



TEXAS TECH UNIVERSITY

Museum of Texas Tech University™

The Collections Management Policy was approved by the Texas Tech University Board of Regents in 1987. It is the basis of University OP 30.03 (Museum of Texas Tech University). The Collections Management Policy is reviewed and updated every five years or sooner as warranted. The 2005 revision of the Policy was approved by the Office of the Provost December 2005. The 2018 revision of the Policy was approved by the Collections Review Board on July 9, 2018.

COLLECTIONS MANAGEMENT POLICY HISTORY

Museum of Texas Tech University

Revised 2005

Reviewed 2010

Reviewed 2015

Revised 2018

Board of Regents approval:

Date: October 4, 2018

balance to be awarded to entering Master of Business Administration (MBA) students in increments that facilitate effective recruiting to the program.

- VII.B.1.j. TTU: Approve modification of Bobby Baker Memorial Scholarship Endowment.—The Board approved modification of the Bobby Baker Memorial Scholarship Endowment. This request was approved administratively by the president and the interim chancellor. The modification of the endowment criteria is as follows:

CRITERIA: Scholarship will be awarded to full-time undergraduate, graduate or other Biology students who utilize the Genetic Resource Collection as part of their academic and research program studies. Student must have at least a 2.75 GPA to apply for and to maintain scholarship award.

- VII.B.1.k. TTU: Approve modification of Bryan Pearce Bagley Regents Chair in the College of Engineering Endowment.—The Board approved modification of the Bryan Pearce Bagley Regents Chair in the College of Engineering Endowment to expand the criteria for selection. This request was approved administratively by the president and the interim chancellor. The modification of the endowment is as follows:

CRITERIA: The recipient of this Chair is expected to possess, minimally, the following qualifications: An outstanding research and teaching record and/or a successful record in entrepreneurship and business development in the academic or private sector with qualifications such that the holder meets the requirements for appointment as a tenured professor, or the requirements for appointment as a professor of practice. The holder must have the capacity to develop academic offerings to equip engineering students for business aspects of engineering practice.

- VII.B.1.l. TTU: Approve Collections Management Policy of the Museum.—The Board approved the Collections Management Policy, included herewith as

Attachment No. 2 (TTU Museum Collections Management Policy), for the Museum of Texas Tech University as revised on July 9, 2018. This request has been approved administratively by the chancellor and the president and is recommended for approval by the Board of Regents.

The Texas Tech University System Board of Regents and its designated line of authority is the governing body of the Museum of Texas Tech University. While the governing body has the responsibility of serving the Museum without serving individual interests, it must also ensure that all activities are in agreement with federal, state, and University regulations, Museum professional standards and practices, as well as the mission and policies established for the Museum. The governing body recognizes that the collections are the foundation of the Museum's programs and functions. The governing body recognizes that the possession of these collections incurs legal and ethical obligations to provide proper housing, management, and care for the collections and associated documentation. For these reasons, the governing body, acting through the Executive Director, is responsible for assuring that the scope of each collection agrees with the Museum's mission, that collection growth is balanced with available resources, and that appropriate allocation is made of personnel, facilities, equipment, services, and support to address the ongoing needs of each collection.

- VII.B.1.m. TTU: Approve purchasing contracts in excess of \$1,000,000.—The Board approved the purchasing contracts in excess of \$1,000,000 per annum in accordance with *Regents Rules* 07.12.3.a and those contracts with a value exceeding \$5,000,000 in accordance with *Regents' Rules* 07.12.3.c, included herewith as Attachment No. 3 (TTU Approval of Purchasing Contracts). This request was approved administratively by the president and the interim chancellor.
- VII.B.1.n. TTUHSC: Approve submission of request to exceed the Full Time Equivalent ("FTE") limitation established by the General Appropriations Act.—

Minutes – October 4, 2018

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MUSEUM STATEMENT

Mission Statement

Through its collections and programs, the Museum of Texas Tech University engages campus and community to enhance understanding of self and community identity, society, and the world; to empower people to be informed citizens of the 21st century; and to enrich lives.

Vision Statement

To be a premier destination for exploration and discovery in the arts, humanities, and sciences and the leading university Museum in the country.

Statement of Purpose

Established in 1929, the Museum is an educational, scientific, cultural, and research element of Texas Tech University. It is a nonprofit institution as a subdivision of a state as described in Internal Revenue Code 170c(1). The Museum's purpose is to support the academic and intellectual mission of Texas Tech University through the acquisition, preservation, documentation, and research of scientific and cultural collections and to disseminate information about those collections and their scientific and cultural topics through exhibition, interpretation, and publication for students, public audiences, and scholarly communities. The Museum aspires to the highest standards of current museological ethics and practices while pursuing continuous improvement, stimulating quality research, conservation, interpretation, exhibition, and education, and providing support for faculty, staff, and students. The Museum is a multifaceted institution. Its components consist of the main building, Lubbock Lake Landmark, Natural Science Research Laboratory, and the Moody Planetarium. The Museum houses the Heritage and Museum Sciences graduate program.

Scope of Collections

The general scope-of-collections for the Museum is the greater American Southwest and similar geographic regions in time and space; the Natural Science Research Laboratory retains its scope-of-collections prior to merging with the Museum as global diversity. Each Collecting Division (UC) may further restrict and refine the scope in accordance with the Museum's mission and purpose.

Collections Statement

The foundation of the Museum are the collections that are held-in-trust for the public. For the purposes of this policy, the term "object" is used for all types of collection material, including specimens, samples, and documentation. Further, as the Museum acquires collections, the term "collections" is used both to refer to a single object or a group of objects from a single accession or source. The Museum maintains three collection categories:

Research Collections: These are accessioned, documented, and cataloged objects of artistic, cultural, scientific, or historical significance, comparative materials, and objects of high quality that represent the diversity inherent in the mission of the Museum. These Collections are used for research, exhibitions, and loans and are either owned by the Museum as an agent of the State of Texas or held-in-trust for the Museum of Texas Tech University Association or for federal and state agencies. Research Collections receive the highest level of care and protection.

Interpretation Collections: These are accessioned and documented objects that are used for interpretation, participatory exhibitions, and educational programs. Objects held-in-trust cannot be reassigned to an Interpretation Collection. Interpretation Collection objects are owned by the Museum as an agent of the State of Texas and are subject to possible damage or destruction from supervised utilization. These objects are given all reasonable care and are viewed as important to the mission of the Museum. They are assigned to the Education Division or to Heritage Education at the Lubbock Lake Landmark, and are inventoried by those respective Divisions. Objects may be transferred from a Collecting Division or donated specifically for an Interpretation Collection. Objects from a Museum's Collecting Division are returned to the Collecting Division from which they originated after they no longer have interpretive program value. In the event of damage or destruction beyond usefulness, objects are deaccessioned from the Collecting Division or the Interpretation Collection in accordance with the deaccessions section of the Collections Management Policy of the Museum.

Teaching Collections: These are accessioned and documented objects that are used for hands-on instructional purposes within the Heritage and Museum Sciences graduate program. Objects held-in-trust cannot be reassigned to the Teaching Collection. Teaching Collection objects are owned by the Museum as an agent of the State of Texas and are subject to damage or destruction due to supervised utilization. These objects are given all reasonable care. They are assigned to the Heritage and Museum Sciences graduate program for use, and are inventoried by that program. Objects are returned to the Collecting Division from which they originated after they no longer have teaching value. In the event of damage or destruction beyond usefulness, these objects are deaccessioned in accordance with the deaccessioning section of the Collections Management Policy of the Museum.

Access to collections and related documents is restricted because of security concerns. The Museum also respects donors' rights to privacy, protects confidentiality, and safeguards legally secure documents to the extent allowed by current federal and state laws. The Museum staff does not conduct appraisals, provide letters or certificates of authenticity, or release object values to the public, or make known to the public specific storage locations of objects.

The Museum holds other materials that support its research and educational programming, such as exhibit props, scientific instruments and equipment, books, journals, furniture, and materials and supplies. These are not collections objects and are not accessioned, but they are property of the Museum of Texas Tech University. Each Division has the responsibility for the care and retention of such property in

accordance with Texas Tech University OP 63.08 (Property Management) and OP 63.07 (Disposal of Surplus, Obsolete, or Uneconomically Repairable Inventory).

CODE OF ETHICS

1. INTRODUCTION

The Museum of Texas Tech University endorses and applies current ethical standards and professional practices. Those ethical standards and professional practices are defined in this Code of Ethics that is applicable to and serves as a guide for the institution and all associated faculty, staff, students, and volunteers. As a unit of Texas Tech University, the organization and responsibilities of the Museum are defined in the University's OP 30.03 (Museum of Texas Tech University). The Museum affirms its responsibilities set forth in that OP.

Premise

The Museum of Texas Tech University is a public and academic educational institution that collects, documents, preserves, and interprets objects, and disseminates knowledge about them. The Museum is committed to transparency, public service, and responsible management of its resources. To promote public trust, high standards of operation and behavior are necessary at all levels of the Museum, including individual members of governing bodies, support organizations, volunteers, and staff. Maintaining these standards is a collective and individual effort.

As an institution actively involved with the training of Museum professionals, the Museum has an added responsibility to students and the Museum community, to follow recognized standards of the profession.

Statement of Position

Scope: This Code of Ethics pertains to the Museum's governing body, faculty and staff members, students, volunteers, and support and associated groups of the Museum.

Authority Recognition: All laws, regulations, and international agreements of the United States and the State of Texas supersede this Code of Ethics. The general policies and regulations of the Texas Tech University System and specific regulations applicable to certain individuals, such as students and faculty, also supersede this Code of Ethics.

Endorsements in Principle: This Code of Ethics endorses the principles and standards of the International Council of Museums, American Alliance of Museums, Association of Academic Museums and Galleries, and those of specific disciplines and professions. In situations where differences may occur, the interests of the Museum will take precedence over the guidelines endorsed in principle.

This Code of Ethics also embodies and endorses the standards of conduct, principles of ethical behavior, and other statements of ethics described in Texas Tech University OP 10.11 (Ethics Policy).

Implementation: This Code of Ethics complements and works hand-in-hand with the mission and policies of the Museum. The policies, established by the governing body of the Museum are carried out under the guidance and supervision of its designated representative, the Executive Director of the Museum. The development of associated procedures is generally the responsibility of the Executive Director and designated staff.

Periodic Review and Interpretation: This Code of Ethics is reviewed every five years by the Collections Review Board and amended as needed. An Ethics Committee, appointed by the Executive Director, resolves any issues concerning its interpretation, including any non-adherence grievances.

2. GOVERNANCE

General Responsibility

Administration

The Texas Tech University System Board of Regents and its designated line of authority is the governing body of the Museum of Texas Tech University. While the governing body has the responsibility of serving the Museum without serving individual interests, it must also ensure that all activities are in agreement with federal, state, and University regulations, Museum professional standards and practices, as well as the mission and policies established for the Museum.

