



TEXAS TECH UNIVERSITY

Museum of Texas Tech University™

The Collections Management Policy was approved by the Texas Tech University Board of Regents in 2018. The Collections Management Procedures implement the Collections Management Policy and is reviewed and updated every five years or sooner as warranted.

COLLECTIONS MANAGEMENT PROCEDURES HISTORY

Museum of Texas Tech University

Revised 1987

Revised 1995

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Revised 2019

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MUSEUM STATEMENT

Corresponds with Collections Management Policy (CMP) pp. 4-6

Collections Management Procedures

The procedures as outlined in this document implement the Museum's Collections Management Policy. All Museum staff, faculty, students, volunteers, and Association personnel are expected to know and follow the policy and procedures.

1. The Collections Management Procedures are to be reviewed on the same schedule as the Collections Management Policy and revised as warranted. Any revisions to the Collections Management Policy need to be finalized prior to any revisions to the Collections Management Procedures.
2. Each collecting division is expected to have a written supplemental policy and procedures that augment and enhance the Museum's general Collections Management Policy and Collections Management Procedures but do not supersede or contradict them.

Collections Statement

For the purposes of these procedures, 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.

Forms

All forms mentioned within the Collections Management Procedures are available in hard copy in the Registrar's Office. Electronic copies may be accessed by curatorial staff through the Museum's Xshare server within the Registration Division databases.

COLLECTIONS REVIEW BOARD

Corresponds with CMP p. 15

The Executive Director serves as chair for the Collections Review Board (CRB) for Museum decision-making in collections-related matters and makes appointments to the board. The institutional decision structure resides with the CRB. The CRB deliberates all acquisitions, deaccessions and disposals, destructive loans, external image requests, and other collections-related matters. All object(s) offered to the Museum are acquired only after review and final approval by the CRB. The CRB 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 Registrar is responsible for providing to the Executive Director an annual list of each year's accessions and deaccessions. The CRB meets monthly. The Registrar notifies the curatorial staff of deadlines to submit materials for the CRB agenda. Although not required, a Curator or division representative is welcome to attend the meeting when their division is on the agenda. The CRB chair notifies the curatorial staff of the yearly schedule once it is set or any changes to the schedule.

ACQUISITIONS

Corresponds with CMP pp. 10-16

1. The potential donor may bring the object(s) to the Museum or the appropriate Curator may view the object(s) at a designated location.
 - a. If the potential donor brings or ships the object(s) to the Museum, or if a Curator brings the objects to the Museum from the potential donor, a signed incoming loan contract valid for three months indicating that the objects are under consideration for the purpose of donation must be in place. The incoming loan contract must be signed by the potential donor or their authorized agent and the Registrar and appropriate Curator. One copy of the incoming loan contract is kept on file in the Registrar's Office, one copy is given to the potential donor, and another copy is kept on file in the appropriate division. A copy of the returned, signed incoming loan contract is given to the appropriate division as soon as it is received by the Registrar.
 - b. In-house field-generated (earth and biological sciences) collections usually are brought to the Museum by the appropriate Curator and are documented by permits or a document granting permission to collect.
 - c. Field-generated collections by outside scholars (i.e., not employed by the Museum), including Research Associates, are considered as donations or potential held-in-trust collections. They must conform to Acquisitions under the Collections Management Policy and be evaluated through the Acquisitions procedure.
 - d. Museum of Texas Tech University Association (Museum Association) acquisitions are reviewed in accordance with the qualifications and conditions and must conform to Acquisitions under the Collections Management Policy and be evaluated through the Acquisitions procedure. Museum Association acquisitions accepted into the collections of the Museum by the CRB are held-in-trust for the Museum Association through a signed held-in-trust agreement.
2. Initial recommendations for object(s) acquisition consideration are made by the appropriate Curator in writing to the CRB using the Acquisition Assessment form, addressing the following:
 - a. significance of object(s);
 - b. relevance of object(s) to the current scope of collections (research, education, and exhibit);
 - c. number of like object(s) in the collection;
 - d. conservation need(s) of the object(s);
 - e. housing need(s) of the object(s);
 - f. funding for the conservation and care of the object(s); and
 - g. legal and ethical considerations of object(s).

These aspects are evaluated through the completion of an Acquisition Assessment Form. Curators recommend object(s) for acquisition consideration for their division only. Accessions to be housed in more than one division must be evaluated by all involved Curators.

3. Proposed purchases to be acquired either by the Museum or for the Museum through the Museum Association, also must undergo in advance of actual purchase the acquisition recommendation and review process as for donations and require final approval by the CRB.
4. When a representative of the collecting division is not present at the CRB meeting, the CRB decision is communicated in writing to the appropriate Museum personnel and becomes a permanent part of the Museum record. If the donation is approved, the Registrar explains to the donor, in writing through a cover letter, the procedure for transfer of title and provides the donor with a Deed of Gift for signature. The Deed of Gift must be signed by the donor(s) to transfer title of the object(s) to the Museum. For collections that are held-in-trust, a Held-in-Trust Agreement (or other governmental document transferring stewardship to the Museum) must be signed by the Museum and the authorized representative of the state, federal, or tribal agency, or authorized representatives of the Museum Association. The appropriate Curator acts as the Museum Representative and signs the Deed of Gift or Held-in-Trust Agreement on behalf of the Museum. In the absence of the appropriate Curator, the Registrar signs the forms.
5. Object(s) destined for accessioning will not be accessioned by the Registrar until a signed Deed of Gift is received in the Registrar's Office. If a Deed of Gift is not signed within 30 days of notice, the Registrar will notify the donor that the Museum can no longer be responsible for the donor's property and must return the material. The date of receipt of the signed Deed of Gift is the official date of the acquisition transaction, and is so noted on all donation related documentation.
6. When an appraisal is required, the donor must make all arrangements and cover the cost. Museum staff follow IRS rules and regulations. Donors requiring appraisals are responsible for meeting current IRS standards for income tax purposes. Collection appraisal should take place prior to the Museum's acceptance of the donation, obtaining the signed Deed of Gift, and physical transfer of the collection to the Museum.
7. Objects acquired by purchase are assigned a Texas Tech University (the University) property tag and number (Tech Tag). This number must be documented by the Registrar and Curator, but the object is tracked by its accession number and catalog number. This information is coordinated between the Registrar and the Property Custodian delegate, currently Museum Operations Division (Operations). The physical tag, if one is issued, is placed in the Registration records with a copy to the division. It is not placed physically on or with the object.
8. An annual report is submitted to the appropriate state (e.g., Texas Historical Commission) or federal (e.g., National Park Service) agency for all acquisition activities of governmental held-in-trust collections. Information for the annual

report is compiled by curatorial staff and sent to the Registrar. The Registrar signs the report and submits it. The report must include, but is not limited to, the following:

- a. state or federal agency;
- b. number of held-in-trust collections acquired that year;
- c. permit numbers as applicable for the collections;
- d. date of acquisition;
- e. manner of acquisition (in-house generated; outside scholar);
- f. status of Held-in-Trust Agreement;
- g. collecting division housing the acquired collection(s);
- h. discrepancies and problems encountered; and
- i. general condition of each acquired collection.

GIFTS AND GIFTS-IN-KIND

Corresponds with CMP p. 21

The procedure by which the Museum accepts gifts on behalf of the University is as defined in TTU Operating Procedures (OP) 02.03 (Acceptance of Gifts and Grants from Private Philanthropic Sources).

1. Different levels of approval are needed based on the aggregate value of the potential donation. For lower value donations, e.g. field-generated collections, dress or pair of shoes to the Museum, below \$10,000 no gift-in-kind form needs to be filed. If the potential donation is over \$10,000, the Registrar sends a Gifts-in-Kind Information form to the University for approval as follows:
 - a. The Vice Chancellor for Institutional Advancement (VCIA) will review and approve the proposed gift. The VCIA will forward the Gifts-in-Kind Information form to the Chief Financial Officer (CFO) for review. The CFO will return the form to the VCIA after either approving or disapproving the acceptance of the gift.
 - b. The VCIA will seek Board of Regents approval of the gift if the gift has been appraised for \$250,000 or more.
 - c. After receiving all approvals on the gift, the Office of Institutional Advancement will acknowledge the gift to the donor.
2. Within the Museum, the Gift-in-Kind review process is as follows when the proffered aggregate gift is valued at \$10,000 or more:
 - a. The potential donor offers the gift to the University via the Museum.
 - b. The object(s) is loaned to the Museum for potential acquisition review and an incoming loan contract is completed.
 - c. The proffered gift is reviewed by the appropriate Curator with regard to the acquisition criteria for the Museum, the Museum's Collections Plan, and the collections plan for the particular collection area. If the Curator determines the proffered gift should not be accepted, the matter is resolved at the curatorial level and the acquisition process is ended.
 - d. An Acquisition Assessment Form is submitted through the Registrar to the CRB with a recommendation to accept the proposed gift.
 - e. The gift is reviewed by the CRB and either recommended for acceptance or rejected based on the criteria for acquisition defined in the Collections Management Policy of the Museum.
 - f. If the proffered gift is rejected, the Registrar contacts the donor and returns the object.
 - g. If the proffered gift is recommended for acceptance and approved by the CRB and Executive Director, the Gifts-in-Kind Information form is completed by the

Registrar and forwarded to the Office of Institutional Advancement for action as described in University OP 02.03 (Acceptance of Gifts and Grants from Private Philanthropic Sources).

- h. Once the documentation has been completed and approved by the appropriate administrative authority, the object(s) is accessioned according to the Collections Management Policy of the Museum.

3. Approval Process

- a. An individual cannot commit the Museum and University to the acceptance of a gift-in-kind prior to official approval. The Registrar is responsible for submitting the appropriate documents needed to obtain official approval.
 - (1) A third party independent appraisal of the gift secured and paid by for the donor must be attached to the Gifts-in Kind Information form.
 - (2) Gifts that involve chemicals and/or equipment producing or containing hazardous materials must have prior approval from, and coordination with, Environmental Health and Safety's Chemical Hygiene Officer and Hazardous Waste Specialist. Environmental Health and Safety will provide the Museum with guidelines for accepting donations involving hazardous materials and an estimated cost of ultimate disposal.
 - (3) After receiving all approvals on the gift, the Office of Institutional Advancement will acknowledge the gift to the donor.
- b. The Office of Institutional Advancement notifies the Museum's Executive Director that approval to accept the gift or non-approval has occurred.

4. Internal Revenue Service Reports

- a. Any form required by the Internal Revenue Service to be signed by either the University or the Texas Tech University Foundation as a charitable donee recipient of real property must be forwarded by the Museum Registrar to the VCIA for appropriate signature and handling. This procedure includes Internal Revenue Service Form #8283.
- b. If any real property of the Museum is sold within two years of its acquisition by the University or the Texas Tech University Foundation, the Museum Registrar must notify the VCIA of such sale, including the amount received at sale. The VCIA will file the appropriate Internal Revenue Form #8283 as required.

ACCESSIONS

Corresponds with CMP pp. 22-24

1. Collections, including those held-in-trust, may consist of one or many objects with accompanying documentation, or only of documents. All collections for accessioning normally are taken to the Registrar's workroom where they will be maintained for processing unless delegated by the Registrar to a division's workroom. With the exception of field-generated collections, the Registrar assigns an accession number to all collections that have been approved by the CRB. The Registrar then notifies the appropriate Curator of the accession number. With field-generated collections, the Registrar meets with the appropriate Curator or Collections Manager to assign accession numbers for those collections. The Curator sends an itemized accession inventory to the Registrar that is used to generate a Deed of Gift. The Deed of Gift and accessions inventory is sent to the donor for signature. For held-in-trust collections, a Held-in-Trust Agreement is completed by the Registrar. The Agreement and accessions inventory are sent to the appropriate agency for signature.
2. An accession record is initiated by the Registrar in coordination with the appropriate Curator. Accession records include the accession number and the division to which the collection is assigned and its associated catalog number(s). Providing the Registrar with the associated catalog numbers is the responsibility of the appropriate Curator. A brief description and accessions inventory of the object(s) in the collection and all background information are recorded on the accession record in the electronic accession database. An incoming accessions inventory is mandatory for all objects being incorporated into collections, including held-in-trust collections. The official Accession Record is generated from the Registrar's Accessions database and filed in the Registrar's Office in folders by year. Copies are made for the vault and the appropriate division. An electronic database of accessioned collections is backed up on campus on a regular basis. The locator number of the image and type of image is noted in the accession record as appropriate. Each division takes digital photographs of their objects as appropriate and for the accessions database. The negative or duplicate copy of the image is housed in the photography archive in the Registrar's Office or in the collecting division as appropriate.
3. Accession numbers document Museum ownership or stewardship and are an inventory control device. The accession number system utilized by the Museum is alphanumeric consisting of 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, 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 a number of objects, is assigned one unique accession number. The accession number must be recorded in the catalog record.
4. Accession processing continues with the production of an initial condition report, including conservation and pest treatment needs, by the division responsible of the collection. The Registrar's Office is responsible for accession processing, except for field-generated collections. Processing of field-generated collections is completed by the division responsible for that collection. If the object is treated

before being incorporated into a division's holding, it is the Registrar's responsibility to arrange for pest treatment. A treatment form noting all treatments must be provided to the Registrar and a copy sent to the appropriate division. Subsequent treatment of an object(s) that alters its condition must be reported to the Registrar. A copy of the initial condition report accompanies the object(s) to the division in which they are curated and housed as warranted. The original is kept on file as part of the accession record.

5. Any other documentation concerning, related to, or accompanying the object(s) becomes part of the accession record. Copies of documentation not generated by the Registrar should be given to the Registrar by the appropriate Curator or Collections Manager. 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 but not limited to:
 - (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 Texas Historical Commission curation agreement also is required that identifies the site from which the collection came but does not require an inventory.

