly removed from their country of origin, laws protecting plants and wildlife (and parts thereof), and laws protecting fossils, antiquities and historic properties.

IMNH will not collect or recover any object obtained under circumstances that would support or encourage irresponsible damage to, or destruction of, biota; geologically, historically, or culturally significant sites; or human burial places.

IMNH may accept objects that have been confiscated by governmental authorities and subsequently offered to IMNH.

Objects turned over to IMNH through the offices of appropriate governmental agencies (such as illegally killed game confiscated by state fish and game officials) shall be deemed in compliance.

IMNH may accept an object of uncertain history with the approval of the Director, and after consultation with governmental agencies that may be interested parties in the acquisition of the object.

Under special circumstances, an object may be accepted with restrictions or limitations. Such conditions must be approved by the appropriate Division Curator and the Director. Such conditions must also be stated clearly in the instrument of conveyance and made part of the accession records for the object.

IMNH is not obligated to accept collections made on its behalf by any individual.

IMNH is not obligated to accept any objects bequeathed to it.

### **Documentation Required for Acquisitions**

A record of the conditions and circumstances under which objects are acquired by IMNH will be maintained by the Head of Collections and Registration. A signed Deed of Gift or Gift of Materials form transferring title to IMNH will be included in this record for all non-repository collections.

For objects that are accessioned into the permanent collection, an accession number will also be assigned and will be part of the permanent record retained as part of IMNH's registration files.

Gifts on which the donor will file for a tax deduction will be reported to the ISU Foundation Office by the Head of Collections and Registration.

### **Objects Left in Custody**

Objects may be left temporarily in the custody of IMNH for staff to identify, study, or examine either as a public service or as a possible gift, purchase, or loan. A Temporary Receipt of Deposit must be issued to the depositor at that time, and a copy of that receipt will be held in the Head of Collections and Registration files and another will remain with the object(s) until final disposition or return occurs.

If an object is to be returned, the IMNH will make good faith efforts to communicate with the depositor for them to recover their object. The object is considered abandoned if the depositor does not reclaim the object after 1 year of the date of deposit. If objects are not reclaimed, IMNH will acquire or dispose of the object following policy of acquisition.

Objects left in IMNH custody are insured under the ISU General Insurance Policy.

IMNH will not transfer possession, clean, repair, restore, or alter in any way objects left in its custody without the express written approval of the depositor.

IMNH will not knowingly accept objects for temporary deposit that are not acquired or collected ethically and legally, in conformity with all applicable international, national, state, and local laws and regulations, and are collected in a manner that would not cause damage to, or destruction of, biota; significant geological, historical, or cultural sites; or human burial places.

## **DEACCESSION AND DISPOSAL**

IMNH holds its collections in the public trust, which obligates acting in accordance with the highest legal and ethical standards. In this regard, IMNH selects objects and specimens for acquisition carefully so deaccessioning will seldom be necessary. However, IMNH recognizes that selective culling of the collections can be beneficial to the future strength of the collections.

### **Authority for Deaccessions**

Objects in the collections may be deaccessioned only upon the formal written recommendation of the Division Curator. The recommendation will be reviewed by a Deaccessioning Committee composed of at least three persons jointly appointed by the Director and Division Curator. The Vice-President of Research will be notified of deaccessions and will receive a copy of the completed documentation. Before disposing of any object from the collections, reasonable efforts will be made to ascertain that IMNH has a legal right to do so. The Director will seek the advice and consent of the Vice-President for Research and/or ISU Legal Counsel if circumstances warrant.

### **Criteria for Deaccession and Disposal**

The object is not appropriate to the intents and purposes of IMNH.

The absence of documentation, or inadequate documentation, critically reduces the usefulness of the object.

The object lacks physical integrity.

The object cannot be safely stored and is hazardous to other objects or human health.

The object fails to retain its identity or authenticity.

Preservation of the object is impractical.

The object is deteriorated beyond usefulness.

The object has a doubtful potential for utilization in the foreseeable future.

The object is documented as missing for at least five years or is verified to have been stolen.

The object will be destroyed through destructive analysis techniques.

### **Acceptable Methods of Disposal**

The deaccessioning committee must designate the person in charge of the final disposition of a deaccessioned object.

