

COLLECTIONS MANAGEMENT POLICY

**PEABODY MUSEUM OF NATURAL HISTORY,
YALE UNIVERSITY**

Approved by the Provost of Yale University, November 17, 2009

Approved by the Board of Curators, November 2, 2009

Several Policy revisions approved by Board of Curators, May 3, 2010

PEABODY MUSEUM OF NATURAL HISTORY

MISSION STATEMENT

The mission of the Peabody Museum is to serve Yale University by advancing our understanding of earth's history through geological, biological, and anthropological research, and by communicating the results of this research to the widest possible audience through publication, exhibition, and educational programs. Fundamental to this mission is stewardship of the Museum's rich collections, which provide a remarkable record of the history of the earth, its life, and its cultures. Conservation, augmentation and use of these collections become increasingly urgent as modern threats to the diversity of life and culture continue to intensify.

Approved by the Corporation of Yale University, February 25, 1995.

ETHICS POLICY

The Peabody Museum is committed to meeting the highest professional standards of ethics in all its areas of operations. Museum personnel have certain responsibilities and obligations towards Yale University, the Museum and its collections, and should be guided by the accepted principles of the museum profession. Activities that conflict with curatorial or staff responsibilities, or that could cause Museum personnel to favor personal or outside interests over those of the Museum, must be avoided. Personal research interests must be balanced with the long-term interests of the Museum and divisional resources.

Employees of the Peabody Museum are expected to subscribe to the ethical guidelines contained in Yale University's Standards of Business Conduct (June 30, 2008), the Yale University Ethics Policy for the Staff of University Collections (December 7, 2007), and in accordance with the policies described below.

1. Ensure that the collections in its custody are protected, secure, unencumbered, preserved and accessible.
2. Act ethically and legally in collecting, acquiring, lending and disposing of collection objects.
3. Discourage unethical, illegal or destructive practices with respect to collecting, acquiring, storing, reproducing, displaying, transporting and trafficking in specimens or artifacts.
4. Refrain from regular commercial dealing in any areas represented by the Museum, and avoid transactions that would appear inappropriate.
5. Refrain from providing appraisals for private individuals or commercial purposes. (This excludes estimates of value made for internal Museum purposes such as insurance, customs, shipping, or loans, or as a service to governmental agencies or other non-profit institutions.)
6. Refrain, during their tenure at the Museum, from amassing or adding to personal collections that overlap in scope with their professional responsibilities at the Museum. (Unsolicited gifts or collections acquired through family inheritance are exempt.)
7. Refrain from using Museum equipment, facilities, staff or other resources for curation or storage of personal collections. (Research collections acquired using Museum resources are considered the property of the Museum.)

Revised and approved by the Board of Curators, May 3, 2010

SPECIMEN ACQUISITION POLICY

The Peabody Museum acquires for its collections specimens that fall within its mission as a research and educational institution, within the limits of feasibility and responsible collections growth. Priorities of collection growth are to strengthen areas in which divisions have recognized historical interest and areas of present or projected research, to broaden the comparative base of the Museum's established collection areas, and to accept voucher specimens. Each division is responsible for overseeing and guiding the growth of its collections.

Specimens are acquired by field collection, exchange, gift, purchase, bequest, and other appropriate means, but the Museum is under no obligation to accept all materials offered. The Museum also acquires specimens under the terms of repository agreements by field collection, exchanges, contract or other appropriate means.

Acquisitions or portions of acquisitions that are not intended for the permanent collections may be retained by the Museum for use as teaching material or exhibit props, or for sale, exchange or auction. All specimens acquired for the permanent collections shall be accessioned in a timely fashion according to the Museum's accession procedures. All acquisitions are accessioned at the recommendation of the appropriate curator or curatorial designee and with the approval of the Director.

Conditions for Acquisition

1. Specimens must be relevant to, and consistent with, the mission and activities of the Peabody Museum, and should be accompanied by such documentation as the curator deems necessary (i.e. field notes, maps, photographs and other records).
2. The Museum adheres to the CITES conventions and follows pertinent federal regulations. It is the responsibility of the Museum's curators and staff to inform themselves of and comply with all pertinent laws with regard to transfer and acquisition, and to insure that specimens acquired by the Museum have been collected and/or imported in full compliance with the laws and regulations of individual states, the United States, and foreign countries. Where appropriate, specimens should be documented with the necessary permits and/or licenses.

If a specimen that is found to have been illegally obtained is brought to the Museum, the specimen may be provisionally accepted for safekeeping. Further action will be carried out after consultation with the Director and legal counsel.

3. Title to all specimens acquired for the collections should be obtained free and clear, without restrictions as to use or future disposition. The Museum cannot guarantee that specimens donated will be placed on long-term exhibition or that they will be exhibited

or stored as a single collection. The Peabody Museum does not accept specimens on permanent loan.

4. Specimens accepted on repository agreements can be cataloged and managed as accessioned collections, according to the terms of the repository agreement. It must be unambiguous in the museums records and databases that the Museum does not have title and ownership of the specimens acquired on repository agreement, as well as indicate any other restrictions or required notifications as stipulated in the repository agreement.

5. Adequate conditions should exist for the storage, protection and preservation of the specimens under conditions that insure their availability for Museum purposes and in keeping with professionally accepted standards. Before any sizeable collection or specimen with special needs can be acquired, the appropriate curator(s) and the Director must approve any curatorial time, budget, and space that exceed those already available to the Division concerned.

Commencement of Ownership or Custodianship

The time at which the Museum is considered to take possession and legally own a specimen or assumes custodianship varies with the method of acquisition. The following definitions set forth the time when Museum ownership commences:

1. Field Collection. Unless other institutional or governmental agreements pertain, ownership of a specimen commences with its collection. Specimens collected in the field by Museum curators, staff members, and students affiliated with curators during Museum- or university-sponsored trips, and including collections obtained under grant funding, and their associated documentation, are the property of the Museum.

2. Gifts/Bequests. The Museum is considered to own a specimen when the terms of the gift have been documented, normally when a Deed of Gift is signed.

3. Purchase. Ownership commences when the Museum has rendered payment for the specimen, subject to any conditions of delivery.

4. Exchange. Ownership commences when all specimens involved have entered the respective institutions and have been accepted by them.

5. Abandonment. In the event that specimens are left unclaimed at the Museum, ownership commences in accordance with the Museum's written guidelines on abandonment. The Museum will be guided by the advice and recommendations of the Legal Counsel of Yale University in any abandonment proceedings.

6. Found in Collections. Unaccessioned specimens found in the collections need to be researched to determine the ownership history and mode of acquisition. The Museum will be guided by the advice and recommendations of the General Counsel of Yale University.

7. Repository Agreement. Custodianship commences when the terms of the agreement have been signed and the collections received.

Appraisals for Acquisitions

Whenever the Museum receives a non-cash donation for the collections, a Deed of Gift form should be issued. When the gift is intended to be claimed as a tax deduction, it is the responsibility of the donor to consult appropriate Internal Revenue Service regulations, and to have the material appraised by a recognized independent appraiser. If the appraised value of the donation is \$5000 or more, the donor must fill out the appropriate IRS form (Form 8283). The division receiving the donation must then have this form signed by the University Controller or the Associate Vice President for Finance. Copies of the Deed of Gift form and IRS Form 8283 should be given to the University Controller and the Director's Office, as well as being filed in the division.

SPECIMEN ACCESSION PROCEDURES

Accessioning is the process by which the Museum formally declares its title to a specimen or a collection of specimens for incorporation into its permanent collections.

When material is being considered for accession, all pertinent documentation should first be assembled by a division. This should include, but is not limited to, the license or permits to collect specimens, export and import permits, and CITES documentation. Associated data including field notes, maps, copies of relevant correspondence and a Deed of Gift, bill of sale, or other transfer of title may also be produced at this time.

All accessioning is conducted using the Museum's computerized database. Paper copies of certain records are filed with the Director's Office and within the division, as described below.

