



**UNIVERSITY OF COLORADO MUSEUM
PALEONTOLOGY SECTION**

COLLECTIONS MANAGEMENT POLICY

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INTRODUCTION

The University of Colorado Museum (UCM) was founded in 1902 and maintains collections in several disciplines of natural history.

The Museum is divided into sections that administer specific parts of the collections according to discipline: Anthropology (Archaeological and Ethnologic collections), Botany (Herbarium), Entomology (Insect and Arachnid collections), Paleontology (Fossil Mammal, Invertebrate, Trace, and Plant collections and Microfossils), and Zoology (Modern Vertebrates and Invertebrates).

CU MUSEUM MISSION STATEMENT

The University of Colorado Museum fosters exploration and appreciation of the natural environment and human cultures through teaching, research, and community outreach. We provide academic training for graduate students in Museum & Field Studies; build, conserve, and interpret research collections; and offer exhibits and educational programs for the University and the public.

THE PALEONTOLOGY SECTION SUPPORT OF THE MUSEUM'S MISSION STATEMENT

The Paleontology Section supports the University of Colorado Museum's Mission Statement by:

1. Acquiring, studying, and preserving collections in the section's areas of interest for the benefit and research of present and future generations.
2. Supporting the Museum by providing information and/or specimens from the collections to enlighten and educate the public through exhibits, publications, lectures, school programs, workshops, the Museum's website, and special events.
3. Participating in academic training of graduate students in the Museum & Field Studies (MFS) Program.

PURPOSE OF THE PALEONTOLOGY SECTION COLLECTIONS MANAGEMENT POLICY

The Collections Management Policy of the Paleontology Section of the University of Colorado Museum has been developed for the following purposes:

1. To make known to the faculty, staff, and volunteers of the Museum and the Paleontology Section, government agencies, funding institutions, and the general public, the policies and procedures by which the Paleontology Section manages its collections.
2. To make known the professional standards and ethical responsibilities with which members of the Paleontology Section, faculty, staff, and volunteers are expected to comply.

3. To provide an official position as to the future trends in the development of the Paleontology Section's collections, which may be modified or amplified as necessary to meet the needs for growth and change in the Section or Museum.

DEFINITIONS

For the purpose of this policy, the following definitions shall apply:

1. **UCM** shall mean the University of Colorado Museum.
2. The **Section** shall mean the Paleontology Section which consists of three curators and two Collections Managers.
3. **Acquire** shall mean to obtain ownership by means of a gift, transfer, exchange, bequest, salvage, field collection, purchase, and abandonment.
4. **Accession** shall mean the formal process used to accept, record, and document a specimen or group of specimens into the Permanent Research Collection.
5. **Deaccession** shall mean the formal process used to deliberately and permanently remove specimens from the Permanent Research Collection by means of gift, transfer, sale, exchange, redeposition, or intentional destruction.
6. **Loan** shall mean the temporary physical transfer of specimens from institution or individual to another without a change of ownership.

PURPOSE, SCOPE AND USE OF COLLECTIONS

PURPOSE

The purpose of the collections is to meet the goals of the Museum and Section by providing: 1) long-term care and conservation of the specimens collected and housed for use in research, teaching, and exhibit; 2) access to the collections/exhibits to the public and colleagues; 2) legal record keeping of public domain; 3) upkeep of the database to provide reliable, accurate updated information regarding the specimen, provenance, condition, and status for research, teaching, and exhibit purposes.

SCOPE OF COLLECTIONS

The paleontology collection features a wide variety of vertebrate, invertebrate, plant, eggshell and trace fossils. The emphasis of the collections is paleontology of the Rocky Mountain Region with an underscore on thorough stratigraphic documentation.

The fossil vertebrate collection is primarily focused on the Paleogene fossil record, and mammalian dentition from the Wasatch, Willwood, Bridger, and White River Formations are especially well represented. Vertebrates from the Devonian through the Pleistocene are included and other important collections are comprised of Miocene mammals and vertebrates of Africa.

The fossil invertebrate collection contains one of the most extensive Mesozoic and Cenozoic invertebrate paleontology collections in the Rocky Mountain Region. The collection represents fossil marine, plant, and insect specimens and includes an important, historically significant fossil arthropod collection, as well as plant and insect specimens from Creed, Florissant, and Douglas Pass, Colorado.

The Karl Hirsch Fossil Eggshell collection is one of the largest and most diverse collections of its kind in the world. The holdings include specimens of reptilian, avian, and dinosaurian eggshells from over 35 countries, ranging in age from Jurassic to Pleistocene. Additional numbers of recent eggshell and pseudo-fossils are housed and used for comparative purposes. The most remarkable characteristic of the collection is the auxiliary data comprised of thousands of scanning electron micrographs, thin sections, 35 mm negatives, data pages, and documentation of chemical analyses of numerous samples.