When disposing of deaccessioned objects, IMNH must ensure that the manner of disposition is in the best interest of IMNH, the public it serves, the public trust it

represents in maintaining the collections, and the scholarly or cultural communities of which it forms a part.

Deaccessioned objects will not be given, exchanged, or sold privately to staff of IMNH, Idaho State University, members of museum support groups, members of the governing authorities, or to their representatives. No private sales will be made to individuals.

#### Gift or Exchange

Preference will be given to placing the object, through donation or exchange, with another non-profit institution where the object may serve a valid purpose in research, education, or exhibition. No gifts or exchanges will be made to individuals or to for-profit organizations.

#### Placing in Teaching Collection

If the object is inappropriate for donation or exchange with another institution, consideration will be given to placing the object in IMNH's teaching, education, or exhibit collections.

#### Sale

Consideration may also be given to offering the object for sale to another non-profit organization or at public auction; however, archaeological objects and vertebrate fossils may never be sold. All sales of objects from the collection must be at advertised public auctions or to the public in a manner that will best protect the interests, objectives, and legal status of IMNH.

#### Physical Destruction

If no alternative exists, a deaccessioned object may be discarded completely or destroyed. Physical disposal or destruction of a deaccessioned object must be witnessed and a record of the date and manner of disposal or destruction must be on file with the Head of Collections and Registration and in with the appropriate Division's records. ISU's Environmental Health Safety and Sustainability office must be notified in the event the deaccessioned object may be hazardous.

#### **Proceeds from Disposal**

All monies obtained from the sale of deaccessioned objects will be used for IMNH acquisition of new objects through purchase, preparation, or collecting expeditions. Monies may not be used for conservation of existing collections including capital construction or renovation. Funds generated through the sale of deaccessioned objects will be maintained in a separate account that is managed by the Head of Collections and Registration. A committee comprised of the Director, the Division Curator, and the Head of Collections and Registration will review requests for expenditures from this fund.

### **Guidelines for Donor Notification**

If the object was a gift or bequest, donors or their heirs may be notified when possible of IMNH's intention to deaccession the object. Such notification is carried out as a courtesy and does not constitute a request for permission to dispose of the object, nor shall a donor be given preferential treatment in reacquiring the object.

### **Documentation Required for Deaccessions**

A record of the conditions and circumstances under which objects are deaccessioned and disposed of will be made and retained as part of IMNH's Registration files. Records will also be kept in the appropriate Division files.

## **LOANS**

### **Guidelines for Outgoing Loans**

IMNH lends objects to qualified institutions for scholarly research and exhibition, subject to policies and practices consistent with this Collections Management Policy.

#### The following conditions pertain to all outgoing loans:

Objects will be loaned only to institutions, not individuals.

Loan requests must be approved by the appropriate Division Curator and must be recorded with the Head of Collections and Registration and within the Division.

Objects requested by students will require faculty or institutional endorsement and will be considered the direct responsibility of the institution.

Outgoing loans will be for a specified period, not to exceed one year. The loan may be renewed with the approval of the Division Curator prior to the return date.

The borrower will not transfer possession, clean, repair, restore, or alter in any way objects it has received on loan without the express written approval of appropriate Division Curator.

Borrowers are responsible for the cost of packing, shipping, and insurance unless otherwise agreed upon by the specific IMNH Division in charge of the loan.

Copies or original material belonging to IMNH will not be reproduced without the written permission of the Division Curator, and then a Use and Reproduction Form must be filled out with copies being kept in the Registration files and the Divisions collection files.

#### Insurance

IMNH may require additional insurance coverage on objects lent for exhibition purposes. Unless otherwise specified, loaned objects are insured by ISU's general insurance policy brokered through ISU's Risk Management Office. IMNH reserves the right to request additional insurance coverage from the lender for loaned objects.

### Shipping

The Division Curator or Collections Manager is responsible for packing, shipping, and condition reports for all outgoing collections objects whether for exhibition or for research.

The Head of Collections and Registration is responsible for packing, shipping, and condition reports for traveling exhibits.

