

A CREATIVE
COLLABORATORY

MUSEUM

COLLECTIONS
POLICY

Michigan State University Museum

Collections Policy

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PURPOSE OF COLLECTIONS POLICY

The purpose of the Collections Policy of the Michigan State University Museum (hereafter MSU Museum or Museum) is to provide guidelines for the proper acquisition, disposition, and care of the collections. The Museum preserves collections specifically to advance scholarly research, enhance formal and informal learning, and support core exhibition activities. This policy is intended to ensure that legal and ethical obligations concerning the collections are met and that curatorial activities adhere to standard museum practices as established by the American Alliance of Museums.

The Museum adheres to ethical considerations, standards, and best practices set forth by discipline-specific societies and other professional groups to which the Museum's Curatorial and Collections Management staff belong. These include, but are not limited to, the American Alliance of Museums (AAM), American Anthropological Association (AAA) and its Council for Museum Anthropology (CMA), American Association for State and Local History (AASLH), American Folklore Society (AFS), American Ornithological Society (AOS), American Society of Ichthyologists and Herpetologists (ASIH), American Society of Mammalogists (ASM), Archaeological Institute of America (AIA), International Council of Museums (ICOM), Oral History Association (OHA), Organization of American Historians (OAH), Register of Professional Archaeologists (RPA), Society for American Archaeology (SAA), Society for the Preservation of Natural History Collections (SPNHC), and Society of Vertebrate Paleontology (SVP).

The Collections Policy will be reviewed at least every five (5) years to insure conformity to prevailing standards of museum management and to reflect any change in circumstance since the last review. All revisions of policies and procedures must be approved by the Museum's Director. The Director is responsible for ensuring adherence to the Collections Management Policy.

STATEMENT OF AUTHORITY

The Michigan State University Museum is a unit of Michigan State University (hereafter MSU or University), a research-intensive public institution of higher learning and designated land-grant university. The Museum operates within the Office of the Provost and is governed by the University's organizational structure. The Director reports to the Vice Provost for University Collections and Arts Initiatives.

MSU Museum staff members are committed to maintaining standards of ethical and professional excellence. The Museum holds its collections in public trust and recognizes its responsibility to ensure their continued development, use, and care. The Museum also acknowledges its responsibility to guard against loss of collections by deterioration or misconduct. Museum collections staff includes the Museum Director, Curators, and members of the Museum's Collections Department. The Museum's collections staff has the designated authority to carry out the collections policy, and all Museum staff members are responsible for ensuring proper stewardship of the Museum's collections.

EMPLOYEE RESPONSIBILITIES

The Michigan State University Museum’s Code of Ethics (amended in 2023) follows the *Code of Ethics for Museums* adopted by the Board of Directors of the American Alliance of Museums on May 18, 1991 (amended 2000).

Conflicts of Interest and Disclosure

Loyalty to the mission of the MSU Museum and to the public it serves is the essence of museum work, whether volunteer or paid. No individual may use his or her position in the Museum for personal gain or to benefit another at the expense of the Museum, its mission, its reputation, and the society it serves. Where such conflicts of interest arise—actual, potential, or perceived—the duty of loyalty must never be compromised.

Disclosure is fundamental to understand and resolve potential conflicts of interest. Disclosure provides an opportunity to examine a proposed act to determine whether an actual or potential conflict of interest may exist, and if so, to resolve it in a professional manner.

Museum Resources and Official Business

No staff member is to use in their residence, or for any personal purpose, any collections item that belongs to or is under the guardianship of the Museum, or use any other resources of the Museum, except for the official business of the Museum that has been approved by the Museum Director.

Personal Collections

Personal collecting of cultural and historical materials by staff members is allowed, subject to the guidelines above concerning conflicts of interest. MSU Museum staff members (including interns and students) do not maintain personal collections of extant or extinct vertebrate specimens or archaeological materials. The Museum will not purchase objects for the collections from members of the Museum’s Councils or Committees.

Appraisals

Museum staff members are prohibited from providing appraisals of monetary valuations to any party. Staff may not promote an appraiser to the public. Valuations may be assigned by staff as part of internal documentation.

SCOPE OF COLLECTIONS

The Michigan State University Museum collections consist of objects, specimens, archival materials, and supporting documents in the disciplines of Anthropology, Archaeology, Art and Art History, Cultural Heritage, Folklore, Herpetology, History, Ichthyology, Mammalogy, Ornithology, and Vertebrate Paleontology. All collections support the missions of the Museum and Michigan State University. Collections materials include books and bound volumes; unbound paper sheets (archival records, maps, ephemera, and broadsides); photographic items and radiographs; moving image and recorded sound items; art works; historical and ethnographic objects; archaeological organic-based and inorganic-based materials; as well as vertebrate skins, skeletons, skulls, tanned hides, nests, eggs, feathers, taxidermy mounts, frozen tissues, DNA samples, integument samples, microscope slides, fluid-preserved specimens, anatomical materials, models, casts, and fossils. The collections also include born-digital items, including images, documents, audio, video, and files.

Collections are maintained for scholarly research, exhibitions, and informal and formal educational activities. These materials belong to the **Permanent Collections**, **Cataloged Teaching Collections**, or **Education Team Collections**.

Permanent Collections

Permanent Collections comprise the greatest portion of the MSU Museum's holdings and contain those accessioned objects, specimens, and archival materials that are of scientific importance or historical or cultural value. These collections support the mission of the Museum. Items classified as Permanent Collections receive the highest standard of care and fullest documentation and require some restrictive levels of access. Designating materials for the Permanent Collections signifies the intent to thoroughly document, protect, and preserve them for future generations.

Resource Protection: The Museum ensures that acquisition, disposal, and loan activities with regard to the Permanent Collections are conducted in a manner that respects the protection and preservation of natural and cultural resources and discourages illicit trade in such materials (see: American Alliance of Museums, *Code of Ethics for Museums*).

Cataloged Teaching Collections

Cataloged Teaching Collections are housed and maintained separately from the Museum's permanent collections. These collections are designated for hands-on use in teaching, exhibitions, public programs, research, or for examination by the general public. These collections facilitate access to materials for scholarly and educational purposes and protect

objects/specimens in the permanent collections from unnecessary handling.

Composition: Natural Science Teaching Collections consist of specimens that are directed by curatorial recommendation. These may be purchased casts, reproductions, or models. The collections may include specimens of rare, endangered, threatened, or extinct species (including vertebrate fossils) with minimal collecting data. Cultural Teaching Collections consist of donated or purchased objects that are directed by curatorial recommendation. Specimens and objects from both of these collections are loaned on a regular basis for MSU courses, educational programs or exhibitions, where they may be handled by the public.

Care: Objects/specimens in the Cataloged Teaching Collections are documented and professionally maintained with appropriate housing methods.

Resource Protection: The Museum ensures that acquisition, disposal, and loan activities with regard to Cataloged Teaching Collections are conducted in a manner that respects the protection and preservation of natural and cultural resources and discourages illicit trade in such materials (see: American Alliance of Museums, *Code of Ethics for Museums*).

Education Team Collections

Education Team Collections are maintained by the Museum's Education Team. These collections are considered expendable and are used in hands-on educational programs, for demonstration purposes in programs, and for loans to non-museum entities such as schools.

Acquisition: Before acquiring items for the Education Team Collections, Education Team members confer with curatorial and collections staff, giving curatorial and collections staff the right of first refusal, and ensuring that the items are not more appropriate for the Permanent Collections or Cataloged Teaching Collections. At the time of donation, the donor is informed if their items are to be placed directly in the Education Team Collections.

Composition: The Education Team Collections consist of donated objects/specimens that are directed by recommendation from collections staff. These collections may be deaccessioned materials transferred from the permanent collections. The items generally have minimal or no associated data. Only items that can be handled safely may be designated for hands-on use in the Education Team Collections. (See also Acquisition, Accession, and Collections Development

Section: *Safety Considerations in Acquisition*).

Care: These collections are not accessioned. They are maintained and inventoried by Education Team staff. The Museum expects that these items will deteriorate with use and time and may be replaced.

Resource Protection: The Museum ensures that acquisition and disposition activities regarding the Education Team Collections are conducted in a manner that respects the protection and preservation of natural and cultural resources and discourages illicit trade in such materials (see: American Alliance of Museums, *Code of Ethics for Museums*)

Collections Spaces

Natural Science collections are housed on the third floor of the MSU Museum building and the Central Services Building. Cultural collections are housed in three buildings on the MSU campus: the Central Services Building (location of the Cultural Collections Resource and Education Center [CCREC]), Spartan Stadium, and McDonel Hall. A small number (3) of oversized objects and specimens are housed off site.

ACQUISITION, ACCESSION, AND COLLECTIONS DEVELOPMENT

The purpose of the acquisition, accession, and collections development plan is to ensure that the growth of collections is in harmony with the mission, goals, resources, and priorities of the Michigan State University Museum. This establishes the legal and ethical bases for acquisition and ownership of collections. **Acquisition** is the process of acquiring objects/specimens and associated data for the Museum. **Accession** is the formal process of adding items into the collections with proper documentation, resulting in tangible assets that are held in public trust.

Collections Acquisition Strategy

The MSU Museum acquires materials supporting the documentation, interpretation, presentation, and conservation of the natural history and cultures of the world with a special emphasis on the Great Lakes Region and, in particular, Michigan. Collections development occurs in association with clearly articulated goals and priorities associated with specific research, education, and/or public service activities.

Considerations for Acquisition

All acquisitions directly support the Museum's mission and public trust responsibilities. Materials are acquired with consideration to an item's legality and following best ethical practices of pertinent disciplines. An item's physical condition, safety, use, maintenance, and housing requirements are considered. The Museum does not engage in indiscriminate acquisition. The Museum's approach to collecting must never overwhelm its ability to care for the objects already in its possession. No item is acquired, in any manner, if it is known, or suspected to have been illegally purchased, exported, or obtained. The Museum accepts only material to which it will have clear title. The Museum does not acquire historical/cultural objects for the express purpose of sale or exchange.