The trace fossil collection includes several hundred specimens of burrows, tracks, and coprolites.

Metadata with maps from more several thousand fossil localities are kept in the Section's administration room as well as in the database. A reprint library and a comprehensive teaching collection of fossil vertebrates, invertebrates, rock samples and trace fossils are housed separately from the major collections.

TYPES AND USES OF COLLECTIONS

The Paleontology Section's collections are divided into three categories: **Permanent Research Collections**, **Permanent Exhibit Collections** and **Education Collections**. The Section also has under its care specimens owned by the UCM that are on loan and housed in other institutions (see section on Loans).

Specimens in **Permanent Research Collections** and **Permanent Exhibit Collections** are accessioned. Records of the specimens' acquisition, accessioning, provenance, and condition are maintained by the Section using a catalog number that is unique to each specimen. Should the need ever arise to remove a cataloged specimen from the museum's collections, then the specimen must go through the deaccessioning process as outlined in the Collections Policy.

Specimens in the **Education Collections** are also accessioned but are not part of the permanent collections of the museum because they are actively used for hands-on demonstrations and other educational and outreach purposes. These specimens do not have locality information or are very common, and do not have research or exhibit potential. These specimens are housed separately from the permanent collections.

AUTHORITY AND RESPONSIBILITIES

The Paleontology Section consists of three Curators and two Collections Managers. There is one Curator each for the Fossil Vertebrate Collection, Invertebrate Paleontology Collection and one Curator for the Trace Fossil and Fossil Eggshell Collection. There is one Collections

Manager for the Invertebrate Paleontology Collection and one Collections Manager for the Vertebrate, Trace and Eggshell Collection.

Each Curator and Collections Manager of the specific discipline shall approve collections acquisitions, deaccessions, and loans for that particular discipline. The Section (all Curators and Collections Managers) shall be responsible for periodic review of the Collections Management Policy and for making decisions related to the overall management of the collections. The Section shall approve collections acquisitions, deaccessions, and loans that exceed the authority of the Collections Manager or Curator responsible for their specific discipline stipulated herein. The Collections Manager's Committee shall consist of the Director, the Section's Collections Managers and Collections Managers from all other sections within UCM. The Collections Committee will authorize all deaccessions after the Section has approved them.

ACQUISITIONS

Acquisition, cataloguing, preservation, long-term care and conservation are the responsibility of the Paleontology Section. The principal foci of the Section are collecting and research efforts within the Rocky Mountain Region. In order to properly study evolutionary and taxonomic relationships, some collections have extended or global coverage.

MEANS OF ACQUISITION

Collections may be acquired by the Paleontology Section through an unrestricted conveyance of title. Title to collections is acquired through one of the following: gift, purchase, field collection, transfer, exchange, bequest, and abandonment. Temporary physical transfers of materials to or from the Paleontology Section that do not involve a change of ownership are termed "loans" and will be considered elsewhere in this document.

ACCESSIONING

Accessioning is the formal process used to accept, record, and document a specimen or group of specimens termed a 'lot' as an addition to the collections.

NON-CATALOGED ACQUISITIONS

Non-cataloged specimens are those specimens that become the legal property of the Paleontology Section through the formal accession process and are registered for inventory purposes, but are not assigned with catalog numbers into the Permanent Research Collections or Permanent Exhibit Collections. These specimens may be considered expendable and may be used for various educational or exhibit activities. Furniture that is donated as gifts is also considered a non-cataloged acquisition.

AREAS OF ACQUISITION

The Paleontology Section acquires and accessions specimens which relate to the following areas:

Vertebrate Paleontology: Vertebrate specimens representing the Rocky Mountain Region and to a lesser extent other regions.

Invertebrate Paleontology: Invertebrate specimens representing the Rocky Mountain Region and to a lesser extent other regions.

Paleobotany: Floral specimens representing the Rocky Mountain Region and to a lesser extent other regions.

Eggshells: Eggshell specimens representing over 35 countries and ranging in age from Jurassic to Pleistocene.

Ichnofossils: Trace Fossil specimens representing the Rocky Mountain Region and to a lesser extent other regions.

Paleontology Archives: Specimens, images, and documents relating to the history of the Paleontology Section, its founders, and other individuals important to the development of the Section.

Periodicals: Periodicals and documents that focus on the paleontological areas and specimens which the Section collects. These periodicals and documents are stored in the Toohey Library.

Rare Books: Books, documents, and journals of unique or special interest, including limited and first editions or out-of-print materials that focus on the paleontological areas and specimens which the Section collects. These materials are stored in the Toohey Library

ACQUISITION PRIORITIES

The limitations of space and qualified staff for the care and study of specimens shall be considered in conjunction with all acquisition priorities. Priorities for the acquisition of future acquisitions are:

First Priority: Strengthen collection areas in which the Section has a current specialization and recognized interest, especially when these areas are threatened irreversibly by the activities of humans.