The following procedures should be followed in the accessioning process:

1. A new database record for the acquisition is established in the Museum's registration system so that information pertinent to the acquisition event and the material can be tracked.
2. The initiating division completes additional tasks, as applicable:
 - a. Sends a divisional acknowledgement letter
 - b. Requests an acknowledgment letter from the Director
 - c. Establishes a file folder for supporting documentation
 - d. Documents costs incurred by the Museum in the acquisition
 - e. Conducts any other divisional procedures relating to the acquisition
3. When the division finishes these steps and wishes to proceed with the accessioning process,
 - a. Submits a completed archival-quality copy of an Accession Form, with signature by the Curator or curatorial designee of a division, for approval by the Director or directorial designee.
 - b. Submits copies of any deed of gifts, collecting permits, import/export documentation, bill of sale, or exchange agreements that document the transfer of title of the specimens for review by the Director's representative.
4. The Director's Office retains the original Accession Form and appropriate supporting documentation. The Division retains copies of relevant documentation in their files.

5. A scanned image of the completed and approved accession record and any relevant associated documentation should be added to the Museum's database.

In general, the above steps should be completed as soon as feasible after the material arrives at the Museum. In the event that material has arrived, but significant additional time is needed to establish formal title, to assemble pertinent documentation, or to sort a collection, the initiating division should complete steps one and two above and annotate the database record as referring to an acquisition whose potential accession is still under study. The status of such material should be noted by each division in its Annual Report.

REPOSITORY AGREEMENT PROCEDURES

The following procedures should be followed when registering the receipt of a collection from a repository agreement:

1. A new database record for the repository agreement is established in the Museum's registration system so that information pertinent to the acquisition event and the material can be tracked.
2. The initiating division completes additional tasks, as applicable:
 - a. Records the conditions of the repository agreement within the Museum's registration system.
 - b. Establishes a file folder with relevant collecting permits, import/export permits and other documentation of the repository agreement.
 - c. Documents costs incurred by the Museum in the acquisition.
 - d. Conducts any other divisional procedures relating to the acquisition.
3. When the division finishes these steps and wishes to proceed with the registration process, an archival-quality copy of a Repository Form is submitted for signature by the curator or curatorial designee of a division and the Director or Directorial Designee.
 - a. Submits a completed archival-quality copy of a Repository Form, with signature by the Curator or curatorial designee of a division, for approval by the director or directorial designee.
 - b. Submits copies of any collecting permits and import/export documentation that documents the transfer of custodianship of the specimens for review by the Director or directorial designee.
4. The Director's Office retains the original Repository Form and sends copies to the Division for filing.
5. A scanned image of the completed and approved repository agreement record should be added to the Museum's registration record.

In general, the above steps should be completed as soon as feasible after the material arrives at the Museum. In the event that material has arrived, but significant additional time is needed to establish the acquisition, to assemble pertinent documentation, or to sort a collection, the initiating division should complete steps one and two above and annotate the database record as referring to an acquisition whose potential registration is still under study. The status of such material should be noted by each division in its Annual Report.

CONSERVATION POLICY

The Peabody Museum is conservative in its approach to the conservation and preservation of its collections, being always aware of their research potential. It recognizes that preventive conservation is the most effective means of promoting the long-term preservation of its collections without jeopardizing this potential. To this end, the principles of preventive conservation guide all conservation and preservation activities. These include:

- Controlling the environment where collections are housed, studied and exhibited
- Using museum-quality storage furniture and inert packing materials
- Observing proper handling procedures
- Maintaining an integrated pest management program
- Maintaining an emergency preparedness and response plan
- Practicing good housekeeping and ensuring all areas of the museum are routinely cleaned

When non-intervention is not an option and treatment of a specimen is necessary, the primary goal of treatment is stabilization. This work is done in consultation with the relevant curator and/or collection manager and is consistent with currently accepted practice. The choice of materials and methods of treatment used will be dictated by their appropriateness for a specific specimen and by balancing their advantages against their potential adverse effects on the future well-being, scientific investigation and treatment of that specimen. All treatment is fully documented with a written report, photographs and drawings. These records are maintained on the Museum's electronic database management system as well as in the Conservation Office or the Vertebrate Paleontology Preparation Lab.

ELECTRONIC COLLECTIONS DATABASES POLICY

The purpose of the Peabody Museum's electronic collections databases is to streamline the management of the Museum's rich and expansive collections, and thereby advance scientific research and our understanding of the natural world by maximizing the utility and accessibility of information about the specimens/objects. An *electronic collections database* is defined here as an organized collation of information about museum specimens/objects stored in electronic format, with elements usually assembled and visualized in a multidimensional manner (e.g., horizontally as records and vertically as fields).

The Museum's electronic collections databases are structured to reflect closely the history of specimens/objects and the transactions in which they have been involved. The electronic collections databases consist of derivative data and are proxies for the specimens/objects and their physical documentation, and do not replace these. Use of the contents of the electronic collections databases is governed by this document and the Museum's Policy on Usage Rights and Reproductions.

Ownership and Authority

Electronic collections databases represent logical extensions of the Museum's collections and their physical documentation, and are the property of the museum, along with all rights in such property.

The Museum supports a centralized software model/system for electronic collections databasing that is administered through the Systems Office, in contrast to separate divisional systems. Responsibility for this software model/system rests with the Systems Office, which coordinates with collections staff and curators to insure electronic database implementations that address both museum-wide and divisional needs.

Standards: Data Model

All curatorial Divisions at the Museum share a core history and philosophy, which is reflected in a core data model applicable to all Divisions. The Museum's electronic collections databases are maintained in a manner that preserves this shared data model while also allowing latitude to implement division-specific requirements. The Museum's data model maintains consistency with discipline-wide standards (e.g., the Association of Systematic Collections), with appropriate modification for the Museum's common agenda.

Standards: Data Elements

Where appropriate, the following core data elements that arise from the institutional data model are recorded for each specimen/object:

History of use, including formal transactions, conservation treatments, preparation techniques, states of physical condition and location within the Museum

Collecting event and related field data, including collector, date(s) of collection, details of collecting locality, and collecting method

Determination events, including authority, date(s) of determination, name applied, formal status and reference

Authority files and other methods of controlled vocabulary are implemented for specific electronic collections database elements whenever feasible, in order to minimize data transcription errors and inconsistencies and maintain compliance with the underlying data model. The Systems Office coordinates regularly with divisional staff to assess the accuracy of information in the electronic collections databases.

Access

Access to the hardware, operating systems, and underlying source/executable code that support the electronic collections databases is restricted to staff in the Systems Office. The ability to access and manipulate the content of the electronic collections databases is limited to users authorized by the Systems Office. Access to output from the electronic collections databases (e.g., printed reports, derivative electronic data made available to the scientific community through networking technology) is authorized by the collection managers and curators, in consultation with the Systems Office. The Systems Office insures appropriate physical and electronic access to the electronic collections databases and the integrity of the electronic collections database management system.

Ethical Computing

Collections staff will use only legally obtained computing software and hardware. All users of the Museum's electronic collections databases are expected to be familiar with and follow University-wide policies governing use of institutional computing resources, protocols established by the Museum's Systems Office, as well as division-specific procedures.

DEACCESSIONING POLICY

Specimens in the Museum's collections should be retained permanently if they continue to be relevant and useful to the Museum's purposes and activities and if they can be properly stored, preserved and used. Deaccessioning is the process of formally removing specimens from the permanent collections when these conditions no longer prevail, or in the interest of improving the quality of the collections to better fulfill the Museum's mission. Deaccessioning is carried out in conformity with Yale University's Revised Statement of Policy Regarding Collections (May 22, 1994), and in accordance with the procedures described below.

Guidelines for Deaccessioning

Specimens may be deaccessioned for one or more of the following reasons:

1. To carry out mutually beneficial exchanges of materials with other museums or educational or scientific institutions;
2. To remove material that is outside the Museum's scope of collections or does not relate to the Museum's mission;
3. To permit destructive analysis, provided that the information expected to be obtained is deemed to outweigh the value of the specimens and their possible future use;
4. To remove material that may be hazardous to health and safety, or to the preservation of other specimens;
5. To cull material that has minimal scientific, cultural, or educational value;
6. To remove material that has deteriorated to the point that it cannot be conserved and cannot be used.
7. To sell or exchange objects to provide support for enhancing Museum collections through acquisitions.
8. To repatriate required or requested material when deemed appropriate.

Deaccessioned material may not be transferred by any means to Museum curators, staff, research associates, or their families or representatives. In addition, funds received through sale of deaccessioned specimens shall be used only to enhance, conserve or support the Museum's collections.

Approval Required

The approval process for the deaccession of items from the Museum's collections depends on the nature of the material to be deaccessioned and on the intended disposition.