Archaeological materials, paleontological resources, original specimens of a biological nature, and derivative specimens such as tissue and genetic samples are never bought or sold. Paleontological specimens include both organic and mineralized remains in body or trace form. Original specimens of a biological nature include specimens of modern and extinct wildlife species (terrestrial and aquatic), parts thereof, and associated products such as eggs or nests. Domestic species and materials of agricultural origin are not considered to be original specimens of a biological nature. Replicas and casts of paleontological and biological items are obtained by purchase, or as a gift or through an exchange with another institution.

Gifts are considered irrevocable donations to the MSU Museum, to be used, housed, or disposed of by the Museum at its unrestricted discretion. An object or specimen will not be accepted with the condition that it will always be on exhibit; or that when exhibited it will

always be associated with a donor's label; or that it will be associated with other particular objects/specimens; or that it will remain indefinitely in the collections. Donations of collections will not be accepted with the understanding that they will be kept intact.

Laws and Conventions

Decisions to acquire materials for the collections are governed by state, federal, and international laws. The MSU Museum conforms to the legal requirements as set forth in the following policies, regulations, and laws:

United Nations Educational, Scientific and Cultural Organization (UNESCO)
Convention on the Means of Prohibiting and Preventing the Illicit Export, Import
and Transfer of Ownership of Cultural Property, 1970;

1954 Convention for the Protection of Cultural Property in the Event of Armed
Conflict and its two Protocols of 1954 and 1999;

1995 International Institute for the Unification of Private Law (UNIDROIT)
Convention on Stolen or Illegally Exported Cultural Objects;

2001 Convention on the Protection of the Underwater Cultural Heritage;

Convention on International Trade in Endangered Species of Wild Fauna and Flora,
1973 (CITES);

Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing
of Benefits international agreement, 2014;

Native American Graves Protection and Repatriation Act, 1990 (NAGPRA);

Archaeological Resource Protection Act, 1979 (ARPA);

U.S. Paleontological Resources Preservation Act, 2009 (PRPA);

U.S. Lacey Act, 1900;

U.S. Marine Mammals Protection Act, 1972

Migratory Bird Treaty, 1918;

U.S. Fish and Wildlife Act, 1956;

U.S. Bald and Golden Eagle Protection Act, 1940, 1962;

U.S. Wild Bird Conservation Act, 1992;

U.S. Federal Endangered Species Act, 1973;

U.S. Code of Federal Regulations, 36 CFR 2.5, 1984 (refers to collections made on National Park lands);

Endangered Species Act of the State of Michigan, Part 365 of Public Act 451, 1994;

Michigan Wildlife Conservation, Part 401 of Michigan Public Act 451, 1994 (includes information on Michigan Scientific Collector's Permits for Wildlife);

Part 487 of Michigan Public Act 451, 1994 (concerning permits for fishes, reptiles, and amphibians);

Natural Resources and Environmental Protection Act, Part 761 of Michigan Public Act 451, 1994, Aboriginal Records and Antiquities (includes information on landowner permission for private land, permit requirements for State owned land, and also regulates removal of items from shipwrecks; and

Michigan Penal Code (Excerpt), Act 328 of 1931 (indicating that images of human remains, including skeletal remains, may not be publicly displayed).

The Museum adheres to guidelines established by the AAM and the U.S. National Committee of the International Council of Museums (ICOM-US) regarding artwork that might have been unlawfully appropriated before and during World War II (1933-1945).

The Museum is guided by the AAM's *Standards Regarding Archaeological Material and Ancient Art* should it collect any antiquities or archaeological material.

If an art object is acquired by purchase, the purchase price should be fair and in line with current market values for comparable objects. Judgment is made as to whether there is the possibility of obtaining a similar piece as a gift.

When a large collection of objects or specimens is being considered for acquisition, the indirect costs of that collection's management are estimated prior to the time of acquisition. The impact upon the Museum's staff and resources is addressed, including housing, conservation, cataloging, digitization, research, and publicity. The Curator, Director of Collections, and Collections Manager discuss these concerns prior to recommending to the Director that a collection be accepted. A budget for processing a

large collection is established prior to its arrival on the premises.

Safety Considerations

Museum Collections staff must be knowledgeable or educate themselves about any organic matter and/or potentially hazardous, volatile, or reactive substances that may be inherent or acquired in an object or specimen considered for acquisition. Museum Collections staff are aware of hazardous or potentially hazardous materials in collections (e.g. ethanol, formaldehyde, arsenic, mercury, lead, pesticide contamination, biological materials, radioactive fossils, daguerreotypes, color photographs, nitrate acetate negatives, heavy metals in weighted silk, gunpowder, etc.). The Museum consults with the MSU Environmental Health and Safety Office regarding monitoring, testing of, and procedures for storage, handling, and proper disposal of hazardous materials. The Museum has in place Standard Operating Procedures (SOPs) for the safe handling of collections that are inherently hazardous. The SOPs cover chemical, biological, and occupational safety and were developed in consultation with the MSU Environmental Health and Safety Office.

Museum Collections Criteria

Items placed in the Museum's collections will meet the additional following conditions:

- 1) The item represents an element within the goals and objectives of the Museum's mission.
- 2) The item was collected legally.
- 3) The item enhances the collections. It must be deemed appropriate to the research and educational mission of the Museum. The item has scholarly value and/or instructional utility.
- 4) The physical condition of the object/specimen is appropriate for its intended use within the Museum.
- 5) The item's degree of documentation as to provenance (origin, date of collection, context, history, etc.) is appropriate for its intended use.
- 6) The item is free of encumbrances except for mutually agreed upon restrictions as detailed on the **Deed of Gift Form** or **Michigan State University Museum Consent Form**. Restraining intellectual property or title rights are considered and documented at the time of acquisition.
- 7) The item can be prepared, secured, housed, protected, and maintained by the Museum under conditions that ensure its access and availability for continued use in research and/or education and/or exhibitions and/or public programs.

Authority to Acquire

For each specific collection, the Curator of that collection, in consultation with the Director, Director of Collections, and respective Collections Manager and in collaboration with the Collections Committee, has the right to acquire and accept acquisitions. Staff

from the Museum, University, other institutions, or the general public may forward information on proposed acquisitions to the Director of Collections or appropriate Curator or Collections Manager. Proposals that may be of interest to more than one Curator will be discussed by those Curators. In consultation with the Director, a Curator may contract with an MSU Museum Representative to collect material in the field. Before acquiring items for the Education Team Collections, Education Team members confer with Curators and Collections Staff, giving Curators or Collections Staff the right of first refusal, and ensuring that the items are not more appropriate for the Permanent Collections or Cataloged Teaching Collections.

A Curator may recommend accessioning an object or specimen if, in their judgment, the conditions for acquisition have been met. The Curator works cooperatively with the respective Collections Manager to assess needs for preparation, housing, conservation, and access. The Curator is responsible for ensuring that all the conditions for acquisition are met.

It is recommended that the Curator, in consultation with the Director of Collections and Collections Manager, use the **Acquisition Recommendation Form** to justify the acquisition and state the recommended use. Responsibility for managing the acquisitions process lies with the Collections Managers in accordance with the policies and procedures set forth in this document.

Collecting will be guided by the Collections Development Plan. Proposed acquisitions of items for which there is no disciplinary collection within the Museum will be declined.

Modes of Acquisition

The Museum may acquire objects, specimens, multimedia, and other materials by abandonment, bequest, exchange, expedition/field collection, gift, purchase, transfer, or other appropriate means. Multimedia or digital assets may result from in-house production.

Commencement of Ownership

The time at which the Museum is considered to have taken possession of and to own legally an object or specimen varies with the method of acquisition as follows:

- 1) Gifts/Bequests: The Museum is considered to own the object or specimen when a **Deed of Gift Form** has been completed and the object/specimen is physically placed in the Museum. For wildlife carcasses legally acquired and covered by appropriate permits, the Museum is considered to own such specimens when they are physically placed in the Museum.
- 2) Purchases: The Museum is considered to own the object/specimen when it has

rendered payment for the item, subject to any conditions of delivery.

- 3) Exchange: Same as (1).
- 4) Transfer: Same as (1).
- 5) Abandonment: Ownership commences in accordance with the legal statutes of the State of Michigan pertaining to unclaimed property (Uniform Unclaimed Property Act, Public Act 29 of 1995, as amended).
- 6) Expedition/Field Collecting: Items collected in the field by Curators or staff whose projects are funded by the Museum or by grants awarded to the Museum are the property of Michigan State University Museum, unless a different arrangement is dictated by federal, state, or international agencies or agreements. Ownership commences following the end of the expedition/field trip when the appropriate staff person makes the determination as to which objects/specimens are of value to the institution.

Pledged Estate Gifts (Promised Gifts)

Documentation of estate gifts of objects (gifts-in-kind) includes a **Michigan State University Advancement Pledge Form**, an inventory list of pledged objects, and relevant pages from the trust or will of the donor declaring intentions of the gift. After approval of the gift by the appropriate Curator and the Director, the pledge form and trust document are gathered by and held within University Advancement. Pledged gifts are revocable until the time that the gift is realized.

All staff should be mindful of Internal Revenue Service and other relevant Federal and State regulations with regard to in-kind donations. Donations must be recorded and acknowledged in the year in which the objects were acquired by the University. Donors may not expect gift acknowledgements over multiple tax years if the collection is in possession of MSU Museum.