Several examples of primary priority accessions are:

1. Specimens of direct use in present or future planned research.
2. Specimens of high quality needed to fill temporal or geographic gaps in a particular collection or supplement specimens of a lesser quality in current collections.
3. Specimens from areas where deterioration, technological changes, expanding urbanization, industrialization, cultivation, or other types of land use place a time limit on the period in which the collections of specimens and data can take place.

Second Priority: Collect those specimens that broaden the comparative base of the Section's established collections.

Examples of secondary priority accessions are:

1. Materials that will strengthen a collection area immediately adjacent to a previously established one.
2. Synoptic materials from specialists.

Third Priority: Acquire collections of a general nature which are within the broad interests of the Museum.

Examples of tertiary priority accessions are:

1. Interesting or unique but inadequately documented specimens that are of use in a scientific sense.
2. Materials outside the scope of the current Museum collections but that might in the future have direct utility in explaining more fully the diversity of nature to students and the public.

REPOSITORY SERVICES

The Section houses specimens collected on public lands managed by Bureau of Land Management (BLM), State of Colorado, USDA Forest Service, and National Parks. These specimens are considered public property and not part of University of Colorado Museum property. The Section charges a fee to the contract agent for the accession, curation, database storage, and proper long-term storage and care conservation of these specimens. The contract agent is responsible for the proper collection and correct locality information for specimens collected from public lands for the purpose of mitigation. The Section requires an Agreement for Repository Services of Scientific Specimens between the contract agent and the Section which is renewable yearly.

CRITERIA FOR ACQUISITIONS

The Section cannot afford to house permanently specimens that lack scientific or educational value and must be able to provide specimen storage, protection, and preservation under conditions that insure their availability for research, education, and exhibition. Therefore, specimens considered for acquisition must meet the following criteria:

1. The use of the specimen must be relevant and consistent with the stated purpose, goals, and acquisition priorities of the Section.
2. Specimens will be acquired only when they have been collected, exported and/or imported in full compliance with the laws and regulations of the country or countries of origin and the federal government of the United States. The Section shall make every reasonable effort to insure that these conditions are met and that title is properly transferred to the Section.
3. The Section must be able to provide proper care for the specimen.
4. Acceptance of the specimen shall not result in major expense for conservation disproportionate to the usefulness of the specimen to the purposes of the Section.
5. The present owner shall have a clear title to ownership and shall have obtained the specimen legally and ethically.
6. The specimen shall have, if possible, adequate scientific documentation.
7. Current federal tax law shall be followed regarding all charitable contributions.
8. Donations shall be made without restrictions or encumbrances.

CONDITIONS OF ACCEPTANCE

The Section shall not accept any specimen or collection of specimens on which restrictions are placed which would prevent effective research, exhibition, loan, or disposal in accordance with the policies stated in this document. The Section also shall not accept specimens on conditions which would require that they be placed on permanent or long-term exhibition or that the collections of which they form a part should be kept together permanently and/or displayed only as a discrete collection. All gift acceptance must follow the University of Colorado's Gift in Kind Transactions Policy and Procedures.

AUTHORITY

Specimens meeting the Criteria of Acceptance and Conditions listed above may be accepted by the appropriate Curator and the Collections Manager. The Donor, Curator, and the Collections Manager shall sign the Deed of Gift. The Collections Manager shall follow all accession procedures as outlined in the Collections Procedures Manual and shall be responsible for maintaining all records pertinent to the collections.

Specimens offered to or considered for acquisition that do not meet the Criteria of Acceptance and Conditions listed above shall be presented to the Section. Acquisition of specimens under the following conditions may be accepted only with the approval of the entire Section.

1. Specimens that are not consistent with the stated purpose and goals of the Section but present an exceptional opportunity worthy of preferential consideration.

2. Donations with conditions or restrictions imposed.
3. A specimen or collection of specimens that will result in major future expenses.
4. A specimen or collection of specimens with an estimated value of \$5,000.00-(Five Thousand Dollars) or more.
5. Specimens that will require new or special storage conditions.

LAWS CONCERNING ACQUISITION

Specimens will be acquired only when they have been collected, exported, and imported in full compliance with the laws and regulations of the country or countries of origin, of the federal government of the United States, and of individual states within the United States. The Paleontology Section will not accept or acquire any specimen that was collected or recovered under any circumstances that would support or encourage irresponsible damage to or destruction of biota, collecting sites, cultural monuments, or human burial places. The Section may accept specimens that have been confiscated and offered to the Section by government authorities.

Specimens will be accepted only with the understanding that the donor has clear title and is able to transfer it to the Section without encumbrance.