### **Guidelines for Incoming Loans**

Incoming loans will be accepted for purposes of exhibition, education, or current research. All incoming loans must be approved by the Division Curator, the Head of Collections and Registration, or the Director. The Head of Collections and Registration is responsible for ensuring that IMNH is in compliance with incoming loan agreements.

#### The following conditions pertain to all incoming loans:

Incoming loans are normally accepted for a period of one year, and may be renewed as necessary. Long-term loans (greater than one year) may be accepted in the case of extremely important objects with the exception authorized by the Director on the recommendation of the Division Curator. No indefinite or permanent loans will be accepted.

Objects loaned to IMNH on the understanding that they will ultimately be donated to the collections must include this declaration in the Loan Agreement. Should the lender decide not to act in accordance with this declaration, the cost of insurance, curation, and storage during the retention period must be borne by the lender.

IMNH will not knowingly accept objects for loan unless those objects are acquired or collected ethically and legally, in conformity with all applicable international, national, state, and local laws and regulations, and are collected in a manner that would not cause damage to, or destruction of, biota, significant geological, historical, or cultural sites, or human burial places.

IMNH may accept on loan an object of uncertain history with the approval of the Division Curator and the Director after consultation with governmental agencies that may be interested parties in the disposition of the object.

IMNH will not transfer possession, clean, repair, restore, or alter in any way objects it has received on loan without the express written approval of the lending institution.

Copies or original material belonging to other institutions will not be reproduced without the written permission of the institution that owns the original.

### Insurance

IMNH will insure incoming loans for exhibit purposes. Coverage will be through the ISU's Fine Arts insurance policy.

IMNH will not insure incoming research loans during transit unless the lender specifically requests such coverage. Once it is received by IMNH, the loan materials are insured under the ISU General Insurance policy.

#### Shipping

The Head of Collections and Registration is responsible for packing, shipping, and condition reports for returning all incoming loans borrowed for exhibit purposes.

The appropriate Division Curator or Collections Manager is responsible for packing, shipping, and condition reports for returning all incoming loans borrowed for research purposes.

#### **Guidelines for Unclaimed Loans**

At the end of the specified loan period, loans that are not claimed by the lender will convert to IMNH after a period of seven (7) years from the expiration date of the loan if IMNH has made a good faith effort to notify the owners of its intent to claim ownership and no reply is received.

#### **Documentation Required for Loans**

All loans will require a signed Loan Agreement between the borrower, the Division Curator, and the Head of Collections and Registration. It is the responsibility of the Division Curator to notify the Head of Collections and Registration of the terms and any additional conditions governing a loan. The Head of Collections and Registration will then document the transaction, keep a record in the Registration files, and provide a copy to the Division office and to the borrower or lender.

### **AUTHORITY AND RESPONSIBILITY**

#### **Museum Director**

Curatorial authority and physical access to all IMNH collections, including delegation of that authority to the Head of Collections.

Approving and implementing an up-to-date unit collections management policy and collections stewardship plan.

Approval of policy exceptions.

Approving Division inventory plans and ensuring plans are appropriate to the nature, characteristics, and size of IMNH's collections, staff resources, and any Division-specific requirements, and receiving reports on the results of inventories.

Approval of external agreements for partnerships and collaborations that affect the collections.

Directly authorizing any acquisition or destructive analysis of collections.

## **Head of Collections and Registration**

Develops, reviews and updates museum policies, procedures and protocols relevant to collections and registration according to museum best-practices standards, and ensures implementation.

Establishes and implements cataloging, registration and record keeping procedures for collections of specimens, objects, and documents.

Creates, organizes, and maintains forms and records of accessions, deaccessions, loans, gifts, bequests, and purchases of collections with all appropriate documentation.

Coordinates all aspects of borrowing and lending collections and traveling exhibits, including arranging for insurance and making shipping arrangements.

Processes requests for use and reproductions and maintains all appropriate documentation. Assists with museum licensing and copyright issues.

Coordinates museum disaster recovery.

Serves as the legal and policy officer of the museum.

Facilities oversight.

## **Curator**

Provide the vision, leadership, and advocacy for Division collections.

Responsible for the curation and proper care of Division collections.

Conduct field expeditions and perform all necessary work, including documentation, to properly curate specimen acquisitions into the museum collection.