- d. For collections acquired by field research by Museum staff, the following must be added to the file in the Registrar's Office: 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 appropriate Curator in consultation with the Registrar.
- 6. When the accessioning process is complete, object(s) are transferred to the appropriate collecting division and are accompanied by the noted documentation. At this point, they are incorporated into the collections of the Museum. For field-generated collections, the Registrar assigns the accession number and the rest of the accessioning procedure takes place in the collecting division. The transfer of appropriate accession documents from the division to the Registrar completes the accessioning procedure.
 - 7. A written procedures manual for the generation of records is kept in the Registrar's Office. Each division keeps a current procedures manual for the marking of objects.
 - 8. An annual report is submitted to the appropriate state (e.g., Texas Historical Commission) or federal (e.g., National Park Service) agency for all accession activities of governmental held-in-trust collections. Information for the annual report is compiled by curatorial staff and sent to the Registrar. The Registrar signs the report and submits it. The report must include, but is not limited to, the following:
 - a. state or federal agency;
 - b. number of held-in-trust collections accessioned that year;
 - c. accession number assigned to each held-in-trust collection;
 - d. permit number(s) as applicable for each accessioned collection;
 - e. date of accessioning;
 - f. total number of objects and linear feet of documentation for each accessioned collection;
 - g. collecting division housing the accessioned collection;
 - h. discrepancies and problems encountered; and

- i. general condition of each accessioned collection.

DEACCESSIONS

Corresponds with CMP pp. 25-28

Only accessioned objects for which the Museum has clear title or documented stewardship for held-in-trust collections can be considered for deaccessioning. Type specimens and comparable objects cannot be deaccessioned.

Objects within the Museum's collection being transferred to another division are not deaccessioned. The Registrar transacts a transfer document and notes on the accession record the new division where the object(s) is located.

1. The initial recommendation for deaccessioning is submitted by the appropriate Curator in writing on a Deaccessioning Record Form, with attached photodocumentation as appropriate, through the Registrar to the CRB. An evaluation of the appropriate disposal method also is made by the Curator of the objects in question on a case-by-case basis. The request includes an evaluation of each object, the reason for recommending deaccessioning, and the disposal method. Each Curator has the authority to initiate inquiries with another institution with respect to possible deaccession and disposal through transfer or exchange. Such an arrangement then becomes part of the justification for deaccessioning of the object. Reasons for the deaccession are retained and made part of the collections records.

2. Required Approval for Deaccessions

Only accessioned object(s) are deaccessioned and disposed of appropriately after review by the CRB, and final approval by the governmental agency for held-in-trust collections.

- a. To protect the interests of the Museum and University, as well as the persons and other entities who have contributed to the Museum collections, the approval process is designed to ensure the divestment of Museum objects is done in a legal, ethical, and prudent manner. The Museum gives careful consideration to all issues surrounding the divestment of objects from the collections and proceeds only when the necessary safeguards and approvals have been confirmed.
- b. The deaccession process removes the object from the Museum's inventory and the disposition of the object is the action that follows deaccessioning to eliminate the physical presence of the object from the Museum's collections. These are two separate but legally and ethically connected procedures.
- c. The approval procedure by which the Museum finalizes deaccession decisions follows a tiered approach. The CRB approves all deaccessions. Some deaccessions also must have the final approval of the Executive Director and University administration, the Board of Regents, or governmental agency or Museum Association for held-in-trust collections. This higher approval process is initiated by the Registrar. Under no circumstances will the Museum commit to the deaccessioning of an object(s) prior to acquiring the requisite official approval(s).

- (1) The curatorial deaccession recommendation submitted to the CRB includes the reason for deaccession, its impact on the collection, and related pertinent information (source, donor, condition, and proposed disposition).
 - (2) The CRB has final approval for all objects subject to deaccession that have an estimated value of less than \$10,000.
 - (3) For an estimated value equal to or greater than \$10,000, the Registrar initiates a deaccession information document to describe the object, outline the reason for deaccessioning, list the estimate of value, and define the proposed method of disposition. The document includes photographic documentation of the object.
 - a. The Registrar forwards the deaccession proposal to the Executive Director for review. Upon approval, the Executive Director forwards the deaccession proposal to the Office of the Provost. The Provost reviews the deaccession proposal and forwards the information to the Office of the President when necessary.
 - b. The approval of the Office of the President is required for all objects proposed for deaccession that have an estimated value equal to or greater than \$50,000.
 - c. The approval of the Board of Regents is required for all objects proposed for deaccession that have an estimated value equal to or greater than \$250,000.
 - d. Environmental Health and Safety is notified when deaccessions contain chemicals, radiation-producing materials and devices, lasers, polychlorinated biphenyls (PCB), or any item(s) suspected of containing hazardous material that could be detrimental to health and safety.
 - e. Once the documentation is approved by the appropriate administrative authority, the object(s) is deaccessioned and disposed of according to the Deaccessions section of the Collections Management Policy of the Museum.
3. Additional Considerations
- a. All deaccessioned objects must have all Museum numbers removed prior to disposal.
 - b. Objects that constitute a hazard to other objects or staff are not subject to the rule of seven years (as per the Collections Management Policy, pg. 27, Deaccessions) as accessioned objects or establishing ownership as the threat is greater than the need to retain or establish ownership. An object of this type, when deaccessioned, must be destroyed in an appropriate manner that renders it unrecognizable and useless.

- c. Objects that have decayed, decomposed, or have been damaged beyond reasonable use and repair, must be destroyed in an appropriate manner that renders them unrecognizable and useless.
- d. Objects that have been noted as missing from the collections during a comprehensive inventory must be recorded as such by the Curator who maintains a listing of missing items. Objects missing from the Museum beyond the time of the next comprehensive inventory are determined irretrievable and may be deaccessioned as “lost” at the discretion of the Curator.
- e. Objects suspected as stolen from the collections must be reported immediately to the Executive Director, the Assistant Director of Operations and Special Projects, and the Registrar in writing for notification to similar museums, appropriate organizations, and law enforcement agencies. Object(s) suspected as stolen and not recovered after a period of at least five years but no later than the next 10-year comprehensive inventory after the five years have elapsed are determined irretrievable and may be deaccessioned as “stolen” at the discretion of the Curator.
- f. Objects lacking provenience and research, exhibition, or educational value, and those not related to the mission or scope of collections may be transferred to another museum or educational institution through a letter of transfer signed by the Executive Director. The letter of transfer specifies the objects for which transfer of title is being given.
- g. Objects that are being deaccessioned for repatriation as required by federal law must be recorded as such by the Curator who maintains an inventory of such objects. A formal request must be on file by the tribal group or federal agency requesting repatriation.
- h. Objects of educational value, but otherwise inappropriate for research or exhibition purposes, may be considered expendable and used for educational purposes. Such objects may be reassigned but they are not deaccessioned. Objects used in education programs and from the comparative collections are deaccessioned through the appropriate collecting division only after their consumption and such use is the justification for deaccessioning.
- i. Objects that were accessioned erroneously into the collections (e.g., repair or conservation supplies and tools, unrelated documentation, exhibit props and fixtures) are not subject to the rule of seven years as accessioned objects.
- j. For held-in-trust collections, deaccession consideration and approval is done in concert with the appropriate governmental agency or Museum Association and the method of disposal is designated by that governmental agency or the Museum Association for its collections.

4. Establishing Ownership

Objects within the Museum’s collection without transferred legal title or documented

stewardship cannot be deaccessioned until title has been established. These objects must follow the appropriate procedures based upon their abandonment status. The status of these objects is a legal matter and the state law Title 6A, Chapter 80 of the Texas Property Code (Ownership, Conservation, and Disposition of Property Loaned to Museums) must be followed.

a. Accessioned Objects without Proper Title

- (1) For object(s) that have been accessioned without a signed Deed of Gift or other legal document of transfer to the Museum and for whom the donor(s) is known:
 - a. The Registrar attempts to contact the donor or heirs by certified mail to determine their willingness either to sign a Deed of Gift or to accept the return of the object(s). If no response is received within 30 days, the Registrar makes a second contact attempt by publishing a public notice in newspapers of general circulation in the county of the Museum (Lubbock) and the county of the last known address of the donor or heirs. Notice is published at least once a week for two consecutive weeks.
 - b. If the donor or heirs respond and do not request return of the object(s), the Registrar prepares an updated Deed of Gift granting clear and unrestricted title to the Museum for donor/heirs signature. Once signed, no further action is required.
 - c. If the donor or heirs request the return of the object(s), the object(s) is returned. It is noted as returned in the records and that it should not have been accessioned as it was a loan. If the donor claimed a charitable tax deduction after 1968 (and as modified in 1984) when the object came into the Museum's possession, then the object(s) cannot be returned.
 - d. If the donor or heirs do not sign a Deed of Gift and refuse to accept return of the object(s) or it cannot be returned, then the object(s) is considered an abandoned loan. The Registrar makes appropriate notations, shares copies of the information with the collecting division, and begins to follow the procedures for an abandoned loan.
 - e. If the original donor or heirs cannot be located, the object(s) is considered abandoned property, specifically an abandoned loan. The Registrar makes appropriate notations, share copies of the information with the pertinent curatorial division, and begins following the procedures for an abandoned loan. The Museum must wait 15 years without donor contact before beginning the process of claiming title to the object(s). In the interim, the Museum is obligated to conserve and care for the object(s). If the donor or heirs contact the Museum and neither a signed Deed of Gift or return is transacted, then another 15 year waiting period resumes at the date of last contact.

- (2) After legal ownership is established by the Museum, objects the Museum does not want to retain may be disposed of and the proper disposal method generally is through transfer or exchange.

b. Objects Found in Collections

- (1) In the process of working in collections or conducting a comprehensive inventory, an object(s) may be found that is lacking an identification number and/or may have become disassociated from any original documentation as to how the object(s) came to be in the collection. These objects collectively are called Found in Collection (FIC) objects. Because the Museum is unable to demonstrate that it has clear title to the object(s), the object(s) cannot be accessioned or disposed of until the Museum has established title through the legal process.

(2) Reconciliation Process for Objects Found in Collections

- a. Upon the completion of a comprehensive inventory, a collecting division should compile a list of undocumented and missing objects, assessing and addressing each on a case-by-case basis. The division must determine a found object's status as best it can by:
 1. Assessing the extent to which an object is missing documentation.
 2. Assessing information about where it was found physically as a tool to speed the reconciliation process.
 3. Determining if the object was found with an accession number or without a written, standard loan agreement but evidence of a lender exists.
 4. Determining if the object was found without an accession number but can be re-associated with documentation for a known donation or loan because:
 - a. it is grouped with like objects;
 - b. it is similar in use or history as other objects;
 - c. it is located or stored in a particular area of the Museum;
 - d. notes are with the object; or
 - e. its description accurately matches collections documentation (such as condition reports or cataloging) for a donation or loan.
 5. Determining if a found object has no associated documentation, no known accession or loan number, and no record of the object being accessioned or why it is in the Museum.
 - a. If all efforts to identify an object through this reconciliation

process is exhausted, then the object is considered as Found in Collections (FIC). Ownership of undocumented objects cannot be assumed and they cannot be disposed of or accessioned; these objects are abandoned property. Texas law for museum abandoned property and old loans must be followed in order to gain clear title. Once clear title is established, the objects can undergo acquisition review.

c. Procedure for Documenting FIC Objects

- (1) FIC objects without documentation are immediately assigned a unique, sequential number particular to the collecting division's numbering system.
- (2) Each division maintains a database that includes the assigned FIC number, a general description of the object, date FIC number was assigned, with space for noting how the FIC was cleared or converted to legal title for either accession or disposal.
- (3) Objects are described similarly to what is done for recording accessioned, permanent collections (e.g., description, measurements, condition report, photograph). In addition, information documenting how, when, and where the FIC was found is recorded. Curatorial staff consults current and former staff members who might remember details about the object. The objective is to gather as much institutional memory about the object as possible.
- (4) Even after being documented as an FIC object, collections staff continues to attempt to reconcile it with lost-in-inventory, missing, or other described accessioned or loaned objects. Inventory reconciliation is the process of matching objects to documentation; for undocumented objects, it is the more complicated process of trying to match objects without numbers to documentation without objects.
- (5) Once a FIC object has been documented to be in the Museum's possession for 15 years, the Museum may begin the process for claiming title. Once the Museum has established title to the object, then the collecting division may decide to keep and accession the object or dispose of the object.

d. Abandoned Objects and Expired or Unexpired Old Loans

- (1) Title 6A, Chapter 80 of the Texas Property Code (Ownership, Conservation, and Disposition of Property Loaned to Museums) provides legal measures for establishing the ownership of loaned cultural property that has been abandoned by the lender (80.001). Section 80.002 defines any deposits of property with a museum that are not accompanied by a transfer of title to the property as a loan (or loaned or on loan).
- (2) Several circumstances occur under which that loan could be defined:

- a. a written loan agreement with no expiration or indefinite term (an unexpired loan). For purposes of this process, the Museum interprets any written documentation that might be construed as a loan — even if it were not a legal loan agreement — as being an unexpired loan.
 - b. a loan that may be documented as an indefinite loan but for which no written agreement exists. This situation may be relatively rare (perhaps notes saying the property was loaned verbally by an identified person). In most circumstances, the Museum construes the documentation as indicative of it being an unexpired loan.
 - c. a written loan agreement whose term has expired. Section 80.005(c) states that for purposes of clearing title, a loan for a specified term becomes a loan for an indefinite term (unexpired loan) if the property remains in the custody of the Museum when the specified term expires.
 - d. a written loan agreement whose term exceeds seven years but has not yet expired.
 - e. a written loan agreement whose term was for less than seven years and has not expired.
 - f. a loan for which no written agreement exists.
- (3) The Museum has defined FIC objects as objects with an unknown status that cannot be reconciled against existing records of permanent collections and loans. FICs are documented anew, starting a process under which that object may be considered as a loan for which no written agreement exists.
 - (4) An object(s) that previously was accessioned without clear title and for which attempts to contact a donor or heirs have been pursued starts a process under which that object(s) is considered as a loan for which no written agreement exists.
 - (5) The legal process by which the loan is terminated and clear title acquired by a museum is defined in Chapter 80 and depends on which circumstance above is applicable.
- e. Loans for Which No Written Agreement Exists
- (1) Objects for which no written agreement exists, including FICs, are addressed in Section 80.004, that states that any such object which the Museum can document as having possession of for 15 years or more can be considered abandoned and can become the property of the Museum by giving legal notice to the lender in a process defined in Section 80.003.
 - (2) For purposes of making an 80.003 notice for these circumstances, the collecting division provides to the Registrar:

- a. the lender's name;
- b. address;
- c. date of the loan (if known);
- d. a simple description of the property; and
- e. documentation that the property has been in the Museum's possession for at least 15 years.