1. Deaccession of primary type specimens, extinct or endangered neontological species, or specimens of unique scientific or cultural value is generally not permitted. If, in exceptional circumstances, the Museum does wish to deaccession such material, the Director must consult with the Board of Curators, Yale faculty or, where appropriate, outside consultants specializing in the particular field, and then must obtain the approval of the Provost.
2. The approval of the Provost is required to deaccession material in order to comply with the Native Americans Graves Protection and Repatriation Act or any similar law.
3. Other collections items, including secondary types and figured, mentioned or measured specimens, may also be deaccessioned through exchange, donation, or sale with the approval of the Director if, in the judgment of the Curator-in-charge concerned, they are no longer essential to the purpose and activities of the Museum. Where appropriate the Director should consult with the Board of Curators or other specialists before approving such deaccessions.
4. Material of minor research or monetary value, or items that have lost their value through deterioration, may be deaccessioned by a Curator-in-charge or a curatorial designee without the explicit approval of the Director even if the material has in the past been accessioned or catalogued. However, in the case of previously accessioned material, a permanent record of the action must be kept by the division.

In accordance with the University's Revised Statement of Policy Regarding Collections (May 22, 1994), if the Museum wishes to sell or trade an asset that by its nature or subject might reasonably be of interest to another entity of the University, the Director should refer the proposed transfer to a Deaccession Committee appointed by the Director, pursuant to this University Policy.

Principles of Disposition

Methods of disposition for deaccessioned material include transfer to the Museum's education or exhibit programs; exchange or donation to another museum, educational, or scientific institution; sale; disposal; or destruction. The manner of disposition chosen should be in the best interests of the Museum, the scholarly and scientific communities it represents, and the public it serves.

The following principles should govern disposition:

1. Where appropriate, disposition should be within the Museum or to another educational or scientific institution.

2. Exchanges or privately arranged sales may be made only in exceptional circumstances, and with the approval of the Director. The Museum's collections will not be sold through the Museum Shop.
3. Where sale to members of the public is contemplated, such sales must be effectuated through generally accepted mechanisms such as through public auctions or dealers.
4. No material derived from federal lands will be sold.
5. Disposal of hazardous materials must follow applicable laws.

Revised and approved, Board of Curators, May 3, 2010

DEACCESSION PROCEDURES

When a division is considering the deaccession of material from its permanent collections, the following procedures must be followed:

1. No one other than a Curator-in-Charge or curatorial designee, the Director or Directorial designee or the Provost or Provostial designee may initiate the process of approving a request to deaccession, except as otherwise approved by the Yale Corporation.
2. Before disposing of any object from the collections, the Museum will make diligent efforts to ascertain whether it has good title to the objects and whether there are any restrictions on the use or disposition of the object.

In cases where the value of an object approximates \$5,000 or more, and where it appears that title is uncertain or the use or disposition is restricted, the Museum will consult with the University's Office of the General Counsel before any decisions are made regarding deaccessioning.

3. For materials requiring Provost or Director approval, all pertinent documentation relating to the item and proposed deaccession should be assembled by the division. This should include, but is not limited to, copies of relevant correspondence, a Deed of Gift Form, bill of sale, or other transfer of title, and associated data such as field notes, maps, and photographs, and any other relevant documentation. Appropriate documentation should be permanently retained by the division with a copy of the Deaccession Form (item 7 below).
4. If the Museum sells, exchanges or otherwise disposes of donated property within two years of receipt, there may be IRS reporting requirements relating to the deaccessioning. The division should, therefore, contact the Controller's Office to inform them about the disposition. The Controller's Office will determine whether there is any IRS reporting requirements associated with the disposition and will file the necessary forms after receiving the appropriate information from the Museum.
5. The division will establish a new database record for the deaccession in the Museum's registration system so that information pertinent to the deaccessioning can be tracked.
6. The division is responsible for completing a Deaccession Form, which must be signed by the Curator-in-Charge or curatorial designee of a division, and sending the form to the Director's Office, along with any other relevant documentation.
7. If the material to be deaccessioned is of more than minor scientific or monetary value (\$500), a Deaccession Form must be completed and signed by the Curator-in-Charge and then submitted for signature to the Museum Director or Director's designee and, in

exceptional cases, also to the Provost, following the guidelines specified in the Museum's Deaccession Policy.

8. All original Deaccession Forms are retained by the Director's Office and copies to be sent to the division for filing.

LOAN POLICY

Statement of Basic Principles

1. A loan is the temporary physical transfer of material without transfer of ownership. Loans are undertaken by the Peabody Museum as a matter of professional courtesy.
2. Loans are made on behalf of Yale University by a Curator or curatorial designee.
3. Because the University recognizes the Director as the primary custodian of the Museum's collections, the Director retains the final power to authorize loans or exceptions to policy.
4. Loans are made for non-commercial purposes.
5. Responsibility for the care and custody of material loaned by the Peabody Museum must be accepted in writing by a suitable institution through its authorized representative. Exceptions to this requirement can be made only by the Director on the advice of a Curator or curatorial designee.
6. In the case of incoming loans, only the Director, a directorial designee, a Curator, or a curatorial designee can accept material on behalf of the Peabody Museum.

Outgoing Loans - External

Requests from institutions outside the University to borrow Peabody Museum specimens for research or exhibit should be made in writing to the appropriate Curator or curatorial designee. Requests should include the following information: the purpose of the loan; a description of the material requested in as much detail as possible; and where, and under whose responsibility, the specimens will be housed while on loan.

The Museum loans only to institutions, not to individuals. A permanently employed institutional representative who has authority to bind the institution is named responsible for the loan. Investigators who are not located at, or affiliated with, an institution can make arrangements to have specimens sent to a nearby facility as long as a responsible member of that institution is willing to accept responsibility for the specimens, and provided that the specimens remain on the premises of that institution. Specimens requested by students, post-doctoral fellows, or emeritus faculty require endorsement by an appropriate Curator or current faculty member with authority to bind the institution, and will be considered the direct responsibility of the institution and the endorser.

Some specimens in the Museum's collections are not available for loan, including specimens judged too fragile or too environmentally sensitive to travel, and specimens needed for teaching or exhibition at the Museum. Some divisions do not loan type specimens, figured specimens, or single representatives of a taxon.

Loan requests will be reviewed by staff of the appropriate division, and when appropriate by the conservator. After review, loans must be approved by the Curator or curatorial designee. Environmental guidelines for material requested for exhibit will be specified by the conservator.

All specimens loaned from the Peabody Museum of Natural History are subject to the following stipulations:

1. The length of each loan will be specified at the time of the loan, and will generally not exceed one year. Requests for extensions should be made in writing to the appropriate division.
2. Loaned specimens may not be transferred or forwarded to another individual or institution, even if the person who requested the loan changes institutional affiliation, without prior written permission from the responsible Peabody Museum Curator or curatorial designee.
3. Specimens on loan for research should be housed securely and according to professional standards. Specimens should be protected from extremes of temperature and humidity, from insects, vermin, and dirt. Light-sensitive specimens should be protected from light when not being studied.

In the case of loans for exhibit, the Peabody Museum Conservation Department will specify handling and mounting methods, and lighting and security guidelines. In some cases, a borrowing institution will be asked to submit a facilities report before an exhibit loan can be approved.

4. Specimens should not be sampled, dissected, prepared, molded or otherwise replicated, remounted, reframed, repaired, coated for photography, fumigated, or in any way altered without prior written permission from the appropriate Curator or curatorial designee.
5. Exchange or permanent retention of a duplicate specimen is permitted by some divisions of the Museum by arrangement in writing with the Curator or curatorial designee.
6. Documentation affixed to specimens such as accession or catalogue numbers must not be altered or discarded. The Museum should be notified of taxonomic changes when material is returned.
7. Specimens returning from loan are the responsibility of the borrower until received by the Peabody Museum. Returning specimens, which must be accompanied by an invoice, should be packed properly and with the same care as they were when sent out, and returned by the same shipping method, or as specified by the division at the time of return.
8. The Curator and staff of the division loaning a specimen will indicate the appropriate value for insurance on the loan form; returning specimens should be insured for this

value. When specimens are valued at more than \$2,500, the Assistant Director for Collections and Operations should be consulted.

9. In the case of research loans, the borrower must agree in advance to cover the cost of return shipping and return insurance. Reimbursement may be required for additional expenses such as construction of shipping crates, outward shipping, and couriering.