The Museum of Texas Tech University Association is a separate 501(c)3 organization that supports the Museum. The Museum Association is not a governing body for the Museum, but a long-standing community-based membership group. The Museum Association's members seek to increase public awareness and support for the Museum on a local to international level. The governing body and the Museum recognize the importance of these efforts. Neither the governing body nor the Museum are responsible for the Museum Gift Shop that is administered by the Museum Association.

Agreements and Contracts

The governing body, through its designated representative, the Executive Director, reserves the right to negotiate and involve the Museum with corporations, agencies, or other outside parties in projects and programs that have mutual interest. The governing body will not obligate the Museum to projects or programs that do not serve Museum interest, or to situations that compromise the resources needed for ongoing activities related to the Museum's primary functions.

Fiscal Matters

The governing body is responsible for using budgeted funds and resources to serve the interests of the Museum and its mission in a manner that provides an appropriate balance of allocations for staff, collections, facilities, equipment, programs, services, and museum functions. In all fiscal matters, the governing

body maintains full documentation and accountability for resource expenditures. The governing body does not use any Museum resources for individual financial gain.

Fundraising

All fundraising activities are compatible with the mission and programs of the Museum. The Museum acts ethically, legally, and transparently in such activities. All monetary donations are handled so that the needs and wishes of the Museum are balanced with those of the donor. In all matters involving sales of goods or services, the Museum maintains reasonable rates of exchange. The governing body may raise funds to establish endowments for the Museum through the Texas Tech University Foundation and initiate corporate investment in Museum activities.

Personnel

The governing body recognizes the greatest asset of the Museum is its staff, and that the quality of the staff is directly related to the Museum's ability to build and maintain collections, conduct research, develop exhibit and education programs for public and academic audiences, and perform services. For this reason, the governing body, acting through the Executive Director, is responsible for maintaining an equal opportunity employment process, providing job descriptions, hiring qualified staff, providing training and career enhancement opportunities, conducting periodic performance reviews and evaluations, and developing work environments that are in agreement with federal, state, and University regulations that address health, safety, and personnel issues. Working relationships between all persons affiliated with the Museum are based on equity and mutual respect.

Collections

The governing body recognizes that the collections are the foundation of the Museum's programs and functions. The governing body recognizes that the possession of these collections incurs legal and ethical obligations to provide proper housing, management, and care for the collections and associated documentation. For these reasons, the governing body, acting through the Executive Director, is responsible for assuring that the scope of each collection agrees with the Museum's mission, that collection growth is balanced with available resources, and that appropriate allocation is made of personnel, facilities, equipment, services, and support to address the ongoing needs of each collection.

Audiences

The governing body recognizes the importance of serving diverse public and academic audiences, and that these audiences help justify the support the Museum receives from federal, state, local, and private sources. For this reason, the Museum;

- (1) Provides programs and activities that serve its broad constituency;
- (2) Is a facility that provides a responsive, safe, and comfortable environment;
and,

(3) Is a resource for accurate information.

The Museum is particularly sensitive to dealing properly with cultural, social, and legal issues, such as due respect for human remains, animal care and use regulations, disability access, and religious, gender, ethnic, and cultural diversity.

Privacy Protection

The governing body values protecting personal information as a priority. All efforts are taken to protect the privacy of faculty, staff, students, volunteers, and visitors. The Museum adheres to all federal and state laws regarding privacy, including the Texas Public Information Act and the Family Educational Rights and Privacy Act.

Texas Tech University and the Museum maintain application and employment information. Potential, current, and former employee information is private unless requested through proper legal means.

The Museum may collect visitor information and feedback through surveys, evaluations, or personal interviews and share aggregate data as appropriate. Generally, this information is collected anonymously, but should any identifying information be collected, it will not be shared with the general public or private businesses.

3. COLLECTIONS

Collections are developed, managed, and conserved for use in research, exhibits, and/or education programs for public and academic audiences. To ensure these collections will be available for use in the future, utilization is balanced with current preservation standards and practices. All collections-related activities promote the public good, not individual financial gain.

Acquisition

The growth and development of collections adheres to the Museum's mission statement and Collections Management Policy of the Museum, particularly in regard to legal and ethical acquisition, clear ownership, provenance, condition, value, need, and ability to provide proper long-term care. The Museum is committed to continued growth and development of collections in a manner that reflects quality and relevance over quantity. New acquisitions emphasize collection integrity, object integrity, and maximum associated information.

Management, Care, and Use

The management, care, and use of Museum collections follow the Museum's Collections Management Policy. Implementation of the Collections Management Policy is based on written procedures that:

(1) Meet legal, museum, and academic standards for collections;

- (2) Include specifications for providing proper care with respect to environment, housing, exhibition, and handling;
- (3) Incorporate all parts of the collection, including objects, associated data, collection records, and reference material;
- (4) Allow for standardized access to the collections and associated data; and
- (5) Treat human remains, mortuary, and sacred objects with respect.

Due Diligence

The Museum will seek to resolve the status of any objects ethically and legally that may be claimed or found to be subject of a question of ownership, repatriation, or restitution. The Museum will exercise due diligence and make every available effort to ensure that no such concerns exist before making acquisition recommendations. The Museum takes repatriation and restitution claims seriously. All claims of ownership asserted with objects already in the Museum's collections will be addressed openly, seriously, responsively, and with respect for all parties involved.

This responsibility includes any object:

- (1) Subject to the Native American Graves and Repatriation Act;
- (2) Found to be appropriated unlawfully during the Nazi era without subsequent restitution; or,
- (3) Found to be exported illegally from its country of origin or from the country where it was last owned legally.

Truth in Presentation

Museum staff is responsible to present accurate information about the objects the Museum owns, exhibits, interprets, or publishes. Intellectual honesty and objectivity in the presentation of objects is the duty of all individuals associated with the Museum, whether in a paid or unpaid position.

Disposal

The disposal of accessioned collection objects follows the Museum's Collections Management Policy and accompanying written procedures for policy implementation. The policy and procedures ensure all deaccessioning activities are exclusively for the purpose of supporting the mission and scope of collections. All deaccessioned material is documented fully, clearly justified, disposed of appropriately, and free from problems of ownership, conflict of interest, and ethical or legal entanglements. No personal gain resulting from deaccessioned material is to be realized by any individual having an affiliation with the Museum or University higher administration.

Money acquired from the sale of object(s) is used solely to obtain objects for the collection of the Museum Division from which the object(s) was deaccessioned. None of the revenue generated will be used to fund operating costs or salaries.

4. CONDUCT OF INDIVIDUALS

Responsibility to the Museum

Individuals affiliated with the Museum are expected to be familiar with and to abide by the Code of Ethics, Collections Management Policy, and Collections Management Procedures adopted by the Museum. Individuals affiliated with the Museum are expected to fulfill all duties and responsibilities of their designated position and written job description, in a timely and professional manner. All Museum resources, including personnel, staff time, facilities, collections, images, equipment, supplies, and funds, are to be used only to serve the interests and purposes of the Museum. Unauthorized use of these resources by any individual, strictly for personal benefit, is ethically irresponsible and may be regarded as a conflict of interest, fraud, or theft.

Individuals affiliated with the Museum have unique responsibilities related to maintaining the Museum's image, trust, and credibility for its audiences. For this reason, affiliated individuals must:

- (1) Properly represent the Museum and their position when interacting with others;
- (2) Exercise professional discretion about activities and concerns of the Museum; and
- (3) Hold in confidence relevant information not subject to public disclosure under federal or state laws concerning matters such as collections, personnel, and security.

Individuals affiliated with the Museum must avoid the appearance of impropriety and situations that may be construed as a conflict of interest. The purpose of this concern is to prevent the actual or perceived conflict between Museum personnel and the objectives of the Museum. Concerns about potential conflicts of interest will be conveyed immediately to the Executive Director. Potential conflicts of interest include:

- (1) Personal collecting within the collecting areas of the Museum;
- (2) Using Museum affiliations, Museum resources, or the influence of one's position in ways solely to benefit personally, or to serve solely the interests of persons outside the Museum;

- (3) Placing the Museum in a situation that compromises its mission, policies, functions, practices, or philosophies;
- (4) Placing the Museum in a situation that it unduly competes with outside parties, and
- (5) Participating in other employment that compromises one's capability to perform in a timely and professional manner.

Responsibility to Collections

The Museum's ability to service audiences depends on the quality and accuracy of available information. Such information includes object and collection documentation, personal communications, formal presentation, written correspondence, public exhibits, and educational programs. For this reason, individuals affiliated with the Museum maintain accurate and complete as possible information.

The Museum's ability to perform its functions depends on the quality of object preservation and conservation. Individuals affiliated with the Museum will respect all objects and materials by following professional museum preservation procedures, providing protection from agents of deterioration, providing proper housing, and exercising safe handling.

Individuals affiliated with the Museum collections must be knowledgeable about their respective collection(s), museum and academic standards related to their collection(s), and changes in philosophies and practices for properly managing and caring for their collection(s). They also are responsible for upholding the University's technology and emergency policies and for upholding the Museum's security and emergency policies.

Responsibility to Other Individuals

Individuals affiliated with the Museum must be responsive to each other, to professional associates outside of the Museum, and to the Museum's public and academic audiences, and treat each individual with professional courtesy and respect and observe the rights of one another. They cooperate as needed to promote the Museum and its mission, functions, services, programs, and image. Supervisors and faculty are responsible for the actions of the individuals under their supervision and will take an active role in providing direction, instruction, communication, and group cooperation.

COLLECTIONS REVIEW BOARD

The Executive Director delegates authority to the Collections Review Board for Museum decision-making in collections-related matters and to the Director of Academic and Curatorial Programs to make appointments to the board. The institutional decision structure resides with the Collections Review Board. The Collections Review Board deliberates all acquisitions, deaccessions and disposals, destructive loans, image requests, and other collections-related matters. The Collections Review Board exercises due diligence and fiduciary responsibility for the Museum and acts in the Museum's interest to exercise its duty of care and duty of loyalty.

The Executive Director normally does not meet with the Collections Review Board, but participates when Institutional Advancement is involved or as circumstances warrant. The Registrar is responsible for providing to the Executive Director an annual list of each year's accessions and deaccessions.

ACQUISITIONS

Acquisition is the process of acquiring an object(s) or collection for the collections of the Museum. Object(s) or collections usually are acquired through donation, field work or research, purchase, transfer from or exchange with another institution, bequest, or as an object or collection held-in-trust. Acquisition does not imply accessioning, but is a necessary prerequisite for accessioning. Acquired objects or collections are recommended for accessioning by the appropriate Curator to the Collections Review Board.