(3) With that information, the Registrar prepares and distributes the notice as follows:

- a. The notice contains the lender's name, lender's address, the date of the loan, and the name, address, and telephone number of the Registrar so that any potential claimant can contact the Museum regarding the loan.
- b. Other than stating that the notice will include the above information, Chapter 80 does not give prescribed text for notices under these circumstances. As a matter of practice, the Museum's notice contains the following information:

The records of the Museum of Texas Tech University indicate that <lender name> has property on loan to the Museum, specifically <simple description of the property>. The Museum of Texas Tech University wishes to terminate the loan. You must contact <Registrar's name> by mail at the Museum of Texas Tech University, Box 43191, Lubbock TX 79409 or by phone at <Registrar's phone number>. If you fail to do so within sixty-five (65) days after the date of this notice, you will be deemed to have donated the property to the Museum, pursuant to Chapter 80 of the Texas Property Code.

If the lender is unknown, then in place of <lender name> would be inserted in the text "one or more unknown lenders"

- c. The Registrar first sends notice to the lender at the lender's last known address, and will be considered as having given notice legally if proof of receipt is received by the Registrar within 30 days after the date the notice is mailed.
- d. If the Registrar does not know the lender or the lender's address or if proof of receipt is not received, the Registrar alternatively publishes the notice at least once a week for two consecutive weeks in a newspaper of general circulation in both the county of the lender's address (if known) and in Lubbock County (currently, the Lubbock Avalanche-Journal or the Slaton Slatonite).
- e. The Registrar maintains documentation of the notice's contents, the date the notice was mailed with proof of receipt, and, if necessary, the

dates and newspapers where the notice was published. The date for starting the 65-day claim period will be either the date the notice was mailed (not received, but only if proof of receipt exists) or the latest date of publication in a newspaper.

- (4) If no valid claim is made within 65 days, then title to the object vests in the Museum free and clear. Further, per 80.007b, the Museum may take action immediately on the object to either accession or dispose of the item with no further waiting period. If the Museum subsequently elects to sell or transfer the object, it should disclose that it acquired title to the property under Chapter 80.

f. Unexpired or Longer-Term Loans

- (1) A loan of property for an indefinite term or a loan with a defined term that has expired legally are considered the same as an unexpired loan. The identical process is used for any written loan for a term exceeding seven years that has not expired but that the Museum wishes to terminate. For these circumstances, the Museum can move to terminate the loan by giving legal notice to the lender in a process defined in Section 80.003 but using language dictated by Section 80.005a.
- (2) For purposes of making an 80.003 notice for these circumstances, the collecting division provides to the Registrar:
 - a. documentation of the original loan agreement;
 - b. the lender's name, address, and date of the loan initiation and expiration (if any); and
 - c. a simple description of the property.
- (3) With that information, the Registrar prepares and distributes the notice as follows:

- a. The notice contains the lender's name, lender's address, the date of the loan, and the name, address, and telephone number of the Registrar so that any potential claimant can contact the Museum regarding the loan.
- b. Per Section 80.005(a), the notice of intent to terminate a loan must contain the following information:

The records of the Museum of Texas Tech University indicate that <lender name> has property on loan to the Museum. The Museum of Texas Tech University wishes to terminate the loan. You must contact <Registrar's name> by mail at the Museum of Texas Tech University, Box 43191, Lubbock TX 79409 or by phone at <Registrar's phone number>. If you fail to do so within sixty-five (65) days after the date of this notice, you will be deemed to have donated the property to the Museum, pursuant to Chapter 80 of the Texas Property Code.

- c. The Registrar first sends notice to the lender at the lender's last known address and legally will be considered as having given notice if proof of receipt is received by the Registrar within 30 days after the date the notice is mailed.
 - d. If the Registrar does not have proof of receipt that the notice was received, the Registrar alternatively publishes the notice at least once a week for two consecutive weeks in a newspaper of general circulation in both the county of the lender's address (if known) and in Lubbock County (currently, the Lubbock Avalanche-Journal).
 - e. The Registrar maintains documentation of the notice's contents, the date the notice was mailed with proof of receipt, and, if necessary, the dates and newspapers where the notice was published. The date for starting the 65-day claim period either will be the date the notice was mailed (not received, but only if proof of receipt exists) or the latest date of publication in a newspaper.
- (4) If, within 65 days, the lender fails to contact the Registrar, establish ownership of the property, and make arrangements to collect the property, then by law, title to the object vests in the Museum. Per Section 80.007(a), however, a two-year limitation to recover personal property runs from the date the Museum gave the lender notice to terminate the loan. After two years, if the Museum subsequently elects to sell or transfer the object, it discloses that it acquired title to the property under Chapter 80.
- g. Shorter-Term Loans
- (1) If a written loan agreement exists with a term that is for less than seven years that has not yet expired, then Texas State law considers it an active loan for which title cannot vest to a museum through any legal process. The loan can be terminated by simple notice to the lender and the lender retrieves the property. If, however, the lender cannot be contacted or fails to collect the property, no action can be taken through this legal process to claim legal title to the object until the term expires.
- h. Conservation or Disposal of Loaned Property
- (1) Per Section 80.006(a), unless a written loan agreement exists to the contrary, the Museum may apply conservation measures to or dispose of property on loan to the Museum under any of the following circumstances without a lender's permission: if immediate action is required to protect the loaned property; to protect other property in the Museum's custody; or if the loaned property has become a hazard to the health and safety of the public or to Museum's staff. But, only if:
 - a. the Museum cannot reach the lender at the lender's last address of record so that the Museum and lender can promptly agree on a solution; or

- b. the lender will not agree to the protective measures the Museum recommends, yet is unwilling or unable to terminate the loan and retrieve the property.
- (2) If the Museum applies conservation measures to or disposes of the property under Section 80.006(a), the Museum:
 - a. documents through the Registrar all measures to contact the lender;
 - b. documents through the collecting division with copies to the Registrar, the condition and circumstances of or affecting the loaned property;
 - c. per 80.006(b)(1), has a lien on the loaned property and on the proceeds from any disposition of the property for the costs incurred by the Museum; and
 - d. per 80.006(b)(2), is not liable for injury to or loss of the property if the Museum:
 - 1. had a reasonable belief at the time that action was necessary to protect the loaned property, to protect other property in the Museum's custody, or if the loaned property had become a hazard to the health and safety of the public or of the Museum staff; and
 - 2. exercised reasonable care in the choice and application of the conservation methods.
- 5. The procedure for deaccessioning is as follows:
 - a. After the approval of deaccessioning an object, deaccessioning must be documented in writing and the original documents kept on file in the Registrar's Office. A duplicate set is on file in the appropriate curatorial division. The deaccession record must include, but is not limited to:
 - (1) the completed deaccessioning record form;
 - (2) name(s) and title(s) of persons involved in initiating and sanctioning the process and date of deaccessioning, including letter of concurrence by state or federal agency or Museum Association if a held-in-trust collection;
 - (3) initial recommendation by the Curator;
 - (4) reason for deaccessioning;
 - (5) description of object(s) being deaccessioned;
 - (6) inventory of objects being deaccessioned;
 - (7) catalog and accession numbers;

- (8) evidence of clear and unrestricted title of the Museum to the object(s) or held-in-trust stewardship;
 - (9) photodocument of deaccessioned objects as appropriate, e.g. repatriated items, fakes, and deterioration of objects beyond repair; and
 - (10) method of disposal.
- b. As appropriate, the following also must be included:
- (1) evidence of compliance with state, national, or international statutes and laws;
 - (2) formal request for repatriation by requesting people of origin or country of origin;
 - (3) name and location of the receiving museum, agency, institution, or people of origin or country of origin;
 - (4) written evidence from receiving museum or governmental agency of their ability to properly care for and use the object, except where any laws and statutes waive this requirement;
 - (5) copy of the document signed by the Executive Director that transfers clear and unrestricted title to the receiving agency; and
 - (6) copy of the document signed by the Executive Director that physically transfers a held-in-trust collection back to the governmental agency or Museum Association.

6. Disposal

- a. Methods of disposal are transfer, exchange, sale, repatriation, or total destruction.
- b. The object(s) may be offered first to appropriate interested public museums or related institutions, followed by the appropriate public educational agencies and institutions, private museums, and private educational agencies and institutions. The Museum informs regional museums and other appropriate agencies and institutions of proposed deaccession actions. Interested agencies are given appropriate time to contact the Museum to request specific object(s) and outline care and use intentions. Relocation of the object(s) to the receiving agency is by transfer (donation) or exchange (donation in both directions).
- c. For held-in-trust objects, the appropriate state or federal agency or Museum Association must designate the method of disposal.
- d. When sale is the method of disposal, the purveyor will be responsible for determining fair market value based on professional judgment and that of an in-house evaluation and two outside appraisals. As part of the notification

process, the donor or heirs are given assurance that:

- (1) Funding for newly acquired and accessioned objects are attributed to the original donor(s).
 - e. The money acquired from the sale of the object(s) is used solely to obtain objects for the collections in the division from which the object(s) originated. It is placed in a separate account to be used expressly for this purpose. Revenue generated by sale will not be used to fund operating costs or salaries.
7. All accession records (including those in vault storage) must be marked *deaccessioned* in red ink by the Registrar with the date of transaction. For electronic records, notation of deaccession is made in the Registrar's accessions database. The Registrar maintains the information on the disposition of the object. While the object is no longer physically part of the collections of the Museum, the accession number and record must remain a permanent part of Registration records. The accession number is not reassigned.
8. The catalog record must be marked *deaccessioned* in red ink with the date and disposition of the object. For electronic records, notation of deaccession is made in the division's catalog database. This action is taken only by the Curator or curatorial designee. The catalog number remains as a permanent part of the division's records and is not reassigned.
9. An annual report is submitted to the appropriate state (e.g., Texas Historical Commission) or federal (e.g., National Park Service) agency for all deaccession activities of governmental held-in-trust collections. Information for the annual report is compiled by curatorial staff and sent to the Registrar. The Registrar signs the report and submits it. The report must include, but is not limited to, the following:
 - a. state or federal agency;
 - b. copy of signed letter by the state or federal agency concurring with or requesting deaccession and transfer of the collection;
 - c. accession number assigned to each deaccessioned collection;
 - d. range of catalog numbers assigned to each deaccessioned collection;
 - e. permit number(s) as applicable for each deaccessioned collection;
 - f. date of deaccessioning;
 - g. total number of objects and linear feet of documentation for each deaccessioned collection;
 - h. name and contact information for the receiving agency to which the deaccessioned collection is transferred;
 - i. discrepancies and problems encountered; and

- j. general condition of each deaccessioned collection.

CATALOG

Corresponds with CMP p. 29

The Museum utilizes electronic cataloging using relational databases. The catalog number of each object is cross-referenced to its collection accession number and to the database record from which a catalog sheet is printed, using acid-free, lignin-free, buffered paper. Each collecting division is expected to catalog its respective collections using the Museum's unified system. Cataloging provides detailed intrinsic and associational information pertinent to the object rather than repeating the accession information for the collection.

1. The Museum's unified cataloging system has standard data fields required for all its objects regardless of the collecting division. These data fields are:
 - a. accession number (for the collection to which the object belongs);
 - b. catalog number (of the object);
 - c. identification (of the object);
 - d. provenience or provenance (of the object);
 - e. name of collector (person who collected, excavated, captured, procured the object);
 - f. name of the donor, seller, or institution from where transferred;
 - g. date collected;
 - h. name of identifier (person who identified the object/provided the description);
 - i. date of identification;
 - j. name of cataloger (person who cataloged the object);
 - k. date cataloged;
 - l. condition (of the object); and
 - m. location (of the object in the collections room, e.g., drawer and cabinet, shelf and bay; or temporary location, e.g., on loan).
2. Each collecting division may add data fields that supplement the basic information to suit the needs of the division.
3. Catalog numbers are separate from accession numbers and are assigned by the division's Curator. They are alphanumeric, consisting of the Museum acronym TTU, followed by a dash (-), followed by the collecting division designator letter, followed by a serial number (e.g., TTU-A1000).

The following are the division designator letters:

Antarctica	AT
Antarctic Rock Specimens	ATR
Antarctic Plant Specimens	ATP
Anthropology	A
Art	T
<i>*Botany</i>	B
Clothing and Textiles	H
Ethnology	E
Frozen Tissue	TK
Geology	G
<i>*Herpetology</i>	R
History	J
<i>*Ichthyology</i>	F
Invertebrate Paleontology	I
Invertebrate Zoology	Z
Mammalogy	M
<i>*Micro-Paleontology</i>	N
Mineralogy	L
Ornithology	O
Paleobotany	Y
Vertebrate Paleontology	P

*collection no longer a part of the Museum's holdings

4. To the extent possible, each object is labeled with its full alpha-numeric catalog number and the catalog number should be the only number on the object. The labeling system must be conservationally sound, reversible, and impervious to water. **White paint, white-out, and nail polish are prohibited.** For those objects too small or fragile to label or where labeling would damage the object, alternative labeling such as with acid-free tags or on containers must be associated with the object.
5. Each Curator provides the range of catalog numbers for each accession to the Registrar to be added to the accession records for that collection.
6. Each collecting division maintains the catalog record-keeping system and must have a written catalog manual. That manual is reviewed on a regular basis and updated as warranted. 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-B1-1000) to provide flexibility in managing its collections. The reasons for and meaning of the subdesignations must be included in the written catalog manual.
7. An annual report is submitted to the appropriate state (e.g., Texas Historical Commission) or federal (e.g., National Park Service) agency for all cataloging activities of governmental held-in-trust collections. Information for the annual report is compiled by curatorial staff and sent to the Registrar. The Registrar signs the report and submits it. The Curator must provide information to the Registrar in a timely manner. The report must include, but is not limited to, the following:

- a. state or federal agency;
- b. accession number of cataloged collection;
- c. permit number(s) as applicable for each cataloged collection;
- d. range of catalog numbers assigned to the collection;
- e. date of cataloging;
- f. total number of objects and linear feet of documentation for each cataloged collection;
- g. collecting division housing the cataloged collection;
- h. discrepancies and problems encountered; and
- i. general condition of each cataloged collection.

INVENTORY

Corresponds with CMP p. 30

The Museum utilizes electronic inventorying using a relational database. The Curator oversees the inventory process and coordinates with the Registrar. The Registrar is responsible but may receive the accessions inventory from a Curator.