DEACCESSION

Deaccession is the process of permanently removing from the collections accessioned museum objects or specimens. The MSU Museum holds its collections in trust for past, present, and future generations, yet it must remain free to improve the collections through acquisitions and selective disposal, while preserving the integrity of the collections. As the Michigan State University Museum is a trustee of its holdings for the public at large, any form of disposal, whether by donation to another non-profit institution, exchange, or sale will be considered with the utmost gravity. The deaccession process shall be cautious, deliberate, and scrupulous.

The Museum subscribes to the *Code of Ethics for Museums* as adopted by the Board of Directors of the American Alliance of Museums on May 18, 1991 (amended 2000). The disposal of objects through sale, trade, or research activities is solely for the advancement of the Museum's mission, and use of proceeds from the sale of objects is solely restricted to the acquisition of other items for the collections, or for the direct care of the collections.

The Museum follows the 2019 AAM *Direct Care of Collections: Ethics, Guidelines, and Recommendations* document. Appropriate expenditures of funds that fall under the definition of direct care include housing systems, archival supplies, and labor costs for direct physical care of the collections. Labor associated with the following activities constitutes direct physical care: preparation, conservation, cleaning, housing, rehousing, numbering, photography, handling, and packing. Appropriate expenditures of funds for the acquisition of collections include costs for purchased items, fieldwork expenses, and shipping and transportation costs.

Deaccession Criteria

Museum objects and specimens to be considered for deaccession must meet at least one of the following criteria:

- 1) The object/specimen is outside the scope of the Museum's mission, acquisition policy, or is irrelevant to the purposes of the Museum.
- 2) The object/specimen lacks physical integrity or is deteriorated beyond usefulness.
- 3) The object/specimen has failed to retain its identity or authenticity, or has been lost or stolen and remains lost for longer than 10 years.
- 4) The object/specimen is a duplicate.

- 5) The Museum is unable to preserve or properly house the object/specimen.
- 6) The object/specimen has doubtful potential utilization in the foreseeable future.
- 7) The object/specimen's accompanying data are so incomplete that the item has little or no cultural, historical, or scientific value.
- 8) The object/specimen must be deaccessioned to comply with state, federal, or international law.
- 9) The object/specimen poses a health or safety hazard.

Authority to Deaccession

For each specific collection, the Curator(s) of that collection, in consultation with the Director of Collections and Collections Manager, have the joint authority to apply the deaccession criteria and recommend deaccession proposals to the Director. In the case of collections/materials for which there is no Curator, the Museum's Director of Collections, Curators, and Collections Managers may work jointly to propose deaccessions to the Director. Subject specialists or other experts in the field may be brought in to consult on whether objects or specimens should be removed from the collection.

Restrictions

Before any object or specimen is recommended for deaccession, reasonable efforts will be made to ascertain that the Museum is legally free to do so. Where restrictions to the disposition of an object or specimen are found, the Museum will seek the advice of University legal counsel.

Procedure

The Director of Collections, a Curator, and Collections Manager may jointly recommend deaccessioning an object or specimen, if, in their judgment, one or more criteria for deaccession have been met. The recommendation will be made to the Director with the **Recommendation to Deaccession Form**. Such recommendations will specify the source and/or provenance of the material, the incoming appraisal (where applicable), reason for deaccession, and recommended disposition of the material. The MSU Museum does not apply market values to archaeological materials or natural science specimens.

A list of objects and specimens recommended for deaccession will be made available to Curators, thereby giving them the opportunity to claim the object or specimen or to protest its deaccession. Disputes arising from this procedure will be settled in a meeting of the Collections staff with the Director. The Director will respond by approving or disapproving the recommendation. A list of items recommended for deaccession is

forwarded to the Vice Provost for University Collections and Arts Initiatives for final approval before the material can be disposed of.

Priorities and Methods of Disposal

As set forth by the AAMs' *Code of Ethics for Museums*, activities associated with methods of disposal are conducted in a manner that respects the protection and preservation of natural and cultural resources and discourages illicit trade in such materials. Disposal activities conform to the Museum's mission and public trust responsibilities and are separate from the deaccession process. State, federal, or international laws, including those related to the transfer of repatriated materials, endangered species, or items that pose a health or safety hazard, will supersede the following disposal method priorities. Archaeological materials and natural science specimens are never bought or sold.

The MSU Museum will observe the following three priorities in transferring or disposing of deaccessioned materials:

Transfer/Exchange

Transfer to the Museum's Teaching Collections: Objects or specimens from the permanent collections that are duplicates, lack documentation, or are of little research or exhibition value may be transferred to a teaching collection (Cataloged Teaching Collections or Education Team Collections). Transferring objects or specimens from the permanent collections to a teaching collection requires acceptance by Curatorial, Collections, or Education Team members and transferring unit.

Exchange with another educational or scientific non-profit institution: 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 while increasing the probability of preserving the materials for future benefit of society.

Gift to another educational or scientific non-profit institution: Gifts of deaccessioned materials are limited to legitimate non-profit educational institutions. Gifts will be made for the purpose of promoting research, education, or exhibition, and must be for the public good.

Sales

If items are offered for sale, primary consideration will be given to the following procedures and stipulations: All sales of deaccessioned materials will be carried out

through an advertised public auction or other public marketplace.

- 1) In all cases of items offered for sale, a reserve price may be established in advance, or all offers rejected if the Curatorial and Collections staff of the MSU Museum determines that such action is advisable.
- 2) Objects/specimens will not be given, sold, or otherwise transferred—publicly or privately—to Museum staff (including students and interns), committee members, volunteers, trustees or their immediate families or representatives.
- 3) All proceeds realized from the sales of items removed from the collections will be allocated exclusively for the direct support of acquisition or direct care of collections, as defined above.

Witnessed Destruction

Destruction is defined as the obliteration of an object/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. Destruction will be witnessed by at least one member of Museum Staff or appropriate MSU personnel. Means of destruction will at all times be sensitive to issues of personnel and environmental safety and cognizant of local, state, and federal restrictions.

Disposal of hazardous or unsafe materials: Items deaccessioned due to the risk they pose to the health and safety of personnel and visitors will be removed and destroyed by the MSU Office of Environmental Health and Safety, or by an appropriate University unit.

Public Disclosure

No object or specimen will be deaccessioned until the Collections Staff has made an effort to comply with any restrictions or state or federal laws.

Documentation

A list of all materials and collections that have been deaccessioned from the permanent collections is kept current by the Director of Collections and may be distributed in response to any responsible inquiry. A file of **Recommendation to Deaccession** actions is maintained. The deaccession is noted on the catalog record of objects or specimens that have been deaccessioned.

POLICY ON NAZI/WORLD WAR II ERA MATERIALS

Michigan State University Museum acts to ensure that objects in its collections were not unlawfully appropriated during the Nazi Era (1933-1945) as a result of actions in furtherance of the Holocaust or taken by the Nazis or their collaborators. Objects that were acquired through theft, confiscation, coercive transfer, or other methods of wrongful expropriation may be considered to have been unlawfully appropriated, depending on the specific circumstances. To that end, the MSU Museum complies with guidelines set forth by the American Alliance of Museums regarding the provenance research and reporting of World War II Era collections, with special attention given to European paintings and Judaica.

Best practices indicate that museums are encouraged to register and participate in the Nazi Era Provenance Internet Portal (NEPIP; www.nepip.org) which provides a searchable registry of objects in U.S. museum collections that were created before 1946 and changed hands in Continental Europe during the Nazi Era (1933-1945). By participating in the portal, museums that have such objects in their collections fulfill their responsibility under the Guidelines and Recommended Procedures adopted by the museum field to make Nazi Era provenance information accessible. At this time and as best as can be determined, the Museum does not possess any Nazi Era Provenance materials, and thus does not participate in the portal.

POLICY ON PROVENANCE AND DUE DILIGENCE

The Michigan State University Museum acts to ensure that objects in its collection were not unlawfully appropriated during times of conflict or otherwise unlawfully appropriated through theft, confiscation, coercive transfer or other methods of wrongful expropriation.

Every effort must be made before acquisition to ensure that any object or specimen offered for purchase, gift, loan, bequest, or exchange has not been illegally obtained in, or exported from its country of origin or any intermediate country in which it might have been owned legally (including the museum's own country). Due diligence in this regard should establish the full history of the item since discovery or production.

The object itself should be examined for evidence of damage that might have resulted from illegal excavation, theft, looting, or suspicious restoration. In addition, objects should be examined for previous inventory numbers or markings that may indicate that the object originates from another collection or provides information about its provenance.

ACCESS, USE, CARE, AND CONTROL OF COLLECTIONS

The purpose of the access and use policy is to encourage appropriate access to and use of collections and their data, while maintaining good stewardship. The collections of the Michigan State University Museum are held in public trust and exist to be available for the advancement of knowledge. Collections are appropriately used for research, exhibition, and teaching, both within the walls of the Museum's facilities and through loans to other institutions. No use or activity will take priority over the care and safety of the collections or records. The collections will not be used for purposes or activities that do not support the mission of the Museum.

Authority

The collections exist for the benefit of present and future generations. The collections should be accessible consistent with the preservation of individual objects, specimens, and records and subject to procedures necessary to safeguard the collections and certain reasonable and necessary restrictions. The responsibility for monitoring access to the collections is shared by the Curator, Director of Collections, and Collections Manager, with the charge that use of collections is balanced with their preservation.

Criteria for Access

It is essential that collections users be reliable and responsible, and provide a legitimate reason for using the collections. All persons granted access are instructed by Collections staff in standard operating procedures. Handling techniques for users are reviewed prior to using collections. Users are required to demonstrate competence in handling objects/specimens and a willingness to comply with security precautions and/or restrictions set forth by the Collections staff. The collections must be protected as much from improper handling, breakage, accidental damage, and misplacement as from theft or intentional damage. The collections are not open to random browsing. Collections are available to researchers and other users by appointment, with the following exceptions:

- 1) Objects/specimens/materials currently on exhibit;
- 2) Objects/specimens/materials currently being researched;
- 3) Unprocessed objects/specimens/materials;
- 4) Materials subject to restrictions; and
- 5) Objects/specimens temporarily inaccessible due to construction or renovation.