ETHICS OF ACQUISITION

1. The Section staff will make every effort to verify the integrity of its suppliers and sources before acquiring specimens for the Museum collection.
2. The Section will make every effort to verify that all specimens have been collected in a careful, responsible and ethical manner.
3. The Section will accept and act as repository for specimen collections removed from private lands without permission and public lands without permit only if doing so will preserve the paleontological record, prevent random and unethical disposal, or serve the public interest as educational materials. Acceptance would be carried out in a manner so as to discourage further collecting. Tax deductions are not sanctioned for materials received in this manner and collected materials may become subject to deaccession if the rightful owners are identified and ownership is claimed and/or lawfully proven.
4. The Section will not acquire specimens known to have sacred significance to living Native American groups if possession or disposition by those originating groups has been established to be essential for religious reasons, or if legal ownership is contested on these grounds. The Museum ensures that the unique and special nature of human remains and funerary and sacred specimens is recognized as the basis of all decisions concerning such collections and agrees with the Native American Graves Protection and Repatriation Act of 1990, and its subsequent amendments.

GIFT IN KIND TRANSACTIONS

A Gift In Kind is defined as all non-cash donations, including, but not limited to: specimens, books, photographs, digital images or data, software, and computers. Since the University of Colorado Museum is considered a University Collection, this policy affects ALL Gift In Kind transactions made with the University of Colorado Museum.

The Section will maintain its own records and use the Deed of Gift Form as well as the "Gift In Kind Acceptance Form" (the University's Gift-In-Kind Policy's, Attachment C) as a cover page to the paperwork for each gift. This ensures that we address all the concerns of the University of Colorado Controller's Office and creates a consistent record of Gift In Kind transactions received by the University of Colorado Museum. The University of Colorado's Gift in Kind Transaction Policy can be found at: http://www.cusys.edu/policies/Fiscal/Rev_Gift-In-Kind-Trans.pdf

PROHIBITIONS

Specimens from the Permanent Research Collection shall not be used as props for commercial or theatrical purposes or loaned out as models for private artwork. Requests for the loan of specimens from the Permanent Exhibit Collections must be approved by the Section and Museum Director.

APPRAISALS

Section staff and faculty shall not give appraisals for the purpose of establishing the tax-deductible value of gifts offered to the Section. Section staff and faculty shall not appraise, identify, or otherwise authenticate natural history specimens under circumstances that could encourage or benefit illegal, unethical, or irresponsible traffic in such materials. Identification and authentication may be given for professional or educational purposes and in complying with the legitimate requests of professional or governmental bodies or their agents. If requested to suggest an outside appraiser, a list of names may be offered without any recommendations for or against a particular appraiser.

EXCHANGES

Exchanges of non-accessioned specimens may be made by the Curator and Collections Manager of the specific discipline. Exchanges of accessioned specimens may be made with the approval of the Section and only after the formal deaccessioning of the specimens. The formal exchange of specimens between two or more Museums can serve to advance research, education, or exhibit programs and increase the probability of preserving materials for further societal benefit.

PERSONAL COLLECTIONS

The Section's policy on personal collecting is intended to help guide those most closely associated with the Collections acquisition process by indicating how personal collecting may create a conflict of interest. The policy applies to all Section staff, faculty, employees, and volunteers.

1. Section staff and faculty members may acquire and collect specimens that are common and commercially available, and that are not in direct competition with the kinds of specimens that the Paleontology Section collects. Staff and faculty members should give thought to whether any of their collecting activities could create a conflict of interest, and should openly discuss any particular concerns with the Section.
2. The Section staff and faculty may not collect, acquire or deal in specimens that are in direct competition with the Section's collection or collecting activities. Direct competition would exist when an employee knows or has reason to believe that the Section would acquire the specimen for the Section's collection if aware of the opportunity.
3. Section staff and faculty should act on their own behalf by notifying the Section of an intended personal acquisition that could appear as a conflict of interest.
4. Section staff, faculty, or volunteers shall not acquire specimens that have been deaccessioned or trade specimens from their personal collection for specimens from the Section's collection.
5. Personal collections may be used in the Section for education or exhibition purposes with proper notification to the Section and the completion of loan procedures. The Section will not be held liable for personal collections left in staff or faculty offices for display or storage, unless loan forms have been completed.
6. At the time of employment, employees maintaining private collections should submit an inventory to the Section. This inventory should be updated annually.

DEACCESSIONING

Deaccessioning is the formal process of permanently removing a specimen from the Permanent Collection of the Section. The purpose of deaccessioning a specimen or collection of specimens is to improve the overall quality of the Section's collections through the deliberate, cautious, and selective removal of appropriate specimens. Deaccessioning involves the transfer of all ownership rights to the institution or individual receiving the specimens or the termination of ownership if the specimen or specimens must be destroyed. The consideration received by the Section and Collections Committee when ownership rights to a collections specimen are transferred may include or be limited to the promise, by the recipient, to use the specimen for a public, educational, or other non-profit use.