1. Accessions Inventory is conducted at the time of accessioning by the Registrar or Curator if a field-generated collection.
 - a. Objects are counted by specified categories, recorded electronically, and totaled;
 - b. Documentation is measured in linear feet.
2. Comprehensive Inventory is conducted on a divisional level.
 - a. For the 10-year comprehensive inventory, an inventory record form is produced. The inventory record must include, but is not limited to, the following:
 - (1) accession and catalog, or loan number;
 - (2) name of the recorder;
 - (3) object name and/or a short description;
 - (4) condition of the object;
 - (5) current housing location;
 - (6) date of inventory;
 - (7) name of recorder; and
 - (8) discrepancies and problems encountered.
 - b. Once the inventory is complete, all collection records and documentation are updated to reflect the findings of the inventory. An electronic copy is sent to the Registrar. A missing object may be declared lost if not rediscovered by the time of the next comprehensive inventory.
3. A Spot-check Inventory is conducted on a divisional level.
 - a. A spot-check inventory of a designated portion of the collection is conducted in the same manner as the comprehensive inventory with the same information recorded.
 - b. Once the inventory is complete, all collection records and documentation are updated to reflect the findings of the inventory.

4. For a Relocation Inventory:
 - a. The inventory record must include, but is not limited to, the following:
 - (1) accession and catalog, or loan number;
 - (2) object name and/or a short description;
 - (3) condition of the object;
 - (4) permanent housing location;
 - (5) alternate location (e.g., if object is on exhibit or on loan);
 - (6) date of inventory; and
 - (7) name of recorder.
 - b. The relocated objects are recorded on appropriate forms including, but not limited to, deaccession record, loan contract, or in-house loan forms.
5. An annual report is submitted to the appropriate state (e.g., Texas Historical Commission) or federal (e.g., National Park Service) agency for all inventory activities of governmental held-in-trust collections. Information for the annual report is compiled by curatorial staff and sent to the Registrar. The Registrar signs the report and submits it. The Curator must provide information to the Registrar in a timely manner. The report must include, but is not limited to, the following:
 - a. state or federal agency;
 - b. accession number of inventoried collection;
 - c. permit number(s) as applicable for each inventoried collection;
 - d. range of catalog numbers assigned to the inventoried collection;
 - e. type of inventory conducted;
 - f. date of inventory;
 - g. results of inventory by category of material;
 - h. collecting division housing the inventoried collection;
 - i. discrepancies and problems encountered; and
 - j. general condition of inventoried collection.

LOANS

Corresponds with CMP pp. 31-37

The Registrar is responsible for all loan transactions. Only the Registrar can assign loan numbers. Each loan, regardless of the number of objects, is assigned one unique loan number.

1. 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 sequential number is separated by a dash from the year (e.g., OL2000-001).

Outgoing Loans

1. The Curator receives a loan request and approves or denies the request.
 - a. Stability of the requested object(s), accreditation by appropriate accrediting agents, as well as knowledge of conditions, practices, and procedures of the requesting institution is used in evaluating the loan request. Exhibition or research conditions stated in the loan contract and evidence of adherence may be requested.
 - b. The length of time and other conditions of loan (such as periodic checks to monitor the safety of the objects, use of the objects for the stated purpose, condition of the objects, and to assure that insurance valuations are current) must be stated in the loan contract and adhered to by the borrowing institution. Packing and transportation methods are stated in the loan contract. Costs associated with the loan beyond a minimal nature are coordinated through the Museum Business Office with approval of the Executive Director.
 - c. A requested loan may be denied based upon the borrower's history of not adhering to the conditions of previous loans.
2. If the loan request is approved, the Curator provides the Registrar with the following information on a Loan Request form:
 - a. an inventory with the accession number(s) and catalog numbers(s) of all objects;
 - b. title and/or description of all objects;
 - c. insurance value of all objects;
 - d. whether an insurance certificate or rider is needed;
 - e. purpose of loan;

- f. duration of loan (date out and date by which loan should be returned);
 - g. name and all contact information of borrowing institution;
 - h. name of contact person at borrowing institution;
 - i. method of shipment or delivery; and
 - j. any special conditions.
3. The Registrar prepares the outgoing loan contract at the request of the Curator, assigns a loan number, and obtains the Curator's signature. Loans may be extended for no more than two 6-month periods. Requests for extensions must be in writing from the borrowing institution with full justification. Extension may require a condition report or the return of the objects for inventory, in-house evaluation, and assurance of current insurance valuation prior to the extended loan period. Loans older than 2 years require a new loan contract and loan number.
- a. The Registrar prepares a cover letter and mails it to the borrower with a loan contract.
 - b. The Registrar or Curator, whomever is most appropriate, does a condition report as appropriate and packs the loan.
 - c. The Registrar arranges for shipment of the loan via the most appropriate method or may delegate making the arrangement to the Curator.
 - d. The Registrar records the due date of loan on the Loans Calendar.
 - e. When the signed loan contract is returned, the Registrar makes a copy for the curatorial division. If the loan contract is not returned, the Registrar, in conjunction with the Curator, initiates follow-up inquiries.
 - f. A condition report may be required from the borrowing institution upon receipt of the loaned objects and prior to packing for return to the Museum. Damage or loss of objects while in transit or during the loan period is reported immediately to the Registrar with subsequent written explanation to the Curator.
 - g. A certificate of insurance from the borrowing institution is kept on file in the Registrar's Office. Depending on the type of destructive loan, a certificate of insurance may not be required.
 - h. As appropriate, a reminder letter is sent by the Registrar to the borrowing institution for the prompt return of a loan.
4. At the end of the loan period, the Registrar contacts the Curator to determine the next action, that could be recall of the loan, extension of the loan, or contacting the borrower to inquire if an extension is required. The Registrar carries out the appropriate action.

5. When the loan is returned, the Curator is responsible for informing the Registrar that the loan is returned. The Registrar then closes the loan with notification of the close to the Curator and borrowing institution. The curatorial division conducts a relocation inventory of the loaned objects.
6. Destructive analysis loans
 - a. Requests must be made in writing by the Curator to the CRB and contain full justification for the destruction and a description of the method to be used, including an evaluation of the research design of the researcher.
 - b. The CRB responds in writing to the Curator with notification to the Registrar.
 - (1) The decision to approve is based on the qualifications of the researcher, value of knowledge to be gained, and size, condition, and significance of the object.
 - (2) Standing permission for authority to approve destructive loans may be given by the Executive Director to a Curator who makes many loans for destructive purposes, such as frozen tissue samples or radiocarbon dating.
 - c. Although the object may not be returned to the Museum, the information gained from the analysis must be provided to the Museum. It is the Curator's responsibility to monitor materials out on destructive loan, to assure their correct use, and to record the returned data in the division records under the object's accession and catalog numbers with notification to the Registrar.
 - d. Any field-generated objects must be accessioned prior to being sent for analysis and must be accompanied by a loan agreement.
 - e. Information gained from the destructive analysis is provided to the Museum along with two hard copies or an electronic copy of any resulting publications.
 - f. Loan due dates are tracked by the Registrar and any unused portions of objects are returned to the Museum.
 - g. For held-in-trust collections, the appropriate state or federal agency must concur with the destructive analysis of the object(s) prior to the loan being made.
 - h. All other outgoing loan procedures apply.
7. An annual report is submitted to the appropriate state (e.g., Texas Historical Commission) or federal (e.g., National Park Service) agency for all outgoing loan activities of governmental held-in-trust collections. Information for the annual report is compiled by curatorial staff and sent to the Registrar. The Registrar signs the report and submits it. The Curator must provide information to the Registrar in a timely manner. The report must include, but is not limited to, the

following:

- a. state or federal agency;
- b. copy of signed letter by the state or federal agency concurring with the destructive analysis loan;
- c. accession number of loaned collection;
- d. permit number(s) as applicable for each loaned collection;
- e. range of catalog numbers assigned to the loaned collection;
- f. purpose of loan;
- g. institution to which loan is being made;
- h. conditions of loan;
- i. length of time and dates of loan;
- j. loan inventory by category of material;
- k. collecting division housing the loaned collection;
- l. discrepancies and problems encountered; and
- m. general condition of loaned collection.

Incoming Loans

1. Requests for a loan to the Museum are initiated by the Curator in writing to the lender with notification to the Registrar. Usually, Curators accept objects being placed on loan to the Museum and sign the loan contract as the representative of the Museum. Under unusual circumstances (such as a traveling exhibition as deemed by the Executive Director), the Executive Director or Registrar may initiate incoming loan requests, sign the loan contract, and accept the object(s).
 - a. Loans for inspection and study for possible donation or purchase are recorded on a loan contract prepared by the Registrar and signed by the requesting Curator and property owner. Such loans are limited to no longer than three months.
2. Loan approval is at the curatorial level unless financial or facilities obligations come with it. The Executive Director must approve all loans that entail financial or facilities obligations. If the loan request is approved, the Curator provides the Registrar with the following information on an Incoming Loan Request form:
 - a. accession number(s), catalog numbers(s), and other numbers of all objects, as applicable;

- b. title and/or description of all objects;
 - c. inventory of borrowed objects;
 - d. insurance value of all objects as determined by the lender;
 - e. purpose of loan;
 - f. duration of loan (date borrowed and date by which loan should be returned);
 - g. name and all contact information of lending institution or source;
 - h. name of contact person at lending institution or source;
 - i. method of shipment or delivery; and
 - j. any special conditions.
3. The Registrar assigns the loan number and prepares an incoming loan contract even if the lender is an institution with its own loan contract.
 - a. If the lending institution or source provided a loan contract, the Museum's loan contract operates as a support document for internal record keeping purposes. The Registrar prepares an incoming loan contract and obtains the Curator's signature, and mails it with a cover letter requesting the lender's signature on the contract.
 - b. If no loan contract is made available from the lending institution or source, the Registrar prepares an incoming loan contract and obtains the Curator's signature, and mails it with a cover letter requesting the lender's signature on the contract.
 - c. When the signed loan contract is returned, the Registrar makes a copy for the curatorial division. If the loan contract is not returned, the Registrar, in conjunction with the Curator, initiates follow-up inquiries.
 - d. The Registrar records the due date of loan on the Loans Calendar.
 - e. Loans for an indefinite period of time or for a term in excess of seven years are prohibited.
 4. The lender monitors loan valuations and immediately notifies the Museum if any changes occur during the loan period. If a valuation figure is not forthcoming or not mutually acceptable between the lender and Museum, the Curator cannot pursue the loan. The Registrar notifies the lender that failure to provide a valuation(s) will result in non-acceptance of the loan.
 5. Incoming inventory and condition report.
 - a. The Curator conducts a relocation inventory and condition reports. These are maintained by the curatorial division, with copies to the Registrar.

Images may be taken as appropriate. The curatorial division retains the packing materials.

- b. The Curator immediately reports to the Registrar any inconsistency in the loan inventory, such as number or type of objects, damage or suspected damage, or any change in the condition of the loan object(s).
6. At the end of the loan period, the Registrar contacts the Curator to determine the next action, e.g., a request for an extension of the loan, or initiate return of the loan. The Registrar carries out the appropriate action.
7. The Curator is responsible for the prompt return of the loan object(s).
 - a. The object(s) are inventoried, inspected, photographed (where appropriate), and written notations made of the findings or condition report completed. A copy of these findings or condition report is maintained by the Registrar.
 - b. The Curator is responsible for informing the Registrar that the loan is returned. The Registrar then closes the loan with notification of the close to the Curator and lender.
8. When returning a loan, the object(s) must be packed and transported in the same or a more suitable manner as received.
 - a. The Registrar mails the lending party a copy of the shipping inventory and a Museum receipt form. The Registrar notifies the lending party that they are required to sign and return the Museum receipt form within 30 days or else forfeit any claim for damage or loss.
 - b. If the lending party retrieves the loan object(s) in person, the Museum receipt form must be signed prior to removal of the object(s) from the Museum.
 - c. In the event that the loan contract does not stipulate how the object(s) are to be returned, the Registrar notifies the lending party that the loan object(s) will be shipped if not retrieved in person within 30 days.
9. As part of a loan contract, the lending party has the responsibility to maintain contact with the Museum. If a change in ownership of the object(s) occurs while on loan, the lending party or its authorized agent must give prompt notice to the Museum. In all such cases, the Museum either negotiates a new loan agreement or returns the object(s).
 - a. A notice of intent to terminate an old incoming loan (greater than 2 years) must include the follow information:

The records of the Museum of Texas Tech University indicate that <lender name> has property on loan to the Museum. The Museum of Texas Tech University wishes to terminate the loan. You must contact <Registrar's name> by mail at the Museum of Texas Tech University, Box 43191, Lubbock TX 79409 or by

phone at <Registrar's phone number>. If you fail to do so within sixty-five (65) days after the date of this notice, you will be deemed to have donated the property to the Museum, pursuant to Chapter 80 of the Texas Property Code.

- b. In the case of abandoned property, the object(s) becomes the property of the Museum if the Museum has given the lender notice in accordance with Texas State law (Title 6A Chapter 80 of the Texas Property Code).
 - (1) The Museum is considered to have given the lender notice if the Museum mails the notice to the lender at the lender's last known address and proof of receipt is received by the Museum within 30 days after the date the notice is mailed.
 - (2) The claim procedures for abandoned objects is governed by Texas State law and follows the same procedure for establishing ownership of found objects in the Museum's collections.
 - (3) The claim procedures for old loans is governed by Texas State law and follows the same procedure for establishing ownership of found objects in the Museum's collections.
 - (4) If the Museum does not have a current address for the lender or if proof of receipt is not received, the Museum publishes a notice at least once a week for two consecutive weeks in a newspaper of general circulation in both Lubbock County and the county of the lender's last known address if known.
- 10. The Museum reserves the right to cancel a loan or remove the loan object(s) from exhibit at any time.
 - a. All loans are for a set period of time that cannot exceed two years. For loans exceeding the two-year period, a new loan contact is created, with a new loan number, requiring new signatures.
 - b. Regular evaluation of each loan situation occurs to determine if loan renewal or an updated insurance valuation is needed.