Access is limited to normal and reasonable office hours (9:00 a.m. – 5:00 p.m. Monday –

Friday). Every effort is made to accommodate all reasonable requests. MSU Museum complies with the Americans with Disabilities Act (1990), as found at 42USC12101 et. seq. Access is permitted if the material is not prohibited by exhibition requirements or by the object's size and weight, and if there is a convenient study space to ensure the safeguarding of the collections. Large or heavy objects/specimens that cannot be moved easily may require prior notice for viewing preparation. Approval of unplanned visits is left to the discretion of the Curator, Director of Collections, or Collections Manager.

Categories of Users

Museum professionals, researchers from other institutions, and MSU researchers and students have priority standing for access to and use of the collections. Promotional and commercial use of the collections is of secondary priority. The Natural Science Collections staff does not assess fees for use of its collections. For-profit use of collections may be allowed only if deemed within the mission of the MSU Museum and for the public benefit. (Also refer to Intellectual Property Rights Section: *Licensing and Commercial Use*.)

Exclusive Use

In some cases, exclusive research use of collections materials by in-house staff may be specified for a limited period of time. The Curator of the collection, in consultation with the Director of Collections, determines this.

Security

Collections areas are restricted and always locked. Only Collections Staff and approved personnel are provided key or key card access to the areas. For some collections, the cabinets have locks for additional security and are locked at all times. Issuance of cabinet keys is limited and granted only to designated Curators and collections management staff. Users are required to sign in and out of collections housing and research areas. Visitors must be escorted into collections areas and be accompanied at all times by a staff member. Permissions for tours of the collections areas are granted by the Director, Curator, Director of Collections, or Collections Manager, and tours are given only by staff associated with specific collections. Non-Collections Staff are not permitted in the collections areas without supervision. Collections areas shall not be entered without proper authorization from the Curator, Director of Collections, or Collections Manager, except in an emergency. University facilities personnel (e.g. IPF) gain access to collections spaces by arrangement with Collections Managers, Director of Collections, or Curators.

Documentation of Research Use

Evaluation of Requests

Requests for use of the collections should be made formally through letter or e-mail message. Collections visits are by appointment only. The Curator, Director of Collections, and/or Collections Manager of a given collection determine the

suitability of a request for use.

Records of Use

Users of a collection are asked to keep a log of the objects/specimens viewed or used. Natural Science Collections Staff maintain these in documentation files. The Cultural Collections Staff enters these logs into Argus. The logs track use of collections and are necessary for reporting the value of the collections to society.

INTELLECTUAL PROPERTY RIGHTS

The Michigan State University Museum is a holder, user, and facilitator of intellectual property rights, and therefore seeks to protect the intellectual integrity of collections while promoting intellectual and educational access to the Museum's collections. The Museum strives to protect the intellectual property rights of individuals and organizations, including the Museum itself, and to promote responsible dissemination of knowledge gained from the Museum's collections. The Museum is committed to complying with all applicable laws concerning the full exercise of intellectual property rights, including the "Fair Use" provision of the U.S. federal copyright law (17 U.S.C., section 107). Fair use determination will be made on a case-by-case basis, taking into consideration the legal parameters of the Fair Use doctrine. Any restrictions or encumbrances involving the use or reproduction of individual collection objects must be observed. This includes copyrights, patents, trademarks, and trade secrets.

Policies Governing Use of MSU Museum Materials

The Museum encourages publication of original scholarly research in professional journals and other media. Methods of reproduction may be limited when necessary to protect the original items from possible damage. Except when necessary to maintain the University's property rights, the MSU Museum will not restrict publication of its material for any non-commercial scholarly or educational purposes. Reasonable conditions, including those related to copyright and royalties, may be imposed as regards the type of reproduction and as to credit the MSU Museum as the source.

Rights and Reproduction

Materials from the Museum collections are primarily for educational and scholarly uses. The materials may be used in reports, research, and other projects related to the Museum's mission. Granting or withholding of permission for commercial or public use is determined on an individual basis. A usage fee may be required for commercial use.

All use of materials requires written permission from the MSU Museum or appropriate copyright holder. Users must take note that the materials made available through the MSU Museum website may be subject to additional restrictions including but not limited to copyright and the rights of privacy and publicity. Users are solely responsible for determining the existence of such rights and for obtaining any other permissions and paying associated fees that may be necessary for the proposed use of media. A fee schedule for use, production, or reproduction of media is available. Users of MSU Museum collections must agree to observe ownership of copyright if known, and that they will make no reproduction or other use of the copyrighted item that violates the copyright, and they will assign to the owner the copyright of any reproduction, unless otherwise advised.

Credit

All materials used in any type of publication or production must be credited with the following credit line: Courtesy of Michigan State University Museum. Additional information on the credit line might include a collection name, catalog or accession number, artist or photographer, donor name, funder name, or other data. Information about objects/specimens used in exhibition catalogs, labels, publications, or publicity shall conform to data furnished by Michigan State University Museum and shall always include the credit line provided by Michigan State University Museum.

Photography and Imaging of Museum Collections

Users may create images of objects/specimens as research records, for scientific purposes, and for publicity in the case of an outgoing loan of collections material, unless a specific restriction applies. Photographs or other forms of image capture made for for-profit use will be allowed on a case-by-case basis, determined by the Curator or Collections Manager. A fee may be charged for such use.

Licensing and Commercial Use

Situations or requests involving commercial affiliation of MSU Museum Collections are reviewed by the Director, Curator(s) of the material(s), Director of Collections, and Collections Manager(s), and the NAGPRA Program Manager in conjunction with the Office of MSU Licensing Programs. Considerations for discussion may involve privacy concerns, permissions and rights, cultural sensitivities, and impact on University and Museum image.

Images of sensitive objects, including images that have been previously published, will be subject to additional review. Sensitive objects may include, but are not limited to, funerary objects, sacred objects, objects of cultural patrimony, or others as determined through consultation and collaboration with Tribal representatives. Reproduction of images of human remains will not be allowed.

Freedom of Information

Michigan State University is in compliance with the Freedom of Information Act (1966), as found at MCL 15.231, et. seq. Requests for restricted information are forwarded to the MSU Office of the General Council. The University has established procedures for responding to requests for information.

DOCUMENTATION OF COLLECTIONS

Michigan State University Museum ensures that the extent and quality of information pertaining to the collections, including all associated parts and transactions, are thorough, accurate, and meet professional standards, and that all such documentation is properly maintained, managed, and cared for. Collections documentation follows professional standards set forth by the AAM and other discipline-specific organizations. The Museum maintains a system of documentation, records management, and physical control of its collections. Collections documentation includes accession records, donor records, certificate of gift forms, appraisals, license agreements, receipts for purchase, permit records, descriptive catalog records, object/specimen labels or tags, housing system location data, field reports and records, condition reports, loan records, sampling records, treatment records, release forms, and deaccession records. Duplicate copies of gift, loan, and deaccession records are maintained.

Electronic Documentation

Museum Collections staff members enter records into the Argus collections management database (Cultural Collections and Education Team Collections) or the *Specify Biodiversity Collections Management Database System* (Natural Science Collections). System software for both databases is upgraded as new releases become available. The Argus database hardware, software, and back-up systems are maintained offsite by Lucidea, the owner and distributor of the software. The *Specify* hardware, software, and backup systems are maintained by Museum Information Technology and collections staff. A duplicate backup system is maintained offsite. The natural science specimen data conform to the Darwin Core Standard. Natural science media records conform to the Audubon Core Standard. Cultural Collections database records are being updated to conform to the Dublin Core Standard.

Public Access to Collections Documentation

All Museum catalog, accession, and archival records are treated, within reason, as public information except as protected by current copyright laws of unpublished archival records and donor files. Information pertaining to the location and value of objects/specimens is restricted to authorized Museum staff.

Photographic and Digital Imaging Documentation

MSU Museum recognizes the importance of photographic documentation of collections to the physical and intellectual preservation of those collections. The Museum maintains photographic documentation of large portions of its collections. It is a long-term goal of the

Museum to complete a photographic and/or digital image record for all Cultural Collections and for prioritized portions of the Natural Science and Archaeological Collections. New acquisitions and items going out on loan are photographed for record, and many collections items are photographed for publication. Photographs, slides, negatives, audiovisual, and digital media are cataloged, stored, and preserved according to professional standards.

Collections Inventories

MSU Museum Collections staff conducts periodic inventories of subsets of its collections. Collections Managers coordinate periodic inventories with Curators as resources allow and as collections are rehoused or relocated. Current inventory information is recorded in the *Argus* or *Specify* collections management database systems and curatorial catalog files. Cabinet, shelf, and container lists are maintained by Collections staff. A record of past inventory files is maintained as part of registration records.

PREVENTIVE CONSERVATION AND CARE

Michigan State University Museum has the ethical and legal responsibility and an institutional commitment to ensure that collections in its custody are legally acquired, protected, secure, unencumbered, cared for, and preserved. Preventive conservation is defined as the actions taken to minimize or slow the rate of deterioration, to prevent damage to collections, and guard against loss. By striving to maintain accepted standards for collections environments and equipment; provide a stable environment with proper temperature, humidity, and light levels; and to employ proper collections handling and use procedures; damage to and loss of collections can be minimized. Specific standards, guidelines, and procedures for a preventive conservation approach to housing and handling, shipping, object/specimen marking, and exhibition are followed. Prioritized recommendations from conservation assessment reports are strategically addressed. Collections care staff undergo training in preventive conservation and care standards.