State, federal, and international statutes and laws may affect the acquisition of certain objects. In all cases, the Museum acts in accordance with those statutes and laws. Additionally, the Museum bases its acquisition and accession policy statements and procedures on the ethical standards set out in its own Code of Ethics. The Museum does not knowingly accept any object or collection acquired by illegal or unethical means.

The following policy statements support an attitude of responsible collections management. They provide guidance for collection acquisition by authorized Museum personnel. Adherence to the statements promotes responsible collecting and assures appropriate housing, preservation, and conservation and accountability inherent in the acceptance of objects or collections. Reference to these guidelines fosters a spirit of understanding and cooperation with prospective donors and serves as a defined justification for acceptance or rejection of donations, field-generated collections, purchases, transfers and exchanges, bequests, or as a collection held-in-trust.

1. The Museum of Texas Tech University categorically endorses the concept that responsibility for the physical safety of the objects begins with acquisition.
2. The right to acquire art object(s) was granted to the Museum of Texas Tech University Association by agreement with the administration at Texas Tech University in 2015. The Museum is not obligated to accept stewardship of any object acquired by the Museum Association. Museum Association acquisitions are reviewed in accordance with the qualifications and conditions as outlined in the acquisitions section of this Policy and as defined in the acquisitions procedure section of the Collections Management Procedures document. Museum Association acquisitions accepted into the collections of the Museum by the Collections Review Board are held-in-trust for the Museum Association through a signed held-in-trust agreement. When stewardship is accepted, the fiduciary responsibility for the acquired object(s) remains with the Museum Association, while the management of the held-in-trust object(s) is determined by the held-in-trust agreement.
3. Acquisitions of the Museum of Texas Tech University other than held-in-trust collections are the property of the State of Texas. Acquisitions of the Museum of Texas Tech University Association are the property and responsibility of that organization for which its Board has legal obligation. The Museum is not legally bound to acquire, consider for accession, house, or care for objects that are

acquired by the Museum Association.

4. All potential acquisitions must be evaluated by the following criteria:
 - a. Appropriateness to the Museum's mission, purpose, goals and scope of collections and the educational aims of Texas Tech University.
 - b. Ability of the Museum to maintain and house the object(s) and associated documentation properly without compromising its financial and physical capabilities.
 - c. Documentation as to origin, previous ownership, and use.
 - d. Relevance of acquisition to the Museum Collections Plan and the Collecting Division's scope-of-collections and collections plan.
 - e. Laws and ethical standards governing possession and use of objects.
 - f. Willingness of the donor (owner) to transfer complete ownership (provide clear title) to the Museum without restrictions, limitations, or conditions. For donations, transfers, and bequests, transfer of legal title is through a signed deed-of-gift between the Museum and owner that identifies owner, the Museum, and all objects for which ownership is transferred.
 - g. Willingness of the federal or state agency to transfer stewardship to the Museum for held-in-trust collections. Transfer of stewardship is due a signed held-in-trust agreement between the Museum and the federal or state agency that identifies the agency, the Museum, and all objects for which stewardship is transferred.
 - h. Willingness of the Museum Association to transfer stewardship to the Museum for held-in-trust objects. Transfer of stewardship is through a signed held-in-trust agreement between the Museum and Museum Association that identifies the Museum Association, the Museum, and all objects for which stewardship is transferred.
 - i. Willingness of the seller to provide written documentation identifying the seller, all objects being purchased, the price of each object, and a receipt to the Museum completing the sale.
 - j. Consideration of the legal status of the intellectual property related to the objects.
5. The Museum acquires no collection, by any means, for which a valid title cannot be obtained. Clear title must be established, and to the best knowledge of all parties, prior to acquisition. The Museum will acquire no held-in-trust collection from which a valid transfer of stewardship cannot be obtained.

6. The Museum does not acquire or utilize collections of questionable legal or ethical origin.
7. Restricted or conditional donations will not be accepted except under extraordinary circumstances when the long-term advantage to the Museum is unequivocal. Any consideration of such donations must be accompanied by a legal document that conveys any restrictions or conditions.
8. The Museum does not acquire personal memorabilia unless the material has specific relevance to the mission and scope of collections of the Museum. Potential donations from Museum staff are subject to the acquisition process and cannot be within their Collecting Division. The staff member must agree that the donation is not a charitable contribution.
9. The Museum is not legally bound to acquire objects that are bequeathed to it. Objects bequeathed to the Museum are subject to review and approval as outlined in the Collections Management Policy. The Museum observes all legal requirements with respect to objects acquired through the bequest, but is not obligated to accept any restrictions or conditions associated with bequest.
10. The Museum will not acquire objects dropped off or delivered to the Museum without previous contact between a potential donor and a Curator, including objects found left outside the Museum or unsolicited objects shipped to the Museum. Such objects are considered abandoned property and handed over to the University Police Department for further action.
11. Held-in-trust collections owned by the state or federal government are acquired by the Museum through permitted field-generated collections on public lands or an agreement with the appropriate state or federal agency.
 - a. These collections must fit the scope and collecting plan of the Museum and all other acquisition criteria to ensure proper housing and maintenance.
 - b. The Registrar submits an annual report of acquisition activities of state associated held-in-trust collections to the Texas Historical Commission. The Registrar submits an annual report of acquisition activities regarding federally associated held-in-trust collections to the appropriate federal agency.
12. For the purpose of acquisition insurance valuation and in the absence of an appraisal, a Museum Curator in the relevant discipline is relied upon for estimations of value, and their determination is final.
13. Museum staff cannot at any time ethically or legally appraise objects for private citizens or donors, retain an appraiser for a private citizen or donor, or refer an individual appraiser to a private citizen or donor. Museum staff follow IRS rules and regulations. Donors requiring appraisals are responsible for meeting current IRS standards for income tax purposes.

Appraisal restrictions do not apply to in-house assessments of value of objects owned or held-in-trust by the Museum for such Museum valuation purposes as insurance purposes, traveling exhibitions, or outgoing loans. These activities are viewed as professional assessments and not commercial appraisals.

14. Collections and associated documentation, including field records generated by staff or student field work and research are owned or held-in-trust by the Museum and are accessioned as appropriate. This statement also applies to documentation generated by research carried out on behalf of the Museum where no physical objects or samples are actualized.
15. In the process of acquiring or collecting field objects, Museum personnel will not knowingly or intentionally violate local, state, national, or international laws or statutes. Nor will the Museum knowingly or intentionally receive into its possession any object(s) that have been stolen, converted, or taken by fraud in violation of the above noted laws or statutes. Field collection is not initiated without appropriate documentation, including all required state, federal, or foreign government permits, export, import, and health permits and associated documents, land use authorization, and designation of the Museum as the stewardship curatorial facility. On private property, permission to collect, preserve, utilize, and subsequently to assume title, without restriction, must be gained in writing from the owner, or legal representative of the owner, on whose land the object(s) are collected. These permission documents are part of the field notes associated with the collection and as such become part of the Museum's permanent records.
16. Collections care begins with acquisition. It is the responsibility of the Registrar and appropriate Curator to ensure that preventive conservation and collections management best practices are followed.
17. The Museum maintains in the Registration Division a detailed recordkeeping system of all objects acquired or received by any approved means into its care.
18. Recordkeeping begins with acquisition and is the responsibility of the Registrar and appropriate Curator. Collections records include acquisitions, accessions, catalog, inventory, loan, insurance, condition report, treatment forms, field forms, photodocuments (film and digital images, video recordings), and business records. Records include paper documents and electronic data entry. All digital records are updated and stored at an off-site secure facility. Records are housed in appropriate cabinetry, files, or refrigerated units.
19. Objects suitable for deposition in the comparative and education collections of the various Divisions for in-house research and education purposes are acquired and accessioned.
20. Donor information and donor acknowledgment, including the wishes of a donor to remain anonymous, are maintained as part of the acquisition file, the accession file, and on the catalog record.

21. Potential donors are informed of the restrictions under which gifts may be received by the Museum. Museum acquisitions, once accessioned, are subject to the deaccessioning section of the Collections Management Policy.
22. Certain state, national, and international statutes and laws may require that acquired or accessioned objects be deaccessioned from the Museum's collections and repatriated. The Museum abides by current statutes and laws. Prospective donors of objects likely to be affected by such legislation are informed of this likelihood.

GIFTS AND GIFTS-IN-KIND

1. Gifts-in-kind for the Museum with an appraised value in excess of \$10,000 require the approval of the Vice Chancellor for Institutional Advancement and the Chief Financial Officer. Approval of the Board of Regents is required for all the gifts of property valued at \$250,000 or more, and for all gifts of real estate. An individual cannot commit the Museum and University to the acceptance of a gift-in-kind prior to official approval.
 - a. Gifts, donations, and non-contractual grants are defined as follows: charitable contributions of any kind of property, real or personal, including pledges, that are given for restricted or unrestricted purposes by donors from the private sector. Included in this definition are gifts such as cash, securities, and tangible personal property and real property.
 - b. All solicitation of gifts from private sources by any Museum faculty member, staff member, student, student organization, or related entity are coordinated and cleared before the fact with the Executive Director and the University System Office of Institutional Advancement.
2. Finder's Fees or Commissions
 - a. The Museum does not pay a fee to any person in consideration of directing a gift to the Museum, Texas Tech University, or the University System Office of Institutional Advancement. Such fees may be illegal, and, in the case of irrevocable deferred gifts that involve management of assets, the payment of such fees may subject Texas Tech University, its Board of Regents, Texas Tech Foundation, its Board of Directors, or Texas Tech University staff to federal and state security regulations.
 - b. No commission or finder's fees of any type are paid to any party in connection with the completion of a gift to the Museum, Texas Tech University, or Texas Tech Foundation.
 - c. All collections-related gifts-in-kind to the Museum must be approved by the Collections Review Board prior to acceptance of the offered collection. Collections-related gifts must be appraised or have a market valuation by a qualified appraiser before being donated to the Museum.

ACCESSIONS

Accessioning is the procedure that is initiated by the transfer of clear title, and that officially incorporates objects into the collections of the Museum or registers objects held-in-trust for federal and state agencies or the Museum Association. Title is transferred when the Museum receives a deed-of-gift signed by the donor or donors, a bill of sale is acknowledged as paid in full in the case of purchased objects, or a document is signed by all interested parties in the case of transferred objects.

Held-in-trust status is conferred when the Museum receives a held-in-trust agreement signed by the authorized representative of a state or federal agency or by the Museum Association. Stewardship is transferred but not ownership. The Museum recognizes the acquisition agreement between Texas Tech University and the Museum Association and that certain collections generated under state or federal permits are regulated by specific state and federal laws and are held-in-trust instead of owned by the Museum.