In-house Loans

- 1. The Registrar is responsible for transacting in-house loan agreements. These agreements must be in writing and accompany every in-house loan with stipulations on conditions of the in-house loan and length of time. The in-house loan agreement must include, but is not limited to, the following:
 - a. purpose of in-house loan;
 - b. accession and catalog numbers of the loaned objects;
 - c. inventory of loaned objects;

- d. location where loaned objects will reside; and
- e. person responsible for the care and security of objects while on loan.

COLLECTIONS CARE

Corresponds with CMP pp. 38-41

1. Preventive Conservation

Preventive conservation procedures address light, temperature, relative humidity, and atmospheric pollutants to provide a stable environment for collections. Light, temperature, relative humidity, and atmospheric pollutants are monitored and regulated on an ongoing basis using a variety of equipment and machinery.

- a. Lights in collections housing areas are off when the area is not occupied. Objects are housed in enclosed cabinets that limit their exposure to light. Those objects that cannot be housed in enclosed cabinets are wrapped or boxed and housed on open shelving and are protected from light by Tyvek dust covers. Objects that cannot be boxed or wrapped due to their inherent properties or method of housing are protected from light by Tyvek dust covers.

- (1) Light levels are monitored by curatorial staff with dataloggers to ensure that 50 lux (5 foot candles) levels are not exceeded. UV levels in the galleries are monitored by curatorial staff with a hand-held UV meter and are not to exceed 75 microwatts per lumen.
 - (2) Lights in exhibits areas are LED. Light levels are set not to exceed 50 lux (5 foot candles) for light-sensitive objects, 150 lux (15 foot candles) for less light-sensitive objects, and no more than 300 lux (30 foot candles) for more light-stable objects.
 - (3) UV radiation from fluorescent light fixtures in collections housing is addressed in two ways: through use of fluorescent tubes manufactured to current shielding standards; and light fixtures encased in a box with a plastic shield. Campus maintenance replaces the fluorescent tubing as warranted. Museum staff replaces the plastic shields when they begin to yellow.

- b. Temperature throughout the Museum, including the collection rooms, is controlled by a zoned HVAC system. The temperature set-point is 68°F and fluctuations are limited to $\pm 2^\circ\text{F}$. Due to limitations of the mechanical systems, micro-climates may be experienced at this set point. Adjusting the set-point results in micro-climates at different parameters. If problems are severe, localized solutions with additional equipment are necessary.

- (1) If the temperature fluctuates beyond these parameters, the problem is reported by the collecting division Curator or Collections Manager to Operations and if required, University Operations Division personnel are called out to correct the problem.
 - (2) Collections requiring cooler temperatures are housed in refrigerated units, super-cold deep freezers, or liquid nitrogen.
 - (3) Temperature is monitored by dataloggers and readings are gathered on a regular basis by the Registrar or curatorial staff as appropriate.

- c. Relative humidity (RH) throughout the Museum, including the collection rooms, is controlled by a zoned HVAC system. The RH set-point is 50% and fluctuations are limited to $\pm 5\%$.
 - (1) If the RH fluctuates beyond these parameters, the problem is reported by the collecting division Curator or Collections Manager to Operations and if required, University Operations Division personnel are called out to correct the problem.
 - (2) Collections requiring higher or lower humidity are housed in microclimates with conditioned silica gel in the division's collection room.
 - (3) RH is monitored by dataloggers and readings are gathered on a regular basis by the Registrar or curatorial staff as appropriate.
- d. Atmospheric pollutants throughout the Museum, including the collection rooms, are controlled by a zoned HVAC system that filters both particulate and gaseous pollutants.
 - (1) These filters are monitored and replaced on a regularly scheduled basis by University Operations Division staff.
 - (2) Particulate pollutants are controlled by daily vacuum cleaning of the public and office areas of the Museum by the custodial staff and by quarterly collections staff dusting and vacuuming the tops and rails of housing furniture. Housing furniture and packaging materials used in the Museum are chemically stable and do not off-gas particulate or gaseous pollutants.
 - (3) Collections that are particularly sensitive to atmospheric pollutants are housed in microclimates with freestanding filters and/or activated carbon in the division's collections room.
 - (4) Atmospheric pollutants are monitored as needed or when Collections staff suspects a problem.
- e. Cleaning, packaging, and housing of collections are performed by collections staff.
 - (1) Objects, samples, and documents are evaluated for cleanliness during the accessioning process.
 - (2) Collections staff evaluates objects, samples, and documents that require cleaning to determine if they can withstand the cleaning process and use of any solvents.
 - (3) Cleaning is not undertaken if it will remove any evidence or material that may be of research value or compromise the life history or aesthetic integrity of the objects, samples, or documents. Cleaning and use of solvents is not undertaken if it will damage or destroy the objects, samples,

or documents.

- (4) Only trained personnel with fitted masks and appropriate filters are allowed to use solvents.
- (5) All health and safety rules and procedures are to be followed and data sheets on the solvents in use are posted in the labs where the solvents are in use. Safety cabinets are in each lab to house the solvents. Following the University's Chemical Hygiene Plan, section 11, each lab should have a Laboratory Specific Safety Plan that includes Standard Operating Procedures. This plan may be included in the divisional Collections Management Procedures.
 - a. Chemicals in storage Group 9 (Compatible Pyrophoric and Water Reactive Materials) that are flammable will have a red dot affixed to the EHS barcode. Such chemicals shall be stored in a desiccator inside of a flammable storage cabinet. Chemicals on the floor are to be stored in secondary containment and away from intense heat or light sources.
- (6) Objects that cannot be cleaned are wrapped in stable, inert, archival packaging material before being placed in the collections housing area.
- f. Each collecting division is expected to keep abreast and implement the most current standards of professional care and use of archival materials. Archival materials in general use in the Museum are:
 - (1) acid-free, lignin-free tags, labels, papers, folders, envelopes, boards, boxes, and tubes that are calcium carbonate buffered or unbuffered;
 - (2) cotton and linen fabrics, tapes, cords, and threads;
 - (3) polyester fabrics, threads, cords, batting, and films;
 - (4) polyethylene and polypropylene self-closing bags, boxes, and microfoam;
 - (5) polypropylene freezer boxes, microcentrifuge tubes and containers;
 - (6) polystyrene boxes and negative sleeves;
 - (7) cellulose adhesive, and polyvinyl acetate and acetone adhesive;
 - (8) gelatin gelcaps;
 - (9) Borosilicate glass jars and vials with polyethylene caps;
 - (10) Tyvek®, Mylar®, and Marvelseal® products;
 - (11) chrome plated metal hangers; and
 - (12) Glassine interleaving paper.

- g. Stable, inert, archival housing units and packaging materials are used to provide a buffer between collections and the environment.

- (1) Collection objects are wrapped, bagged, boxed, or otherwise containerized in archival materials as needed for protection before being placed in the collections housing units.
 - (2) Archival housing units used in the Museum are electrostatically-applied powder-coated steel cabinets, drawers, and shelving and unscratched, unrusted baked enamel steel cabinets, drawers, and shelving.

2. Safe Handling

- a. Before any object is handled and moved, the person conducting the handling must verify the following:
 - (1) the handling is essential, and objectives cannot be achieved without handling;
 - (2) the object must be evaluated visually and judged to be stable so that moving it will not cause damage;
 - (3) the method of moving and transporting the object chosen must be most suitable given the physical properties of the object and must not cause damage (e.g., use both hands, avoid projecting parts or weak points);
 - (4) the method of transporting the object must provide adequate support and cushioning (e.g., padded tray, padded cart);
 - (5) the route the object will be transported along must be free from obstruction or other hazards;
 - (6) sufficient, trained staff members are available to move and transport large, heavy, or awkward objects; and
 - (7) a safe place to receive the object must be provided before the object is transported.
- b. Anyone handling collections objects must wash their hands and wear clean cotton or nitrile gloves when handling objects. Non-powdered nitrile gloves provide better grip for handling slippery objects.
- c. Any personal items that may scratch or snag on an object (e.g., belt buckle, necklace, lanyard) are removed.
- d. Objects are handled over a padded support.
- e. Packing and transportation of collections is the responsibility of the Registrar who may delegate the collections staff in this activity.

- (1) Prior to any shipping event, collection objects are evaluated individually by collections staff to determine if they can withstand shipping.
 - a. Packaging and shipping methods are based on the individual requirements of the objects. The shipping method chosen provides the best protection for the objects and shortest en route time.
 - b. Packaging materials are selected that will protect the objects from all reasonably anticipated risks associated with a particular shipping method. Packing peanuts are banned from the Museum.
 - c. Clean cushioning material (foam, fabric, tissue paper) is used based on the individual needs of the objects. Materials that have direct contact with the objects must be archival.

3. Conservation

- a. Conservation assessment usually is carried out in-house by the Registrar or curatorial staff. The advice of a Conservator is sought as necessary.
 - (1) The Museum carries out conservation assessments on a regular basis to assess and improve all elements of operations that impact care and preservation of collections.
 - a. The conservation assessment examines the Collections Management Policy, Collections Management Procedures, environmental conditions, and the condition of objects to prioritize conservation needs.
 - b. Any problems with policy, procedures, and the Museum's environment encountered during the conservation assessment are used to identify and prioritize improvements.
 - c. Any problems with the condition of objects encountered during the conservation assessment are used to identify and prioritize conservation treatment needs.
 - (2) Recommended improvements to the Policy are incorporated into the Collections Management Policy during its scheduled revision and update.
 - (3) Recommended improvements are incorporated into the Collections Management Procedures during its scheduled revision and update.
- b. The Museum's prevailing environmental conditions are measured to determine if the Museum's environment is safe and stable and conducive to the preservation of collections.
 - (1) Measurements of visible and ultraviolet light levels, temperature and relative humidity, and atmospheric pollutants are made in the galleries, in collections work areas, and in collections housing areas. Data from dataloggers also are examined.

- (2) If no problems are found, the lack of problems is noted in divisional collection records.
 - (3) If problems are found, the person conducting the assessment recommends any strategies, equipment, or materials that can be used to stabilize the environment and make it safe. Division staff implements the improvements, in conjunction with Museum Operations as necessary.
- c. The condition of the Museum's collections is examined on an object-by-object basis to determine their current state of preservation and if any are in need of stabilization or conservation treatment.
 - (1) If no problems are found, the absence of problems is noted in divisional collections records.
 - (2) If problems are found, the person conducting the assessment recommends any required stabilization methods or conservation treatments that are required.
 - (3) A priority treatment list is developed based on most urgent need.
 - (4) Trained collections staff implements the stabilization methods.
 - (5) Collections staff identifies and notates objects in need of conservation treatment on the object's condition report, and conservation treatments are scheduled by collections staff in order of priority.
- d. Collections staff may report an object that appears to be unstable to the Curator, but only the Curator is responsible for determining if an object needs the attention of a Conservator.
- e. For held-in-trust collections, the Curator must obtain concurrence for conservation treatment from an authorized representative of the state or federal agency, unless the object is from the approved category of objects for which responsibility is delegated to the Museum through agreement with the state or federal agency. The Curator is responsible for obtaining the required documents and agreements from the agency.
- f. An annual report is submitted to the appropriate state or federal agency for any conservation treatments to held-in-trust objects. Information for the annual report is compiled by curatorial staff and sent to the Registrar. The Registrar signs the report and submits it. The Curator must provide information to the Registrar in a timely manner. The report must include, but is not limited to, the following:
 - (1) state or federal agency;
 - (2) accession number of collection from which object comes;
 - (3) permit number as applicable for that collection;

- (4) catalog number of the object;
 - (5) type of treatment undertaken;
 - (6) date of treatment;
 - (7) results of treatment;
 - (8) collecting division housing the object;
 - (9) discrepancies and problems encountered; and
 - (10) current condition of object.
- g. As the Museum does not have a Conservator on staff, conservation treatments must be contracted with a Conservator having graduate credentials and a specialization or expertise in the type of object needing conservation. A budget to fund the work must be available.
 - h. The Conservator must produce a proposal for the work and budget estimate for the cost of the treatment prior to beginning any treatment.
 - i. For any treatment, the Conservator must include documentation of the object before, during, and after treatment. Treatments must be reversible, minimally invasive, and use compatible materials, so that the physical and intellectual integrity is not compromised.
 - j. If an object has to leave the Museum and be shipped to a Conservator for treatment, this activity is handled as a loan for conservation purposes and follows the procedures for an outgoing loan.

4. Housekeeping

- a. Housekeeping is conducted by custodial staff on a daily basis. Custodial staff is responsible for the cleaning routine of the non-collections housing areas that include public areas such as galleries, meeting rooms, and restrooms as well as non-public areas such as classrooms, offices, and corridors.
 - (1) Eating is allowed only in the Museum's breakroom (in the basement), and other designated areas located away from collections housing areas (e.g., Memorial Room, Helen DeVitt Jones Sculpture Court). Custodial staff sweeps these areas and empties trash on a daily basis. Each staff member cleans up after themselves in eating/drinking areas.
 - (2) Trash is emptied and disposed of outside the building daily by the custodial staff. Trash is emptied into dumpsters located behind the Museum and the Natural Science Research Laboratory (NSRL). Dumpsters are emptied on a regularly scheduled basis. Biohazard trash is handled by trained NSRL personnel.

- (3) Collections staff carries out general housekeeping in collections housing areas.
 - a. Collections staff checks collections housing for cleanliness on a daily basis, and any problems are addressed as they are discovered.
 - b. Collections staff properly disposes of soiled packaging materials in dumpsters located outside the Museum.
 - c. Collections staff keeps equipment in good order and cleans it when necessary after use.
 - d. If additional housekeeping in collections housing areas is required from the custodial staff, collections staff put in a request to Operations. Operations informs custodial staff to schedule the work in conjunction with collections staff. Collections staff is responsible for providing access for the custodial staff, and for supervising custodial staff while in collections housing areas and workrooms.
- (4) Each Museum HVAC unit is inspected every six months by the University's Operations Division, Building Maintenance & Construction Department. Other Museum buildings and systems are maintained at a variety of intervals.
 - a. Any problems are reported to Operations as they are discovered. Operations submits a work order to the appropriate University Operations Division for the problem to be repaired.