A collection specimen is to be distinguished from a fixed asset or other similar property disposed of pursuant to the University of Colorado's policy on surplus property.

Deaccessioning of specimens carries the possibility of creating misunderstandings among museums, donors, and the public because the Section's primary purpose is to collect and preserve specimens in perpetuity for the benefit of future generations. The Section cannot afford to permanently store and maintain specimens of little scientific importance or specimens in extremely poor condition. Without clearly stated guidelines and procedures, deaccessioning may appear a violation of the public trust. Therefore, the Section is committed to using the deaccession process only to improve the collections and to manage the collections in a manner to

produce the maximum benefit to the Museum and to the public. The Section recognizes and accepts its accountability to the public for the proper management of the Section's collections. To effectively execute these responsibilities for the public trust, the Section will continually review and evaluate its collections to ensure that they grow and develop in accordance with the Museum's Mission Statement.

DEACCESSION CRITERIA

Requests for the deaccession of a specimen or collection of specimens must be accompanied by information explaining the purpose and justifying the appropriateness of the requested action. The request for deaccessioning should address at least one of the following criteria:

1. The specimen cannot be properly preserved or cared for, or has deteriorated beyond its usefulness.
2. The specimen is outside the stated purpose of the Section and its acquisition policies.
3. The specimen lacks adequate data and documentation.
4. The specimen poses a hazard or risk to other specimens in the collection.
5. The specimen is one of a number of similar specimens and is in excess of the Section's needs.
6. The specimen would be better served through a transfer of ownership to another institution.
7. The specimen is found to be illegally obtained by the donor and needs to be repatriated.
8. The specimen cannot be used by the Museum in the foreseeable future.

AUTHORITY

1. All requests for deaccession will be presented by the Collections Manager or the appropriate Curator of the specific discipline, along with suggestions for disposition to the Collections Committee and Museum Director. The request for deaccession will include suggestions for disposition.
2. The vote of the Collections Committee and Director shall be recorded and a copy filed with other documents pertaining to the deaccession request.
3. The Manager or the appropriate Curator of the specific discipline is responsible for establishing legal ownership of any specimen selected as a potential deaccession request.
4. Following Collections Committee and Director approval, the Collections Manager shall have the authority to dispose of non-accessioned items, as described below.

DISPOSITIONS

Disposition is the disposal or transfer of ownership and possession of a specimen. The Section shall seek to dispose of deaccessioned specimens in a manner that best serves the interests of the Section and other scholarly and cultural institutions. Non-accessioned and deaccessioned specimens may be disposed of by one of the following methods listed in order of preference:

Transfer: the specimen is relocated to another section of the Museum for educational use.

Exchange: the specimen may be exchanged with another museum or educational non-profit institution in order to receive more desirable materials for the non-accessioned or accessioned collections.

Sale: Title to the specimen is transferred to another museum or educational non-profit institution in response to the needs of the specimen or institution. The consideration for such a transfer may include or be limited to the promise by the recipient to use the specimen for a public, educational, or other non-profit use. Any sale of a collection specimen resulting in cash revenues should be considered carefully and be a very rare occurrence.

DEACCESSION AND DISPOSAL GUIDELINES

1. No deaccessioned specimen may be acquired by any museum staff, curator, employee, student, volunteer, or their immediate family members.
2. A specimen must have been in the permanent research collection for at least two years before it can be considered for deaccessioning.
3. No items deaccessioned from the permanent research collections will be sold through the Museum Store.
4. Type specimens may be deaccessioned only if their disposal involves a transfer of ownership to an appropriate museum institution.
5. Requests for deaccession may not be made solely for the purposes of creating collections storage space or for generating funds for the Section.
6. Although the Section is under no obligation to do so, it may notify the donor of a specimen that is to be removed from the collections and the manner of disposal.
7. Deaccessioned specimens will not be given back to the donors or to their heirs under any circumstances.
8. All funds generated by sales of deaccessioned specimens shall be placed in the Section's reimbursable account for future acquisitions of specimens.

REQUESTS FOR RETURN OF COLLECTION SPECIMENS

Occasionally a donor will request that the Section return a collection or specimen. If the Section has acquired valid title to a specimen and has accessioned that specimen into the collections as a resource for the public, the specimen shall not be removed or deaccessioned from the collections.

LOST OR STOLEN SPECIMENS

If a specimen has been lost or stolen it will not be deaccessioned in case of recovery.

RECORDS

All documentation relevant to a request for deaccession, including records on subsequent disposal, will be maintained with the original accession files as permanent records in the files in the Section's Administration Room and in the database. The unique catalog number will be

maintained for tracking purposes. The Collections Manager of the specific discipline shall keep a record of all specimens sold or exchanged pursuant to these regulations. That record shall specifically describe the specimens sold or exchanged, to whom they were sold, or with whom exchanged, and the amount of money or other consideration received for each sale or exchange.