For exhibit loans, the borrower must agree in advance to provide all-risk, wall-to-wall insurance and to cover all packing and shipping costs. Reimbursement may also be asked for conservation treatment, for fabrication of exhibit mounts, and for couriering.

10. The Peabody Museum should receive credit in exhibit labels, catalogues, and publications based on the use of specimens from its collections. The acronym "YPM" should be used to cite the Museum's specimens (unless otherwise specified by the division). Authors are asked to send two reprints of any publication based in whole or in part on material loaned from the Museum.

Failure to follow the Museum's policies may jeopardize the borrowing institution's future loan privileges.

Outgoing Loans - Intramural

An intramural loan is a temporary physical transfer of material to another organization within Yale University.

Requests from such organizations to borrow Peabody Museum specimens for research or exhibit should normally be made in writing to the appropriate Curator or curatorial designee. Requests should include the following information: the purpose of the loan; a description of the material requested in as much detail as possible; and where, and under whose responsibility, the specimens will be housed while on loan.

Specimens requested by students, post-doctoral fellows, or emeritus faculty require endorsement by an appropriate Curator or current faculty member, and will be considered the direct responsibility of the endorser.

Some specimens in the Museum's collections are not available for loan, including specimens judged too fragile or too environmentally sensitive to travel, and specimens needed for teaching or exhibition at the Museum. Some divisions do not loan type specimens, figured specimens, or single representatives of a taxon.

Loan requests will be reviewed by staff of the appropriate division, and when appropriate by the conservator. After review, loans must be approved by the Curator or curatorial designee.

All Peabody Museum specimens loaned intramurally are subject to the following stipulations.

1. The length of each loan will be specified at the time of the loan, and will generally not exceed one year. Requests for extensions should be made in writing to the appropriate division.
2. Loaned specimens may not be transferred or forwarded to another individual or institution, even if the individual who requested the loan changes institutional affiliation, without prior written permission from the responsible Peabody Museum Curator or curatorial designee.
3. Specimens on loan for research should be housed securely and according to professional standards. Light-sensitive specimens should be protected from light when not being studied. In the case of loans for exhibit, the Peabody Museum Conservation Department will specify handling and mounting methods, and lighting and security guidelines.
4. Specimens should not be sampled, dissected, prepared, molded or otherwise replicated, remounted, reframed, prepared, repaired, coated for photography, fumigated, or in any way altered without prior written permission from the appropriate Curator or curatorial designee.
5. Exchanges or permanent retention of a duplicate specimen is permitted by some divisions of the Museum by arrangement in writing with the Curator or curatorial designee.
6. Documentation affixed to specimens such as accession or catalogue numbers must not be altered or discarded. The Museum should be notified of taxonomic changes when material is returned.
7. Specimens returning from intramural loan are the responsibility of the borrower until received by the Peabody Museum. Returning specimens, which should be accompanied by an invoice, should be packed properly and with the same care as they were when sent out. It is the responsibility of the borrower to make proper arrangements for the return of materials to the Peabody Museum, and to inform the loaning division of these arrangements.
8. The Peabody Museum should receive credit in exhibit labels, catalogues, and publications based on the use of specimens from its collections. The acronym "YPM" should be used to cite the Museum's specimens (unless otherwise specified by the Division). Authors are asked to send two reprints of any publication based in whole or in part on material loaned from the Museum.

Failure to follow the Museum's policies may jeopardize future borrowing privileges.

Incoming Loans

The Peabody Museum accepts loans for research and for special exhibits. All transactions

whereby specimens and documentary materials are brought into the Museum must be covered by a written agreement. It is the responsibility of the borrower to ensure that necessary documentation, including required permits, is in place for loans involving specimens covered by protective legislation and treaties such as the Endangered Species Act, CITES, NAGPRA, etc. The Peabody Museum will not borrow specimens that are known to have been collected or imported in violation of state, federal or international restrictions, or which may otherwise place the Museum in a compromising legal or ethical position.

Anyone who borrows material in the name of the Peabody Museum must agree to abide by these conditions.

1. Research Loans. A request to borrow research specimens from another institution or individual should be made in writing. Loans for use by students, post-doctoral fellows, and others are accepted only with the written endorsement of the appropriate Peabody Museum Curator. All incoming loans must be signed for by the Curator or curatorial designee of the appropriate division, and processed both in and out by that division.

Insurance arrangements for incoming loans should be based on the value placed on the loan by the lender. When specimens are valued at more than \$2,500, the Assistant Director for Collections and Operations must be consulted.

All conditions set on an incoming loan must be reviewed by the curator. Conditions set on use and storage of specimens must be achievable. Once accepted, conditions are binding, and the Museum will make every effort to adhere to these restrictions. No portion of an incoming loan may be transferred to a location or person that has not previously been approved in writing by the lending institution. Borrowed specimens may not be altered in any way without written permission. It is the responsibility of the borrower to see that a loan is returned in a timely fashion.

Specimens that are damaged or lost while at the Peabody Museum must immediately be documented in writing, and the lending institution must be notified. Questions about insurance or other costs relating to damage or losses must be referred to the Assistant Director for Collections and Operations

2. Exhibit Loans. A request to borrow specimens for exhibit at the Peabody Museum must be made in writing by either the Director or directorial designee or the appropriate Curator or curatorial designee. When an exhibit loan has been approved, originals or copies of the loan agreement, releases, environmental requirements, or other written agreements are given to the Assistant Director for Collections and Operations who, in consultation with the concerned division(s), oversees arrangements for insurance, shipping, unpacking and repacking. The conservator completes condition reports in consultation with the division, and oversees compliance with conditions (mounting method, environmental considerations, etc.) set by the loaning institution.

Revised and approved, Board of Curators, May 3, 2010

INSTRUCTIONS REGARDING USE OF SPECIMEN TRANSACTION FORMS

A. OUTGOING LOANS (Formal Procedures)

This set of forms should be used when the Museum requires assurance from the borrower, before specimens are sent, to abide by the conditions set out on the back of the form. The letter "A" is appended to all forms to be used for this purpose.

- Form 1A. **Loan Agreement, White.** This form should be sent or faxed, signed* by the borrower, and returned, before specimens are shipped. Use of this form insures that the borrower has agreed to meet the conditions of the Peabody Museum's loan policy.
- Form 2A, B. **Loan Record, Pink.** This form should be placed in the division's files when a loan transaction is initiated.
- Form 3A, B. **Loan Agreement, Blue.** This form should be sent to and retained by the borrower as a record of the loan agreement.
- Form 4A, B, D. **Packing List, Yellow.** This is to be inserted in each box shipped as a record of its contents.
- Form 5A, D. **Acknowledgment of Specimens Received, White.** This form should be sent when specimens are shipped. It should be signed and returned by the borrower to acknowledge receipt of the material.

B. OUTGOING LOANS (Informal Procedures)

This set of forms does not require the borrower's signature before specimens are sent. These forms may be used in place of "A" forms when a borrower is well known to a division and is familiar with the Museum's loan policies. The letter "B" is appended to all forms to be used under these circumstances.

- Form 1B. **Loan Agreement and Acknowledgment of Specimens Received, White.** This form may be used in place of form 1A in cases where a division has a long-standing relationship with a borrower and prefers to send the loan agreement at the same time that specimens are shipped. It must be signed and returned by the borrower upon receipt of specimens.
- Form 2A, B. **Loan Record, Pink.** This form should be placed in the division's files when a loan transaction is initiated.

*An original signature is required; faxed signatures are not acceptable.

Form 3A, B. **Loan Agreement, Blue.** This form should be sent to, and retained by, the borrower as a record of the loan agreement.

Form 4A, B, D. **Packing List, Yellow.** This is to be inserted in each box shipped as a record of its contents.

C. INCOMING LOANS

These forms should be used when borrowing from private individuals or other lenders who do not have loan forms of their own, or who prefer to use Peabody Museum loan forms. All forms to be used for incoming loans contain the letter "C".

Form 1C. **Incoming Loan Agreement, White.** This form should be filled out and sent to a lender (with Form 3C) with a formal request to borrow a specimen. The lender should supply the valuation, sign the form, and return it (with Form 3C) to the Museum to be countersigned and filed with divisional records.

Form 2C. **Incoming Loan Record, Pink.** This form acts as a record of the request to borrow the material, and is to be retained in divisional files until the specimens are returned to the lender.