RECORDKEEPING

Corresponds with CMP pp. 42-43

1. Documentation of the Museum's collections occurs on an ongoing basis and for a variety of reasons.
 - a. Collections records are created by those individuals delegated such authority in the Collections Management Policy. To avoid backlog, records are made by the appropriate individuals in a timely manner, and are updated as required or on a regularly scheduled basis.
 - b. Records are created in paper and/or electronic formats. Paper records are on acid-free, lignin-free stock.
2. Collections records are housed in secure locations throughout the Museum providing both security for the records and access for Museum personnel who utilize them.
 - a. Registration records (including but not limited to: acquisitions, transfer of title or held-in-trust stewardship, accessions, deaccessions and disposal method, loans, condition reports, insurance, environmental monitoring, integrated pest management) are housed in the Registrar's Office. Copies may be maintained in the collecting divisions.
 - b. Collections records (including but not limited to: catalogs, curation agreements, inventories, condition reports, conservation treatments, environmental monitoring, integrated pest management) are housed by each collecting division.
3. Collections staff is responsible for backing up electronic records off site on the University server.
4. Collections staff of each collecting division develop its own written record keeping procedures designed specifically to address the record keeping needs of the division.
5. Transfer of title or held-in-trust stewardship status
 - a. The Registrar in consultation with the Curator of the collecting division generates a Deed of Gift. Two originals of the document are produced and both are signed by the Museum representative and mailed or hand-delivered to the donor for their signature. The Deed of Gift document includes the accession inventory of the collection. One original is returned to the Museum to be housed in the Registrar's Office with a copy to the collecting division.
 - b. A Held-in-Trust agreement is generated when stewardship of a collection is transferred from a state or federal agency or from the Museum Association to the Museum. Two originals of the document are produced and both are signed by the Curator and by the agency representative. The agreement lists both the governmental agency permit number if applicable and the Museum's accession

number, along with the accession inventory of the collection. One document remains with the agency or Museum Association while the other is housed in the Office of the Registrar with a copy to the collecting division. The Registrar and collecting division staff update the list of held-in-trust collections in the Museum's holdings whenever held-in-trust collections (and associated permit numbers if applicable) are acquired.

- c. The original of any other document that transfers title (e.g., bill of sale, receipt) is housed in the Registrar's Office with a copy to the collecting division.

6. Acquisitions

- a. The potential donor may bring or ship the object(s) to the Museum or the appropriate Curator may view the object(s) at a designated location.
 - (1) If the potential donor brings or ships the object(s) to the Museum, the Registrar produces an incoming loan contract valid for three months indicating that the objects are under consideration for the purpose of donation. The incoming loan contract must be signed by the potential donor or their authorized agent and the Registrar and appropriate Curator. One copy of the incoming loan contract is kept on file in the Registrar's Office, one copy is given to the potential donor, and another copy is kept on file in the appropriate division once the contract has been signed by the potential donor.
 - (2) In-house field-generated collections usually are brought to the Museum by the appropriate Curator, and are documented by permits or letters granting permission to collect. The curatorial division keeps originals of such documents with copies to the Registrar's Office.
 - (3) Field-generated collections by outside scholars (i.e., external to the Museum) are considered as potential donations or held-in-trust collections. They must conform to Acquisitions under the Collections Management Policy and be evaluated through the Acquisitions procedure. Outside scholars must generate such documents as are appropriate to the type of collections, and these are kept in the Registrar's Office with copies to the curatorial division.
- b. Initial recommendations for acquisition consideration are made by the appropriate Curator in writing to the CRB through an Acquisition Assessment Form. This form is retained by and kept in the Registrar's Office.
- c. If the acquisition is approved by the CRB, then transfer of ownership or stewardship is documented by the following records that are kept in the Registrar's Office:
 - (1) Signed Deed-of-Gift;
 - (2) Signed Held-in-Trust Agreement; or

(3) Purchase receipt, bill of sale, bill of lading.

- d. When all documents relating to a specific acquisition are received, the Registrar accessions the collection. All acquisition records become part of the Accession record for that collection and are housed in the Registrar's Office. The Registrar provides the appropriate division a copy of the accession record.

7. Accessions

- a. Once the CRB has approved the acquisition of a collection, the Registrar creates an accession record in consultation with the Curator of the collecting division at the time the collection is accessioned.
- b. The Registrar assigns the accession number and generates both a paper and electronic accession record. Two originals of the paper record are produced. One original is housed in the Registrar's Office and the other in the Museum's vault. A copy is housed in the collecting division.
- c. Unless otherwise delegated by the Registrar, the Registrar arranges for the collections to be photographed by a museum photographer and integrates the photographic record with the accession record
- d. The Registrar or collecting division staff produces an accession inventory when the collection is accessioned. The accession inventory is part of the accession record.

8. Deaccessions and disposal

- a. A written deaccession recommendation with full justification and proposed disposal method is completed by the requesting Curator and forwarded to the Registrar. The recommendation includes an inventory of objects being recommended.
- b. If approved by the CRB or higher administration as applicable, the Registrar creates the deaccession record, including the written recommendation, an inventory of objects being deaccessioned, and the approved method of disposal. The Registrar marks all paper accession records *deaccessioned* in archival red ink. For electronic records, notation of deaccession is made in the Registrar's accessions database. All accession records are retained and the accession number never reassigned.
- c. Catalog records and copies of accession records housed in the collecting division also are marked *deaccessioned*. For electronic records, notation of deaccession is made in the division's accessions database. All catalog records and copies of accessions records are retained and the catalog numbers never reassigned.
- d. If the deaccession recommendation is not approved, the written recommendation is retained and housed in the collecting division as part of collections documentation with a notation that the request was not approved.

9. Catalogs

- a. Collections staff of the collecting division creates the catalog records when the collection is cataloged and provides the Registrar with the range of catalog numbers associated with each accession number. The Registrar updates the accession record by adding the catalog numbers.
- b. Catalog records are produced in both paper and electronic format as warranted and are housed in the collecting division.

10. Insurance

- a. The Museum is covered by the University System's Fine Arts Policy. The Registrar coordinates with the Assistant Director for Operations and Special Projects to establish the level of Museum coverage.
- b. Curators establish an in-house evaluation of the value of their collecting division collections for insurance purposes. These records are housed in the collecting division.

11. Loans (in-house, outgoing, incoming, and destructive analysis)

- a. The Registrar generates a loan agreement each time an object or collection is loaned. The Registrar or collecting division staff makes a relocation inventory each time an object or collection is loaned. Two originals of the loan agreement paper record are produced and signed either physically or electronically by both the borrower and lender. One original is housed in the Registrar's Office and the other is given to the borrowing or lending institution as appropriate. A copy is housed in the collecting division. The written request seeking a loan is housed in the collecting division as part of collections documentation.
- b. In the case of destructive analysis loans, a written recommendation with full justification and proposed method is completed by the requesting Curator and forwarded to the CRB prior to loan execution. The CRB responds in writing. If approved, the loan is executed. The written recommendation and response are part of the loan record that is housed in the Registrar's Office.
- c. In the case of destructive analysis loans of held-in-trust collections, the Curator also seeks written concurrence of the state or federal agency holding title. If the agency concurs, the loan is executed. The written recommendation to the agency and response are part of the loan record that is housed in the Registrar's Office.
- d. If the destructive analysis loan recommendation is not approved by the CRB, the written recommendation is retained and housed in the collecting division as part of collections documentation. The written request seeking a destructive analysis loan is housed in the collecting division as part of collections documentation with a notation that the request was not approved.

12. Condition reports

- a. The Registrar or collecting division staff produces a condition report for each object, excluding field-generated objects, when a collection is accessioned. Condition reports produced at the time of accessioning are housed in the Registrar's Office as part of the accessions record. Condition reports produced for other purposes are housed in the collecting division.

13. Inventory

- a. An accessions inventory is an accounting of the incoming objects and is conducted when a collection is being accessioned into the Museum's holdings. The accessions inventory is part of the accession record and kept in the Registrar's Office.
- b. A comprehensive inventory is conducted on a divisional level, once every 10 years, accounting for all objects in that division. The inventory is electronic and conducted using a relational database. A paper copy is produced by collections staff from the database and is housed in the collecting division.
 - (1) Collections staff updates all collection records and documentation to reflect the findings of the inventory.
- c. A spot-check inventory is conducted by each collecting division on a regular basis, involving only a specific portion of the collection.
 - (1) The inventory record is printed and housed in the division or may be electronic only.
 - (2) Collections staff updates all collection records and documentation to reflect the findings of the inventory.
- d. A relocation inventory is conducted either by the Registrar or collections staff when movement of any of the collections occurs. The relocation inventory is printed and housed in the Registrar's Office or the division based on the circumstances of relocation or may be electronic only.

14. Conservation treatments

- a. The signed conservation treatment plan is part of the conservation treatment record.
- b. A Conservator documents an object prior to, during, and after each conservation treatment. This documentation is part of the conservation treatment record.
- c. The conservation treatment record is housed in the collecting division.
- d. If a loan is required as part of conservation work, the loan contract is housed in

the Registrar's Office with a copy to the collecting division for housing with the conservation treatment record.

15. Environmental monitoring

- a. Records of the temperature and relative humidity of the Museum's galleries are made by the Registrar on a regular basis from dataloggers.
- b. Records of any changes in the lighting of the Museum galleries are made by the Registrar as the situation warrants it.
- c. Environmental monitoring records are retained in the Registrar's Office for a minimum three years.
- d. Environmental monitoring records created on a divisional basis are retained in the appropriate Curator's or Collections Manager Office for a minimum three years.

16. Integrated pest management

- a. Collecting division staff produces an infestation report each time an object or collection is infested by pests.
- b. The infestation report is housed in the collecting division with copies to the Registrar and to Operations.
- c. IPM pest trap logs are housed in the collecting division.

17. Photography

- a. Accessioned objects, except those generated through field work, are documented photographically.
- b. Images in traditional and digital formats are produced as part of the documentation. A photographic log is kept by the museum photographer.
- c. A museum photographer organizes, catalogs, and houses photographic records (images and photographic logs).

INTEGRATED PEST MANAGEMENT

Corresponds with CMP pp. 44-45

1. Integrated pest management (IPM) procedures involve vigilant housekeeping, environmental monitoring, habitat modification, inspection, identification of infesting species, and application of specific treatment methods. Evaluation of the success of the IPM program also is an important part of the process. Operations is responsible for the Museum's IPM program.
2. Operations is responsible for educating all staff on the importance of IPM by providing information on recognition of pests and past activity, and what to do if such is discovered.
 - a. Staff report any evidence of pest activity in the public and non-collections housing areas of the Museum on an Infestation Report form to Operations. Operations follows up on the report and takes appropriate action.
 - b. Operations is responsible for informing visitors why eating and drinking is not permitted in the Museum by posting notices to that effect at all entrances to the galleries (Lobby and Sculpture Court).
 - c. Collections staff is responsible for being familiar with pest species and how to practice IPM within the curatorial divisions.
 - (1) Collections staff reports any evidence of pest activity in the collections housing areas to the Curator who informs Operations.
 - (2) In consultation with the Curator and Operations, collections staff follows up on the report and takes appropriate action.
3. The exclusion of pests occurs through barriers and ongoing maintenance and housekeeping activities.
 - a. The Museum building is the initial barrier between collections and pests. University Building Maintenance & Construction staff maintains a tight seal on doors, windows, drains, and other similar portals that might be an entry for pests. Museum staff reports any problems with the building seal to Operations.
 - b. Internal walls of the Museum function as an internal barrier between collections and pests.
 - c. Cleanliness and good housekeeping are used to exclude pests.
 - d. Incoming objects, construction and exhibit materials, and packing cases are quarantined and examined for pests by Exhibits or collections staff. Incoming objects must be free from infestation before incorporation into collections or gallery areas.
 - e. Pests are excluded by using sealed housing cabinets, enclosed exhibit cases, and encapsulation in archival packaging materials.

4. Environmental monitoring and detection occur throughout the Museum.
 - a. Appropriate environmental conditions are maintained within the Museum to make it generally less attractive to pests. Any problems with environmental conditions are reported to Operations for resolution.
 - b. Incoming objects and materials are quarantined outside collections housing and gallery areas and inspected by exhibits or collections staff. Any problems are reported to the Exhibits Manager or Curator who informs Operations and appropriate action is taken.
 - c. In collections housing, access is provided between and under cases and between objects in cases to facilitate cleanliness and allow any evidence of pest activity to be seen during a visual inspection. Collections staff carries out visual inspections on an ongoing basis whenever conducting any activity in collections housing areas.
 - d. The Museum uses visual inspections to detect pest infestations. All staff carries out ongoing visual inspections for evidence of pest activity during their daily activity.
 - e. The Museum uses passive trapping to monitor and detect pest infestations.
 - (1) Each division develops a map where the location of traps is recorded.
 - (2) Divisional staff is responsible for placing sticky traps in collections housing areas along walls, by doors, and beside cases.
 - (3) Divisional staff is responsible for inspecting the traps at least once every two weeks.
 - (4) Divisional staff replaces traps if they lose their stickiness or if an infestation is discovered.
 - (5) Infested traps are disposed of in the trash outside the Museum.
5. Habitat modification in the Museum environment is through controlling the internal environmental conditions, removing sources of food and nesting material, and keeping the curatorial facility clean to make it less attractive to pests. All staff is responsible for maintaining this environment.
6. Identification and isolation of infesting species is critical to a successful IPM program.
 - a. If a pest is discovered, it is isolated and identified, and reported to the Curator who informs Operations.
 - (1) Pest identification guides are available online.

- (2) Any potential health risks that may be associated with handling infested material must be taken into consideration. Any necessary precautions as outlined by the Curator or Operations must be followed.
- b. The maximum extent of the infestation is determined by inspecting the surrounding areas and surrounding objects and materials.
- c. All infested objects are encapsulated in polyethylene sheeting and are stored away from collections housing areas or galleries while awaiting suppressive and removal methods.
 - (1) Collections staff carries out suppressive and removal methods as soon as possible.
 - (2) If the damage caused by the infestation is extensive, the objects remain encapsulated and isolated while awaiting examination by a Conservator.
- 7. Application of treatment and suppression methods occurs only after an evaluation is conducted.
 - a. All infested objects are evaluated by collections staff to determine what type of treatment method is safest for the material from which the objects is made and most effective for the eradication of the pest species.
 - (1) Collections staff completes condition and infestation reports prior to any treatment being applied.
 - (2) Of the variety of non-toxic methods, the Museum utilizes manual removal of pests, vacuuming, and exposure to low temperatures (freezing). Least-toxic chemicals (general use pesticides) are used only if none of the non-toxic measures is safe or effective.
 - a. Manual removal of pests is an effective method for any object that cannot be frozen, such as ethnographic objects, objects with painted surfaces, oil paintings, or objects that have waxes, resins, coatings, or adhesives as their constituent parts. It also is effective for inorganic materials.
 - 1. Collections staff carefully removes living and dead organisms and debris with blunt tweezers.
 - 2. Manual removal also is used to clean objects after freezing and before their return to collections housing.
 - b. Vacuuming is an effective way to remove pests and debris from objects that have stable surfaces.
 - 1. Collections staff use a low-suction vacuum over a fine mesh screen to remove all remains of the infestation.