Objects are not incorporated into the Museum collections until they are accessioned. Upon accessioning, the Museum assumes the legal obligation for the proper care and management of the object(s). Accessioning provides an inventory of objects owned and held-in-trust by the Museum. It is a function and responsibility of the Registration Division.

1. All items acquired for the permanent collections of the Museum will be accessioned in a timely manner.
2. Once an object(s) or collection is reviewed and approved by the Collections Review Board and a signed deed-of-gift, held-in-trust agreement, or a receipt for purchased objects is received, then the object(s) or collection is accessioned by the Registrar. Complete records of the accessioned holdings of the Museum are maintained in the Registration Division.
3. Accession numbers document Museum ownership or stewardship and are an inventory control device. The accession number system utilized by the Museum is alpha-numeric and includes the Museum acronym TTU, followed by the calendar year of acceptance, followed by a number indicating the order of acceptance. The calendar year is written in full, and the number order of acceptance is separated by a dash (-) from the year (e.g., TTU2000-001). Each accession, whether it consists of a single object or collection of objects, is assigned one unique accession number.
4. Accessioning is the responsibility of the Registrar, and only the Registrar has the authority to assign accession numbers. It is the responsibility of the appropriate Curator to provide all acquisition and identification documentation to the Registrar.
5. Undocumented objects found in the collections are those that have no accession number and no record of the objects being accessioned or why they are in the

Museum. Ownership of undocumented objects cannot be assumed and they cannot be disposed of or accessioned. These objects are abandoned property. The Texas law (Title 6A [Property Loaned to Museums], Chapter 80 [Ownership, Conservation, and Disposition of Property Loaned to Museums]) for museum abandoned property and old loans must be followed in order to gain clear title. Once clear title is established, the objects undergo acquisition review.

6. Records that accompany accessions are:
 - a. A document transferring clear title of ownership (deed-of-gift, purchase receipt, transfer/exchange letter) or a held-in-trust agreement.
 - b. A complete record of all correspondence and transactions involving the accession including:
 - (1) Name and address of the donor (includes landowner for field generated collections on private land), seller, trading/exchanging institution, or governmental agency or Museum Association for which object(s) or collection is being held-in-trust.
 - (2) Copy of the permit for held-in-trust objects or collections as applicable.
 - (3) Copy of the permit for field-generated collections from foreign countries.
 - (4) Import and export papers for object(s) or collections from foreign countries.
 - (5) Bill of sale, purchase receipt, and bill of lading.
 - (6) Any gift restrictions.
 - (7) Copyright information.
 - (8) Artist's rights information.
 - (9) Provenience information.
 - (10) History of object(s).
 - (11) Date or age of object(s).
 - c. If the Museum acquires a state-associated held-in-trust collection generated by an outside researcher, then a signed curation agreement also is required that identifies the generating organization, the researcher, the Museum, and the objects that constitute the collection.
 - d. For collections acquired by field research by Museum staff, the following must

be added to the file in the Registration Division: either a copy of the permit giving the staff member permission for such research and naming the Museum as the official curatorial facility; or written documentation that the landowner provided the staff member permission for such research and the arrangements for the final disposition of the collected material.

- e. Digital, black and white, or color photographic images with the assigned accession number visible either in the photograph(s) or inscribed on the face of the photograph(s) are required for all type specimens, works of art, ethnographic material, significant historical costumes and objects, appropriate archaeological objects, and other objects selected by the Executive Director in consultation with the Registrar and the appropriate Curator.
7. Donated books that are rare, serials, and historic manuscripts appropriate for the collections are accessioned, assigned to the appropriate Division, and cataloged into that Division. Accessioned books are not placed in a library. Donated books and serials for placement in the Heritage and Museum Sciences Research Library or the Packard Library in the Natural Science Research Laboratory are not accessioned but are recorded by the Registrar with all information pertaining to donation. A deed-of gift form is sent to the donor with a complete listing of the book(s). Records of books donated are kept in the Registration Division separate from accession records. Books are cataloged into the appropriate library using standard library procedures.
 8. The Registrar submits an annual report of accessioning activities regarding state associated held-in-trust collections to the Texas Historical Commission.

DEACCESSIONS

Deaccessioning is an integral part of museum professional practice. This view is endorsed by the Museum in its Code of Ethics and is based on ethical codes of national and international museum professional organizations. Deaccessioning is a useful tool for defining and refining the scope and quality of collections. A deaccession policy does not, however, imply that collections are a resource for the purpose of raising revenue to cover operating costs. Such implications quickly undermine the Museum's fiduciary responsibility and public trust. The deaccessioning of an object by sale can only occur in particular circumstances, and the use of any revenue raised from deaccessioning is restricted.

The Museum recognizes the special responsibility associated with the receiving and maintenance of objects of cultural, historical, and scientific significance in the public trust. An institution cannot remain static and serve the cultural and educational needs of its various communities. Periodic reevaluations and thoughtful selection are necessary for the growth and proper care of collections. The practice of deaccessioning under well-defined guidelines provides these opportunities. Deaccessioning permanently removes an object from the collections through donation, transfer, exchange, sale, repatriation, loss from collections, deterioration beyond repair, and loss through natural disasters. The process allows transfer of unrestricted title to a receiving agency or transfer of stewardship by a governmental agency to another institution if the collection is held-in-trust.

As the Museum is concerned for the preservation of objects in the public trust, written evidence is required that appropriate care and maintenance will be provided all objects considered for deaccessioning through donation, exchange, transfer, or repatriation, except where state, federal, or international laws or statutes override this requirement. Objects under consideration for exchange from another institution are subject to the acquisitions and accessions review process. An object must have been accessioned into the Museum's holdings for at least seven years before it can be considered for deaccessioning, unless otherwise regulated by state and federal law.

1. Deaccession involves the careful and legal removal of properly reviewed objects from the Museum collections. The only objects considered for deaccession are those to which the Museum has clear title or held-in-trust stewardship. For held-in-trust collections, deaccession consideration and approval is done in concert with the appropriate governmental agency and the method of disposal designated by that governmental agency or in concert with the Museum Association for its collections.
2. No object is deaccessioned and disposed of by transfer, exchange, sale, or destruction, or in any way removed from the Museum records without careful review, evaluation by curatorial staff, and documentation of clear title or held-in-trust status. Although the object is permanently removed from the Museum's holdings, all information associated with the object including accession and catalog numbers are retained by the Registrar.

3. Type specimens and comparable objects cannot be deaccessioned.
4. The Executive Director has delegated authority to the Collections Review Board to make final staff decisions on deaccessioning. Initial written recommendations from the appropriate Curator are submitted to and reviewed by the Collections Review Board. The Board of Regents, or the governmental agency or Museum Association for held-in-trust collections, has final review.
5. As a courtesy, reasonable efforts will be made to contact donors or their heirs prior to deaccessioning objects from the Museum's collections to inform them of the Museum's action.
6. The decision to deaccession is made based on, but not limited to, the following guidelines. These guidelines assume that all objects currently are accessioned and that the Museum has clear and unrestricted title or held-in-trust stewardship.
 - a. Objects lacking provenience or location information that are not significant or useful for research, exhibit, or educational purposes.
 - b. Objects that have been determined not to be authentic.
 - c. Objects that have limited or no value to the Museum because of redundancy in the collections.
 - d. Human skeletal remains and objects of sacred or ritual significance that are requested for return under the terms and conditions of any state, federal, or international laws and statutes. As per current federal laws and statutes, the requesting group must provide evidence of the validity of their claim. All claims must be made in accordance with national and international statutes and laws and the Museum will respond accordingly.
 - e. Objects that do not relate to the mission of the Museum. Objects that are relevant to the mission of the Museum may not be deaccessioned on the grounds that they are not relevant to the research interests of current faculty or staff.
 - f. Objects that have decayed, decomposed, or have been damaged beyond reasonable use and repair or whose condition constitute a hazard to other objects in the collections or a hazard to staff.
 - g. Objects reported as missing after the second comprehensive inventory or stolen.
 - h. Objects that have been stolen and for which an insurance claim has been paid to the Museum.
 - i. Objects from the Interpretation Collection used in education programs or from the comparative collections that are consumed.

- j. Objects that were accessioned erroneously into the collections.
7. Disposal is the physical removal of a deaccessioned object or collection from the Museum. The Museum uses four disposal methods: transfer or exchange, sale, repatriation, and destruction. The preferred method of disposal is transfer or exchange of objects to or with appropriate public museums or related institutions, after which the order of preference is appropriate public educational agencies and institutions, private museums, and private educational agencies and institutions. Every effort is made to retain objects of regional or local importance in a public sphere.

In the event of transfer to or exchange with either public or private institutions, the Museum requires evidence that proper care will be provided for the objects. The Registrar sends a transfer document that transfers ownership to the receiving institution.

8. If transfer is not feasible, objects may be sold through standard State of Texas procedures. Under no circumstances will anthropological, natural sciences, or held-in-trust objects be sold.
- a. In instances of sale, no member of the Texas Tech University Board of Regents, Museum of Texas Tech University Association Executive Board, the Museum of Texas Tech University Association Acquisition Committee, or Association staff, Museum of Texas Tech University faculty, staff, students, volunteers, or members of the Museum of Texas Tech University Association, are eligible to purchase deaccessioned items.
 - b. As a courtesy, reasonable efforts will be made to contact donors or their heirs prior to the disposal by sale of objects from the Museum's collections.
 - c. Money acquired from the sale of the object(s) is used solely to obtain objects for the collection of the Museum Division from which the object(s) was deaccessioned. None of the revenue generated will be used to fund operating costs or salaries.
 - d. Funding for newly acquired and accessioned objects are attributed to the original donor(s).
9. Repatriation returns the requested and subsequently deaccessioned objects to the requesting people of origin or country of origin.
10. Objects that have decayed, decomposed, or have been damaged beyond reasonable use and repair must be destroyed in an appropriate manner.
11. If a suitable recipient for a proposed deaccession and disposal through transfer, exchange, or sale cannot be found, the Museum must keep and maintain the objects until such time as a suitable recipient is found.

12. The Registrar submits an annual report of deaccessioning activities regarding state associated held-in-trust collections to the Texas Historical Commission.
13. All information associated with a deaccessioned object, including any associated numbers, will be retained in the Registrar's records.

CATALOG

To catalog is to identify and describe in detail and methodically classify each object and provide it a unique identifying number. Cataloging is part of documentary control of the collections, placing the object in the proper context and determining information important and unique to that one object. The catalog provides a centralized and effective management system for all available documentation of an object.

The Museum's Collecting Divisions maintain a unified cataloging system, with cross reference between accession and catalog numbers. The system is computer-based, with collection records backed-up on a periodic basis. The catalog records both intrinsic and associational information in standard formats along with standardized categories basic to all Collecting Divisions. Additional fields customize the catalog to each Collecting Division. Catalog numbers document classification and scholarship and are an inventory control device for the appropriate Curator.

