

Las Vegas Natural
History
Museum



Collections Management Policy

Revised 01/19

**Las Vegas Natural History Museum
Collections Management Policy
REVISED 01/19**

TABLE OF CONTENTS

Section A:	Statement of Purpose of Museum Collections	3
Section B:	Purpose of Collections Policy	3
Section C:	Criteria for Collections	3
Section D:	Definitions of Types of Collections	4
Section E:	Access to Collections	4
Section F:	Collections Record Keeping Policies	5
Section G:	Acquisitions (Accessions)	6
Section H:	Deaccessioning	8
Section I:	Code of Ethics/Conflict of Interest	11
Section J:	Loans	12
	Incoming Loans	12
	Outgoing Loans	12
Section K:	Insurance Procedures	13
Section L:	Care and Preservation	14
Section M:	Appendix	17
	Habitat Cleaning Requirements	17
	Emergency Procedures for Live Animal Bites	17
Section N:	Exhibiting Borrowed and Leased Objects Policy	19
Section O:	Native American Graves Protection and Repatriation Act Policy	21

Las Vegas Natural History Museum
Collections Management Policy
REVISED 01/19

SECTION A: Statement of Purpose of Museum Collections

The Las Vegas Natural History Museum's mission is to instill in the public an understanding and appreciation of the world's wildlife and cultures and the earth's ecosystems, from the past to the present, through its interactive exhibits, education programs, and the presentation of its collections.

Collections form the core of the Museum's exhibits, public education programs and activities which enhance the cultural and educational enrichment of the community. The Museum is dedicated to the preservation and interpretation of its natural history collections. To achieve this purpose, the Museum will actively pursue the establishment, the expansion, and the maintenance of its collections in natural history by addressing critical issues in the management and care of the collections to assure that future generations will be able to enjoy and learn from the collections for years to come.

SECTION B: Purpose of Collections Policy

1. Establish the Museum's methods of acquiring natural history related items for the Museum.
2. Establish the Museum's methods of deaccessioning items from its collections.
3. Establish procedures for a comprehensive record keeping system of all items placed in the Museum's custody. Insuring the optimum care and management of the Museum's collections is always the primary concern of all staff and the Board of Directors.
4. Establish procedures by which collections items may be loaned to other museums, institutions, and private parties.
5. Establish ethical and legal procedures for an effective collections management system.
6. Provide a basis upon which all questions concerning the Museum's collections are answered.

SECTION C: Criteria for Collections

The Museum will house and care for three types of collections for the purpose of providing and expanding the foundation for the Museum's exhibition and educational programs, and establishing a valuable educational and cultural resource for the community.

1. The Non-living Collection
2. The Teaching Collection
3. The Living Collection

SECTION D: Definitions of Types of Collections

1. The **Non-living Collection** shall consist of taxidermic or otherwise preserved specimens, geological, paleontological, and other natural history related specimens, and art and sculpture with a natural history or cultural theme. Objects must be accompanied by all acquisition and registration information pertinent to the item. Items will be permanently housed in the Museum, and any part of the collection will not leave the Museum except under proper loan, gift, or deaccession procedures. This collection will be maintained and cared for according to standard museum curatorial practices.

2. The **Teaching Collection** shall consist of non-original, non-registered, and deaccessioned items to be used by the Education Department for Museum education programs, hands-on activities in the Museum, and for outreach programs. These items will be inventoried, and will not require full registration or curatorial care thereafter. Teaching Collection items will be housed in the Education Department, outside of permanent Non-living Collection areas.

3. The **Living Collection** shall consist of live invertebrate and vertebrate animals from both aquatic and terrestrial environments. Live animals will be incorporated into Museum exhibits based upon the educational impact the observation of live animals has on increasing the understanding and appreciation of world wildlife and their ecosystems, as well as public interest. Animals will be permanently housed in the Museum, and are to be used for animal education in the Museum and for outreach programs. This collection will be maintained and cared for according to standard practices as set by the American Association of Zoos and Aquariums.

SECTION E: Access to Collections

1. **Non-living Collection:** Access to the Non-living Collection areas will be given to appropriate personnel by the Collections Coordinator or the Museum Director. Non-living Collection items on display will be moved or handled only with supervision of the Collections Coordinator or Museum Director.

- a. An access log will be kept in the Non-living Collection area to document collections access date, name, and activity will be noted.

2. **Teaching Collection:** Access to the Teaching Collection will be given to appropriate personnel by the Education Director or the Museum Director.