2. Vacuum bags are disposed of in the trash outside the Museum.
 3. Vacuuming also is used to clean objects after freezing and before their return to collections housing.
- c. Exposure to low temperatures (freezing) is an effective method for killing pests on materials that are safe to be frozen, such as textiles, some furniture, some sculpture, documents, and some photographs. Freezing arrangements may be made with the NSRL dependent upon the object's size and space in the freezers.
1. Curators provide guidance on freezing parameters.
 2. Generally, the reduction in temperatures must be rapid, and must be to at least -5°F.
 3. Objects must be frozen for a minimum of five days.
 4. A second freezing is required after a two-to-three week waiting period because not all eggs are killed during the first freezing period.
 5. Objects remain encapsulated in polyethylene sheeting during the freeze-thaw-freeze cycle.
- d. Least-toxic chemical controls (general use pesticides) such as dichlorovos and naphthalene may be used only when an object cannot be frozen and when the infesting species behavior is such that it cannot be removed manually.
1. Curators provide guidance on such matters.
 2. Only trained collections staff with fitted masks and appropriate filters is allowed to use the chemicals.
 3. All health and safety rules and procedures are to be followed and data sheets on the chemicals in use are posted in the labs where the chemicals are in use. Safety cabinets are in each lab to house the chemicals.
 4. Collections staff places a small amount of the chemical inside the polyethylene enclosure so that it is not in direct contact with the object but the vapors can circulate.
 5. Objects must not be exposed to the chemical for more than five days. After that time, the chemical is removed and the object remains encapsulated for a two-to-three week period while collections staff monitors it for signs of pest activity.
 6. A second exposure to the chemical may be required after a two-to-

three week waiting period if pest activity continues.

7. Objects remain encapsulated in polyethylene during the exposure cycle.
 8. Any chemical use is recorded on the object record to inform future handling.
- b. Whatever treatment method is applied, infested objects remain encapsulated in polyethylene for two to three weeks after the treatment.
- (1) Curators provide guidance if this period must be increased.
 - (2) During this time, collections staff monitors the objects for signs of pest activity. If activity is ongoing, objects are re-treated and monitored again.
 - (3) If no pest activity is observed, collections staff removes objects from the polyethylene, completes a condition report, and returns the objects to the collections housing area after cleaning.
 - (4) Objects that were frozen or exposed to least-toxic chemicals must be cleaned manually of any remaining evidence of infestation by collections staff before they are returned to collections housing areas.
- c. Least-toxic chemicals never are used routinely or as a preventive measure.
- d. Toxic chemicals (restricted use pesticides) are used only as a last resort if the infestation is so severe that it cannot be eradicated by any other means and if it poses a threat to the surrounding collections, or a threat to the health and safety of staff and visitors.
- (1) The decision to use toxic chemicals is made by the Curator with approval of Operations.
 - (2) Only a licensed applicator can apply restricted use pesticides and all Museum staff must comply with warning notices posted before and after such a treatment is applied.
- e. The Museum has a contract with a pest control company to apply pesticides on a regularly scheduled basis to the non-collections housing areas of the Museum. Security staff accompanies the applicator during these treatments. Collections housing areas are never treated routinely, and generally only under extreme circumstances.
8. Evaluation of the IPM program for effectiveness is the responsibility of Operations that does so on an ongoing basis.
- a. Collections staff evaluates the effectiveness of particular treatment methods after each treatment and reports this to the Curator and Operations.

- b. All staff use the information gained from the evaluations to improve the IPM program.

COLLECTIONS SECURITY AND ACCESS

Corresponds with CMP pp. 46-50

1. Risk Management Strategies

- a. The Museum practices risk management strategies for its collections through traditional and non-traditional security methods. Traditional security is provided by trained Museum Visitor Security Associates (VSAs), aka guards, and by various security systems and access procedures. Non-traditional security is provided by divisional access and research procedures. VSAs report to the Senior VSA, who reports to the Operations Manager. Divisional staff report to the divisional Curator. The University Police Department (UPD) provides law

enforcement for the University, including the Museum.

- b. VSAs must be familiar with safety regulations and utilize appropriate reporting methods. Reporting on safety hazards, facility problems, visitor activities, and any irregularities is part of the job. Forms for reporting should be filled out legibly, promptly, and should be to the point. Verbal reporting should be done in proper sequence: VSA to Senior VSA, Senior VSA to the Operations Manager, and Operations Manager to the Assistant Director for Operations and Special Projects.

- (1) In case of heart attack, seizure, shooting injury, accident, and the like, the VSA always calls for backup first, then applies First Aid and CPR as required. The VSA informs Operations and Administration, reports the incident on the Incident/Situation Report Form, and attaches a detailed report.

- (2) In case of an accident, the VSA fills out an Incident or First Report of Injury form available from Operations

2. Property Control

- a. Procedures for access during non-public hours is controlled by a system of various levels of security clearance as determined by the Assistant Director for Operations and Special Projects on recommendation of divisional curators. This clearance is operational through encryption of electronic information into the Proximity Card Microchip (PCM) of each staff member issued by the University.
- b. To avoid overlap of activity, any staff member wishing to use the loading dock for purposes other than delivery must contact the Operations Manager to schedule an appointment time.
- c. Contractors and non-Museum TTU staff must sign-in with Security at the reception kiosk to gain access. After-hours access by contractors and non-Museum TTU staff is handled on a case-by-case basis through the Senior VSA and Operations Manager.
- d. If a visitor requests to take photographs in the complex or on the grounds, the VSA determines if the photos will be in the "nature of a snapshot" for personal use. No flashes, tripods, or oversized items may be used in the galleries without Operations or Administration approval. If questions arise concerning the appropriateness of photography, and the photography statement does not clarify the problem, the VSA contacts Operations before permitting the activity.
- e. Shipping, receiving, and delivery procedures are arranged through staff of the various divisions of the Museum. Staff from the receiving division must be available to provide access through and security for the loading docks during the delivery. The Administration Office or receiving division staff must notify Security of the estimated arrival day and time of deliveries with as much advanced notice as possible and must notify Security when deliveries arrive.

- f. If deliveries involve the use of the Museum loading dock and a large delivery vehicle (e.g., a tractor/trailer truck), the Administration Office or receiving division staff must inform Operations in advance so parking arrangements can be coordinated with other Museum staff in the staff parking lot adjacent to the loading dock. With advanced notice, Museum VSAs will place traffic cones in the designated parking spaces to keep them open until after the delivery is complete.
 - g. Any staff member who must remove institutional property from the Museum building for Museum business purposes must inform Security prior to the removal and complete a property form. Security also must be informed of the return of the institutional property.
 - h. VSAs cannot accept any object(s) from a visitor for evaluation or appraisal purposes. Acceptance incurs liability. VSAs should refer the visitor to the appropriate, qualified staff member, or take a message concerning the object(s) for transmittal to the appropriate person.
 - i. VSAs must be familiar with all policies and procedures, especially those dealing with emergency situations and security matters. These include, but are not limited to:
 - (1) In the case of inspection and control of the Museum building and its systems, bomb threats, suspicious packages, vandalism, theft, fires, floods, tornadoes, and other disasters, the VSA should consult the Museum Emergency Preparedness Plan. The plan also specifies disaster notification and response procedures, and evacuation decision-making, and response procedures.
 - j. If an item seems to be missing from an exhibit gallery, the VSA checks the Art Removal Form, Report Sheet, and with other VSAs to see if the object is accounted for elsewhere.
 - (1) If the location of the missing object is not known, the VSA calls Exhibits Division personnel. If the Exhibits Division did not remove the object, the VSA immediately reports the loss to the Senior VSA and Operations Manager who contact the appropriate Curator and/or the Registrar.
 - (2) The VSA reports the time that the loss was noticed on the Incident/Situation Report Form and attaches a detailed report.
 - (3) If a missing object comes to the attention of the media, the VSA does not make statements regarding the loss. Instead, the VSA refers all inquiries to Administration.
3. Controlled access to collection areas and Granting of access
- a. Collections are housed in locked, secured locations with controlled entry. Physical access to collections is restricted to those individuals identified in the Collections Management Policy. Museum collections access requirements

apply to all staff in all divisions, but additional collecting division requirements may be developed and administered by each collecting division (but cannot supersede Museum requirements).

- b. Collections are secured by a series of access methods that may include the use of Proximity Card Microchip (PCM) [card or fob], physical keys for deadbolts and/or knobs, programmed keypads, and identification badges.
 - (1) Proximity Cards are issued by Texas Tech University for all faculty, staff, and students and by written request from Operations for non-University affiliated individuals.
 - (2) Each individual is assigned a Museum access level approved by the Assistant Director for Operations and Special Projects upon their employment or enrollment at the Museum.
- c. Curators and collection staff are issued keys to their collections housing areas only.
 - (1) The appropriate Curator requests personnel access only for their division. The individual's application with Curator approval is submitted to Operations. All applications for access are reviewed and approved by the Assistant Director for Operations and Special Projects.
 - (2) Curators request key issuance for their permanent staff from the Operations Manager through a key access request form. Once approved, Operations staff submits requests for deadbolt and knob keys to the University that are cut and issued by the University Lockshop. Each individual picks up their keys from the University Lockshop on campus.
 - (3) Curators request key or fob check-out privileges for their student and volunteer staff from Operations through a written request. The Operations Manager notifies Security concerning who has access, key or key-fob check-out privileges, and for what time period. Keys or fobs are available from a VSA at the information kiosk in the Museum lobby upon presenting their Museum ID badge and recording the sign out in the daily sign-in log. Staff with key or key-fob check-out privileges sign in with Security on a daily sign-in record when they enter the Museum and collect their keys or key-fobs. Individuals with key or key-fob check-out privileges turn in their keys or key-fobs to Security and sign out when they leave the Museum or complete their work hours for the day. If keys or fobs accidentally are removed, Security calls the individual responsible and requests the return of the keys or fobs.
- d. Each individual applying for access has their photograph taken for administrative and security purposes. The Operations Manager orders and issues a Museum ID badge that is worn or displayed while in the Museum. Museum ID badges are color coded in a manner where Operations staff can recognize quickly an individual and whether they are in an authorized area.

- e. The Operations Manager keeps a record for each individual of the level of security access, keys requested of and issued by the University Lockshop, keys issued by Operations, and keypad or other access approved (with notice to Security).
 - f. For those areas controlled by keypad locking devices, approved personnel have access to the areas secured by the keypad. Upon application and approval, Operations staff authorizes the Senior VSA to issue and program keypad codes.
 - g. Divisional staff is responsible for locking and unlocking interior deadbolt locking devices. VSAs double check the deadbolts as part of closing operations.
 - h. Training on access requirements and responsibilities is provided by the Curator (or designated collections staff) of each collecting division to all new staff and is renewed on an annual basis. Each collecting division is responsible for developing the specifics of this training and communicating its specific information to its staff.
 - i. Security and custodial staff that have access to collections areas undergo a security clearance background check, administered by the UPD at the time they are hired. Security staff has access to collections areas in order to respond effectively to an alarm or other security issue. Custodial staff has access to collections areas on an as needed basis and is supervised by collecting division staff when working in collections areas.
4. Collections available for research
- a. Research access to collections is controlled by an approved research design. Any researcher requesting research access submits a written research design to the Curator of the collecting division who evaluates the request in terms of the status and stability of the collection. Only collections that are accessioned, cataloged, and in stable condition are available for research. A relocation inventory is conducted by the collecting division staff when the objects are removed from housing and relocated to the designated work area.
 - b. Researchers sign in at the kiosk and receives a visitor's badge. The appropriate collections staff escorts them to the division.
5. Collections research in secure room/relocation inventory
- a. On arrival at the Museum, outside researchers check in with Security on a daily visitor check-in record and receive a visitor pass. The visitor pass is worn at all times while the researcher is in the Museum. The researcher waits in the lobby until met by collecting division staff and is escorted into the secured basement area. On leaving the Museum, the outside researcher returns the visitor pass and signs-out with Security.
 - b. Collecting division staff provide researchers with written copies of the handling section of the Collections Management Policy and Collection Management

Procedures of the Museum (and any additional requirements of the collecting division) and are expected to read and abide by them. Collecting division staff carry out any specialized handling.

- c. Collections research normally is conducted in a secure room separate from the collections housing area. The collecting division staff provides a researcher with a work area with adequate space, lighting, equipment, and furniture to carry out their research safely. Researchers may not remove objects or documents from this area. If, for extenuating circumstances, research must be carried out in collections housing areas, researchers are supervised by collecting division staff at all times. A relocation inventory is conducted by collecting division staff when the objects are removed from the work area and returned to the collection housing area.
- d. Each collecting division may restrict access further, have additional requirements, and develop procedures regarding research conducted by in-house staff.

6. Other Security and Access Provisions

- a. If a visitor, maintenance person, or contractor wishes to see a Museum staff member, the VSA at the reception kiosk contacts the staff member by telephone, and upon their approval, has the person(s) sign in and issues a visitor badge if needed. The VSA informs the person(s) that they should sign out and return the badge upon leaving the Museum.
- b. The Museum staff member contacted comes to the reception kiosk to meet the person, or if the staff member is in an office accessible to the public, the visitor may be escorted to that office.
- c. The VSA does not leave his/her duty post unattended to escort anyone into a restricted area. If an escort is necessary, the VSA calls for backup to monitor the duty station or to escort the guest to their destination.
- d. VSAs are not to permit anyone entry to an office or restricted area unless:
 - (1) the responsible staff member in the area can accompany and supervise them;
 - (2) advanced written permission from Administration is present;
 - (3) Administration directs the VSA to accompany and supervise the person(s);
or
 - (4) an emergency situation is underway.