Form 3C. **Incoming Loan Agreement, Blue.** This form should be sent to a lender (with Form 1C). The lender should supply the valuation, sign the form, and return it (with Form 1C) to the Museum to countersign. The Museum should return the form to the lender before specimen is shipped.

D. OUTGOING TRANSACTIONS - LOAN RETURNS, EXCHANGES, DONATIONS, etc.

These forms should be used as appropriate for all outgoing transactions other than loans of Peabody material, including return of loans from other institutions, exchanges, or donations. These forms intended for miscellaneous uses contain the letter "D".

Form 5A, D. **Acknowledgment of Specimens Received, White.** This form should be sent at the same time specimens are shipped. It should be signed and returned by the recipient to acknowledge receipt of the shipment.

Form 6D. **Outgoing Transactions, White.** This multi-purpose form is intended to record exchanges, returns of material borrowed, etc.; it is to be retained in divisional files.

Form 7D. **Outgoing Transactions, Blue.** This form should be retained by the recipient of an exchange, etc., as a record of the transaction.

Form 4A, B, D. **Packing List**, *Yellow*. This is to be inserted in each box shipped as a record of its contents.

COLOR CODES

White - constitutes the final archival document of divisional activities with regard to incoming and outgoing loans, exchanges, and other transactions.

Pink - indicates outstanding loan (outgoing or incoming) that the division needs to track until material is returned.

Blue - indicates a document to be retained by the other party to a loan or other specimen transaction.

Yellow - indicates a packing list to accompany outgoing specimens.

COLLECTIONS USE AND ACCESS

It is the policy of the Peabody Museum of Natural History to encourage use of its collections for research, publication, exhibition, education and other purposes. The nature and conditions of such use must be consistent with the Museum's responsibility to care for and preserve its collections. Access to fragile or culturally sensitive materials may be restricted.

Access to collections can normally be granted only by a Curator or curatorial designee of a division. The granting of access to a user does not carry with it the right for the user to give others access to the collections. Access to collections may be denied (or the right of access revoked) if any person abuses this privilege, mishandles specimens, or has a poor record of returning borrowed specimens.

The Peabody Museum should receive credit in publications based on the use of specimens from its collections. The acronym "YPM" should be used to cite the Museum's specimens (unless otherwise specified by a division). Authors are asked to send two reprints of any publication based in whole or in part on material belonging to the Museum.

Procedures

Collections are normally available during Museum office hours, subject to the availability of study space, of facilities, and of appropriate curatorial staff. If the user requires any special services such as preparation, heavy lifting, access to exhibits, or special equipment, this need should be indicated in advance. Users from outside the University are normally required to make an appointment in advance, stating their reason for using the collections. Some divisions may require application in writing. Users are required to demonstrate competence in handling specimens and willingness to comply with security arrangements and other regulations.

Each division is encouraged to formulate a set of guidelines for use and access of collections to distribute to visitors and students, and to file a copy of these guidelines with the office of the Assistant Director for Collections and Operations.

Each division should keep a record of users including name, date, institution affiliation, and purpose of visit.

Access to Records

The Museum reserves the right to restrict access to sensitive information such as identity of donors, valuations, storage locations, or locality data.

The Museum reserves the right to restrict use or publication of images of specimens or Museum documentation.

Revised and approved by the Board of Curators, May 3, 2010

TECHNICAL ANALYSIS AND DESTRUCTIVE SAMPLING POLICY¹

Statement of Basic Principles

It is the policy of the Peabody Museum of Natural History to foster and promote research on its collections consistent with the preservation and protection of the collections for the use and enjoyment of future generations. To this end, the Museum considers requests for destructive sampling and technical analysis of objects in its care when the potential contribution to scientific knowledge outweighs the defacement or loss of a specimen.

Requests for analysis or destructive sampling will be considered in light of the following criteria:

1. The purpose and merit of the study, and the appropriateness of the proposed analytical methods.
2. The demonstrated competence of the researcher in the proposed methods.
3. The potential to compromise future analyses.
4. The availability, or rarity, of equivalent material.
5. The proposed dissemination of the results of the analysis.

Special consideration is warranted for certain classes of object such as type specimens, objects of special scientific, historic or monetary value, objects not well represented in the Peabody Museum's collections, or objects of a sensitive cultural nature.

Procedures

Researchers who wish to sample an accessioned specimen or object must complete a Technical Analysis/Destructive Sampling Request and return it to the appropriate division of the Museum.

Requests will be evaluated and approved by the Curator or curatorial designee, who will also approve selection of the objects to be sampled. If, in the Curator's judgment, the analysis or sampling request warrants further consultation because of a specimen's special significance, additional evaluations should be sought.

All samples and any portions thereof not destroyed during analysis must be returned to the Museum. The researcher must supply the Museum with sample control numbers if those are different from the Museum's specimen numbers.

¹Destructive sampling is defined as any process which physically alters or consumes all or part of a specimen.

If specimens requested by a researcher are to be totally consumed, then the researcher's request will be treated as a request to deaccession specimens, and will be governed by deaccessioning policies and procedures.

The researcher is expected to supply the Museum with a short summary report and copies of the raw data as well as reports, publications, or unpublished manuscripts which refer to the borrowed material.

ACCESS TO PEABODY MUSEUM COLLECTIONS ROOMS AND SECURE AREAS IN CASE OF EMERGENCY

An emergency is defined as a situation in which there is evidence of (1) smoke or fire, (2) steam or (3) water leakage.

Keys to all collections rooms and other secure areas will be kept in a separate, secure cabinet in the Security Office. Access to this cabinet will be limited to the following: the Director, the Assistant Director for Collections and Operations, the Head of Peabody Security and Operations, and the Visitors Services Manager.

Notices will be posted on doors of all storage rooms specifying procedures to be followed in case of an emergency. Copies of this information will be filed in the guards' Procedures Manual. Whenever a room is entered in response to an emergency, the event will be recorded in an Incident Report From noting date, time, names of people entering the room and description of the emergency with copies sent to the Assistant Director for Collections and Operations and the Curator-in-Charge or curatorial designee of the division affected.

Emergencies during Office Hours

In case of fire or smoke, the discoverer should pull the fire alarm, and then call 111 and report the emergency directly to the University Police dispatcher. Then the discoverer should notify the Museum duty guard (432-3738 or 432-8974).

In case of steam or water leakage, the discoverer should notify the duty guard.

The duty guard will contact all the following:

Head of Peabody Security and Operations
Senior divisional personnel, if not already present - (Curator(s) and/or Collections Manager, as specified in priority listing provided by each Division)
Assistant Director for Collections and Operations
Director

The above will proceed directly to the room in question as appropriate, assess the problem, and take necessary action.

Emergencies out of Office Hours

In case of fire or smoke after hours, the discoverer should pull the fire alarm, and then call 111 and report the emergency. The University Police will take appropriate action, and will simultaneously contact the Head of Peabody Security and Operations who will in turn follow the above emergency contact protocol. If the Peabody Head of Security and Operations cannot be contacted, the Police will contact the Assistant Director for Collections and Operations, the

Director, or another member of Senior Staff, who will contact senior divisional personnel and other staff as appropriate.

In case of water emergencies that occur out of office hours, but while the Museum is open and there are guards are on the premises, the discoverer should call the duty guard. The duty guard will call the Physical Plant emergency number and report the problem, and will then follow the emergency contact protocol above.

If the Museum is closed and there are no guards on the premises, the discoverer should call the Physical Plant emergency number (432-6888) and report the problem. The discoverer should then follow the emergency contact protocol posted on the door of the room in question.

**ACCESS TO PEABODY MUSEUM COLLECTIONS ROOMS AND SECURE AREAS
IN CASE OF EMERGENCY: PROCEDURAL POINTS**

Guards will be instructed by Head of Security, Assistant Director for Collections and Operations, and divisional staff in collections care issues. Guards will become familiar with location of collections rooms.

Each Division should list order of personnel to be contacted in case of emergency, with telephone numbers, for use of guards, Head of Security, etc.

A key to the Emergency Equipment Store should be the OOPP key, so that everyone with access to the building also has access to the Emergency Equipment Store.

TEMPORARY CUSTODY POLICY

Objects may be taken into temporary custody by the Peabody Museum to accomplish an objective of particular interest to the owner. Curators, curatorial designees, or employees of the Public Education Department may accept objects in temporary custody.

A Temporary Custody Receipt will be issued for objects held in temporary custody. The Museum will give objects left in custody the same care provided similar objects of its own, but it assumes no additional responsibilities or liabilities in regard to such objects.