3. **Living Collection:** Access to the Living Collection, including the handling and feeding of the animals, will be given to appropriate personnel by the Living Collections Coordinator or the Museum Director.

- a. Only authorized animal handlers may remove animals from their habitats for handling. Staff members and volunteers may handle animals only after proper training and approval from an authorized animal handler.
- b. All animal handlers, including the public who pet the animals, must cleanse their hands with antibacterial soap before and after handling (including touch tanks).

SECTION F: Collections Record Keeping Policies

1. All items placed in Museum care in the Non-living or Teaching Collections, shall be recorded in a predetermined manner by the Collections Coordinator. All items are entered into the Museum's registry source upon accession.
2. Each Non-living Collection source's file will include the following:
 - a. A transfer document such as a gift or loan agreement, receipt (if a purchased item), or other documentation indicating transfer of ownership.
 - b. An accession form, if the item is a gift, with detailed information such as provenance and condition of the item.
 - c. If the item was removed from one of the Museum's collections, a deaccession form detailing the reason why it was removed from the collection, the item's condition, and how it was disposed.
 - d. All information is also computerized. These records are backed-up on a regular basis and a copy is stored off site.
3. Live animals are part of the Museum's Living Collection. Record keeping is the responsibility of the Living Collections Coordinator or assigned personnel. Each animal's record will include all the same items as detailed in Section F; Paragraph 2 for the Non-living Collection with the addition of:
 - a. Daily feeding, watering, and habitat cleaning records.
 - b. Other animal or habitat care such as water changes, water chemistries (aquariums), and veterinarian attention.
 - c. On a daily basis, designated animal care staff will input animal care records into the computer as well as print a hard copy to be kept in a notebook.
 - d. Computer records will be maintained and include animal care documents recording the natural history, ecological, and captive biology requirements for the optimum husbandry and ethical treatment for each animal in the Living Collection. As new animals are added to the collection, appropriate documentation must be added for each animal.

SECTION G: Acquisitions (Accessions)

1. Objects may be added to the Museum's collections (Non-living, Teaching or Living) by means of gifts, bequest, purchases, exchanges, or any other transaction by which ownership of the object passes to the Museum.

a. All items donated must be approved by the Collections Coordinator or the Museum Director. If a live animal is donated, approval must be made by the Living Collections Coordinator and the Museum Director.

i. Live animals may be purchased through, or donated by, licensed, reputable dealers providing their animals were received in a legal, ethical manner.

ii. As permitted by proper authorities, live king and gopher snakes may be wild captured. No other live wild animals will be collected.

iii. As permitted by proper authorities, the Museum may salvage previously deceased specimens from the wild.

b. Final approval of exceptionally valuable, or large collections, will be made by the Board of Directors upon recommendation of the Collections Coordinator and/or the Museum Director.

2. Objects shall not be accepted or acquired into the Museum's collections (Non-living, Teaching, or Living) unless:

a. The objects are relevant and consistent with the Museum's mission statement.

b. The Museum is able to provide storage, care, and preservation in keeping with acceptable professional standards of museum conservation and/or animal care.

c. The objects are intended to remain in the collections as long as they remain useful to the Museum's purposes.

d. The Museum can acquire valid and legal title to the objects effective in the United States and in the country of origin, if different.

e. The Museum can be assured that they were not collected or recovered under circumstances that would support or encourage irresponsible damage to, or destruction of, biota or collecting sites. The Museum may accept objects that have been confiscated by governmental authorities and subsequently offered to the Museum.

f. The objects are free of restrictions imposed by the donor regarding future use and signage, and that a transfer document (gift agreement, receipt, or other document that proves the Museum's unqualified, legal ownership of the acquisition items) is signed by the donor and by an authorized Museum representative. This document will be placed in the appropriate file with either the Collections Coordinator or Living Collections Coordinator. If in extraordinary circumstances objects are accepted with limitations, then such conditions must

be approved by the Collections Coordinator, the Museum Director, and the Board of Directors. The conditions must be clearly stated in the transfer document, which is to become part of the accession records for the objects.

g. Objects encumbered by intellectual property rights (copyright, patent, trademark, or trade secret), or by its nature (obscene, inflammatory, or physically hazardous) are obtained under approval of the Board of Directors on the advice of the Museum Director and Conservation Committee; decisions regarding the unsuitability of an object shall be made by the Board of Directors.

h. Objects are considered for purchase only if comparable objects are not obtainable through donation, bequest, or exchange at the time the purchase is being considered.