1. All accessioned collection objects are cataloged in a timely manner by the appropriate Collecting Division.
2. Complete records of the cataloged holdings of the Museum are maintained by each Collecting Division. Each Curator provides the range of catalog numbers for each accession to the Registrar to be added to the registration records.
3. The catalog number system utilized by the Museum is alpha-numeric and includes the Museum acronym TTU, followed by a dash (-), followed by the Collecting Division designator letter or letters, followed by a serial number.
 - a. The catalog number is written in full on the object (e.g., TTU-A1000). As appropriate, each object is assigned a unique catalog number.
 - b. Each Collecting Division may further add modifying numbers to the designator letter or letters, followed by a dash (-), followed by a serial number (e.g., TTU-A1-1000) to provide flexibility in managing its collections.
4. Cataloging is the responsibility of the Curator, and only Curators have the authority to assign catalog numbers within the appropriate Collecting Division.
5. Objects may not be loaned until they are accessioned and cataloged.

INVENTORY

Inventory provides accountability, updates collection records and documentation, provides opportunities to check the condition of each object, aids in maintaining the security of collections, and helps fulfill legal and ethical responsibilities of the Museum. Inventory is the physical verification of the presence, location, and condition of the objects for which the Museum has assumed responsibility.

1. The Museum practices four types of inventory: accession, comprehensive, spot check, and relocation.
 - a. Each accession must have an accounting of the incoming objects and documentation to provide a baseline. An accession inventory is the responsibility of the Registrar.
 - b. A comprehensive inventory is conducted on a Divisional level once every 10 years accounting for all objects in that Division. Each Collecting Division and its Curator has the responsibility to conduct comprehensive inventories.
 - c. A spot-check inventory is conducted by each Collecting Division on a regular basis as needed for a specific group of objects, cabinet, or shelf. A spot check inventory is the responsibility of the Curator.
 - d. A relocation inventory is conducted at any time an object or collection is moved. Relocation inventory may be the responsibility of the Registrar or Curator based on the circumstances of relocation.
2. The Registrar submits an annual report of inventory activities regarding state-associated held-in-trust collections to the Texas Historical Commission.

LOANS

Borrowing and lending objects are inherent practices in a museum and require specific guidelines to assure object management. Loans do not involve transfer of title but are the temporary reassignment of objects from the Museum (outgoing) to another institution or to the Museum (incoming). In-house loans are internal loans within the Museum between Divisions. All loans are for a defined period of time and for the stated purposes of exhibition, research, education, or inspection. Third-party or permanent loans and commercial use of loaned materials are prohibited.

1. Loans are by authority of the Executive Director and effected through the Office of the Registrar. Loans are initiated by a Curator and transmitted in writing for processing to the Registrar. A written loan contract must accompany every loan with specifications on rights and responsibilities of each party. The loan contract must stipulate the conditions of the loan to ensure adequate storage, insurance, environmental protection, and safety precautions during transit, handling, and use. Loan contracts are filed in the Office of the Registrar with a copy in the appropriate Division's files. It is the responsibility of the Curator to notify the Registrar of the return and completion of a loan. The Registrar establishes the procedures for packing and transportation of all loans.
2. All loans (outgoing or incoming) that require a financial or physical facility commitment by the Museum of other than a minimal nature, or obligates the Museum to other than normal investment in the care, maintenance, or protection of an object, must be approved by the Executive Director.
3. The Museum's loan number system is alpha-numeric and includes the letter L (for loan), followed by the calendar year of the loan, followed by a number indicating the order of loan. The system has two components, that of incoming loans (IL) and outgoing loans (OL), each with its own sequential numbers. The calendar year is written in full, and the serial number is separated by a dash (-) from the year (e.g., OL2000-001). Each loan, regardless of the number of objects, is assigned one unique loan number. Only the Registrar can assign a loan number.

Outgoing Loans

Museum collections are maintained for the benefit of the public and objects are loaned to reach additional audiences and facilitate research. While on loan, objects must be afforded by the borrower the same level of care and protection as provided by the Museum. Loans are made only to other similar institutions, non-profit agencies, and educational organizations. Loans for research purposes are made only to institutions for which a requesting individual is affiliated and that institution assumes full responsibility for the proper administration of the loan and the care and security of the object. No outgoing loans are made to private individuals or businesses.

1. The purposes for which the Museum may release an object to another institution as an outgoing loan are as follows:

- a. For exhibition as part of a temporary installation or loan exhibition;
 - b. For research, destructive analysis, or related educational purposes;
 - c. For conservation, identification, or examination.
2. Objects considered for loan are accessioned and cataloged and are the property of the Museum or held-in-trust. Unaccessioned or uncataloged Museum collections and type specimens and comparable objects will not be loaned. Each Division may further restrict the kinds of objects or materials eligible for loans based on nature, rarity, preservation, monetary value, research priority, and/or management considerations of the objects.
3. The Museum maintains property rights over the object(s) loaned.
4. To assure objects requested for loan receive proper care and security, the requesting institution must present verification of their environmental, storage, exhibition, and security conditions and procedures for the handling and transit of objects. Objects must be packed and transported in the safest possible way in accordance with the nature and condition of the objects.
5. The authority to approve a loan rests with the appropriate Curator. Loans of held-in-trust objects may need the approval of the appropriate governmental agency or Museum Association based on the held-in-trust agreement prior to execution of a loan contract. It is the responsibility of the Curator to request loan approval as warranted and provide the approval document to the Registrar.
6. The loan period is six months with options to renew for a maximum 2-year period subject to approval by the respective Curator. In exceptional circumstances, a loan term for more than two years must be approved by the Executive Director. Loan objects must be returned promptly when the loan period expires. The Museum reserves the right to cancel or deny the renewal of any loan.
7. Third-party loans are prohibited. Borrowers may not loan or donate loan objects to a third-party. All loan objects must be returned to the Museum. Returned loan objects undergo inventory and evaluation before being loaned again.
8. The Registrar is responsible for completing a condition report prior to outgoing shipment of a loan and in a timely fashion after its return to the Museum. The Registrar may delegate this responsibility to the appropriate Curatorial Division. The Registrar is responsible for providing appropriate information to the borrowing institution relating to a loan. Insurance claims for damaged or lost objects are the responsibility of the Registrar. Objects on loan cannot be altered, cleaned, or repaired unless permission to do so is authorized in writing by the Curator.
9. All objects, including held-in-trust, sent out on loan are insured. Normally, wall-to-wall, zero-dollar deductible insurance coverage is provided by the borrowing

institution. Current and reasonable insurance valuations are the responsibility of the Curator. All other insurance matters are the responsibility of the Registrar. **A certificate of insurance is required from the borrowing institution prior to transportation of the loaned objects.**

- a. The Registrar is notified when cancellation of, or changes in, insurance coverage occur. The loan then may be subject to cancellation. Failure to maintain adequate insurance coverage in no way releases the borrowing institution from liability for loss or damage regardless of whether or not the Museum monitored the borrowing institution's insurance.
 - b. Insurance is a component of a broader risk-management program of the Museum and the Texas Tech University System that supports overall preservation efforts of the Museum. Although a self-insured state agency, the Texas Tech University System insures the Museum's collections, including governmental held-in-trust collections. If the borrowing institution is unable to provide insurance, a request for an exception must be made in writing by the Registrar to the Executive Director.
10. The Executive Director has delegated authority to the Collections Review Board to make the final decisions on destructive analysis loans (loans that will radically alter or destroy an object). Such loans are considered on a case-by-case basis and a research proposal is required from the requesting institution. The Curator's recommendation must be made in writing to the Collections Review Board that will respond in writing to the Curator with notification to the Registrar. The object is not deaccessioned. Information gained substitutes for the altered or destroyed object. The Museum does not in any way relinquish ownership of the object, and retains the right to recall the object, or its modified forms, if not used for the stated purpose within the loan period or if other circumstances warrant it. Destructive analysis loans of held-in-trust objects may need the approval of the appropriate governmental agency or Museum Association based on the held-in-trust agreement prior to finalizing the destructive analysis loan request. It is the responsibility of the Curator to request destructive analysis loan approval as warranted and provide the Collections Review Board the approval document.
 - a. The borrowing institution and researcher may use the destructive loan object only for the stated scientific research purposes in the loan agreement. No derivatives of the destructive loan object may be distributed to any third party. All unused portion of the destructive loan object, including remaining portions of tissues or resulting DNA samples, shall be returned to the Museum at the end of the loan period.
 - b. All sequence data resulting from the use of tissue samples shall be registered by the borrowing institution and researcher in GenBank or a comparable archive that provides access to the data by members of the scientific community. Corresponding numbers shall be provided to the Museum.
 - c. Any and all licenses and other rights associated with tissue samples are

limited by and subject to the rights and requirements of the pertinent state, federal, or international government and agency that may be ascribed as a result of governmental sponsorship of research with the Museum and generation of collections.

11. Field-generated, scientific collections and associated ancillary material may require specialized knowledge (e.g., sediments, tissues), and necessitate transport to specialists for data extraction and analysis. It is the Curator's responsibility to monitor these materials and to record the returned data with the appropriate collection. Such materials must be accompanied by a loan contract.
12. The Registrar submits an annual report of loan activities, including destructive analysis loans, regarding state-associated held-in-trust collections to the Texas Historical Commission.
13. Except for condition reports, photography, reproduction, or replication of borrowed objects require prior written approval by the Curator who notifies the Registrar and Executive Director. Lighting conditions, environmental and/or applied chemical alterations, and other conditions of reproduction and replication must be specified by the Curator on the loan contract. Photographs, reproductions, and replicas may only be used for research, exhibition, educational, and marketing purposes.
14. The Museum must be credited in all publications and exhibitions associated with loan objects, including photographs and reproductions, and must receive two (2) copies of any related publication. Loan objects must be identified in the photographs by their catalog or accession number. The proper name of the Museum to be used in all acknowledgments is "Museum of Texas Tech University." The proper Museum acronym for its accession or catalog number is "TTU."

Incoming Loans

The Museum may receive loans from institutions or individuals. The Museum uses its incoming loan contract to document the incoming loan in addition to any form the lender uses. The Museum exercises the same care with objects on loan as it does with its own objects.