Agents of Change

Agents of change that compromise the stability of artifacts, specimens, and digital assets include physical forces, fire, water, criminals, pests, pollutants, light and radiation, adverse temperature, adverse relative humidity, and disassociation.

Authority and Responsibility

The responsibility for recognizing and combating these agents of change and for promoting the long-term preservation of the collections lies with all Museum staff. Care of the collections is the foremost priority above all other activities and conveniences.

Professional Standards of Care

Environment

The MSU Museum strives to provide a stable environment for collections in all housing areas. Museum environments are monitored with data-logging equipment that records temperature, humidity, and light data in the areas. The Museum utilizes light filters, films, UV- blocking vitrines, and light restrictions to protect collections from ultraviolet and visible light damage.

Providing a stable environment for collections in all areas (including exhibition halls and galleries) is a long-term goal.

Preservation Areas and Housing

MSU Museum collections are prioritized for rehousing using risk assessment methods and following recommendations by conservators. Throughout the rehousing process, only inert, archival materials and equipment are used. Where possible, housing systems that

protect collections from pests, dust, and light damage are used. Supports and other methods to prevent direct handling of objects/specimens are installed.

The upgrade of environments and methods for all collections is an ongoing, long-term goal of the Museum.

Handling

Collections staff, interns, volunteers, and users are made aware of the appropriate methods of handling Museum artifacts and specimens to minimize deterioration or damage. Precautions are taken to prevent direct contact between users' hands, hair, and clothing and objects/specimens. Cotton, Nitrile, or other collections-appropriate gloves are worn by staff and collections users for general handling of artifacts and specimens. Users are asked to tie back hair and consider jewelry, clothing, and identification badges that may interfere with proper handling of items. Appropriate buffering or padding material is used when objects/specimens are removed from housing.

Packing for Transport

Objects and specimens are packed for shipping or other modes of transport using archivally stable, inert materials, and are packed in such a manner as to prevent structural or surface damage to the objects or specimens. Items that are to be hand-carried are also packed in this manner. Fluid-preserved materials are triple-packed and shipped according to dangerous goods exceptions standards and methods.

Condition Reporting

The physical condition of incoming acquisitions is described as part of the catalog record. Thorough condition reports are completed for items prior to loan and upon return from loan. Condition reports are also completed for loans to MSU Museum.

Object/Specimen Marking

The method of marking varies with the type of item and is applied in accordance with standards.

Marks on cultural objects are made with a reversible method. For three-dimensional objects, labels are adhered with reversible adhesive or applied directly using a reversible basecoat, ink, and topcoat. Labels of cotton tape or non-woven polyester are sewn to textiles or other flexible objects.

Archaeological materials are marked directly with non-reversible ink over a basecoat and under a topcoat.

Natural science specimen tags and labels are marked with permanent archival ink on archival

cotton rag paper. Bones, fossils, and casts are numbered with permanent archival ink.

Exhibition of Collections Material

MSU Museum makes every effort to adhere to the guidelines for exhibition design, construction, and care, as set forth by the National Association for Museum Exhibition (a professional committee of AAM) to promote preservation of collections material. Volatility of products and compatibility with collections materials are considered for choosing exhibition construction materials, using guidelines established by the Association and the American Institute for Conservation Materials Selection and Specification Working Group. The physical safety of the object/specimen is considered and assured through the use of enclosed and secure exhibit cases and/or stable mounts and supports. Supportive display mounts are used to support fully objects/specimens in order to prevent damage and deterioration. The MSU Museum provides appropriate lighting for artifacts/specimens while on exhibit, using light level guidelines recommended by conservation professionals.

The MSU Museum strives to provide a reasonably stable environment for collections while on exhibit, given the constraints of the current facilities, through the use of stopgap measures. Providing stable and appropriate temperature and humidity levels is a long-term goal of the Museum.

Smoking is not permitted in the Museum. Michigan State University is a tobacco-free campus. Open flames are not allowed in the facility. The Museum coordinates with the University fire marshal to deactivate temporarily smoke detectors during repatriation ceremonies that are held onsite.

Insurance and Risk Management

The Museum's collections are insured on a Fine Arts Policy managed by the MSU Office of Risk Management. Insurance is carried on the permanent collections at an established value.

Objects on loan to the MSU Museum are insured by the Museum through a rider to the Fine Arts Policy, at the fair market value established by the lender, with concurrence from the Curator or Collections Manager.

When Cultural Collections objects are loaned to another institution, the borrower is required to provide adequate insurance on each object for the time that the object is outside the Museum (for both transits and on-site at the borrower's facility). If an object from the Museum's collections is insured by an outside insurance company, the Museum confirms that the borrower's policy has only the standard exclusions and that if there is a deductible for loans that the borrowing museum will cover any associated costs.

The Museum does not require researchers who borrow vertebrate specimens to carry insurance on those materials per field standards. Replacement costs apply for loans of field equipment and casts.

Security and Disaster Plans

Security Plan

The Museum and its collections are protected against burglary, theft, fire, pilferage, and vandalism. Mechanical, electronic, security, and fire sensor systems are monitored by the Michigan State University Department of Police and Public Safety (DPPS) and the MSU Infrastructure Planning and Facilities (IPF) Department. Security cameras installed in the Museum building are monitored by Museum staff.

All staff members have a responsibility for security of collections and other assets in the Museum. Exhibitions staff perform regular rounds of exhibitions in the Museum building. Exhibition installation photographs are taken and managed by the Exhibitions department. A designated Museum staff member is present in the Museum during public hours.

Keyless entry to all Collections areas in the Museum building and the CCREC increase security by restricting access and recording individuals' access to the Collections spaces. Access to these spaces is limited to collections staff. An individual's keyless entry clearance to collections areas is deactivated and building keys are returned upon the departure of a staff member from the Museum.

Disaster Plan

MSU DPPS has an Emergency Action Plan in place for the University. The Museum also has a Disaster Plan in place for the Museum and its collections buildings. The plans are to be implemented in case of tornado, fire, flood, theft, vandalism, active shooter situation, public health emergency, etc. These procedures are provided to and known by all Museum employees and MSU DPPS. The Emergency Action Plan governs reacting to any pending or active disaster with a particular focus on the safety of people with the MSU DPPS acting as team leader.

Michigan State University became accredited in emergency management by the Emergency Management Accreditation Program (EMAP) in 2017, and was the fifth university in the world to do so. A second accreditation term was granted 2023. The program built in resilient planning, training, and exercising programs to better prepare MSU for all hazards that may impact the institution.

The University has employed mitigation strategies to address the top hazards identified by the University's EMAP Planning and Advisory Team:

- 1) Fire/hazardous material release;
- 2) Public health emergency;
- 3) Active shooter situations;
- 4) Other criminal activity (terrorism/arson/explosives, for example);
- 5) Severe weather (tornado, wind storm, ice storm, blizzard, wind chill);
- 6) Cyber intrusion or network breach;
- 7) Flooding; and
- 8) Power outage.

The Museum's Disaster Plan includes specific details on preparation for and recovery from a disaster or emergency.

INTEGRATED PEST MANAGEMENT POLICY

Michigan State University Museum staff act responsibly to prevent insects and other pests and destructive organisms from causing damage to Museum collections and property.

A pest is an organism that is in the wrong place at the wrong time and has the potential to cause damage. Pests that may cause damage to museum collections include insects, birds, bats, rodents, and mold. Such organisms cause damage as a result of feeding, nesting (or other housing), or excretion.

Although these organisms may damage museum collections and supplies in general, fur, feathers, skin, leather, horn, antler, bone, natural fibers, animal fat, wood, or paper are particularly susceptible to pest damage.

Webbing clothes moths, grain beetles and larvae, and drugstore beetles have infested MSU Museum collections in the past.

An integrated pest management program is maintained at all times throughout all Museum spaces. Elements of this program include proper housekeeping, procedures for collections and materials handling, appropriate use of space and equipment, a food and beverage policy, exclusionary measures, monitoring, trapping, and documentation. MSU Museum staff strives to maintain pest-free environments. To achieve this goal, high-risk materials including food, beverages, unpreserved (living and non-living) animals and plants, cornstarch packing peanuts, birdseed, and incoming field equipment are restricted to specifically designated areas. Under no circumstances are such materials permitted in collections areas or in the presence of objects or specimens that are in the open (i.e., items not sealed within exhibit cases). Staff follows established housekeeping procedures for multi-use rooms, which are areas where food may be consumed or collections used (*but not simultaneously*). Multi-use areas include the Museum building auditorium and conference room. Exceptions may be made for catered events scheduled in Habitat Hall and other areas of the Museum building at the discretion of the Director, as long as agreed-upon cleanup procedures are followed. (See *Food and Beverage Policy*, below.)

In the event of infestations, responsible pest management actions are immediately taken. Methods that emphasize non-chemical control are implemented before toxic chemicals are used. Infestations and chemical treatments are documented and records are maintained in permanent collections management files. Toxic substances are used for pest management only as a last resort, and only in full compliance with federal, state, and University regulations. Appropriate precautions are taken to protect human health and safety and the environment, as well as to minimize loss or damage to collections.

The Director of the MSU Museum is responsible for maintaining and carrying out effective

mechanisms to address fully the MSU Museum pest management program. Written procedures are in place in support of this policy. Issues of non-compliance with this policy or its procedures result in corrective measures.

Integrated Pest Management Procedures

In order to prevent pests from causing damage to MSU Museum collections and property, and to maintain pest-free environments, the following procedures are in place. All Museum staff members are responsible for implementing these procedures and for communicating them to students, teaching assistants, interns, volunteers, and collections visitors.