3. When considering a gift, purchase, or exchange, the circumstances of the transaction, the reputation of the seller or donor, and the available knowledge of the object's origin shall leave no doubt that valid and legal title can be transferred to the Museum.

4. All acquisitioned material must be of museum quality to be determined by the Collections Coordinator, or the Museum Director and a consultant if necessary.

a. An animal's health at time of acquisition should be clearly stated in file (i.e. written report by the Living Collections Coordinator or certification document from veterinarian).

i. All new animals must be quarantined for 30 days before being introduced into a habitat with other animals.

5. Acquisitions by purchase shall be made only after proper financing has been arranged.

a. Documentation of all purchases will include the name of the vendor, address, phone number, date purchased, and price.

6. All objects acquired for the Non-living Collection will be promptly accessioned and documented in the Museum's registry and registration system which will be maintained under the supervision of the Collections Coordinator.

a. All live animals acquired for the Living Collection will be documented in files kept by the Living Collections Coordinator. Files for both collections shall contain the transfer documentation of each acquisition, as well as all relevant history (provenance), including a history of medical care of a live animal.

7. Copies or reproductions of original material acquired for display, or research purposes, shall not be acquired or reproduced without the authorization of the institute in which the original material is stored.

8. All objects acquired through donations, exchanges, or field trips will be assigned an in-house insurance value to assure adequate coverage in the event of theft, damage, or

other loss. Items purchased will be insured at the purchase price unless a higher value is assigned by the Collections Coordinator, Living Collections Coordinator, or the Museum Director. The Museum will not provide formal appraisals to prospective donors due to possible questions regarding the objectivity of the appraisal value.

SECTION H: Deaccessioning

1. Objects shall be considered for deaccession for the purpose of improving the Museum's collections, exhibitions, and educational programs.
 - a. Objects from the Non-living Collection shall be deaccessioned in accordance with Section H; Paragraphs 2 through 12.
 - b. Items in the Teaching Collection may be deaccessioned as determined by the Education Director or Museum Director.
 - c. Animals in the Living Collection may be deaccessioned as determined by the Living Collections Coordinator or Museum Director utilizing the following considerations and criteria:
 - i. If an animal grows too large for its habitat, it may be exchanged for a smaller animal through reputable animal dealers or organizations. Animals may not be transferred to another organization if it is not able to properly care for them.
 - ii. The Museum is no longer able to maintain or care for the animal in accordance with standard zoological procedures.
 - iii. There is a need to improve or strengthen the representation of certain species or animal groups of the Living Collection in order to further the goals of the Museum.
 - iv. Upon death of a live specimen, it will be frozen until assignment to the Teaching Collection, taxidermy (ultimately accessioned into the Non-living Collection), or off-site disposal is determined.
 1. Date of death and probable cause of death must be noted in the animal maintenance log.
 2. Euthanasia (if necessary) of an animal must be done humanely by a staff member or a veterinarian.
 3. As a safety precaution, in the event of a death of a venomous animal (i.e. scorpion, lionfish, etc.), the Living Collections Coordinator will handle the specimen with tongs, net, or by some other means without directly touching the animal.
 4. Upon the event of a freezer failure, or other disposal needs, a certified animal disposal agency will be contacted for removal of the remains.

2. The formal deaccession process will begin with the Collections Coordinator, the Museum Director, or appointed staff reviewing Non-living Collections and collection items periodically to determine if any collections or collection item should be considered for deaccession per the criteria outlined in Section H; Paragraph 3 and Section H; Paragraph 4. If recommended for deaccession, the information will be submitted to the Conservation Committee for review where they will organize facts and figures, both pro and con, concerning the deaccession, and consider the mission of the Museum and its public trust responsibility. Upon majority vote and authorization granted, the item will be deaccessioned as outlined in Section H; Paragraph 5.
3. The Museum reserves the right to deaccession any Non-living Collection utilizing the following considerations and criteria:
 - a. The collection does not support the Museum's mission statement.
 - b. The Museum is unable to care for the collection with the resources it has available.
 - c. Deaccessioning can help the Museum manage resources more effectively.
4. The Museum reserves the right to deaccession any object from the Non-living Collection utilizing the following considerations and criteria:
 - a. The item is no longer relevant and useful to the purposes and activities of the Museum.
 - b. The item has deteriorated beyond usefulness.
 - c. The Museum is no longer able to store or preserve the object in accordance with standard curatorial procedures.
 - d. It is doubtful that the object will be used in the foreseeable future.
 - e. There is a need to improve or strengthen another area of the Non-living Collection in order to further the goals of the Museum.
 - f. There is a duplication or redundancy of collection material.
 - g. The item has to be returned due to repatriation laws.
 - h. The object poses a threat to the health or safety of Museum staff or other objects in the Collection.
 - i. The item has been selected for consumptive research or educational use.
5. Disposal of deaccessioned items shall be made by one of the following means, listed in order of preference.
 - a. If applicable, returned to the governing federal agency.
 - b. Accession into the Teaching Collection if object is no longer "museum quality" but can be used in education programs designed by the Museum.