Facilitate acquisition of specimens to Division by seeking appropriate outside collections or specimens.

Respond in a timely fashion in reviewing loan and visiting researcher requests and coordinate access as necessary.

Supervise research assistants.

Conduct research, publish and present in scholarly venues; encourage and facilitate research by others; seek funding for own research program.

Assists in grant proposal preparation and fundraising efforts for the museum.

Provide expertise for the museum exhibit and education programs, and answer questions from the public, state and local agencies.

Participate in professional meetings and societies; review manuscripts or proposals; organize symposia and edited volumes of collected papers.

Lead tasks associated with Federal, State and Tribal regulations and compliance relevant to their collections, e.g. NAGPRA.

### **Collections Manager**

Oversees the day-to-day management, preservation, and accessibility of Division specific museum collections.

Identifies, curates, labels, and catalogs collections; maintains collections information in an electronic database.

Processes all incoming and outgoing specimens including, donations, exchanges, loans, and gifts.

Participates in updating collections management policies; implements and monitors said policies, including conservation, security, safety, and disaster preparedness.

Coordinates with federal and state land management agencies.

Organizes and/or collaborates in field collection efforts and research.

Facilitates visits by researchers, students and the public using the collections.

Assists in grant proposal preparation and fundraising efforts.

Trains collections personnel and volunteers.

Participates as needed in public programs including exhibits, docent training, and public programs.

Performs other related duties as assigned.

### **Exhibit Manager**

Assists with museum education, conservation, and gallery operations.

Fabrication, design, installation and deinstallation of exhibits.

### **Education Manager**

Oversee, lead, and implement Museum's educational programs.

Recruit and supervise employees, docents, student educators.

Maintain educational collections and records.

Maintain and update Museum educational spaces.

Conduct out-of-museum programming at schools and field locations.

Collect, maintain, analyze, and report data on education programs.

Collaborate with school districts and ISU partners to coordinate the STEM ecosystem.

Develop, grant-write for new educational programs using best-practices and materials.

Advise staff on education content for exhibits, events, and programs.

Present at conferences to peers on best practices developed at IMNH.

### **Affiliate Curator**

An Affiliate Curator is an expert in a particular collection at the IMNH and makes a significant contribution to the research, collection, education, or exhibition missions of the IMNH, normally for no remuneration. They typically are engaged in collections-based research and outreach. The affiliate curator works closely with the collections management staff who can provide access to collections and lab facilities. Selection is based on review of the individual's credentials, experience, and a match between interest and need for the proposed activities. Appointment of Affiliate Curator status is for the period of one fiscal year (July 1 to June 30) upon approval of the Museum Director. The appointment is renewable on an annual basis. Nominations can be made by any museum staff.

## **COLLECTIONS CARE**

### **Minimum Standards of Care**

IMNH seeks first and foremost to do no harm to the collections and to utilize professional standards in the care of its collections. To this end, IMNH will:

Provide a stable environment for the collection at all times and in all situations.

Handle the collections safely and responsibly.

Provide safe and secure storage for the collections in all situations, temporary and permanent.

Ensure that new acquisitions do not threaten existing collections.

Seek to ensure that safe and stable conditions will be provided for outgoing loans.

Ensure that museum activities do not jeopardize the collections.

### **Conservation**

IMNH does not have a formal conservation program, though it does have protocols for monitoring its collections to determine if conservation or preservation is required. The Division Curators and Collections Managers monitor organic based specimens more closely and visually spot check these items to maintain their stability. IMNH does not have a conservator, so it relies heavily on the vast experience of its staff; however, if conservation and preservation treatments beyond staff expertise are required, IMNH will consult with a professional conservator.

### **Inventories**

IMNH is in-progress toward a complete inventory of its collections. For those IMNH collections with full inventories, ≥5% spot inventories are to be conducted every year, with portions depending on the size of the collection.

### **Cataloging and Collection Marking**

Objects accessioned into the permanent collection will be cataloged to produce an item-by-item record of the contents of an accession. The catalog assists research by providing a convenient means of cross-referencing between documentary materials and items in the accession. The catalog consists of discipline appropriate information associated with the catalog number.