Exclusionary and Preventive Measures

- 1) Individuals are to be mindful about what they bring into Collections spaces and use in the presence of collections objects and specimens.
- 2) High-risk materials, such as food, beverages, incoming items and their packing materials, bait, unpreserved animals and plants (living and non-living), cornstarch packing peanuts, birdseed, cardboard boxes, untreated wood shipping crates, and dirty field equipment, are not permitted near collections.
- 3) Natural science specimens are not allowed in staff offices.
- 4) Bicycles and other recreational wheeled vehicles (such as skateboards, Segways, and scooters) are not allowed in Collections buildings.
- 5) Only screened windows may be opened. All windows should be closed when staff members leave a space. Windows in collections areas and other climate- controlled spaces must remain closed and secured at all times.
- 6) University facilities staff will be requested to close roof access doors once workers are outside.
- 7) At the completion of a shift or daily work in a collections area, susceptible objects or specimens should be returned to cabinets and cabinet doors secured.

Proper Housekeeping

- 1) Custodians remove trash and clean hallways and restrooms daily in the Museum Building. (In the Museum building, third-floor staff removes trash daily.) Stairwells, staff offices, auditorium, and conference room are cleaned regularly. Galleries are cleaned monthly or as needed.

- 2) MSU Museum staff place office waste cans in the hallway each day by 5 p.m. in order for them to be emptied by custodial staff. (Food wrappers and trash are not left out overnight.)
- 3) Museum staff keep their areas clean and clutter-free and use water to thoroughly remove and clean food spills and sticky liquids.
- 4) Collections staff perform monthly housekeeping activities in the collections areas. Activities include removing dust and dirt from floors and windowsills and other surfaces as needed.
- 5) Multi-use areas are places in the Museum where food may be consumed or collections used (*although not simultaneously*). These areas include the auditorium and conference room in the Museum building. Staff is responsible for either cleaning multi-use areas after their events, or for coordinating cleanup with Custodial staff (cleanup costs are billed to Museum or campus units). Post-event cleanup includes cleaning of tables and chairs, vacuuming carpets, and extracting spills from carpets and/or mopping floors where necessary. Teaching assistants clean table surfaces after each natural science lab session.
- 6) No potted plants may be used as decoration in the Museum's exhibit areas. Cut flowers may be used for special events, but must be removed from the building immediately after the event.

Collections and Materials Handling

Specific Procedures, Central Services Building, CCREC

- 1) Incoming donations containing animal skin, hide, fur, feathers, or wool are immediately moved to the freezer room (Room 5) for examination and/or freezing.
- 2) Incoming objects, when appropriate, are thoroughly vacuumed before placing them in collections areas.
- 3) Incoming supplies orders are opened in the first floor or main hallway, and cardboard packing boxes are removed and placed in the loading dock recycle bin.
- 4) Cornstarch packing peanuts are discarded or recycled.

- 5) Returning MSU Museum loans are inspected when unpacked. When necessary, objects are moved to the freezer room. Note: The following items are never frozen: paintings, objects with painted surfaces, or objects containing ivory or glass beads. It is not necessary to freeze objects made of metal, ceramics, or glass.

Specific Procedures for Natural Science Collections, Museum Building

- 1) Reserve the auditorium (for prepared items) or use the ground floor preparation room to receive incoming donations of non-paleontological specimens. Use the vertebrate paleontology laboratory for paleo items.
- 2) Open and inspect incoming supplies orders at the loading dock, and place cardboard boxes in the ground floor recycle bin.
- 3) Discard or recycle cornstarch packing peanuts (by bagging and placing in outgoing campus mail for return to MSU Stores). Do not use these for specimen loans, and do not store them anywhere in the building.
- 4) Freeze the following incoming items in the designated pest control freezer on the third floor: loan crates, boxes, and all packing materials; skins, hides, feathers, and skeletal specimens; traps, canvas trap bags, and other field equipment (where appropriate), and items temporarily deposited by the public for identification. The Museum's pest control freezer on the ground floor of the Central Services building may be used as a backup with permission.
- 5) Freeze the following items in the preparation room freezers: unprepared incoming specimens, trap bait, and prepared specimens that are ready to be cataloged. *All items from the prep room are frozen before being brought to the third floor.*
- 6) Do not freeze the following items: fossils, bone clones, casts, fluid-preserved specimens, and electronic equipment.

Monitoring and Trapping

- 1) Collections Managers maintain schedules for collections spot checks and monthly trap checks.
- 2) The Museum building ground-floor specimen preparation room has an isolated ventilation system and is monitored with sticky traps. In addition, the dermestarium container walls and lids are coated with pest barrier.

Diagnosis, Reporting, and Documentation

- 1) Signs of infested collections are reported immediately to the Director of Collections and Collections Managers (or other Collections staff, as indicated in the emergency plan). Signs of infestation include
 - Dead or live insects or casings, frass, etc., or other evidence of insect activity;
 - Rodent feces, urine stains, nests, or live or dead animals; and
 - Damaged areas on objects or specimens, such as loss of fur or fibers; holes in animal skins, cloth, or wooden objects; grazed nap on fabrics; or chewed quills or feathers.
- 2) The MSU Entomology Department is contacted for pest identification and technical assistance (when needed).
- 3) Collections Management staff maintains records of infestations and treatments.

Food and Beverage Policy

Food and beverage in the Museum building adds a level of complexity to housekeeping and Integrated Pest Management protocols. Negligence of the policies and protocols can lead to damage and loss of collections. These policies are upheld, even when faced with special requests.

Museum Spaces

Food and beverage are not permitted in collections repositories or collections work/processing areas in the Museum building, Cultural Collections Resource and Education Center, Stadium, and McDonel Hall. Multi-use areas are places in the Museum where food may be consumed or collections used (*although not simultaneously*). These areas include the auditorium and conference room.

Consumption of food and beverage by public visitors is not permitted in the Museum building at this time.

As part of organized special events, food and beverage are permitted in the following spaces:

Museum Ground Floor

Welcome Desk area

Room 5

Museum First Floor

Museum Main Foyer
East Main Hallway
West Main Hallway up to the Heritage Hall entrance
Room 103

Museum Second Floor

Landing
Habitat Hall
Conference Room
Auditorium

CCREC

First Floor Hallways
Lunchroom

Staff are permitted to eat in the following spaces:

Museum Building

Staff offices
Room 103
Room 5
Conference room
Auditorium

CCREC First Floor

Hallways
Lunchroom
Staff offices in non-
collections spaces

McDonel Hall

Staff lounge outside offices on mezzanine level
C103 Teaching Classroom

Staff Responsibilities

All staff is informed of Integrated Pest Management protocols and adheres to food and beverage guidelines that prevent pest infestation and other types of damage to collections.

Staff is responsible for either cleaning multi-use areas after staff events or for coordinating cleanup with Custodial staff. Post-event cleanup includes cleaning of tables and chairs,

vacuuming carpets and extracting spills from carpets, and/or mopping floors when necessary. Teaching assistants are trained to clean table surfaces after each natural science lab session in the auditorium.

In the CCREC lunchroom and the above listed Museum building spaces are cleaned after each use. Dishes and utensils must be washed after use and stored.

Staff is aware of the risks associated with eating within collections spaces for the protection of collections and for their own health and safety.

Food waste is daily deposited in trash containers by staff and is removed daily to the dumpster by custodians. (Third-floor staff is responsible for trash removal from their areas because of current arrangement.)

Visitors

Individual visitors are not permitted to bring their own food into the Museum building. Food and beverage guidelines for visitors are summarized on posted signs as well as on the MSU Museum website. All staff and contracted caterers are authorized to remind visitors of these regulations. School groups and other large groups may coordinate lunch in the auditorium or conference room with the Education Team.

Special Events

With the exception of two spaces (Habitat Hall and Main Foyer), Museum building special events and rental special events are held in specifically allocated spaces that do not contain collections items. When feasible, collections items are removed from the allocated space. If special events must be held in the same areas as collections items, additional effort is made to keep the two separate (e.g., closed vitrines or the addition of temporary barriers). A distance of six feet between food and exhibitions is always observed.

Additional tables are provided to prevent food and beverage items from contacting exhibition furniture and adequate temporary waste receptacles are provided for both visitors and caterers.

The allocated events spaces are generally furnished with tile flooring and are therefore easy to clean and maintain.

Staff coordinates housekeeping activities for catered rental events. A cleaning deposit is collected as part of the facility rental agreement to cover post-event cleanup. Housekeeping routines may be altered to accommodate the events, such as extra waste disposal and cleaning directly after an event.

Post-event cleanup includes cleaning of tables and chairs, vacuuming carpets, and

extracting spills from carpets and/or mopping floors where necessary.

Because caterers must pass through spaces containing collections to set up, cleaning protocols are also observed in these areas. Caterers are advised of the policies designed to prevent damage to collections. Caterers are authorized to advise visitors if they are acting in violation of the policies.

Foods that are simple to consume are encouraged, such as finger foods and hors d'oeuvres that can be eaten with one hand. Foods that stain or are difficult to remove, such as fried foods, gum, red beverages (wine, juice, or punch), ice cream, and popcorn, and other messy foods are discouraged. Clear liquid beverages are encouraged.

DESTRUCTIVE SAMPLING

Michigan State University Museum welcomes the use of its collections for scholarly research. To ensure that the needs of both present and future users are provided for, the following guidelines have been established for destructive sampling:

- 1) All proposals for research involving destructive sampling of specimens or objects must be in written form.
- 2) The proposal should include the following information:
 - An outline of the study plan. This should include a clear statement of purpose, methods, and significance of proposed project to the discipline.
 - A description of the material requested.
 - A justification for using destructive sampling.
 - Evidence of expertise in the technique(s) to be used.
 - A description of the facility where the research is to take place. A letter of support must be provided from the institution if the investigator is not directly affiliated with that organization. If the project is to be undertaken by a student, the request should be made by the student's academic advisor, who will be required to confirm that the student has the necessary expertise and funding to carry out the project.
 - The investigator should be able to provide reasonable assurance that the results of the investigation will be published in a refereed journal.
- 3) The Director of Collections, Curator, and Collections Manager will jointly evaluate proposals and select specimens or objects for destructive sampling. The following criteria will be considered in evaluating each request:
 - Scholarly merit of proposed research.
 - Availability of requested items.
 - Nature of the material.