- c. Exchange with another in-state, non-profit or scholarly institution.
 - d. Donate to another non-profit or scholarly institution.
 - e. Sale to another in-state or out-of state, non-profit or scholarly institution.
 - i. A written appraisal for objects with estimated values over a set limit will be obtained by one or more qualified and disinterested third parties.
 - f. Made available at a publicly advertised auction.
 - i. The sale will be handled by a disinterested third party.
 - g. If object is to be destroyed, it must be done with approval from the Conservation Committee and follow applicable state and federal laws.
 - i. Two impartial witnesses are to be present to observe the destruction of the item and documentation of the destruction must be obtained.
6. Any item acquired by the direct result of deaccessioning of another item shall be noted as “provided by” the donor of the original item.
 7. Under no circumstance may deaccessioned objects be sold, given or possession otherwise obtained by a member of the Board of Directors, member of the Advisory Committee or Conservation Committee, Museum employee, Museum volunteer, or their representative or immediate family. Items will not be moved to the Museum’s Gift Shop for sale.
 8. All funds received from the sale or trade of any collections item will be used to further enhance the Non-living, Teaching, or Living Collections by purchasing new collection items to enhance the ability to carry out the mission. Funds may also be used as an investment that enhances the life, usefulness or quality of a collection item.
 9. Any accession numbers or other marks that identify the object as Museum property will be removed from the object before disposal.
 10. After the deaccession decision-making process has been completed, as discussed in Section H; Paragraph 2, the appropriate method of disposal of the object will be determined. Options for disposal are outlined in Section H; Paragraph 5.
 11. The deaccessioning process will be documented on the Deaccession Form explaining the reason for the deaccessioning decision and how the decision supported the Museum’s collections goals. The Deaccession Form will be placed in a permanent record for disposals.
 12. When an item that may be acclaimed, have a high monetary value, or is locally beloved has been recommended for deaccession, the Museum’s Communication Plan to notify the public of the deaccession is to:
 - a. Explain the intent and circumstances of the decision to deaccession the item on the Museum’s webpage, to ensure the public trust and to avoid negative publicity.

- b. Assign an employee to be the spokesperson for the Museum, who knows the framework that guided the decision and all the particulars of the deaccession, to make a clear and compelling case in favor of the deaccession if called upon by the public.
- c. All content and information must be approved by the Museum Director prior to being shared with the public.

SECTION I: Code of Ethics/Conflict of Interest

1. Activities that conflict with staff responsibilities, or cause staff members to favor outside interests over those of the Museum, must be avoided. Since the main responsibilities of the Museum are to care for and maintain objects in the public trust, and to use those objects in an educational manner, the Museum requires of its staff (employees, Board of Directors and other associated committees):
 - a. To act ethically and legally in acquiring, collecting, and disposing of objects.
 - b. To discourage unethical, illegal, and destructive practices with the respect to collecting, acquiring, storing, displaying, transporting, and trafficking in objects.
 - c. To refrain from providing appraisals for any objects.
 - d. To abide by the recommendations set forth in the Code of Ethics for Museums published by the American Association of Museums as well as the Code of Professional Ethics published by the American Zoo and Aquarium Association.
2. No Board of Director, member of the Advisory Committee or Conservation Committee, Museum employee, or their representative or immediate family member shall take advantage of information available to him or her concerning the acquisition or deaccessioning of collections object(s) for his or her personal collecting activities.
3. No Board of Director, member of the Advisory Committee or Conservation Committee, Museum employee, or their representative or immediate family member may compete for personal gain in the purchase of any object that is being considered, or is likely to be considered, for the Museum's collection.
4. No Board of Director, member of the Advisory Committee or Conservation Committee, Museum employee, or their representative or immediate family member may, directly or indirectly, purchase or otherwise acquire objects from the Museum's collections through the act of deaccessioning or any other means.
5. Should a conflict develop between the needs of an individual and the Museum, those of the Museum are always considered priority and shall always prevail.
6. If an appraisal is supplied to the Museum by the donor, the value may be recorded with the accession information. Recording this appraisal does not imply its validation by the Museum.