Using approved, professional methods and materials, the complete catalog number will be applied directly on the object whenever possible. If direct application of a number is not possible, an acid free tag or label will be attached to the object. If this is not possible, the object will be stored in a labeled archival storage container.

### **Off-site Storage**

Decisions to move any of IMNH's collections off-site for storage must take into consideration the storage environment, increased risk of loss or damage to the objects and the increased wear-and-tear as collection elements are moved. It is the ultimate decision of the Division Curator and the Head of Collections and Registration whether or not to move an object to off-site storage.

## **ACCESS AND USE OF PERMANENT COLLECTION**

The Idaho Museum of Natural History welcomes appropriate use of all the collections in its care. IMNH recognizes that some items in the collections are of a highly sensitive nature. The collections include over 350,000 cataloged items, representing over 1.6 million individual objects, of natural and cultural historical significance.

### **Authority to Approve**

Requests are subject to review by the Division Curators and/or the Collections Managers, as appropriate. Anyone requesting physical access must provide IMNH with a formal request for collections use explaining the reason for access, and specifying the collection items needed and how they are to be used.

### **Responsibility for Monitoring Access and Use**

Division Curators and/or Collections Managers are responsible for monitoring the access and use of their Division.

Any damage done to objects or archives during a visit to the collections must be reported directly to the relevant Collections Manager immediately. No attempt to repair the object should be made.

No interventive work, including highlighting for photographic purposes, is allowed on specimens without prior approval from the Division Curator. No unregistered guests are allowed to be brought into the Division spaces, including preparation laboratories, workspaces, or Collection areas.

### **Access Control**

IMNH regulates access to the collections for all persons including staff, contractors, visitors, scholars, and others. The museum practices sound key control and retrieval. Only those persons needing a key or needing access to a key shall be given that access. The Head of Collections and Registration is responsible for key control, issuance, and retrieval. Key control and retrieval are coordinated between the Head of Collections and Registration and the ISU Facilities Office. The Head of Collections and Registration is also responsible for emergency access to collections, knowing the various access policies of each Division/Department.

Areas of the museum are designated as public or non-public. The public portions (e.g., galleries, offices, classrooms) may be accessed during regular business hours. Access to non-public portions (e.g., collections and research areas) of the museum is limited to those persons needing access to carry out their duties. Visitors, scholars, and students who require access to the collection materials shall be accompanied at all times by collections staff.

Access to storage and other areas with high value assets is controlled by appropriate means including keypads, locks, and alarms. Employees are not permitted to work or to remain in the museum after hours if doing so results in diminished security.

### **Levels of Use**

#### Research and Scholarly

Physical access to the collections is granted for legitimate research, educational, or religious purposes. Requests for destructive analysis must include a detailed justification for the necessity of this type of analysis. The Division Curator makes a recommendation based on the strength of the justification, weighed against the potential impact on the research value of the collection. If the material is federally owned, then permission must also be granted by the appropriate agency.

IMNH requests copies of any publications resulting from use of the collections. Exceptions to these policies may be made in the case of objects used by members of affiliated Native American groups

#### Exhibition

IMNH places original, reconstructed, and duplicated objects from the collections on public exhibit.

The Division Curator must approve the use of an object from the permanent collection for display, must be consulted on the method of installation for the object, and must approve the completed installation of the object in the exhibit. Objects may be removed from exhibit upon the recommendation of the Division Curator.

The Exhibit Manager is responsible for the design and installation of all exhibits.

The Division Collections Manager maintains responsibility for the care and preservation of objects originating from his/her collection while on exhibit including monitoring during movement and for environmental controls.

The Head of Collections and Registration, in consultation with the Exhibit Manager and appropriate collections staff, is responsible for monitoring the care and preservation of objects on loan to IMNH for exhibit purposes. The Head of Collections and Registration is responsible for ascertaining that the display environment conforms to, and is maintained at, minimally accepted museum standards for conservation and security.

The Head of Collections and Registration is responsible for overseeing the care and preservation of IMNH traveling exhibits.

#### Public

Tours, members of the public, and the press shall not normally be permitted in collection areas. A qualified staff professional shall accompany educational tours or classes in collections, when undertaken, on a ratio of at least one collections staff member for each 10 visitors.