- Proposed methods.
 - Potential for compromising the specimen or object for future use.
- 4) The applicant must agree to
- Pay for any special express shipments.
 - Label and return to the MSU Museum any remaining parts of the sample, unless otherwise agreed upon in writing.
 - Provide duplicates of tangible products (e.g., slides, images, SEM photographs).
 - Use the samples only for the study outlined in the original written request.
 - Adhere to the Museum’s standard Loan Policy.

In accordance with the Museum’s standard loan policy, the investigator must agree to

- 1) Obtain written permission before transferring material to a third-party.
- 2) Acknowledge the MSU Museum and its collections in all publications that contain data derived from MSU Museum specimens or objects. (The official acronym is “MSU” for Mammalogy, Ornithology, and Vertebrate Paleontology specimens; and “MSUM” for Herpetology and Ichthyology specimens).
- 3) Submit reprints of published work containing data derived from MSU Museum specimens or objects. Digital copies, book citations, and links to on-line abstracts are acceptable. Peer-reviewed publications based on the collections will be added to the applicable Google Scholar collections profile.

LOANS

Loans are temporary physical transfers of objects or specimens from one institution or unit to another where there is no transfer of ownership. Lending or borrowing is undertaken only within terms of a loan agreement that forms a contract between the lender and borrower.

Michigan State University Museum's loan agreements are realized with the **Incoming Loan Agreement Form, Outgoing Loan Agreement Form, Loan Return Receipt**, and the **Temporary Deposit Receipt Form**.

Purposes

MSU Museum issues or receives loans for the purposes of public exhibition, research, education, or institutional promotion and development. Loans are not issued for use or decoration in private residences, offices, or for private events. Loans are not issued to individuals.

Responsibility

Conditions, procedures, and monitoring of loans (both incoming and outgoing) are the responsibility of the Collections Managers within each collection-holding unit. Loans must be approved by the Curator or Director of Collections and/or Collections Manager.

Restrictions

The Museum will not lend or accept loan materials that are deemed unable to withstand travel, climatic changes, or the circumstances of exhibition or other use. Loan requests may be declined for reasons of security, health, or safety, or if specimens or objects are extremely valuable or rare. Loans of specimens of endangered species will be honored in accordance with state and federal laws and/or the Convention on International Trade in Endangered Species (CITES). The Museum will not lend materials to institutions that have demonstrated an inability to properly handle or care for items on loan. Original multimedia and archival collections are not loaned, but some may be duplicated for appropriate use for a fee. The Museum does not loan type specimens or specimens that are the Museum's only representative of a species. These materials are available for study onsite.

Duration

The Museum will borrow or lend objects or specimens only on a temporary basis determined by the appropriate Curator, Director of Collections, or Collections Manager. Written requests for extensions of the loan period may be directed to the appropriate Curator, Director of Collections, or Collections Manager. Permanent loans are not issued or accepted by Michigan State University Museum.

Internal Loans

An internal loan is a loan made from one unit to another unit of the MSU Museum. The **Outgoing Loan Agreement** or tracking in Argus are used for internal loans. The conditions stated on the **Outgoing Loan Agreement** form apply.

Loan Conditions

Conditions of the loans are stated on the loan forms and must be agreed to by borrowers and lenders alike.

Incoming Loan Agreement

The **Incoming Loan Agreement Form** is used to govern the terms under which a formal loan is made to the MSU Museum from an institution or individual at the request of the MSU Museum.

Care and Preservation of Incoming Loans

- 1) The Museum will exercise the same care of loans as it does in the safekeeping of its own property. It is understood by the lender and borrower that all tangible objects are subject to gradual inherent deterioration for which neither party is responsible.
- 2) Evidence of damage at the time of receipt or while in the Museum's custody will be reported immediately to the lender.
- 3) No alterations, restoration, or repair will be undertaken without the written authorization of the lender.
- 4) The lender certifies that the objects lent are in such condition as to withstand ordinary strains of packing and transportation.
- 5) Unless other arrangements between the lender and the Museum have been agreed to in writing, the Museum will be responsible for loans throughout the period specified on the face of the **Incoming Loan Agreement Form**. Loans may be withdrawn by the Museum after first notifying the lender of such action.

Transportation and Packing of Incoming Loans

- 1) Costs of transportation and packing will be borne by the Museum unless other written arrangements are agreed upon in advance. The method of shipment must be agreed upon by both parties.
- 2) Customs regulations will be adhered to in international shipments.
- 3) The lender will assume that said objects or specimens are adequately and securely packed for the type of shipment agreed upon, including any special

instructions for unpacking and repacking. Objects will be returned in the same or similar materials as received unless otherwise authorized by the lender. Should it be agreed upon during the loan period that packing and/or shipping arrangements are to be altered for return shipment, any additional expenses are to be borne by the lender.

Insurance Coverage of Incoming Loans

- 1) Upon request by the lender, loaned material will be insured by the Michigan State University insurance program against all risks of physical loss or damage while in the possession of MSU Museum, subject to exclusions including wear and tear, gradual deterioration, insects, vermin, or inherent vice.
- 2) If the lender elects to maintain other insurance coverage, the Museum must be supplied with a certificate of insurance.
- 3) In the case of extended temporary loans, it is the responsibility of the lender to update insurance valuations.

Reproductions of Incoming Loan Material

Unless otherwise notified in writing, the object/specimen lent may be photographed or reproduced by the Museum for scientific, educational, catalog, or publicity purposes. It is understood that objects/specimens on exhibit may be photographed by the general public.

Return of Incoming Loans

Unless otherwise notified in writing, the Museum will release the objects/specimens only to the lender. If the Museum's efforts to contact the lender, within a reasonable period of time following the expiration date of the loan, are unsuccessful, and no special arrangements have been made for the return of the loan, then the materials will be placed in storage at the lender's expense and risk. In case of change of legal ownership during the period of the loan, the new owner is required to establish legal right by proof satisfactory to the Museum. The **Return Receipt Form** documents the return status of the loaned materials.

Outgoing Loan Agreement

The **Outgoing Loan Agreement Form** is used to govern the terms under which a formal loan is made to another institution or Michigan State University or Museum unit at their request.

Representative and Correspondence with regard to Outgoing Loans

Loans are made to institutions, not to individuals. In rare occasions, loans are made to the object donor, artist, or family member of the object donor or artist. These instances must

be approved by the Director, Director of Collections, or Curator. Loan correspondence shall originate from an official representative of the borrowing institution and responses will be made to this individual. Loan correspondence must be in written form. Borrowing institutions of cultural collections submit a **Loan Request Form**.

Care and Handling of Outgoing Loans

- 1) Each object/specimen shall remain in the condition in which it is received.
- 2) Michigan State University Museum numbers or tags must not be removed.
- 3) No object/specimen shall be cleaned, repaired, retouched, altered, removed from mats, mounts or bases, dissected, frozen, fumigated, altered by destructive sampling, or changed in any way whatsoever without the express written permission of MSU Museum.
- 4) Objects/specimens shall at all times be stored or exhibited as requested by MSU Museum Collections Managers. No inappropriate materials (i.e., pins, nails, etc.) are to be used to fasten an object for exhibition purposes. Each object/specimen shall at all times be given special care to ensure it against loss, damage, or deterioration. Objects/specimens shall be properly protected from the damage of fading by exposure to direct or reflected sunlight and strong artificial light, fluorescent light, or proximity to heat sources. Objects/specimens shall be protected at all times against water damage, temperature and humidity fluctuations, as well as excessively dry conditions. The borrower shall provide suitable protection against theft, fire, and damage from any cause whatever at all times. Should loss, damage, or deterioration be noted, whether in transit or on the borrower's premises, the Curator, Director of Collections, and Collections Manager of the MSU Museum shall be notified immediately with full details. Should damage occur in transit, all packing material should be saved for inspection.
- 5) Special permission must be obtained for use of items in outdoor exhibitions.

Packing and Shipping of Outgoing Loans

- 1) Objects/specimens should be returned in the original container, carefully packed in the same manner as received. Michigan State University Museum reserves the right to request a carrier and give binding instructions to borrowers regarding packing and shipping.
- 2) Some materials may require hand delivery.

Costs Associated with Outgoing Loans

- 1) Transportation and insurance costs to the borrowing institution are to be arranged in advance. MSU Museum requires a loan processing fee for the loan of cultural objects in some instances. No fees are assessed for loans of scientific specimens.
- 2) Each cultural object must be insured at the borrower's expense for the benefit of Michigan State University Museum against all risks of physical forces or damage from any external cause while in transit and on location during the period of the loan. The borrower must arrange required insurance before any object covered by the **Outgoing Loan Agreement Form** is removed from the Museum. The objects are covered while in transit and while in the possession of the borrower by the amount set forth under the column "Insurance Value" on the **Outgoing Loan Agreement Form**, which amount is considered the actual value (whether market, intrinsic, or otherwise) of said objects for all purposes. If specifically requested, the borrower will supply Michigan State University Museum, before shipment, with a certificate of insurance of conformance with the foregoing terms.

Loan Period for Outgoing Loans

If an extension of time is desired on the loan, application must be made in writing, within a reasonable time before the end of the period noted. Extensions, if granted, must be noted on the **Outgoing Loan Agreement Form**. MSU Museum reserves the right to recall any object/specimen from the borrower.