- a. For income tax purposes, the Museum Director will confirm receipt of donations by signing IRS forms after the appraisal section has been completed and signed by the donor's appraiser.

SECTION J: Loans

1. Incoming Loans: The Museum shall accept from other museums, institutions, and private sources for the purpose of exhibition or public education under the following conditions:

- a. Only objects approved by the Museum Director or Collections Coordinator may be accepted as a loan.
- b. A formal written loan agreement has been signed both by the Museum Director or Collections Coordinator and the lender.
- c. Incoming loans shall be for specific purposes and time periods.
- d. Objects on loan shall receive the same care as those which are owned by the Museum.
- e. If damage occurs to a loan object (or group of objects) it is the responsibility of the Museum Director or the Collections Coordinator to contact the lender at the earliest possible date.
- f. No modification of the loan object shall be made by the Museum unless it is of a cosmetic nature (i.e. drape base with burlap).
- g. The Museum shall not borrow any object which is physically unstable and in need of conservation.
- h. Long-term or "permanent" loans are to be executed only after careful consideration and full discussion by the Museum Director and Collections Coordinator. Recognizing that many long-term loans are attempts to secure free storage, care, and preservation for personal collections, the Museum will only accept loans offered if there is reason to believe that the object(s) will be regularly exhibited.

2. Outgoing Loans: The Museum shall lend objects from its Non-living or Teaching Collections only to responsible and qualified institutions and/or individuals for the purposes of exhibition, public education or scientific research under the following conditions:

- a. Only objects approved by the Museum Director or Collections Coordinator may be loaned from the Non-living Collection. After consultation with the Museum Director, the Education Director may approve a loan from the Teaching Collection.
- b. Objects from the Museum's collections may be loaned for a finite period of time only.

- c. Outgoing loan agreements must clearly state in writing the intended use of the loaned item (which includes both exhibit and educational purposes of the loan and period of use).
 - d. Loans will be considered on the basis of the best interests of the Museum and the public it serves.
 - e. No loan request will be approved if it exposes any object to undue risk because of exhibit conditions, means of transportation, or any other factor which falls below the prescribed standard of museum conservation standards.
 - f. The borrower will be responsible for the full cost of handling, transportation, and insurance, and must comply with those methods adopted by the Museum.
 - g. The borrower may not make any modifications to a loaned object without written permission from the Museum.
 - h. The borrower is fully responsible for any object that is lost or damaged during transit or physical custody of the borrower.
 - i. If damage occurs, the borrower must immediately notify and comply with the wishes of the Museum.
 - j. The Museum may require that certain loans be accompanied by a staff member(s), both outgoing and incoming, and that packing and unpacking, mounting, and dismounting be supervised by such a staff member at the borrower's expense.
 - k. When the loaned object is returned to the Museum, it shall be the responsibility of the Museum Director or Collections Coordinator to examine it for any changes in its physical condition. The Museum Director shall be immediately notified of any changes to allow for appropriate action by the Museum and the borrower.
3. Live animal loans must be approved by the Living Collections Coordinator and the Museum Director. Loan agreements will be kept in the animal's documentation.

SECTION K: Insurance Procedures

1. The Museum Director shall determine the insurance program. Insurance coverage is meant to supplement, not take the place of, the standard care and preservation of the Museum's collections.
 - a. Non-living Collection will be insured for Fair Market Value.
 - b. All loans are covered by an insurance rider as per loan agreement.
2. The Living Collection is covered by liability insurance.