#### **Documentation Required for Access and Use**

An IMNH Request for Collections Use must be sent to the Division Curator or Collections Manager requesting physical access. This document must include an explanation or reason for physical access and the specific items needed. Students must also provide a supporting letter of reference for their visit from a supervisor or advisor who will then be responsible for the student.

If visitors require provision of equipment for their research (e.g. microscopes, cameras) then they should specify this in their initial request and well in advance of their visit. Staff will do their utmost to provide equipment but cannot guarantee that equipment will be available.

For loans for exhibition, a facilities report providing information on environmental conditions and security must be sent to the Head of Collections and Registration.

## **RISK MANAGEMENT**

### **Insurance Coverage**

The State of Idaho is self-insured. As a unit of the Idaho state government, IMNH is covered through the State's general insurance policy at no additional cost. IMNH is able to request additional Fine Arts insurance for collections objects and for incoming and outgoing loans.

IMNH will insure incoming loans if the lender requests additional coverage, or if the Head of Collections and Registration or Division Curator feels the value of the loaned object warrants additional protection. The premium for additional insurance on incoming loans is paid by IMNH.

IMNH may require that a borrower insure objects lent if the Head of Collections and Registration or Division Curator determines that the intrinsic or monetary value of the loaned object warrants additional protection. The cost of additional insurance for outgoing exhibit loans is normally paid by the borrower. However, IMNH may purchase additional insurance on outgoing loans if the borrower cannot afford to insure the loaned object, but IMNH determines that making the loan is important enough that the requirement for the borrower to provide insurance would be waived. This decision is left to the IMNH Director.

### **Pest Management**

IMNH follows an integrated pest management program that requires the commitment of staff time and resources to prevent pests from reaching the collection, to monitor the collection for the presence of pests, and to use non-toxic means to control pests when possible. New objects or incoming loans are monitored for pest issues prior to integration into a collection or exhibit.

### **Disaster Preparedness Plan**

IMNH is housed on the campus of Idaho State University and as such is guided by ISU's Emergency Response Plan. Additionally, IMNH has implemented a Disaster Preparedness Plan to reduce the risk of damage to the collections and exhibits in the event a major or minor emergency or disaster occurs at the museum. This plan has four unique sections.

#### Disaster Prevention

This section describes steps the museum can take, and procedures it can follow, to minimize the potentially damaging effects of a disaster on the collections.

#### Emergency Response

This section describes steps the staff of the museum must take in response to an emergency.

### Building Evacuation Procedures

This section provides diagrams and instructions for evacuating visitors and staff from the museum building during an emergency.

### Disaster Recovery

This section describes the institutional and staff response to a disaster. It provides the basic guidelines for recovery priorities and actions, and defines the decision-making process and staff responsibilities in responding to an emergency.

## **Security Requirements**

IMNH has a duty to protect its collections, as does ISU as the museum building owner and museum parent organization. It is the responsibility of all museum staff to take reasonable steps to reduce the risk of a reasonably foreseeable loss from occurring to any object while on the museum property, on loan, or in transit, by the action of unknown third parties, staff or visiting scholars, or through fire, flood or similar natural disaster or other foreseeable forces of people or nature.

### Fire Protection

The museum is protected by a modern, electronic, early warning fire detection system, which complies with National Fire Protection Association (NFPA) standards. The fire detection system annunciates within the facility both visually and audibly. Signals are clear and distinguishable from other signals and easily understood by all occupants of the building including people who are disabled.

The museum's fire detection systems are monitored by ISU Public Safety 24 hours per day, 7 days per week. The museum has an automatic fire suppression system consisting of a water sprinkler system. In addition, fire extinguishers and fire hoses are placed in strategic locations throughout the building. Fire detection systems are inspected regularly in accordance with applicable NFPA standards. The building is examined frequently to verify that it meets local and state fire codes and good practices.

Fire exits are installed throughout the facility to facilitate egress from the building in emergency situations. Proper signs and lighting indicate where emergency exits are located. The emergency exit doors are locked in accordance with NFPA-101, Life Safety Code. At no time when the building is occupied shall exits be otherwise obstructed.