LOANS

Loans are temporary assignments of collection specimens from the Section to Museums and established researchers whenever feasible for stated purposes, such as exhibition, education and research. These assignments do not involve a change in ownership. The University of Colorado Museum-Paleontology Section (UCM-PS) is a research-supported department that collects and curates scientific specimens. The majority of UCM-PS holdings are paleontological specimens from the Tertiary of the Rocky Mountain Region. Due to the rising commercial value of certain natural history specimens and the irreplaceable nature of some of the specimens, this policy has been established to regulate the use of the collections and protect them from unacceptable abuse.

LOAN CONDITIONS

With the exception of holotypes, some eggshell specimens, and one-of-a-kind, irreplaceable specimens, the museum's specimens are available for loan to qualified researchers. However, UCM-PS reserves the right to deny loan requests at its discretion. Loans are made for one year or less. Most loans are renewable upon request of the borrower. Overdue loans are subject to legal action through the University of Colorado Council. Failure to return loans in a timely manner and to cooperate with museum staff is legitimate grounds for denying future loan requests. UCM-PS will not grant permanent loans.

All consignees are required to authorize a Loan Form and are subject to the loan conditions stated on the back of the form. These conditions address the care, condition, and responsibility for the specimen, termination of the loan, reproduction and credit, loss and damage, packaging and shipping, and change in address. The borrower may not photograph or reproduce a specimen without written agreement from the Section and the agency where the specimen was found. Loans cannot be transferred to a third party; the specimens are to be returned and a separate, new loan is to be made. All specimens must have a UCM number before they can be loaned.

LOAN TYPES

Specimen loans from the Section fall into three types: research, exhibit, and educational loans. Subsection A applies to loans requested outside of the University of Colorado Paleontology Section. Subsection B applies to departmental and campus loans. If specimens are requested for destructive, consumptive, or invasive study, special considerations apply. See "Destructive Analysis Policy".

- A. Research loans are generally made to scientists or their students who are conducting bona fide scientific studies in taxonomy, comparative anatomy, paleobiology, biostratigraphy, taphonomy, faunal analysis, and other related disciplines. Specimens loaned under a research loan are expected to be used and stored in a secure location away from access by

the general public and handled in a manner in keeping with professional museum collections-care standards. Research loans may be granted for periods up to one year and they are usually available for renewal upon request by the researcher.

- B. Exhibit loans are generally made to other museums for the purpose of exhibit. Specimens loaned under an exhibit loan are expected to be displayed in a manner in keeping with professional museum collections exhibit standards. Appropriate lighting, climate-control, display stability, fire and water protection, and security are expected. A facilities report may be required of the borrowing institution. Exhibit loans may be granted for periods up to one year and they are usually available for renewal upon request by the institution.
- C. Educational loans are generally granted to educators for the purpose of display or brief study to public or classroom audiences in an informal educational setting. Educational loans may be granted for periods up to six weeks.

RECORDS

All permanent research and exhibit specimens have catalog numbers that are used for tracking when the specimens are loaned to another institution. Collections Managers maintain loan records and condition reports on all incoming and outgoing loan specimens in files in the Administration Room and in the database.

DESTRUCTIVE ANALYSIS

The Paleontology Section encourages quality research and publication; however, this must be balanced by the Section's responsibility to preserve specimens for education, exhibition, and future research purposes.

FORMAL REQUESTS

A formal request must be submitted for all scientific testing proposals through the Section's Destructive Analysis Form. The request will be approved by the discipline's Curator and Collections manager of that specific discipline on a case-by-case basis. Decisions will be based on soundness of the analytical technique, competence of the researcher, potential knowledge gained from the analysis, amount of material required for the analysis, abundance of the specimen, and the extent of loss weighed against the uniqueness of the specimen being tested and the potential impact on the collections.

TYPE SPECIMENS

Type specimens and unique specimens to the collection cannot be used for destructive analysis.

REQUIREMENTS

1. The researcher will meet the Section's requirements for outgoing loans and must be fully authorized to act on behalf of his/her institution.

2. Usable samples and unused portions of the specimens will be returned to the Section within one year so they can be retained for future use.
3. Sampling methods and results must be fully documented for each specimen.
4. A copy of all research, test methods and results, and publications must be received by the authorizing curator within one year of the return of all tested material.
5. If the specimen is in the custody of the Section and is the property of another party, the Section will negotiate with the other party.
6. Cost of all analyses is the responsibility of the researcher.