SECTION L: Care and Preservation

1. General policies for both Non-living and Living Collections:
 - a. No food or drink is allowed in any collections areas.
 - b. No smoking or plants are allowed in the Museum, including all collections areas.
 - c. No staff member is to go behind exhibit barriers (ropes, railing etc...) except under supervision of the Museum Director or Collections Coordinator.
 - d. No personally owned live animals are to be brought to the Museum, unless invited for a special event or outreach.
 - e. Temperature/humidity reading will be taken twice a week.
 - f. Taxidermic animals will be cleaned once a year.
2. When financially feasible, as determined by the Museum Director, the Museum shall maintain in its annual budget funding for the ongoing care and conservation of objects in its collections.
3. It shall be the responsibility of the collections staff, through regular periodic inspections, to assess the physical needs of the objects in the collections and make appropriate recommendations to the Museum Director.
 - a. Inventory for the Non-living, Teaching, and Living Collections will be done on a yearly basis. The live animal inventory will have a copy of all pertinent permits attached.
4. It is the responsibility of the Museum to ensure that the collections are adequately protected against fire, theft, vandalism, natural and/or environmental disasters. Proper exhibition and storage facilities, along with adequate environmental control systems, must be a HIGH PRIORITY at all times. Consideration must be given to provide a well trained staff and maintaining a high level of awareness and understanding of professional collections standards and procedures. A review of these measures shall be made throughout the year.
5. An important part of the collections care procedure shall be the establishment and implementation of a comprehensive records system that includes at least the following: documents recording the legal status of title on an object(s) [Gift Agreement]; all correspondence and documents pertinent to an accessioned object: accessioning and cataloging records; deaccessioning records; photographic documentation; exhibit, condition, and conservation history; insurance records; current location; loan records; and an annual inventory record. The Collections Coordinator and the Living Collections Coordinator are responsible for the establishment and maintenance of their pertinent records system on a daily basis. The Museum Director shall be responsible for its enforcement.
 - a. A duplicate copy of all vital collections records shall be made and stored

outside the Museum in a secure and appropriate location.

6. The Museum will abide by the Accreditation Standardized Guidelines by the American Zoos and Aquariums Association as minimum standards for the proper and ethical care of all live animals housed at the Museum.

a. All animal husbandry areas are to be kept clean, neat, and organized.

i. Live animal department office and marine life husbandry area will be swept and mopped weekly. All other surfaces are to be cleaned and/or dusted weekly.

ii. Salt is to be wiped off tanks, filters, tubes, etc. weekly, or as needed.

iii. Aquariums are to be wiped down with WATER ONLY.

iv. All trash is to be taken to the dumpster daily and should not be left overnight in any animal husbandry area.

v. Only towels to be used for animal care are to be kept in the animal husbandry area (towels used for cleaning are to be stored in the Janitor's Closet).

a. Towels in the animal husbandry area are to be washed every two weeks or as needed.

vi. A system is to be established and implemented to ensure that vendor cages are returned the same day as they are making a delivery.

vii. All public areas are to be properly maintained and cleaned at all times.

viii. Items not related to animal care are not to be stored in animal husbandry areas.

ix. No insecticide is to be used in the animal husbandry areas (ant traps can be used).

b. All animal habitats will be maintained to the best of the Museum's ability with adequate temperature and other environmental controls required to mimic each animal's natural habitat.

i. See Habitat Cleaning Requirements (see Appendix).

ii. Extra pumps, filters, and other designated supplies will be kept on-site for emergency use. Once used, items must be restocked as needed.

iii. At least a three month supply of salt and a one month supply of food should be kept on hand at all times. These items must be ordered on a regular basis so that we never run out.

c. Diets will be of quality and quantity suitable for each animal's needs.

- i. Wash hands before and after food preparation and feeding the animals.
 - ii. Food preparation area is to be cleaned and disinfected before and after each use utilizing either vinegar or a vinegar hydrogen peroxide combination.
 - iii. All utensils used to prepare and cut food (i.e. knives) are to be cleaned and disinfected before and after each use utilizing either vinegar or a vinegar hydrogen peroxide combination.
 - iv. Food is to be thawed in a manner consistent with USDA food handling standards, is to be of high quality, and is not to be re-frozen.
- d. Drug administration to live animals will be overseen by a licensed veterinarian and administered by trained Museum personnel. Clinical records will be kept noting the source, quantity, dosage, and duration date of drug administration.
- i. Medical drugs, as specified by the Living Collections Coordinator, will be kept on-site for use when medicine must be administered.
 - 1. All medicines will be stored properly and restocked as needed.
 - ii. All medical drugs, and paraphernalia to administer them (i.e. syringes), to treat live animal disease must be stored in a locked storage cabinet.
 - 1. Proper disposal of sharp and biological waste must be followed.

7. Care of the Living Collection

- a. Refer to the computer for information regarding the care and husbandry procedures for live animal specimens.
- b. If a live animal bites a person, refer to the Emergency Procedures for Live Animal Bites (Appendix).