### Burglar Alarms and Security Electronics

The museum is monitored by security video cameras 24 hours per day, 7 days per week at the ISU Public Safety Control Center. All exterior emergency exit doors have magnetic switches to alert the monitoring station when there is an unauthorized opening of the door.

Collection rooms are locked at all times and have controlled access. Exhibition halls have lockable doors. All exhibit cases are secured with special security screws. Occasionally, selected items on exhibit or in cases require the additional protection of detection devices that are active 24 hours per day.

There is a regular inspection program for all alarm systems. Alarm systems are capable of operating during a power failure for a minimum of 24 hours on batteries, power supplies, and generators or by other means, and longer if local conditions require.

### **Health and Safety Concerns**

It is the policy of IMNH and to provide safe and healthful working conditions and exhibit spaces for staff, visitors, and public; and to provide a fire safe environment for all occupants, collections, research projects, and rooms. As such, IMNH adheres to the Health and Safety policies implemented by ISU.

Additionally, the Director of IMNH is responsible for providing the type of work environment, work procedures, and services to the public that will promote, to the greatest extent possible, the safety of museum employees and the general public. The Director will initiate and actively support IMNH and ISU safety programs that integrate safety engineering principles and accident prevention techniques.

All museum employees are required as a condition of employment to develop safe work habits and to contribute in every manner possible to the safety of themselves, their co-workers, and general public. Requirements and guidelines regarding hazards specific to the different collections are outlined in the Division Manuals.

### **RIGHTS OF REPRODUCTION**

Rights of reproduction refers to the museum's right to place restrictions on the use and reproduction of specimens, objects, or images of them, by persons other than museum staff for any reason other than for exhibition. Normally, concerns about protecting IMNH rights of reproduction apply to requests for use or reproduction from non-museum persons.

Restrictions generally are not placed on use and reproduction of the collections by museum staff for museum-related activities. Exceptions are for sensitive cultural material and/or repositied items. Museum staff that are using museum resources for non-museum related activities are subject to the same considerations as non-museum persons.

Restrictions on the use of objects loaned to other institutions are included in the loan agreement.

This policy serves as a general guideline for museum-owned copyrights and rights governing use and reproduction. For specific legal advice on copyrights, use, reproduction, and licensing agreements, IMNH will consult ISU's legal counsel.

## **Authority to Approve**

The Division Curator reviews an applicant's written request to use or reproduce a museum-owned object and determines the restrictions, if any, that will be placed on using or reproducing the object. The Division Curator then approves the applicant's request and works with the Collections Manager to arrange collection access and security.

## **Guidelines for Copyright Issues**

IMNH owns the copyright on three types of works; 1) those created by museum staff as a work-related activity, 2) those created or reproduced from museum objects or resources, including reprints of photographs, and 3) photographs that were not created by museum staff, but were donated or purchased, and are legally the property of IMNH. The museum owns the copyright to works on paper, published or unpublished, created by museum staff if the museum paid the staff person's time to create the work. Work done for the museum for one's regular salary belongs to the museum, not to the individual. These are known as works "made for hire."

Persons working under contract to IMNH are considered to be employed by IMNH at the time they are under contract. Therefore, if a person on contract produces a work on paper as part of their contract-related activities, IMNH owns the copyright to that person's work, unless other arrangements have been made with the contractor. IMNH cannot claim copyright in a student's work unless IMNH expressly compensates the student for the work, or unless the student relinquishes to IMNH all rights to the work. IMNH cannot copyright information that is in the public domain.

The second type of works are works created or reproduced from museum objects or resources and includes reprints of collection or documentation photographs, illustrations, photographs of IMNH objects or specimens, or any other pictorial rendering of IMNH research or teaching collection items.

This second type of work also includes three-dimensional reproductions of museum-owned specimens or objects; however, agreements for object reproductions are negotiated on a case-by-case basis through loan, licensing, or other agreements.

## **Documentation for Use and Reproduction Agreement**

A signed Use and Reproduction Agreement will be recorded in the Registration files. It is the Head of Collections and Registration responsibility to keep track of whether the terms of the agreement are met.