Museum personnel cannot make statements regarding the monetary value of an object, nor are they or the Museum liable for statements concerning the authenticity of objects.

Objects may remain in temporary custody for 180 days unless otherwise specified on the Temporary Custody Receipt. After this time, every effort will be made to contact the owner. A postcard and email (if available) will be sent asking the owner to retrieve the object(s).

Any objects not claimed by the owner within 90 days of the expiration of the temporary custody agreement may be disposed of at the discretion of the Museum. It is the responsibility of the owner to keep the Museum apprised of any changes in address.

USAGE RIGHTS AND REPRODUCTIONS POLICY

The Peabody Museum of Natural History makes available images, text and data on the Museum and its collections to scholars, students and the general public. Any use of Peabody Museum images, text and data is governed by the conditions printed on the Museum's Permission Request and Agreement Form. Fees, including research fees, may be charged by the Museum depending on the extent of the services provided, the rights required, and the nature of use.

Images, text and data may be requested for Personal, Scholarly, or Commercial Use. The Museum grants permission for the Personal or Scholarly Use of images, text and data for reproduction for personal, educational or academic purposes without personal or corporate gain (e.g., for study, teaching, theses, and published research). There is usually no fee for Personal or Scholarly Use of Peabody Museum materials, but the Museum reserves the right to charge fees for future use. The Museum requests that a copy of any publication that includes Peabody materials be provided to the appropriate Division(s) or to the Museum Archivist.

When permission is granted for Commercial Use, images, text and data may be reproduced for personal or corporate gain in publications, such as textbooks and field guides, and in films, television, electronic media and other commercial products. The Museum reserves the right to regulate the nature and limit the duration of Commercial Use, to set fees, and to require that copies of any publication or product that includes Peabody materials be provided to the appropriate Division(s) or the Museum Archivist.

USAGE RIGHTS AND REPRODUCTION PROCEDURES

Procedures for Requests to Use Yale Peabody Museum Images, Text and Data

A. Inquiries for images shall be directed as follows:

1. Inquiries for *The Age of Reptiles* or *The Age of Mammals* murals, or images or text from Peabody Museum publications, will be directed to the Publications Office.
2. Inquiries for archival material (famous specimens, history of celebrated personalities associated with the Peabody Museum, etc.) will be directed to the Peabody Archivist.
3. Inquiries for specimens, artifacts, data, photos and/or illustrations in the care of a specific division will be directed to the Collections Manager of the appropriate division.

B. For scholarly and personal (non commercial) use the recipient of the inquiry will use the *Divisional Agreement Form* (rev. 4/98).

When the form has been completed and assessed, the Collections Manager or Archivist should check off the appropriate credit line and sign the bottom. A copy of the signed form shall be provided to the client and a copy should be maintained in the divisional or archival files.

Invoices for photographic/research services may be required. The Publications Office may assist in this process. Copies of any invoices will be provided to the Business Office.

C. For commercial or unusual requests, curatorial approval is required. Processing of the inquiry should be referred to the Publications Office. The Publications Editor will work with the Collections Manager or Archivist to determine the appropriate terms and conditions for the usage requested. Copies of the *Permission Request and Agreement Form* (rev. 2/98) will be maintained in the Publications Office and the divisional or archival files.

For commercial uses, fees for the right to reproduce Peabody Museum images, text and data and other associated fees will be determined by the Publications Office, under the direction of the Assistant Director for Collections and Operations of the Museum.

D. A copy of the signed form shall be provided to the client with the requested materials and an invoice.

Procedures for Handling Requests for Personal and Scholarly Photography/Filming at the Yale Peabody Museum

All requests for permission to photograph objects for personal and scholarly purposes must be submitted in writing. Requests shall be directed to the Collections Manager of the specific division.

The completed Agreement Form will be used to detail the requirements of the request and assess the usage requested. Approval for unusual requests must be obtained from the appropriate

Curator or curatorial designee or, in their absence, from the Director **or directorial designee** of the Museum. A copy of the signed Agreement Form will be provided to the client.

Procedure for Handling Requests for Commercial Filming and Photography Shoots at the Yale Peabody Museum

Inquiries about filming or doing a photo shoot at Peabody Museum shall be directed to the Publications Office.

The Publications Office staff will require the following from the client:

A preliminary request in writing (using Request for Film/Photo Shoot in the Peabody Museum of Natural History, Yale University) that states:

- the purpose of the shoot (which may include an outline or script)
- the time, date and location(s) of the shoot within the Peabody Museum
- the estimated length of time needed
- the nature of the electrical equipment required for the shoot (for the Peabody Museum to determine electrical needs and personnel needs)
- the number of crew members and who they represent
- the names and authority of the contact person(s)
- the person in charge at the shoot

The Business Office will then:

1. Provide a copy of the proposal to the Curator(s) of the collection being filmed/photographed or the Curator of the collection(s) in the rooms to be used for the shoot.
2. Request approval from Curator(s). If the Curator(s) of the designated collection(s) is unavailable, the Director of the Museum shall determine approval.
3. Provide a copy of the proposal to:
 - the appropriate Collections Manager(s)
 - the Assistant Director of Collections and Operations
 - the Operations Manager
 - the Construction Shop

Questions regarding the proposal should be brought to the attention of the Curator or curatorial designee.

4. Determine with the Operations Manager, Collections Manager(s) and Construction Shop the number of Peabody Museum staff needed for the shoot. The number of staff needed will be a factor in the final determination of cost to client:
 - At least one staff member from the collections staff must be present to ensure the safety and security of specimens.

- At least two guards must be present: one for general security of the Museum, one to oversee the shoot.
 - At least one person from the Construction Shop must be present, with additional personnel to be determined by the equipment requirements of the photo/film crew.
5. Coordinate dates and times with the Operations Manager and book space in the Peabody Museum.
 6. Provide a preliminary invoice to the client based on a basic four-hour rental fee and charges for additional staffing.
 7. The Publications Office will obtain the client's certificate of insurance.
 8. Prepare a contractual letter of agreement including the final agreed on fees (to be negotiated by the Publications Office.

PEST CONTROL POLICY

The Peabody Museum of Natural History strives to provide a good preservation environment for collections while ensuring a healthy environment for staff, volunteers and the public.

Recognizing that no single method of controlling pests in museums can be fully effective, the Museum pursues a policy of integrated pest management, employing a range of preventive techniques to achieve a better level of control than can be achieved through strictly chemical approaches. This method seeks to exclude pests from entering the buildings and collections areas, to monitor for early signs of pest activities, and whenever possible to employ non-chemical control methods such as freezing or anoxic techniques to eliminate active infestations; pesticides will be used only after all other less toxic approaches have been exhausted.

Pest management is considered to be a regular collection management activity. All Museum staff must clearly understand their roles in pest management and the effects of their activities on preventing or permitting pest survival. A Pest Control Committee (PCC) named by the Director will implement and oversee the Museum's pest control program. Each area of the Museum will be governed by a zone designation that describes the level of pest management appropriate to that space. Specific zone designations are established by the Director according to the principles outlined below and in consultation with the PCC, the curators, and the occupants of each area. The PCC provides training for Museum staff in pest detection and identification, supplies trapping devices and other necessary materials, and advises on the placement of monitoring devices and the implementation of other pest control measures throughout the Museum.

Pesticides may be employed for pest eradication only when other methods will not be effective, and only after consultation, and with the prior approval, of the PCC. Prophylactic use of pesticides is not permitted in Museum buildings except under extraordinary circumstances, and only when the health of the Museum staff and visitors will not be compromised. The use of pesticides must conform with state and federal regulations. A permanent record of all pesticide use must be maintained by the division; copies must be filed with the PCC.

This approach to pest management -- discouraging pest access, monitoring pest occurrences, and following appropriate eradication procedures -- will better protect collections and will reduce the need to expose Museum staff, collections users, and collections to toxic control substances.

PEST CONTROL PROCEDURES

GENERAL GUIDELINES

All Museum buildings will be inspected annually by the Operations Manager for settlement cracks, holes, faulty gaskets, missing screens, gaps around doors, and other potential points of pest entry. Plumbing fixtures and seals around pipes and conduits will be inspected periodically by the Operations Manager to be sure pests are denied a water source and entry points.