CARE AND CONTROL OF COLLECTIONS

RESPONSIBILITY

The ultimate responsibility for the safety of the collections lies with the curators and collections managers of the Paleontology Section. The Paleontology Collections are owned by the University of Colorado with the exception of the specimens that are owned by government agencies and deposited under Repository Agreements.

SAFETY AND SECURITY

The University of Colorado shall provide for the safety of the collections. These measures may include: surveillance systems, security personnel, fire detection and suppression, environmental controls, and insurance.

All Section staff and faculty shall adhere to all written procedures for handling emergencies such as fire, theft, accidents, or natural disasters.

The Curators and Collections Managers shall periodically evaluate the security measures and procedures to ensure that the University of Colorado provides proper security for the collections.

ACCESS TO COLLECTIONS

Student Access: With approval from the Curators and the Collections Managers, certain graduate student assistants and student employees hired by the Section may have unrestricted access to part or all of the collections.

Researcher Access: The Section welcomes study of its collections by qualified individuals, taking into account the following conditions:

1. The Collections Manager shall receive a written request to study a specimen or collection at least two weeks (10 working days) prior to the time the collection is to be studied. The request shall outline the goals and methods of the research and include the credentials of the researcher. The Collections Manager shall determine whether access to the collections shall be granted and inform the researcher in writing.
2. Copying and photography costs shall be borne by the researcher.

3. The researcher shall give the Museum copies of papers, publications, videos, or any work that results from the study of the collections.
4. The Collections Manager will maintain records of all collections use.
5. Access to the Section Reprint Library will be granted in accordance with the same procedures as applied to collections.
6. Users of the collections will be responsible for acquiring copyrights and literary rights when necessary.
7. Access to the collections will be denied to individuals who have failed to handle specimens in accordance with Section policy and standard professional and ethical guidelines.

The Paleontology Section is open on weekdays during regular office hours 8 a.m. to 4:30 p.m. Tours of the collections and paleontology laboratory can be organized for groups. Tours must be scheduled in advance through the Curators or Collections Managers.

BACKGROUND CHECK

The University of Colorado Museum has invaluable and irreplaceable collections in paleontology, biology, zoology, and anthropology. Access to buildings and rooms housing these collections is restricted. The Museum requires, and therefore, the Paleontology Section also requires background checks for volunteers, students, and staff who:

1. Have access to high security areas to work alone with collections.
2. Work with students or visitors under the age of 18.

CONSERVATION

Paleontology Section staff and faculty involved with the care and use of collections will be provided training in the proper methods for handling collection specimens. Staff members will be responsible for using accepted museum procedures. All Museum staff are to be aware of their duty to preserve and protect collection specimens at all times.

The Collections Managers are responsible for monitoring the conservation needs of the collections. If conservation work is required, the Collections Manager of the specific discipline will make arrangements for the work to be performed.

SPECIMEN PREPARATION

Paleontology Section staff and faculty involved with the preparation of specimens will provide training to students and employees in the proper methods for specimen preparation. All specimen preparation shall be thoroughly documented on Specimen Preparation Forms. The documentation shall include, if possible, before and after photographs (color or black and white) and, if possible, photographs of the various stages of a preparation project should also be taken. If photographs are not possible, the preparator should sketch the specimen through different phases of the project.

INVENTORY

The Museum Collections Manager is responsible for maintaining inventories of the Section's collections. A comprehensive inventory of the collections shall be made at five-year intervals and spot-checks will be conducted periodically by the Collections Managers.

INTEGRATED PEST MANAGEMENT

The Section staff and faculty acts responsibly to prevent insect pests and other destructive organisms from damaging items or resources maintained on museum property.

The Section pursues continuously to have pest-free environments. To help reach this goal, food, unpreserved animals, unpreserved plants, and other high-risk materials (living or non-living) are restricted to specifically designated areas of the Section. High-risk materials are not permitted in or near areas where collections are maintained on a permanent or temporary basis under any circumstances.

An integrated pest management program is maintained at all times throughout the Section. Features of this program include good house-keeping, good work habits, appropriate utilization of space and equipment, surveillance, and documentation.

In the event of infestations, responsible pest management activities are implemented immediately, emphasizing non-chemical control methods before toxic substances are used. Both infestations and treatments are fully documented, reports are submitted to the appropriate parties, and all records are maintained in permanent files.

The use of toxic substances for pest management is performed in full compliance with federal and state regulations. Also, appropriate precautions are taken to protect human health and safety, to avoid environmental pollution, and to minimize the loss of integrity of materials in the collections.

INSURANCE AND RISK MANAGEMENT

The Section recognizes that insurance is not the best risk-management method for providing the protection required for collections and records. The Section acknowledges that careful handling, security, proper environmental control, and conservation provide the first line of defense against loss or damage to specimens. Many of the Section's collection specimens are one of a kind and could not be replaced even if insurance is available. It is recognized that insurance can be used to acquire similar specimens and for this reason the University of Colorado maintains insurance coverage on its collections. For the safekeeping and security of type specimens and one-of-a-kind specimens, additional locked space is reserved.