IMNH requests copies of any publications resulting from use of its collections. Receipt of a copy of the applicant's product is considered verification that the terms of the agreement have been met.

## **CULTURAL PROPERTY**

### **Guidelines for Handling Culturally Sensitive and Sacred Collections**

IMNH complies with the Native American Graves Protection and Repatriation Act (NAGPRA) and all applicable state and federal legislation concerning the handling and repatriation of ancestral human remains and cultural items (NAGPRA (25 USC § 3001 *et seq.*; 43 CFR Part 10) and Idaho Code § 27-501 through § 27-504). IMNH will not collect or retain human remains, including those of Native Americans, as part of its permanent collection. IMNH may accept human remains temporarily for purposes of identification, attribution, or legal custody. Such materials are held only under written agreements with clear custodial roles.

Human remains and cultural items subject to NAGPRA are not accessioned, curated, or displayed. These items remain under the legal authority of the federal agency or tribal entity with whom IMNH has executed a formal agreement.

In the event of an emergency, NAGPRA-related collections will be secured and prioritized for salvage. These items are housed in a designated restricted area, separate from accessioned collections, and may require consultation with tribal representatives before any relocation or handling.

### **Guidelines for Repatriation Decisions and Processes**

Items covered under NAGPRA that are part of a field collection, or that are included in a gift, donation, or bequest, or as federally-confiscated property, or obtained in any other legal manner, will not be accessioned, but will be held in the public trust and will be returned to the appropriate Native American community as soon as practical for reburial or other disposition as that community deems appropriate. For NAGPRA-covered items, repatriation determinations and actions are directed by the legal authority retaining ownership (e.g., federal agencies or tribal entities). IMNH facilitates this process in a custodial capacity only.

In the event the appropriate Native American community declines to accept responsibility for Native American human remains, IMNH will consult, and proceed only with guidance from the Idaho State Historic Preservation Office.

The 'appropriate Native American community' is as defined by state and federal government agencies.

## **REPOSITED MATERIALS**

IMNH serves as a state and federal repository for archaeology, paleontology, mammalogy, herpetology, and botany. These are maintained in the Earl H. Swanson Archaeological Repository, the John A. White Paleontological Repository, and within the Life Sciences Division.

When a collection is repositied at the museum, IMNH assumes a commitment to ensure the safe storage and availability for study and exhibition of that collection in perpetuity or to the extent allowed by an established agreement. These collections may be used for research, exhibitions, or loans. Ownership is retained by the respective public land agency and repositied collections are not owned by IMNH. All policies and standards of care outlined in the above document apply to repositied materials with the following additions.

### **Destructive Analysis**

Federal collections require that the researcher obtain written authorization from the appropriate agency before approval of destructive analysis may be granted.

### **Conservation**

Conservation may require a significant investment of time and money. A collection must be clean, in a stable condition, and have undergone any necessary conservation treatments before being repositied at IMNH, or funds must be provided to IMNH to perform any necessary conservation. Special consideration should be given to preservation of residues that might be useful for future analysis (e.g., blood residue analysis, DNA). IMNH can direct investigators to conservators and references on natural history collections conservation.

### **Documentation**

For appropriate record-keeping, objects repositied at IMNH are assigned accession numbers and are cataloged. Additionally, loans made to the agencies that own the materials will still be reviewed, documented and tracked like IMNH-owned collections.

Any collection repositied at IMNH must be covered by an agreement (e.g., Memorandum of Agreement, Memorandum of Understanding, Trust Agreement) between IMNH and the land management agency or landowner. This agreement establishes a curatorial partnership between IMNH and the agency/landowner and details the responsibilities of IMNH and the agency/landowner. If an agreement does not already exist, one will be completed by the date of the reposit. The agreement must be signed by authorized representatives of the agency/landowner and IMNH.

At the time of reposit, an accession number will be assigned and a record of the conditions and circumstances under which the objects are repositied will be made and retained by the Head of Collections and Registration as part of IMNH's registration files.

### **Fees**

Storage facilities, materials, and personnel support will be required to house and curate collections following repositied at IMNH. IMNH charges fees to enable the collection to be curated in perpetuity according to the latest professional standards for future research, exhibit, and instruction. Fees are subject to change and will be reviewed annually.