Appropriate repairs must be initiated promptly. Bird or wasp nests on the exterior of the structure will be removed. Vegetation such as ivy and tree branches will be kept clear of building walls. Exterior doors, including the loading dock door, will be kept closed when not in use; doors must never be propped open. Refuse must be securely bagged and removed from the loading dock area frequently to avoid attracting pests. Modifications to the exterior or interior of Museum buildings, and choice of new furniture, fittings and storage equipment are best guided by considerations of improved pest control. Exhibit design should also be guided by integrated pest management criteria, as should arrangements for Museum events.

All Museum staff should remain alert for signs of pest activity. In the event that activity is discerned, staff members must fill out a Pest Incident Report Form and submit it to the head of the PCC. This includes observations of pests known to be hazardous to collections anywhere in the Museum complex or of any conditions in the building favorable to pest development. A list of pests potentially harmful to collections is found in Appendix A of this document.

The Museum buildings must be kept as clean as possible. Objects that rest on the floor must be arranged so that it is possible to clean under and behind them. All floors, both carpeted and uncarpeted, will be vacuumed regularly with special attention to corners, edges, and closets to clean up debris that provides a food source for pests. Uncarpeted floors in non-collections areas should be wet-mopped only as needed, followed by dry mopping to keep moisture to a minimum.

All food and food remains must be kept in well-sealed containers. Any area where human food is stored or prepared, such as kitchen facilities, must be kept immaculate. When food is consumed in the Museum buildings, the area must be cleaned up immediately; food remains and wrappers must be deposited in a designated sealed bin.

In keeping with University policy, no pets, including fish, birds, dogs, and insects, may be kept in Museum buildings or brought in on a habitual basis by Museum staff or students.² Vertebrate animals used for research are regulated under Yale University's Protocol on Animal Care and Use, and are not allowed in Museum buildings. Invertebrate animals used in research, as well as arrangements for storing their food and cleaning their cages, must be approved by the PCC before being brought to the Museum. Live animals may be brought into the auditorium for programs after consultation with the PCC. Animals used in the Discovery Room must be approved by the PCC.

²"Health, safety and courtesy reasons preclude the presence of pets in the workplace." Yale University Personnel Policies and Practices Manual, 1993, p. 61.

All collections areas are subject to zone protocol. Pest control protocols must be conscientiously followed in all areas where collections are housed, studied, or processed. Even when specimens are themselves inorganic, specimen labels are vulnerable to pest damage. Furthermore, adjacencies and shared environmental systems require that all divisions adhere to the same standards delineated in the zone descriptions, and all divisions must continuously monitor for pests. The PCC will advise collections staff on the choice and placement of pest traps in collections storage and work areas, and in adjacent administrative space. Traps will be inspected according to a schedule established by the PCC, in consultation with the division, to meet individual requirements. Pest Report Forms will be supplied to document trap inspections as well as incidental pest sightings; the PCC is available to assist with identification where necessary. These forms, which will be filed in the division, are reviewed by the PCC in order to monitor outbreaks from a broad Museum perspective. Immediate reporting of certain pest species is required to safeguard against their spread throughout the Museum (see appendix A).

Specimens and packing materials coming from other institutions, as well as unprepared or freshly-prepared specimens from any source, are potential carriers of pests. The curatorial staff of each division can determine whether freezing, cleaning, or other treatment is required before specimens are brought into collections areas.

ZONE DESCRIPTIONS

Each Museum space has been given a zone designation (red, yellow, or green) according to the level of pest management required. Zone designation is based on the proximity of a space to vulnerable Museum specimens and on activities occurring in that space. In addition to these restrictions additional, more stringent conditions may be imposed by the appropriate Curator. Zone definitions are as follows:

Red Zone: Spaces designated red zone are used solely for collections storage, and are the most tightly controlled areas in the Museum. Red zones are effectively sealed against pests.

- * All incoming specimens must be immediately unpacked and treated or inspected carefully to ensure that they are pest-free before being brought into a red zone.
- * No unopened boxes, packing materials or other non-collections items may be stored in a red zone.
- * Items such as briefcases, knapsacks and coats may not be brought into a red zone. Live plants or animals are not permitted under any circumstances.
- * No food or drink may be brought into a red zone.
- * Special attention should be paid to maintaining seals around doors, pipes and conduits located in red zones. Doors must be kept closed except for access.
- * Red zone monitoring programs are designed specifically to the needs of the collection.

Yellow Zone: Yellow zone spaces include collections rooms which cannot be effectively sealed against pests, or which are used also as offices and collections management areas as well as non-collections administrative offices, faculty offices, research specimen rearing facilities, the construction shop, and some collections rooms.

- * All incoming packages must be immediately unpacked and treated or inspected carefully to ensure that they are pest-free.
- * Packing materials and other non-collections items stored in a yellow zone must be clean and stored in as orderly a fashion as possible. Objects that rest on the floor must be arranged in such a way that it is possible to clean around and beneath them.
- * Because potted plants, flowers, wool rugs, etc. often carry unseen pests, they should be inspected by the PCC when they are brought to the Museum, and monitored thereafter by the owner. Standing water under plants must be avoided because it is a pest attractant.
- * Food and drink are allowed in yellow zones. Food should be stored in well-sealed containers. The area must be cleaned up and food wrappers and food remains must be deposited in a designated sealed bin immediately after a meal.
- * Special attention should be paid to preventing pest access around doors, windows, pipes and conduits located in yellow zones.
- * Most yellow zone spaces will depend on visual monitoring for pests. Personnel in yellow zone rooms should be alert to, and report, the presence of pests.

Additional guidelines for special yellow zone areas:

Administrative Areas: Administrative areas of the Museum must be regularly cleaned. Routine custodial cleaning includes daily trash pickup and weekly vacuuming of floors, with wet mopping as needed. Office decorations are subject to inspection by a member of the PCC.

Green Zone: Most public areas of the Museum including the exhibit halls, the auditorium, classrooms, the Museum Gift Shop, the Discovery Room, kitchens, and most corridors are designated green zone.

- * All green zone areas are covered by the General Guidelines outlined above.

Additional guidelines for special green zone areas:

Exhibit Halls: No food or drink is allowed in exhibit or other public areas of the Museum except at scheduled receptions. Food refuse must be cleaned up and removed from the building immediately after an event, and floors must be vacuumed as soon as possible. No potted plants may be used as decoration in the Museum's public areas. Cut

flowers may be used for special events, but must be removed from the building immediately after the event.

Whenever possible, organic specimens on exhibit will be enclosed in sealed cases. Exhibits that include organic specimens will be visually inspected monthly by the conservator and/or preparator. Sticky traps included in these exhibits should be inspected every three months by divisional, conservation, or preparation staff. Exhibit cases with organic specimens should be vacuumed with a HEPA vacuum as needed. Dioramas require regular visual monitoring by a member of the PCC as well as monitoring with sticky traps. When organic specimens are removed from exhibit, they must be inspected and/or treated by the appropriate division before being returned to collections processing or storage areas.

Kitchens: The sink and counters must be cleaned after use. Dishes and utensils must be washed immediately after use and put away, leaving counters clear. The staff member who is in charge of any event that includes food is responsible for seeing that kitchen use follows these guidelines, and that food is disposed of and dishes cleaned by the end of the day.

The Museum Gift Shop: Because the Museum Gift Shop handles materials vulnerable to pest activity, including wool, feathers, fur, and wooden artifacts, it is essential that the staff be alert for pests and follow rigorous pest control procedures. Organic materials brought to the Museum for sale in the Gift Shop must be inspected for pests by Gift Shop staff immediately upon arrival. In case of any uncertainty, the object in question will be immediately isolated in a sealed plastic bag, and the PCC consulted.

Discovery Room: Because of the nature of the materials in the Museum's public education programs and the variety of ways in which they are used, the potential for pest activity in these spaces is high. For these reasons, the Public Education Department must adhere closely to the Museum's pest control protocols.

No live material, plant or animal, will be brought into the Discovery Room without prior clearance and possible inspection by the PCC. Non-living organic materials from outside the Museum that are vulnerable to pest infestation--teaching specimens, animal food, craft materials--must be frozen before being brought to the Discovery Room (see guidelines on freezing). Such materials will be stored in pest-proof containers when not in use, and inspected regularly for signs of pest activity. Education staff must be continuously alert for signs of pests associated with animal colonies and potted plants. Animal enclosures will be kept clean and secure so that potential pests can neither enter nor escape.