SECTION M: Appendix

Habitat Cleaning Requirements

Animal Name	Substrate Type	How Often Changed	Cleaning
Degu	Pine, Fir, or Cedar	Once per week	1 part to 10 bleach solution
Red-Tailed Boa Constrictor	Repti-Bark	Every 2 months	Spot clean with bleach solution
Gopher Snake	Sterile Sand	Once per month	Spot clean with bleach solution
Burmese Pythons	Astro Turf	As needed	Spot clean with bleach solution
Arizona Mountain King Snake	Sand/Repti-Bark	Once per month	Spot clean with bleach solution
Alligator Lizard	Sand/Fir bark	Once per month	Spot clean with sand scoop
Plated Lizard	Sand/Fir bark	Once per month	Spot clean with sand scoop
Cinnamon Brown Tarantula	Sand/Jungle mix	Every 3-6 months	Spot clean as needed
Giant Millipede	Jungle Mix	Every 3-6 months	Spot clean as needed
Cuban Cockroaches	Jungle Mix	Every 3-6 months	Spot clean as needed
Black Widow Spider	Sand/Jungle mix	Every 3-6 months	-
Rose Hair Tarantula	Sand/Jungle mix	Every 3-6 months	-
Flat Rock Scorpion	Sand/Jungle mix	Every 3-6 months	Spot clean as needed
Desert Hairy Scorpion	Sand/Jungle mix	Every 3-6 months	Spot clean as needed
Funnel Web Spider	Sand/Jungle mix	Every 3-6 months	Spot clean as needed

Emergency Procedures for Live Animal Bites

*** First aid kit is to kept (and maintained) in the animal husbandry area

*** Use common sense when handling all animals; remember that under the right circumstances, all animals can be dangerous.

BEFORE CALLING 911 OR OTHER EMERGENCY NUMBER DETERMINE THE FOLLOWING INFORMATION:

1. Patients age, weight, and condition
2. Time the bite occurred
3. Area where the bite occurred
4. Identity of the animal

Non-venomous Animal Bites

1. If any non-venomous animal should bite or scratch, wash the area of the bite thoroughly with hot water and soap. Then go to the nearest emergency room.

2. If one of the constricting snakes should start to constrict around your neck, find someone immediately for assistance.

Venomous Reptiles, Fish, and Arthropods

• Lionfish

If stung by a lionfish quill or spine, immerse hand immediately in warm to hot water with a few drops of bleach. The sting will be very painful and the area stung may swell considerably, but should subside within 12 hours after being stung. No medical treatment is necessary, however, if an allergic reaction should occur, such as blurred vision, vomiting, trouble breathing, etc. call 911 immediately.

• African giant black millipede

When disturbed, all millipedes can secrete a liquid that may provoke an allergic reaction in some people. If a millipede secretes liquid when being held, the individual should wash his or her hands immediately with soap and water. If an allergic reaction should occur, such as swelling, itching, burning, etc. the individual should go to the emergency room. If a severe allergic reaction should occur, including vomiting, blurred vision, trouble breathing, etc. call 911 immediately.

• Black widow spider

SYMPTOMS: Pain similar to a pinprick, numbness, muscle cramps, muscle rigidity in the shoulders, back, and chest, increased sweating, salivation, and blood pressure, chest muscle spasms, swelling or drooping of the eyelids, rash and/or itching, nausea or vomiting, restlessness, anxiety, headache, dizziness.

TREATMENT: Place ice (wrapped in a washcloth or other suitable covering) on the site of the bite for 10 minutes and then off for 10 minutes. Immediately take the patient to the emergency room for treatment or call 911.

• Funnel-web spider

SYMPTOMS: Chills, collapse, joint pain, numbness of the mouth and lips, difficulty breathing, drooping eyelids, double vision, difficulty swallowing, excessive sweating, nausea and/or vomiting, redness around the site of bite.

TREATMENT: Call 911, Poison Control, or other emergency center. If possible, bring the insect to the emergency room for identification.

• Scorpions

If any of the previously-mentioned symptoms manifest themselves, call the appropriate emergency numbers immediately.

Las Vegas Natural History Museum
Exhibiting Borrowed and Leased Objects Policy

Adopted by LVNHM Board of Directors 10/30/01

(Adapted from American Association of Museums
Guidelines on Exhibiting Borrowed Objects)

SECTION A: Statement of Purpose of Exhibiting Borrowed and Leased Objects Policy

1. Since the Las Vegas Natural History Museum does not contain, or could contain, all objects worthy of admiration and understanding, the Museum has chosen to exhibit not only objects from its own collection, but also objects borrowed or leased from other museums and from private individuals and organizations. Borrowing or leasing objects will allow the Museum to provide more comprehensive exhibits and to make objects accessible that would otherwise be seen only by a few.