1. The purposes for which the Museum may accept an object as incoming loan are as follows:

- a. For exhibition as part of a temporary installation.
 - b. For research or related educational purposes for stated Museum purposes.
 - c. For inspection and study with regard to possible acquisition.
2. No object will be accepted on loan that has been acquired by illegal and unethical means. Loan objects can be received only from the legal owner or authorized agent. No third-party loans are accepted.
3. Objects cannot be received on loan from Museum staff members, staff members of the Museum Association, members of the Museum Association Executive Board and committees, the Texas Tech University Administration, the Texas Tech University Board of Regents, or their immediate families.
4. All incoming loans are insured under the Texas Tech University System Fine Arts insurance policy. It is the responsibility of the Registrar to make appropriate arrangements for insurance of loan objects. All incoming loans must include the provision that the amount payable by the insurance company is the only recoupment available to the lender in the event of loss or damage. If insurance is waived, a written agreement by the lender to waive insurance and release the Museum from any liability associated with the loan must be on file prior to receipt of the loan objects.
 - a. It is the responsibility of the lender to set insurance valuations. The type of valuation must be stated on the loan agreement (fair-market, replacement, conservation, material, or special consideration).
 - b. The Museum does not provide valuations or appraisals for a loan object.
5. Loans of personal property from individuals for warehousing (long-term housing for the benefit of the individual) in the Museum are not considered. Long-term or permanent loans are prohibited.
6. Incoming loans for assessment as possible acquisitions are the responsibility of the appropriate Curator and must have a signed loan contract. It is the responsibility of the Curator to notify the Registrar when the loan is returned or the objects have been approved for acquisition by the Collections Review Board.
7. The Registrar may require a lending party to certify that a loan object(s) can withstand ordinary strains of packing, transportation, and handling. The Registrar may request that a lending party send a written condition report prior to the transportation of the object(s).
 - a. Upon receipt of the loan by the Curator or Registrar, the object(s) must be inventoried, inspected, photographed (where appropriate), and a condition report completed.

- b. Any inconsistency in the loan inventory or any change in the condition of the loan object(s) must be reported immediately to the Registrar. The Registrar must notify the lending party and, when appropriate, notify the insurance company and prepare an updated condition report. It is the responsibility of the Registrar to handle insurance claim negotiations.
 - c. It is the responsibility of the Curator to monitor the condition of the loan object(s) while on loan.
- 8. Return packing and shipping arrangements of loan objects are the responsibility of the Registrar. The loan objects will be returned using the original packaging materials and boxes in which they were shipped or more appropriate packaging and boxes to ensure safety and protection. The shipping method chosen to transport objects must provide the best protection from reasonably anticipated risks and the shortest en route time.
- 9. The Curator is responsible for coordinating with the Registrar for the prompt return of loan objects. The loan objects must be inventoried, inspected, photographed (as appropriate), and a condition report completed.
 - a. Loans are returned to the lending party identified on the loan contract at the stated address unless the lender has given notice of a change of address or of ownership.
 - b. Any additional costs incurred in returning a loan object as a result of a change in ownership of the loan object or a change in location to return the loan object are the responsibility of the lender.
- 10. The Museum reserves the right to cancel a loan or remove loan objects from exhibit at any time. All loans are for a set period of time as stated on the loan contract but generally cannot exceed two years.
- 11. The Registrar must notify a lender of the Museum's intent to terminate a loan for an object(s) for which a written loan contract exists that was made for an indefinite term or for a term in excess of two years.
- 12. Objects on loan to the Museum under a written loan contract whose term has expired or was indefinite are considered an old loan subject to the Texas law (Title 6A [Property Loaned to Museums], Chapter 80 [Ownership, Conservation, and Disposition of Property Loaned to Museums]) for museum abandoned property and old loans. It is the responsibility of the Registrar to notify a lender of the Museum's intent to terminate the loan following the requirements of that law.

In-house Loans

In-house loans are for exhibit, research, and educational purposes within the Museum. A written in-house loan agreement must accompany every loan with stipulations on conditions and duration of the in-house loan.

1. The authority to approve an in-house loan rests with the lending Curator.
2. In-house loans are initiated by a lending Curator and transmitted in writing for processing to the Registrar.
3. In-house loan agreements are kept on file in the Registrar's office with copies to the lending and borrowing Divisions.
4. It is the responsibility of the Curator to notify the Registrar of the return of borrowed objects and completion of an in-house loan.

COLLECTIONS CARE

The purpose of collections care is to preserve well-maintained and well-documented individual objects and collections. The goal of collections care is to limit deterioration of the collections.

1. The Museum cares for its collections through a variety of preventive conservation and risk management strategies. These are applied on a variety of levels, from the Museum's environment as a whole, to collections areas, and to individual collections housing and packaging units. The following strategies are used to provide proper care of collections:
 - a. Regulated and monitored temperature, relative humidity, and atmospheric pollutants;
 - b. Low and filtered light levels;
 - c. Integrated pest management;
 - d. Archival housing units that provide buffers between collections and the storage room environment;
 - e. Archival packaging materials that provide buffers between collections and the environment;
 - f. Preventive maintenance;
 - g. Safe handling and moving of objects;
 - h. Integrated recordkeeping;
 - i. Insurance.
2. Incoming objects must be evaluated for cleanliness during the accessioning process. They are cleaned only as needed and only if they can withstand the process and the use of solvents including water. They must not be cleaned if this would reduce their research value or compromise their scientific or aesthetic value. Dirty objects that cannot withstand the cleaning process must be encapsulated before they are placed in collections areas.
3. All packaging and housing materials used to containerize objects must be chemically stable and free from acids or destructive or harmful additives.
4. All collections housing units in furniture must be chemically stable and be of sufficient size and strength to support the weight of the objects that they house.
5. Collections records must be created in a timely manner, housed in a secure location, provide for easy retrieval of information, and be preserved for proper

handling and storage. A duplicate copy of collections databases must be made on a regularly scheduled basis and be stored in a secure off-site location.

Preventive Conservation

Preventive conservation underlies the collections management practices at the Museum. Through the practice of preventive conservation, the Museum prevents or limits deterioration of collections due to environmental, human, and inherent factors. Concerns for the preservation of individual objects are at the heart of any decision relating to their use.

1. Crucial to the success of preventive conservation is the provision of a stable Museum environment. The Museum's internal environment is monitored throughout the buildings and controlled by the University, with additional monitoring in collections housing and exhibition areas by collections staff. Temperature, relative humidity, and light are monitored and regulated on an ongoing basis. Atmospheric pollutants are monitored through air filters on the Museum's HVAC system.
2. All materials used for packaging and housing the Museum's objects and for mounting and supporting exhibited objects are stable and non-reactive. An exhibit object that will be placed on an unstable or reactive construction material must have a stable and non-reactive barrier material placed between it and an individual object.

Safe Handling

Safe handling and movement of collections objects is practiced at all times. All Museum objects are treated with equal care, regardless of their monetary value. Objects are not handled unless absolutely necessary. Safe handling minimizes risk to objects and supports their preservation.

1. In general, safe handling involves the preparation of appropriate space to receive the objects prior to a move, preparation of the route along which the object will be moved, and use of appropriate moving equipment with an appropriate number of trained personnel to supervise and carry out the move safely.
2. Each Curatorial Division must develop its own specific safe handling policy that supplements the Museum's general policy. The Divisional policy is maintained on file in that Division.
3. Each object is assessed before it is handled, packaged, and shipped in order to determine if it is sufficiently stable to withstand each activity. Handling, packaging, and transport methods are based on the individual requirements and sensitivities of the object.

4. The transport method must provide the best protection from reasonably anticipated risks and the most reasonable en route time. Cushioning materials must provide adequate and appropriate protection from all reasonably anticipated risks associated with a particular transport method.

Conservation

Deterioration or damage may occur to collections objects. In such circumstances, conservation may be necessary. Conservation is a continuing responsibility and is focused on the object. It is an intervention measure designed to return a deteriorated or damaged object to stability through reversible and minimally intrusive methods. The Museum endorses the conservation philosophy of minimal chemical and physical trauma to the object, use of sympathetic materials, the principle of reversibility, the compatibility of materials, and the keeping of complete and accurate records of conservation treatments.

1. Conservation work is undertaken by reputable, trained conservators who adhere to professionally accepted ethics, principles, and practices. Conservation work by non-Museum staff conservators is conducted under a well-defined, comprehensive agreement between the Museum and the conservator. The Curator monitors the conservation process to assure the correct use and safety of the object, and to note in the records the returned and stabilized objects.
2. Decisions regarding the conservation and state-associated held-in-trust collections are the legal responsibility of the Texas Historical Commission.
 - a. Authority to initiate and manage the conservation of the approved categories of objects, documentation, and historical items from these collections is delegated to the Museum by the Texas Historical Commission through an agreement between the parties.
 - b. No work on state-associated collections will commence without approval of a written treatment plan by the Texas Historical Commission. Conservation work with an outside conservator is conducted under a well-defined, comprehensive agreement with the Texas Historical Commission as a party to the agreement.
 - c. The Registrar submits an annual report of conservation activities regarding state-associated held-in-trust collections to the Texas Historical Commission.
3. Decisions regarding the conservation of held-in-trust collections owned by a federal agency or the Museum Association are the legal responsibility of that agency or the Museum Association respectively. Consultation with and approval of a written treatment plan by the agency or the Museum Association is required prior to any conservation work being undertaken.

RECORDKEEPING

Documentary control of the collections is an essential element in the sound management of the Museum's collections. This control allows for the easy retrieval of information, location of objects, and of individual objects. It provides the foundation for knowing what objects are in the Museum's holdings and tracking collections activities. Documentation is maintained in electronic and paper formats that are housed in the Office of the Registrar or the Curatorial Division as appropriate. Electronic records are saved to an off-site network server that is backed up on a regular basis.

Legal activities (transfer status, accessions, deaccessions, loans, insurance) concerning the collections are the responsibility of the Registrar. Retrieval of records is through the use of an accession number, catalog number, or loan number as appropriate. Inventory is conducted using one of these numbers as appropriate.

The Museum produces and maintains a written documentation for the following collections management activities.

1. Transfer of title or held-in-trust status.
2. Accessioning.
3. Permits and curation agreements for acquired state-associated or federally associated held-in-trust collections generated by outside researchers.
4. Deaccessioning and method of disposal.
5. Cataloging.
6. Loans (incoming, outgoing, destructive analysis, and in-house).
7. Insurance.
8. Condition reports.
9. Inventory (accessions, spot-check, relocation, comprehensive).
10. Conservation treatment.
11. Monitoring records for environmental control.
12. Integrated pest management.
13. Images where appropriate.

The Registrar submits annual reports to the Texas Historical Commission for state-associated held-in-trust collections regarding acquisition, accession, deaccession and

disposal, a current listing of such holdings in the Museum, and inventory, loan, destructive analysis, conservation, and security activities.

INTEGRATED PEST MANAGEMENT

Damage caused by pest infestation and the actions to eradicate infestation within the Museum can be lessened or mitigated through integrated pest management. Integrated pest management provides an ecosystem approach to the management of pests that is based on cooperation and participation of all staff within the Museum to eliminate or minimize causal agents of a pest infestation, namely food, moisture, and availability of pest habitat. Integrated pest management involves vigilant housekeeping, environmental monitoring, habitat modification, inspection, identification of infesting species, and application of specific treatment methods. An effective integrated pest management plan prevents the intrusion of pests into collection and exhibit areas and minimizes the need for harmful chemicals.