The Discovery Room will be vacuumed at least once a week with special attention to corners, edges, and beneath and behind furniture. Pest-monitoring will also be carried out as needed using sticky traps. Traps will be inspected by Discovery Room staff, and results reported to the PCC.

The Public Education Collection is to be treated as much as possible in the

same manner as the Museum's permanent collections. Incoming material should be carefully inspected and/or frozen to insure that it is pest-free before being stored with other material in the collection.

The PCC will consist of a representative from the Office of the Assistant Director for Collections, Conservation, the Operations Manager, the area manager for custodial services, a representative from the Public Education Department, a representative from the collections divisions, and a permanent guard. The PCC will meet quarterly to review the implementation of the Pest Control Policy and to address the concerns of all parts of the Museum.

Zone designations will be assigned after discussion between members of the PCC and room occupants. A monitoring and reporting program appropriate to the needs of each will be established.

FREEZING FOR PEST CONTROL

Procedural Guidelines

Freezing according to the guidelines below has been shown to be effective in controlling all known museum pests. The procedure is safe for almost all materials, but should be used with caution for materials containing metal armatures and support wires, as moisture may condense on the metals and lead to corrosion.³

The following procedures should be followed for eradication of pests in anthropological and natural history specimens:

1. The freezer used must be able to reach a temperature of -20°C or, preferably, -25°C or colder to ensure eradication of all life stages. (Most domestic chest and upright freezers reach -20 to -25°C. A commercial ice cream hardening freezer reaches -45°C.)
2. Specimens or artifacts to be frozen should be sealed in partially evacuated, heavy-duty polyethylene film. Plastic garbage bags can be used as long as they are sealed to prevent air circulation; an absolute airtight seal is not necessary. Where appropriate, specimens may be bagged and frozen in their drawers.
3. Materials to be frozen should be kept at room temperature (above 18°C) until ready to be placed in the freezer. As soon as the material is bagged for freezing, insects may respond to the environmental change and try to escape; therefore seal and freeze immediately. Mark all bags with the date of freezing.
4. Ideally, there should be adequate air circulation around the object in the freezer to allow it to cool to 0°C in four hours or less. The temperature should remain at -20 to -25°C or colder for a period of at least one week.⁴ Thermo-couples may be used to record the time/temperature parameters of the freezing procedure, i.e. the rate of cooling and thawing, and the time the specimen is held at the minimum temperature.
5. After freezing is completed, a slow rate of warming is thought to be desirable, particularly for artifacts that are fragile or that are composed of several different materials. This can be achieved by slowly increasing the temperature of the freezer, or by transferring specimens from the freezer to a refrigerator or cold storage area to thaw.
6. Polyethylene should not be unsealed until specimens have reached room temperature and no condensed water remains on the outside of the bags. Bags may then be removed, or specimens may be left bagged if desired.

³ Consult the Conservator about use of silica gel to mitigate this problem.

⁴ A shorter freezing time may be adequate under some circumstances; if this is desired, consult the Pest Control Committee.

7. All traces of insect activity should be removed from objects after, not before, treatment so that a new infestation would be noticed. Monitor the specimen(s) closely for renewed activity for the next few weeks. Some pest species may be resistant to the initial treatment so that a second period of freezing may occasionally be needed.
8. When an infestation has occurred inside a cabinet, the cabinet should be thoroughly vacuumed with a HEPA vacuum. Be aware that the vacuum cleaner bag may now be a source of infestation and may need to be discarded. Do not wipe the interior cabinet surface with a damp cloth, because moisture should be kept to a minimum.
9. A permanent record should be kept of specimens that have been frozen in order to control an infestation.
10. If reinfestation occurs after following these procedures, consult the Pest Control Committee.

NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT POLICY

It is the policy of the Peabody Museum to comply with the Native American Graves Protection and Repatriation Act (NAGPRA) and related regulations. NAGPRA requires museums that receive federal funding to repatriate to federally recognized Native American tribes and to Native Hawaiian organizations the following materials as defined in the statue and regulations: human remains, funerary objects, sacred objects, and objects of cultural patrimony.

The Museum's primary contact for Native American repatriation issues is the Collections Manager in the Division of Anthropology. The Anthropology Division Collections Manager reviews repatriation requests, conducts research on collections, and consults with tribes about the Museum's collections and documentation, documents collections before repatriation, and drafts Federal Register notices in accordance with the law. Decisions about repatriation are made by Museum Curators and staff (the Anthropology Division Collections Manager, the Curator-in-Charge of Anthropology, the Assistant Director for Collections and Operations, and the Director) in consultation with the University's General Counsel's Office. If the Museum representatives and the General Counsel agree on the legitimacy of a claim, repatriation can proceed following completion of the Museum's deaccession process and procedures defined in NAGPRA. The Museum deaccession process requires the approval by a Curator or curatorial designee, the Museum Director, and the Provost. Authority for final approval of repatriation under NAGPRA has been delegated to the Provost by the Yale Corporation. Following formal deaccessioning by the Museum, a notice is published in the Federal Register in accordance with NAGPRA. It is the policy of the Museum to thoroughly document all human remains and artifacts before repatriation.

Cultural Sensitivity

It is the policy of the Peabody Museum to be sensitive to the concerns of various cultures in regard to the Anthropology collections. Cultural sensitivity is taken into consideration when handling, storing and granting access to human remains and culturally sensitive artifacts and related documentation. Decisions about storage and exhibition of objects and human remains are made by the Anthropology Division Curators and staff, and other staff members as appropriate. The Museum complies with state and federal regulations that apply to human remains and culturally sensitive artifacts within the United States.

The Museum will occasionally use human remains and culturally sensitive materials in exhibitions. They will be displayed in a culturally appropriate, sensitive and informative manner and always be accompanied by explanatory and contextual interpretation. Where possible, displays will take into account the interests and beliefs of members of the community, ethnic or religious groups from whom the materials originated. They will be presented with tact and respect for the feelings of human dignity held by all peoples.

DEFINITIONS AND PROCEDURES

Accession - The process by which the Museum formally declares its title to a specimen or a collection of specimens for incorporation into its permanent collections.

Acquisition - The process of obtaining objects, including specimens, artifacts, and associated data for the Museum.

Authorized borrowers - Individuals without institutional affiliation may borrow specimens from the Peabody Museum only if they are declared authorized borrowers. Authorized borrower status may be granted with the joint authorization of the divisional curator and the Director to a researcher, artist, or vendor (e.g., contract conservator) who is known to a division, who has demonstrated the capacity to handle and store specimens correctly and securely, and to return specimens in a timely manner. The Director's list of approved borrowers will be reviewed periodically.

Board of Curators - All those individuals who have been appointed as curators by the Peabody Museum and the Yale Corporation.

Collections user - One who has been granted in-house access to the Museum's collections and their supporting documents for purposes or research, documentation, photography, etc.

Collections Manager - An individual trained in preventative care and management of specimens, their documentation and associated information.

Curator-in-charge - A curator who is appointed by the Director as the administrative leader of a Division.

Curator - A member of the Yale College faculty or Medical School who is appointed as a senior scientist of a respective curatorial division of the Museum.

Curatorial designee - A curatorial designee is a Collections Manager or Museum Assistant who has the explicit written permission of a curator of a division to act in his or her name to carry out a curatorial function in specified circumstances.

Deaccession - The formal removal of specimens from the permanent collections, with transfer of title where appropriate, and shall not be construed as involving partial sampling of specimens which remain in the collection.

Destructive sampling - Destructive sampling is defined as any process which physically alters or consumes all or part of a specimen.

Directorial designee - A directorial designee is the Assistant Director for Collections and Operations who has the explicit written permission of the director to act in his or her name to carry out a curatorial function in specified circumstances.

Division - Those units of the Museum that administer specific collections.

Integrated Pest Management - Bringing together two or more methods of control into a harmonized system designed to maintain pests at levels below those at which they cause harm--a system that must rest on firm ecological principles and approaches. (Taken from Romoser, W.S. 1973. *The Science of Entomology*. Macmillan Publishers, New York).

Museum personnel - refers to the curators and staff of the Peabody Museum.

Permanent collections - Collections items that have been formally accessioned by the Museum, or collections that have been traditionally regarded as property of the Museum, and which have been maintained and stored as such.

Repository agreement - A memorandum of understanding or agreement in which an institution agrees to provide long-term, professional systematic and accountable curatorial services for collections that belongs to another entity (e.g., foreign government, federal agency).