CASTS AND REPRODUCTIONS

Casts and reproductions made from the University of Colorado Paleontology Collection is permitted only for research, exhibit or educational programs. Requests are to be made to the Collections Manager and Curator in writing stating the intended purpose and, if applicable, an agreement to pay reproduction costs. The University of Colorado Paleontology Section does not engage in the practice of commercial sale of specimen reproductions. If such an opportunity should arise, reproduction shall neither compromise the University's image nor its ethical responsibility to preserve scientific specimens and to hold these specimens in trust for the public.

RECORDS

Section collections documentation will be maintained in the Section Administration Room by the Collections Managers. The records relevant to the Museum's collections serve several purposes: 1) to document the legal status of an specimen, 2) to document the specimen's condition, movement, and care, and 3) to provide information which establishes the scientific or cultural significance of a specimen.

DESCRIPTION AND LOCATION OF RECORDS

The collection records shall contain the following:

Accession Register

This is the official record of accessions, in numerical order, with the following information: date of acquisition, type of specimen(s), method of acquisition, locality information, land owner and collector. The ledger book is kept in the Section Administration Room.

Accession Files

These files contain documentation relative to incoming specimens by lot and the donor or collector. The forms have a deed-of-gift attached or information regarding permits. They are located in a numerical reference by the accession number. These files are cross-referenced in the database by name, date, donor, collector, or locality. A bound ledger book is also kept that contains records of each accession in chronological order.

Catalogue Sheets

Catalogue sheets of individual specimens in the permanent research collection, containing a number unique to each specimen, a detailed description of the specimen, the locality and accession number are evidence of permanent records of each specimen. The metadata for each specimen on the catalog sheets are entered into the database and the archival quality sheets with indelible, waterproof ink are kept off-site for safety and security purposes.

Loan Files

These files contain documentation relative to outgoing and incoming loans and specimens left in temporary custody of the Section and reflect all the activity of borrowed specimens

while they are in the possession of the Section. These records are filed in numerical order and are located in the Administration room. They are cross-referenced in the database by name, date, or specimen.

Locality Files

These files contain documentation of paleontological localities and contain information regarding age, formation, collector, and specific location assigned to a unique number. They are filed in a numerical reference by the locality number in the Administration Room and are cross-referenced in the database by age, formation, collector, and specific location.

PROPRIETARY LOCALITY INFORMATION

Locality information and maps are not available for public report or for public viewing. The descriptions of the Section's localities are confidential and critical to the protection of the resources. They may be disclosed to reputable paleontological contractors for use in mitigation projects or students and researchers with legitimate projects. When disclosing the information, a request must be made for specific areas, i.e., townships and ranges, in order to keep the disclosure to a minimum number of localities.

DATA BACK-UP

Permanent records are kept in the Section database and backed up off-site weekly by the Museum's Information Technology personnel. In addition, a copy of the database is placed on a compact disc monthly by the Section's Collection Manager and is stored off-site. Previous logbook records have been transferred to the data base system. Specimen records are input into the database and stored off-site.

COMPUTER USE

Work stations, section laptops, laboratory, office, graduate office, and a Section Server are computers that are supported by the Paleontology Section and Museum Information Technology personnel.

- A. Work stations are defined as section-owned desktop computers that are provided for all section workers for the purpose of working on section-related projects, database queries, data entry and e-mail only. In addition, there is one work station specifically for library related projects, located in the Section Library.
- B. Discipline laptops are defined as discipline-owned laptops that are provided for workers within a specific discipline for the purpose of working on discipline-related projects.
- C. Laboratory computers are defined as those computers or laptops which are kept in the labs of Curators. These computers may be used in accordance with policies set forth by each individual Curator in charge of the lab in which the computer is housed.
- D. Office computers are defined as those computers found in the personal offices of faculty and staff. These computers are intended for use by the individual faculty or staff member only, unless permission has been granted to another person to access the computer.

- E. Graduate office computers are defined as section-owned computers that are provided to graduate students for the purpose of working on any university-related project, internet access, or e-mail. Access is granted to Paleontology Graduate Students only.
- F. The Section Server is used as a storage device only and houses the databases, section forms, reports, and long-term section projects.

Only those personnel with Administrative access to the computers may download programs onto computers.

SERVICE FEES

The Paleontology Section is part of a public institution with the mission to increase the knowledge of paleontology and therefore, has a responsibility to assist those working toward this goal. As a general policy, database searches are provided free of charge to students, scholars, and the academic community. Fees are charged when the requestor will be profiting monetarily from the information and assistance provided. For-profit professionals are charged for data searches, per specimen and per drawer repository fees, and form completion fees.