1. Integrated pest management is carried out first by determining the extent of biological activity through monitoring, inspection, and identification. If the occurrence of pests within the Museum is detected, appropriate steps are taken to eradicate the pest in a non- or at least-toxic manner. Treatment methods are followed by appropriate evaluation techniques.
2. The following integrated pest management strategies are practiced.
 - a. Exclusion of pests from the Museum.
 - b. Ongoing monitoring and detection.
 - c. Habitat modification.
 - d. Exclusion of food and drink in collections and exhibit areas.
 - e. Identification and isolation of infesting species when discovered and isolation and encapsulation of infested objects.
 - f. Treatment and suppression of species through non-toxic or least-toxic measures.
 - g. Evaluation of the effectiveness of the integrated pest management program.
 - h. Continued education of staff regarding integrated pest management.
3. Integrated pest management strategies encourage ongoing maintenance and housekeeping activities that include:
 - a. Restriction of food and plants;
 - b. Regular cleaning of collection housing rooms and other areas;
 - c. Thorough cleaning of collection housing rooms every six months; and

- d. Checking other areas once a month for any signs of pest activity.

COLLECTIONS SECURITY AND ACCESS

The purpose of security is to protect collections, people, and facilities against risks. The goal of collections security is to avoid or limit damage or loss of collections. Security measures must be in place for access and reducing harm to the collections. Controlled access includes signing in and out, issuance of fobs and keys, identification badges, and keypads. Reducing harm includes housekeeping, and integrated pest management system, HVAC system, emergency preparedness, preventive conservation and collections management best practices, recordkeeping, and insurance practices that meet current professional standards.

1. The safety and security of the personnel and collections housed in the buildings and on the grounds of the Museum of Texas Tech University must be maintained. The Museum provides security for its collections through the following risk management strategies that are used to provide proper security for collections:
 - a. Systems and devices for deterring and detecting intruders;
 - b. Access restrictions;
 - c. Insurance;
 - d. Emergency preparedness.
2. The Museum utilizes an electronic security system, security cameras, and monitoring by patrols to protect the collections and everything and everyone within the building.
 - a. The Museum building has a general security system that is monitored centrally by the University Police Department. The system employs sensors, motion detectors, and other devices to generate an alarm.
 - b. The Museum has an extensive network of security cameras and recording DVR units that are used to help monitor building entrances, galleries, and access points leading to collections areas.
 - c. Museum Security opens and closes the building on a daily basis, checking all areas for any previously unknown issues and to ensure that all areas – particularly collections storage areas and workrooms - are secured properly.
3. Granting of access of any type is the sole prerogative of the Executive Director, who has delegated that authority to the Assistant Director for Museum Operations & Special Projects.
4. Collections available for research are those that have been accessioned, cataloged, and inventoried. Access for research purposes is controlled by a research design.

5. Collections research normally is conducted in a secure room separate from the collections housing area. If moving collections from the housing area is impractical or a hazard to the preservation of the collections undergoing research, that research may be conducted in the collections housing area under constant supervision by curatorial staff. No researcher is left alone in a collections housing area. The person making the request has access only to objects or collection requested. A relocation inventory is required when materials are made into the secure room and removed back.
6. The Museum carefully controls access to collections areas. Control of access to the public, researchers, and Museum employees limits opportunities for unauthorized use, damage, loss, theft, or destruction of collections, and minimizes the amount of physical traffic in collections housing areas.
 - a. Controlled access is accomplished through the use of identification badges, keys, and keypad codes. Access is monitored through processes that include physical monitoring, security cameras, and sign-in logs, all of which meet current professional standards and best practices.
 - b. All individuals associated with the Museum are issued an access badge with photo ID. The Assistant Director for Operations assigns each person an access level consistent with their need to access secure areas of the building and to specific collections housing areas, workrooms, and offices. Non Museum individuals with approved reasons to access the building's non public areas must sign in with Museum Security and be issued a temporary badge or display a University-issued badge by department.
 - c. Any individual in a restricted part of the building, including all collections areas, is required to display their badge openly on the outside of their clothing. Any unidentified person without a proper ID badge in a restricted area of the Museum should be reported immediately to Museum Security.
 - d. Curators and their staff are issued keys and keypad codes only to their collections storage areas and workrooms and to no other collections areas. Students assigned to a Collection Division must register with Security on a daily basis and be issued temporary access as requested by the Curator. All keys or other forms of access must be returned to Museum Security or the Operations Division at the conclusion of the access period, termination of employment, completion of course work, or upon the order of the Executive Director. The Curator is responsible for ensuring the timely return of keys and fobs.
 - e. Visitors to collections and other secured areas must be authorized by the appropriate Curator and must register with Security, receive a visitor badge, and be escorted by a staff member from the appropriate Division. Keys, fobs, or keypad security codes are not issued to visitors or volunteers.

- f. Each Curatorial Division develops its own specific collections access policy that supplements the Museum's general policy. Researchers, students, and others seeking access to collections must present a request to the appropriate Curator who evaluates the risk. Access to collections is at the discretion of the Curator, who may request or revoke specific access privileges for their area at any time through the Operations Division. Each Curator is responsible for any actions of the person(s) granted access at their request. Access is only assigned during regular working hours and does not include after-hours access.
- g. Operations Division staff trains each new staff member regarding the requirements and responsibilities with regard to collections access. This training is supplemented and reviewed on an annual basis by Division staff regarding issues and procedures specific to that Division.
- h. The Executive Director or the Assistant Director for Operations may direct Museum Security to allow access to a curatorial, collections storage, or workroom area when the Curator or Division staff is not available. Sign in/out procedures for badges and escort are observed.

7. Other Security and Access Provisions

- a. Transferring or loaning of keys is prohibited. Individuals who do so are responsible for the actions of the borrower, may be charged for re-keying costs, and face immediate termination of all forms of access
- b. Museum Operations staff programs keypads for access based on operational needs and requests from Division Curators. Sharing an individual's keypad code with another person is prohibited. Individuals who do so are responsible for all the actions of the borrower and may face immediate termination of all forms of access.
- c. Students or former students who have violated Museum and University regulations regarding access also may have their transcripts withheld or be denied to register for future classes.
- d. Volunteers and students not employed by the Museum are not issued access. Limited access of a specified duration may be granted at the written request of a Curator when deemed in the best interests of the Museum.
- e. Museum Operations staff may access collections areas for the purposes of checking security, maintenance issues, or cleaning as agreed upon by the Division Curator and the Assistant Director for Operations.
- f. Campus maintenance or contracted personnel accessing the Museum must register with Security at the kiosk and be issued a temporary badge or display a University-issued badge from their home unit, regardless of the time of their access. Security escorts and supervises any maintenance work in a

collections area after notifying Division staff. When Division staff is not available to observe such work, Museum Security monitors the work. Under no circumstances will Museum Security allow any work to take place that could place objects in imminent harm nor permit any object to be moved by Security or non-Museum personnel unless specifically authorized by collections staff, the Assistant Director for Operations, or if the object is under imminent threat of harm or damage.

- g. All doors to collections areas remain closed and locked when unattended. Doors may not be blocked open or left unlocked without collections staff present.
- h. Loss or theft of a Museum badge, key, or any other form of access must be reported immediately to the Operations Division that coordinates with appropriate agencies to file official reports and render the lost or stolen methods of access inert. If replacing or re-keying locks is necessary, the individual who was issued the access may be charged the costs involved with restoring that access.

8. Insurance

- a. The Texas Tech University System maintains a Fine Arts insurance policy for all its member institutions and holdings that specifically covers the collections and objects of the Museum, including objects on loan and traveling exhibitions. Insurance is coordinated through University Risk Management.
- b. The Registrar is responsible for requesting certificates of insurance as needed and for maintaining a current copy of the System's Fine Arts insurance policy.
- c. When an insurance claim is filed, the Registrar coordinates communications regarding the claim, requesting information from the appropriate Curator regarding collections objects and from Operations Division about security or access issues related to the claim. Operations Division is in contact with the University Police Department for reports or records filed with their office pertinent to a claim.

9. Emergency Preparedness

Emergency preparedness for the Museum of Texas Tech University focuses on reduction of risk and the mitigation of catastrophic events that have the potential to endanger people, facilities, and collections. Emergency preparedness aims to anticipate and avoid emergencies, to regain control when an emergency occurs, and to recover control as quickly as possible should it be lost. The Museum abides by the Emergency Management Plan of Texas Tech University in the event of a disaster.

- a. Disasters are prevented as far as possible through the practice of emergency

- preparedness measures such as inspections of facilities and systems and preventive maintenance of facilities, systems, and equipment.
- b. Emergency preparedness measures are based on risk analysis of locally occurring hazards.
 - c. The written emergency preparedness plan is tested and evaluated annually.
 - d. The plan addresses measures to be taken before, during, and after an emergency.
 - e. If a disaster or impending disaster presents risks to the safety of the staff, visitors, or the collections, personal safety prevails.
 - f. The Museum maintains separate documents regarding emergency preparedness in the form of the Museum's Disaster Preparedness Plan and Texas Tech University-required Emergency Action Plan.

PERSONAL COLLECTING

The professional reputation of the Museum of Texas Tech University is a valuable asset and is reflected by the professional and ethical activities of its staff and volunteers. Museum personnel must avoid the appearance of unethical, unprofessional, and potentially compromising practices that may cause the Museum to lose credibility. In issues that are legally defined, the Museum expects employees to abide by the law, and in those cases where the legal limitations are unclear, professional and institutional ethics serve as a guide.

1. While collecting objects is not in itself unethical, accumulating a collection in an area associated with the employee's museum-related duties raises ethical concerns. Every member of the Museum staff is entitled to a level of personal independence consistent with professional and staff duties and responsibilities. However, as a person with a role of public trust, no member of a museum staff or museum volunteer can be wholly separated from the institution of hire or other official affiliations. Therefore, such persons must be concerned with personally motivated conduct and interests, and with the way such actions might be construed by others. All personal collecting transactions, particularly when dealing with objects similar to those collected by the Museum, require extreme discretion. The staff, volunteers, and board of the Museum of Texas Tech University cannot compete or appear to compete with the Museum for the acquisition of any object.
2. A collections employee acquiring an object that falls within their museum collection area should inform the Executive Director. If the Museum of Texas Tech University considers the object of interest or value to its collections, the object should be offered to the institution at the purchase price plus any reasonable incidental expenses. This policy excludes objects that are readily available on the open market.
3. It is the responsibility of each Museum employee, volunteer, and board member to exercise reasonable care to avoid conflicts of interest in activities relating to their positions at the Museum of Texas Tech University.