The following guidelines for exhibiting borrowed objects are consistent with and following from the AAM *Code of Ethics*.

- a. The Las Vegas Natural History Museum complies with all applicable local, state and federal laws and international conventions. The Museum will abide by ethical standards that frequently exceed legal minimums to foster conduct that merits the confidence of the public. Without public confidence, the Museum cannot effectively carry out its mission.

- b. As a publicly accountable institution, the Las Vegas Natural History Museum is operating according to current standards and best practices has a formally stated mission and organizes its governing authority, financial and human resources, collections, public programs, and activities to meet its stated mission. To ensure accountability and informed decision-making, the Museum has developed written and approved policies and procedures to protect its assets and reputation and to guide institutional actions consistent with its mission. Thus actions related to borrowing objects for exhibition will be consistent with that mission and with the policies and procedures that flow from that mission. In addition, the Museum has an obligation to record and maintain documentation of important activities, including the process of borrowing for exhibitions.

- c. The Las Vegas Natural History Museum takes reasonable steps to make its actions visible and understandable to the public, especially where lack of visibility could reasonably lead to appearances of conflict of interest.

- d. The Las Vegas Natural History Museum's governing structure maintains the intellectual integrity of and the museum's control over, all activities, including exhibitions.

SECTION B: Borrowing Objects

1. Before considering borrowing and/or exhibiting borrowed objects, the Museum will determine that there is a clear connection between the exhibition of the object(s) and the museum's mission, and that the inclusion of the object(s) is consistent with the intellectual integrity of the exhibition.
2. The Museum will examine the lenders relationship to the institution to determine if there are potential conflicts of interest, or an appearance of a conflict, such as in cases where the lender has a formal or informal connection to museum decision making (for example, as a board member, staff member or donor). If such a conflict exists, the Museum may decline the loan if the real or perceived conflict is detrimental to the Museum.
3. The Museum is prohibited from accepting any commission or fee from the sale of objects borrowed for exhibition. This prohibition does not apply to displays of objects explicitly organized for the sale of those objects, for example craft shows.

SECTION C: Lender Involvement

1. The Museum will retain full decision making authority over the content and presentation of the exhibition.
2. The Museum may, while retaining the full decision making authority, consult with a potential lender on objects to be selected from the lender's collection and the significance to be given to those objects in the exhibition.
3. The Museum will make public the source of funding where the lender is also a funding of the exhibition. If the Museum receives a request for anonymity, it will avoid such anonymity where it would conceal a conflict of interest (real or perceived) or raise other ethical issues.

Las Vegas Natural History Museum
Native American Graves Protection and Repatriation Act Policy

Adopted by LVNHM Board of Directors 3/17/11

Statement of Purpose:

On November 6, 1990, Congress enacted the Native American Graves Protection and Repatriation Act (NAGPRA; PL 101-601; 25 USC 3001-30013) for the purpose of protecting Native American burial sites and to regulate the removal of human remains, funerary objects, sacred objects, and objects of cultural patrimony located on federal, Indian, and Native Hawaiian lands. The Museum complies with the federal law to meet legal requirements.

Authority:

1. NAGPRA is a federal law applicable to the Las Vegas Natural History Museum.
2. The Board of Directors of the Las Vegas Natural History Museum authorizes the Museum Director to implement this NAGPRA policy.
3. The Museum Director delegates responsibility for managing the Museum's compliance with NAGPRA to the Collections Coordinator.

Responsibilities:

1. The Museum holds responsibility for NAGPRA compliance for objects controlled by the Museum in its Non-living and Teaching Collections.

Requirements:

1. The Museum will not acquire or accession objects qualifying under NAGPRA for the Non-living or Teaching Collections.
2. The Museum does not use NAGPRA objects in exhibits or educational programs. The Museum may present information and images about NAGPRA objects in exhibits, educational programs, unless requested not to by the affiliated tribe.
3. The Museum may serve as a temporary repository for NAGPRA objects, on loan from an outside agency, to support and encourage NAGPRA compliance.
4. If the Museum discovers objects meeting NAGPRA qualifications in existing collections, not found during previous inventories, the Museum will proceed with NAGPRA compliance.