Photography, Copyright, and Credit with Regard to Outgoing Loaned Material

- 1) The borrower may photograph the objects/specimens only for record, publicity, and scientific purposes. Images required for an exhibition catalog may be available from MSU Museum. Paintings and drawings must not be removed from their frames for photography. The borrower may not reproduce objects/specimens in any medium (including photographic images and casts) for purpose of sale.
- 2) The borrower agrees that ownership of copyright is reserved to Michigan State University Museum or other named party, and that it will make no reproduction or other use of the copyrighted item that violates the copyright, and that it will assign to the copyright holder the copyright of any reproduction, unless otherwise advised.
- 3) Information about objects/specimens or digital assets and multi-media collections used in exhibition catalogs, labels, publications, or publicity must conform to data furnished by MSU Museum and must always include the credit line provided by Michigan State University Museum. The Director of

Collections, Curators, or Collections Managers must be notified of any inaccuracies in data associated with objects/specimens.

Loans of Collections to Non-Museum Entities

Loan requests from non-museum entities are considered with regard to the following:

- 1) The loan activity must support the mission of the MSU Museum;
- 2) The loan must be thoughtfully managed with the utmost care in compliance with the most prudent practices in collections stewardship; and
- 3) The Museum assures that loaned items receive the level of care, documentation, and control at least equivalent to that given to objects or specimens that remain on Museum premises.

The MSU Museum regularly loans objects in the Permanent Collections to non-museum entities such as libraries and archives, and to Michigan State University units in campus buildings with display parameters in place. The Museum regularly loans objects and specimens in the Cataloged Teaching Collections to non-museum entities such as University departments for use in classes.

Items Placed Temporarily in the Custody of the Museum

The **Temporary Deposit Receipt Form** is the agreement covering materials that are placed temporarily in the custody of the Museum on a voluntary basis by another party. This agreement is for non-loan items submitted with a service request. Such requests may include examination or identification of items by Museum staff.

Care and Preservation

- 1) The Museum will exercise the same care of items temporarily placed with the Museum as it does in the safekeeping of its own property. It is understood by the lender and borrower that all tangible objects are subject to gradual inherent deterioration for which neither party is responsible.
- 2) Evidence of damage at the time of receipt or while in the Museum's custody will be reported immediately to the owner.
- 3) No alterations, restoration, or repair will be undertaken without the written authorization of the owner.
- 4) The owner certifies that the objects placed are in such condition as to withstand ordinary strains of packing and transportation.

- 5) Unless other arrangements between the owner and the Museum have been agreed to in writing, the Museum will be responsible for items placed throughout the period specified on the face of the **Temporary Deposit Receipt Form**.
- 6) Objects/specimens will be returned in the same or similar packing materials as received. Should it be agreed upon during the period of deposit that packing and/or shipping arrangements are to be altered for return shipment, any additional expenses are to be borne by the owner.

Insurance

- 1) Objects/specimens under deposit are not covered by MSU insurance.
- 2) In the case of an extended temporary placement period, it is the responsibility of the lender to update insurance valuations.
- 3) If no insurance is to be carried, the **Temporary Deposit Receipt Form** shall constitute the agreement of the lender to release and hold harmless MSU Museum from any liability for damage to or loss of the loaned property.

Return of Deposited Items

Unless otherwise notified in writing, MSU Museum will release the objects/specimens only to the owner. If the Museum's efforts to contact the owner, within a reasonable period following the expiration date of the receipt, are unsuccessful, and no special arrangements have been made for the return of the materials, the materials will then be placed in storage at the owner's expense and risk.

During the period of the temporary deposit, a new owner is required to establish legal right by proof satisfactory to the Museum.

International Loans

The Museum may receive and provide objects/specimens for international loans. These loans will be governed by the policies outlined in the sections above regarding Incoming Loans and Outgoing Loans. Additionally, the following factors shall apply to the international loans:

- 1) Care will be taken to assess the danger of seizure of the object/specimen by court order of the borrower's country. If such danger exists regarding objects entering the United States on loan to the Museum, an application will be made to the United States Information Agency to secure immunity from seizure. If

such danger exists regarding objects/specimens loaned by the Museum, the loan will be considered on the basis of the borrowing country's ability to protect such objects or specimens from seizure.

- 2) The provisions of any international loan are subject to the doctrine of *force majeure*.

Unclaimed Loans

The Museum follows the laws of the State of Michigan (Uniform Unclaimed Property Act, Public Act 29 of 1995, as amended) when addressing unclaimed loans.

If the Museum chooses to terminate the loan, the following procedures will be taken:

- 1) The Museum will refer to the most recent Manual issued by the State of Michigan Department of Treasury, Unclaimed Property Division Notification.
- 2) Notice of intent to terminate the loan will be sent by certified mail to the lender or lender's designee (if known). If the address is unknown a written request will be made to the Secretary of State's office to obtain more information and/or notice will be published in a local newspaper, twice, at least 60 days apart. This will be the only form of notification for all unclaimed loans in which the donor is unknown.

MSU Museum will acquire title to the unclaimed loan after receiving no response from either the written or published notices.

Unsolicited Property

Procedures are in place to prevent the drop-off of unsolicited property. The Museum's staff does not accept any object(s) or specimen(s) from a visitor unless prior arrangements have been made by the Collections staff. If unsolicited property is left at the Museum, Collections staff follows procedures above outlined for unclaimed loans before discarding the item.

SALES IN THE MUSEUM AND AT ASSOCIATED EVENTS

In accordance with Museum policy, certain types of materials and specimens are never bought or sold. These include archaeological materials, paleontological specimens, original specimens of a biological nature, and derivative materials such as tissue and genetic samples. Paleontological specimens include both organic and mineralized remains in body or trace form. Original specimens of a biological nature include specimens of modern and extinct wildlife species (terrestrial and aquatic), parts thereof, and associated products such as eggs or nests. Replicas, casts, and models of these items may be obtained by purchase. (Specimens of domestic species or agricultural origin are not considered to be original specimens of a biological nature).

In addition to acquisitions, the policy prohibiting buying and selling of archaeological, paleontological, and biological materials includes operations of any future MSU Museum Store, as well as programs and events associated with or sponsored by the Museum. The policy also applies to Museum facility rentals, whereby a rental agreement will not be granted to groups who plan to conduct sales of these materials at their event.

Replicated paleontological or biological specimens may be sold if they are obvious replicas and clearly labeled.

Sales of contemporary cultural materials in the Museum or at Museum-affiliated events outside the Museum, are permitted, though the Museum reserves the right to review and refuse requests on a case-by-case basis. Signage and other messaging will make clear to the public that items sold at events in the Museum or at Museum-affiliated events outside the museum, are not derived from the museum collections.

Proposed rentals or sales within the Museum require fiscal officer approval.

NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT POLICY

The Michigan State University Museum holds collections of Native American objects. As an institution that receives federal funds, the Museum fully complies with the Native American Graves Protection and Repatriation Act (NAGPRA) and the regulations that govern its implementation as well as MSU's NAGPRA policies. NAGPRA compliance for the MSU Museum will be performed by MSU's NAGPRA Program Manager.

The MSU Museum neither purchases nor trades in Native American materials subject to NAGPRA. Potential donations, loans, or acquisitions of Native American materials will be reviewed by the NAGPRA Program Manager to ensure no NAGPRA-eligible objects or Ancestors are present prior to being transferred to MSU. Following MSU's NAGPRA policies, the Museum will not knowingly accept or acquire collections that include Ancestral Remains or associated funerary objects. This includes associated funerary objects that are (or were) separated from Ancestral Remains for the purposes of donation, loan, or acquisition. If a potential donation, loan, or acquisition includes possible unassociated funerary objects, sacred objects, or objects of cultural patrimony, MSU will, to the fullest extent possible, engage in meaningful consultations with culturally affiliated Tribes before those objects are transferred to or accepted by MSU.

Should a donated or acquired collection be found to include (or have included) Ancestral Remains or NAGPRA-eligible objects after they are received at MSU, a new NAGPRA case will be started and the MSU NAGPRA policies will be followed. Should a loaned collection be found to include Ancestral Remains or NAGPRA-eligible objects, the collection owner will be notified and the collection will be returned following Tribal guidance.

If, through tribal consultation, objects currently under the control of the MSU Museum are determined to be NAGPRA-eligible, the NAGPRA process will be followed, as detailed in the statute, regulations, and MSU's NAGPRA policies.

Collections or objects that have been determined to be NAGPRA-eligible will fall under MSU's NAGPRA moratorium on research, teaching, and exhibition. All known documentation and information will be preserved in the MSU NAGPRA permanent records. Any imagery (e.g., photography, sketches, drawing, painting, 3D scanning, radiographs, etc.) collected before NAGPRA-eligible designation will be kept with Ancestral Remains, removed from public databases or websites and returned during repatriation. An up-to-date list of these artifacts and collections is maintained on the MSU NAGPRA webpage, <https://nagpra.msu.edu/sites-collections/index.html>. These collections are housed in an off-site NAGPRA annex for secure storage during tribal consultation until

they are repatriated and are cared for using the MSU Care and Treatment plan and following specific recommendations agreed to in consultation. Access to this facility is limited to relevant staff and tribal representatives only.

The processes for disposition and repatriation, as required by the Native American Graves Protection and Repatriation Act, ends with the transfer of legal control to the requesting Tribe(s) and physical transfer to the authorized transfer recipient. The transfer of legal control, as part of these processes, shall also be considered the deaccession of those Ancestors/objects from Michigan State University Museum collections.

Deaccession of sensitive items may also occur through voluntary transfer. These items will go through the procedures set forth within this policy for deaccessioning items.

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