RESEARCH

Scholarly activity and research is vital to the Museum's educational and public service mission. Members of the Museum staff and faculty are expected to engage in research and scholarly activity. Research is endorsed as an activity appropriate to the use of museum collections and an integral part of the Museum's Collections Management Policy.

1. In recognition of the importance of professional research activities, the Museum's administration normally does not intervene in the research or scholarly activities of the Museum faculty or staff member except to render assistance. Situations may arise where it is necessary for the Museum administration to recommend suspension, modification, or termination of scholarly activity or research for adequate cause. Adequate cause for such action includes but is not limited to the following:
 - a. Demonstrated evidence of professional incompetence, supported by documentation.
 - b. Continuing or repeated substantial neglect of professional responsibilities.
 - c. Professionally unacceptable activity in the conduct of scholarly work (e.g., plagiarism, research fraud).
 - d. Endangerment of collections objects beyond professionally acceptable limits.
 - e. Creating a health or safety hazard for people, other objects, or the facility.
2. The Museum's collections and their documentation, as well as their image and all additional documentation developed subsequently to their acquisition, are the property or stewardship of the Museum. Furthermore, any and all materials or items developed, written, designed, drawn, painted, or digitally produced or reformatted by Museum faculty or staff while executing their responsibilities as employees of the Museum also are the property of the Museum. These property rights shall continue after an employee ends their employment at the Museum and subsequent publications, presentations, and other scholarly outlets must credit the Museum of Texas Tech University.
3. To ensure academic freedom and professional research and scholarly opportunities, Museum faculty and staff have the right to respond to actions that impede or prevent such activities.

RESEARCH PUBLICATIONS

The Museum has several outlets for publication of original research results and scholarly activities. All of the publications associated with the Museum must have a museum-based focus.

1. An editor of the Museum publications is appointed by the Executive Director. Associate editors may be appointed with approval of the Executive Director.
2. Publications of the Museum are based on original research, compilation of a database, or development of software designed for museum use. All publications must be peer reviewed by scholars and researchers not employed by the Museum. The editor of Museum Publications is the final authority on decisions relative to publications.
3. The following are the publications, two of which are serial:
 - a. *Occasional Papers of the Museum* – This series publishes short communications. *Occasional Papers* may or may not have a cover page specific for that issue. Published annually, each number stands alone relative to the others. The focus of this series is museum-based natural history research with specimens that are archived in accredited museums.
 - b. *Special Publications* – This series publishes longer scholarly works that are similar in nature to the *Occasional Papers* series.
 - c. Other publications – This outlet publishes manuscripts relevant to the Museum that are not covered by the serial publications. This publication permits variation from the format that is established for the *Special Publications*.
4. Page charges may be assessed.

EXHIBITIONS

1. Exhibitions present a public forum of one or more objects with the objective of advancing knowledge and understanding among the Museum's audiences. The Museum may present exhibitions in a variety of formats (including digital) and in a variety of locations.
2. Each Museum exhibit must advance the mission of the Museum.
3. Intellectual Standards

The Museum undertakes research, designs exhibition installations, presents interpretations, and organizes programs to educate, inform, inspire, pose questions, suggest answers, encourage learning, connect concepts, display collections, communicate new research, suggest understandings, disseminate new or unfamiliar information, present intellectual perspectives, consider cultural perspectives, and guide Museum audiences toward discovery.

As part of Texas Tech University, the Museum advances knowledge and understanding levels embraced by higher education. In its pursuit of knowledge, the Museum aspires to the highest levels of objectivity, scholarship and research. The Museum recognizes that its discipline-based curators and the Executive Director have the responsibility to oversee the implementation of the Museum's intellectual standards.

4. Exhibition Standards

The Museum follows professional standards that guide the development and presentation exhibitions. These include but are not limited to:

- a. Museum's exhibitions seek to embrace as wide an audience as possible while concurrently maintaining each exhibition's intellectual qualities;
- b. Each exhibition must have an appointed Curator for oversight of content, and appointed Educator for oversight of educational components, an appointed publicity staff member, and an appointed exhibition design and installation staff member;
- c. The Museum accepts controversy in its exhibitions through fostering of debates and interpretations;
- d. The budget and content of exhibitions are reviewed by a Museum committee that recommends (or not) approval of the exhibition to the Executive Director;
- e. Museum exhibitions cannot overtly endorse the products or services of a private business other than acknowledging sponsorship of an exhibition;
- f. The Museum advances exhibitions that embrace values of mutual respect,

cooperation and communication, creativity and innovation, community service and leadership, pursuit of excellence, public accountability, and diversity;

- g. Museum exhibitions cannot threaten the health or safety of Museum audiences or staff;
- h. Museum exhibitions cannot violate the separation of church and state;
- i. Museum exhibitions cannot violate intellectual property rights;
- j. Museum exhibitions cannot advance damaging prejudice against any person or group based on their race, ethnicity, gender, age, or sexual orientation;
- k. Museum exhibitions must meet scholarly standards and present demonstrably correct information;
- l. The Museum exhibits objects in ways that do not compromise the physical integrity of objects or displays objects in poor or unstable condition;
- m. The Museum avoids exhibitions that cannot physically be accommodated within its designated exhibition spaces.

5. Exhibition Priorities

The Museum presents exhibitions that advance its mission. In addition, the Museum gives priority to:

- a. Exhibitions of Divisional collections that present and disseminate new information;
- b. Exhibitions that enhance the understanding of Divisional collections or curatorial scholarship;
- c. Exhibitions that have potential appeal to Museum audiences;
- d. Exhibitions that advance the stature and reputation of the Museum among its audiences.

IMAGE USE – OUTSIDE REQUESTS

Use of images of museum objects for research, exhibit, publication, programming, and publicity purposes is a common practice. When used appropriately such images serve to share museum collections.

1. The appropriate Curator is responsible for submitting recommendations to the Collections Review Board through the Registrar about whether and how an image of a collections object may be used. The Collections Review Board determines if any image may be reproduced in any format and made public, or whether to give permission for an image to be reproduced in any format by a third party. Such decisions must be made with due concern for appropriateness of use, security of information, quality of reproduction, and applicable copyright considerations. Images cannot be used in any situation that compromises the Museum.
2. An image use fee may be imposed.

DEFINITIONS

Accessioning

The process that is initiated by the transfer of clear title, and that legally incorporates objects into the permanent collections of the Museum of Texas Tech University, or the registration of objects held-in-trust for governmental agencies or the Museum Association.

Acquisition

The process of obtaining an object or collection for the collections through donation, purchase, bequest, transfer from or exchange with another institution, or fieldwork or research.

Archival

The practices and products used are suitable for preservation purposes.

Collections Manager

Any employee at Texas Tech University, with full and permanent status, who is supervised by a Curator and who carries out all ongoing collections management activities.

Collections Object

An item, artifact, specimen, sample, or document that has been accessioned into the collections.

Collections Review Board

The Museum's institutional decision-making authority for collections-related matters, that deliberates all acquisitions, deaccessions, destructive loans, external image use requests, and other collections-related matters.

Conflict of Interest

Any action or behavior on the part of the governing body, administration, staff, students, or volunteers, as an individual or group, that competes with the institution, or takes advantage of their position or privileged information for personal gain.

Comparative Collection

A group of objects consisting of representative materials within a Collecting Division that is used for identification, reference, and educational purposes. Access to this collection is less restrictive than for the research collections.

Curator

An employee of Texas Tech University, with full and permanent status, who is appointed by the Executive Director of the Museum. A Curator is in charge of a collection or part of a collection of the Museum with regard to management, oversight, and supervision of all activities directly related to the collection.

Deaccessioning

The formal process by which an object is removed permanently from the Museum's holdings. Records of a deaccessioned object remain with the Museum along with documentation of its disposal.

Destructive Analysis Loan

A procedure under which an accessioned object undergoes radical alteration or complete destruction for the purpose of scientific analysis related to the object's nature, character, or age.

Disposal

The physical method used to remove a deaccessioned object from the Museum. Disposal is through transfer, exchange, sale, repatriation, or destruction.

Executive Director

An employee of Texas Tech University, with full and permanent status, who has been delegated the authority to represent the interests of Texas Tech University as the chief administrative officer of the Museum. The Executive Director of the Museum reports to the Provost of Texas Tech University.

Governing Body

The governing body of the Museum of Texas Tech University is the Board of Regents. The Board is the State policy-setting authority assigned and accepting the ultimate fiscal and fiduciary responsibility to maintain and enhance all aspects of the institution, including collections, operations, and services.

Inventory

The physical verification of the presence, location, and condition of the objects for which a museum has assumed responsibility.

Loans

Temporary assignments of collection objects from the Museum (outgoing loans) or temporary assignments of objects to (incoming loans) or within (in-house loans) the Museum for stated museum purposes such as exhibition, research, conservation, or examination for possible donation or purchase.

Mission

The purpose, expressed in a written statement, that establishes direction and goals with respect to subject matter, time, location, and functions of the Museum.

Museum

A permanent non-profit institution, open to the public on a regular basis, that collects, preserves, researches, and exhibits collection objects for study, education, and enjoyment for the benefit of society.

Museum Collections

The body of objects and documentation accepted and held-in-trust by the Museum for research and interpretation.

Museum of Texas Tech University

All structures, facilities, collections, and associated materials using property allocated to the Museum by the State of Texas and Texas Tech University. The Museum is comprised of the main building, Moody Planetarium, Natural Science Research Laboratory, Lubbock Lake Landmark, and the Heritage and Museum Sciences Program.

Personal Collection

A private collection accumulated by a Museum staff member.

Research Associate

A professional who may or may not be an employee of Texas Tech University, without full and permanent status in the Museum who is appointed by the Executive Director of the Museum. A research associate has a research relationship with the collections or professional staff of the Museum.

Registrar

An employee at Texas Tech University, with full and permanent status, who is responsible for organizing and maintaining orderly forms, legal documents, files, and retrieval systems associated with the acquisitions, accessions, deaccessions, cataloging, loans, packing, shipping, inventory, insurance, and housing pursuant to the care, custody, and control of collections.

Staff Member

A person who assists the Museum with its functions. Staff members include paid personnel, Heritage and Museum Sciences faculty, and volunteers.

Student

A person formally enrolled in an institution of higher education.

Support Organization

An organized or chartered group that supports the mission and goals of the Museum, has members, and provides financial, programmatic, or other assistance to the Museum.

Type collection

A systematic collection composed of objects that are the basis for the designation of a particular taxon (holotype), material culture style, or geologic section, rock, or mineral. The type collection is the most restricted subunit of the research collection.

Visitor

Any individual, or group of individuals, not directly affiliated with the Museum that is on-site to interact with Museum staff and/or to utilize the exhibits, programs, or collections of the Museum.

Volunteer

An unpaid member of the staff.