7. Insurance

- a. Insurance is the last line of defense with regard to risk management. The Museum, however, still maintains a Fine Arts Insurance Policy for its

collections.

- b. When loaning to outside institutions, the Registrar requests certificates of insurance from the borrowing facility. A Facilities Report also may be required before a loan agreement is signed.
- c. Upon notice of damage or loss, the Registrar may file an insurance claim for the collections object.

8. Emergency Preparedness

Emergency preparedness for the Museum is based upon the avoidance of loss of resources resulting from an emergency. University OPs address accidents, fires, weather emergencies, and bomb threats and are supplemented by Museum and divisional procedures. The University's emergency preparedness procedures address measures for before, during, and after an emergency. The Museum maintains a separate Emergency Preparedness Plan as a further measure of risk management.

- a. In preparation and implementation of these procedures, first consideration is given to the safety of Museum visitors, staff, and associated personnel. No action set forth in the procedures is intended to endanger the life or well-being of any person. The Museum's emergency preparedness procedures are tested and evaluated annually through drills and reviews.
- b. Using as a reference *Multi-hazard Ratings of Counties by States for the United States* (Ralph W. Rose and David G. Westendorff), Lubbock County is rated as follows:

(1) Hazards

- a. Earthquake
 - effective peak acceleration no measure
 - effective peak velocity no measure
- b. Landslide
 - incidence of landslide low
 - extent of given incidence more than 3/5 of surface
 - susceptibility to landslide low
 - extent of susceptibility more than 3/5 of surface
- c. Expansive Soil
 - degree of expansiveness highly expansive
 - extent of given expansivity less than 1/4 of surface area
- d. Flood
 - incidence of floods requiring Red Cross Aid (1945-1976) aided 4-6 times
- e. Storm Surge
 - susceptibility to damage from tropical storm and/or hurricane

flooding on Gulf

not susceptible to storm surge

f. Hurricane

incidence of tropical storms causing

property damage (1900-1956)

no recorded incidence of tropical storm damage

g. Tornado

extent of area damaged by tornadoes in a 100-year period in relation to total area in incidence contour 150 square miles

- c. Considering the generally low probabilities of damage from natural hazards, it is more likely that the Museum is in danger from disasters caused by mechanical failure, civil disorder, accidents, or fire.
- d. It is the responsibility of the Executive Director to create, review, and enforce preparedness procedures. The Executive Director identifies essential personnel and notifies the University Personnel office of that designation. The Executive Director works with the CRB, curators, and collection managers to assure the completeness and feasibility of the procedures. The Assistant Director for Museum Operations and Special Projects is designated as the contact person for Museum safety.
 - (1) The first step to protecting the objects in the Museum's collection is proper and complete records. Curatorial staff must review records to ascertain their completeness. Curators must complete, maintain, and protect a catalog of the collection under their charge. The Registrar must maintain, duplicate, and appropriately house registration records.
- e. Vigilance is a necessary and critical part of emergency preparedness procedures. Each member of the Museum staff constantly must be attentive to irregularities such as water leaks, electrical outages, mechanical malfunctions, temperature and relative humidity changes, insect activity, or the presence of unidentified persons. Each of these situations may be an indication of a circumstance that ultimately will bring damage or harm to collection items, Museum personnel, or the facility. These conditions should be reported to the Operations Manager, the Executive Director, or, in the case of unidentified persons, to the Museum Security Staff.
- f. The University provides preventive maintenance for the Museum and associated facilities through its Building Maintenance Department. The exterior and interior of the buildings are inspected every 6 months and any maintenance issues or small problems are addressed or repaired so that they do not become large problems or emergencies. Building Maintenance staff carries out such work.
- g. Each Curator is required to establish and maintain an enclosed, lockable cabinet or housing case(s) in which type specimens or select objects are installed. These cabinets or cases are marked with a red banner of at least 3x6 inches affixed to the front. The primary door to the rooms(s) housing these

cabinets or cases have a like banner affixed horizontally to the center of the door in line with the doorknob. Each Curator is responsible for the supervision and review of the contents of these cabinets or cases to assure relevance to the collection. These cabinets or cases or their contents are the first objects removed or protected in case of disaster.

- h. The University maintains a series of OPs that address a variety of hazards and/or emergencies that may impact the normal operations of the Museum. These documents are reviewed annually and all changes are distributed to designated individuals on campus including the Executive Director of the Museum. A complete set of these policies and procedures are kept in the Administrative Office of the Museum and are available electronically on the University website.

(1) Hazards and Emergencies addressed by OPs are as follows:

- a. Violence and Workplace Threats
OP 76.10
 - 1. Purpose
 - 2. Review
 - 3. Policy/Procedures
- b. Suspension of Classes and Closing of Offices in Emergency Situations
OP 10.03
 - 1. Severe Weather Conditions
 - 2. Energy Curtailment or Other Emergencies
 - 3. Procedures for Implementation of Policy
 - 4. Identification of Essential Personnel
 - 5. Compensation of Essential Personnel
 - 6. Announcement of Policy
 - 7. Rights to Change Policy
- c. Procurement, Usage, and Disposal of Radioactive Materials, Radiation Producing Devices, and Lasers
OP 60.11
 - 1. Radiation/Laser Safety Committee
 - 2. Radiation and Laser Safety Officer
 - 3. Procurement of Radioactive Materials, Radiation Producing Devices,

and Lasers

4. Equipment/Material other than Radiation
 5. Use of Radioactive Materials/Radiation Producing Equipment/ Lasers
 6. Disposal of Radioactive Materials
 7. Emergency Action
- d. Severe Weather Warning and Alert Systems
OP 76.12
1. Introduction
 2. Weather Hazard Announcements – National Weather Service
 3. NOAA Weather Radio
 4. Texas Tech University Warning Systems
 5. Test
 6. Tornado Warning Actions
- e. General and Emergency Procedures for Elevators
OP 61.08
1. Policy/Procedure
- f. Emergency Management Plan
OP 76.01, Vol 111
1. Statement of Purpose and Authority
 2. Plan Development, Maintenance, and Implementation
 3. Local Emergency Situations
 4. Phases of Management
 5. Emergency Operations Center
 - Attachment A- Primary EOC Staff Members
 - Attachment B- Auxiliary EOC Staff Members
- i. Museum Administration and Security staff contact University campus regarding emergency procedures established in University OPs. Each division enacts whatever additional divisional preparedness measures it has identified. All administrative and divisional staff should have a copy of these emergency preparedness procedures available on hand so that they can be accessed during an emergency.

- j. The key to safety is prevention. A safe environment lowers the chances of accidents. The Museum facilities and systems are inspected by University Building Maintenance staff every 6 months to correct any situation that may cause an accident to occur. The internal Museum environment is monitored on a daily basis by all staff as they carry out their regular duties and activities. Museum staff responds to accidents by being familiar with the accident emergency preparedness procedures and training sessions that are provided on an annual basis by the University and by Museum Security.
 - (1) If Museum collections are damaged in an accident, divisional staff salvage, stabilize, and treat objects as instructed by curators in consultation with conservators.
- k. In the event of a power failure, security will move visitors to the main lobby and the galleries will be closed at this time. For prolonged outages, check with the Senior VSA or Administration regarding the galleries.
 - (1) The air handlers and chillers could be affected in the event of a power outage. Curatorial staff should notify the Museum Operations Manager during the week if staff begins to notice extremely warm or cold air, or stagnant air. On weekends and evenings, staff notifies emergency maintenance.
- l. In the case of an injury or illness, in doubt of the severity, staff calls 911 and asks for an ambulance. Give the best and closest location for the ambulance to arrive. Call the reception kiosk after calling 911 so they know an ambulance is inbound and can help direct. A guard or staff member should be at that location to direct the ambulance personnel to the exact location of the injury or illness.
 - (1) Staff get as much information as possible from the victim or someone with the victim in order to fill out an Accident/Illness Report of Injury. The Accident/Illness Report of Injury is available in Administration and must be completed as soon as possible after an incident by those involved.
 - (2) Staff evaluates the situation so that measures can be taken to improve it and to reduce the risk of such an accident happening in the future.
- m. The key to fire safety is prevention. The Museum facilities and systems are inspected by University Building Maintenance staff every 6 months to correct any fire-related risk that may cause a fire to occur. The internal Museum environment is monitored on a daily basis by all staff as they carry out their regular duties and activities. The Museum staff responds to fire drills and actual fire events by being familiar with the fire emergency preparedness procedures and fire safety training sessions that are provided on an annual basis by the University and by Museum Security.
 - (1) If Museum collections are damaged by fire, collections staff salvages, stabilizes, and treats objects as instructed by curators in consultation with

conservators.

- n. Due to the location of the Museum outside the 500-year floodplain, it is less likely that a threat to the collections would be caused by external floods from severe weather. The risk to collections, however, from internal floods occurring as a result of mechanical failure (e.g., burst pipes) or after a fire or accidental discharge of sprinklers is high. The Museum facilities and systems are inspected by University Building Maintenance staff every 6 months to correct any risk that may cause a mechanical failure to occur. The internal Museum environment is monitored on a daily basis by all staff as they carry out their regular duties and activities. The Museum staff responds to floods by being familiar with the emergency preparedness procedures.

- (1) If Museum collections are damaged by floods, divisional staff salvages, stabilizes, and treats objects as instructed by curators in consultation with conservators.

9. Planning for Following a Disaster

- a. Getting Started – The Assistant Director for Operations and Special Projects gathers staff off-site to assign tasks and review salvage priorities. If only a portion of the Museum is affected by the emergency, this gathering can be done at a location inside the Museum but away from the emergency site.

- (1) A command center is established by Security with office equipment (e.g., computers, copier) and communication devices (e.g., walkie-talkies, cell phones).
 - (2) A secure salvage area is created by the Assistant Director for Operations and Special Projects with locks, fans, tables, shelves, plastic sheeting, drying materials, clean water, camera, pencils and paper, and any other supplies and equipment relevant to the emergency.
 - (3) Museum Operations notifies emergency officials and relevant campus departments of the extent of the damage.
 - (4) Peer museums, professional groups, and commercial providers are consulted by the Assistant Director for Operations and Special Projects for assistance.
 - (5) Media enquiries are directed to the Marketing & Communications Manager. The Marketing & Communications Manager directs media enquiries to the University Office of Communications and Marketing.
 - (6) Available financial resources are verified by the Executive Director to cover cost of recovering from the emergency, such as Museum and divisional budgets, insurance, state and federal assistance, and other outside sources of funding.
 - (7) Service providers are contracted with by the Museum's Manager of Administration and Finance for such emergency services as generators,

freeze-drying, and refrigerated trucks.

- b. Stabilizing the Building and Environment – Some building contents may be contaminated. Personnel do not enter the building without current tetanus shots and appropriate personal protective equipment (e.g., gloves, overalls, dust mask, respirator mask, hard-hat).
 - (1) Structural hazards are identified and repaired; walls and shelves braced; debris removed from the floor.
 - (2) Temperature and relative humidity are stabilized as soon as possible to 50% RH and 68°F by University Building Maintenance. Fluctuations are minimized first, then work progresses towards obtaining the ideal. If warm outside, air conditioning is used. If cold outside, heaters are used only for human comfort or to prevent freezing. Fans are used to circulate the air unless mold already is present.
 - (3) Standing water is removed, items containing water are emptied, and wet carpets and furnishings are removed.
 - (4) Needed supplies are purchased.
- c. Documentation – Once it is safe to enter the Museum, a preliminary tour of all affected areas is made and protective clothing is worn.
 - (1) No objects or collections are moved without documenting their condition.
 - (2) A digital camera, video camera, or Polaroid-type camera is used to record the condition of objects and structures. Images must illustrate the damage clearly. Supplement with additional images as necessary.
 - (3) Notes and voice recordings are made to accompany images.
 - (4) Staff is assigned by the Assistant Director for Operations and Special Projects to keep notes of salvage and retrieval decisions and activities. The Registrar keeps notes on contacts with insurance adjusters and other investigators.
 - (5) Visual, written, and voice recordings are made by staff for each step of the salvage procedures.
- d. Retrieval and Protection – Undamaged collections and objects are left in place if the environment is stable and secure. If it is not, collections are moved to a secure, environmentally controlled area.
 - (1) If no part of the Museum is dry, all objects not in enclosed cabinets are protected with loose plastic sheeting.
 - (2) When moving collections, priority is given to undamaged objects and

objects that are most vulnerable to damage from unstable conditions. Undamaged objects are separated from damaged objects.

- (3) Until salvage begins, each group of material is maintained in the same condition as found, i.e., keep wet objects wet, keep dry objects dry, keep damp objects damp.
 - (4) All pieces of broken objects are retrieved and labeled.
 - (5) Objects are checked daily for mold. If mold is found, objects are handled with extreme care and isolated.
- e. Damage Assessment – The Registrar notifies the insurance representative or risk manager of the damage that has occurred. An on-site evaluation of the situation by such entities may be necessary before salvage action is taken.
- (1) A rough estimate is made of the types of materials affected and the extent and nature of the damage. Too much detail should be avoided so that recovery activities are not slowed.
 - (2) Threats to objects and to staff and other worker safety are checked daily. The status of security systems and procedures is determined.
 - (3) Evidence of mold is checked daily. Length of time materials have been wet and the current temperature and relative humidity are noted.
- f. Salvage Priorities – Contact a conservator as soon as possible.
- (1) Salvage priorities are established by groups of materials not object by object. High priority collections areas are addressed first.
 - (2) In general, objects that cannot be dried within 48 hours are frozen.
 - (3) Protection and salvage work is focused first on the following:
 - a. vital Museum institutional information;
 - b. collections that most directly support the Museum's mission;
 - c. collections that are unique, most used, most vital for research, most representative of subject areas, least replaceable, or most valuable;
 - d. objects most vulnerable to continued damage if not treated;
 - e. objects/materials most likely to be salvaged successfully;
 - f. objects on loan;
 - g. Salvage priorities of objects exposed to water by materials type

1. Inorganic materials

- a. Identify ceramic type and consult a conservator on drying procedures, although generally air dry slowly under controlled conditions. If ceramic object is broken and dry, place in clean, transparent polyethylene bag until it can be treated. Seal the bag and monitor for mold.
- b. If a stone object is smooth-surfaced, blot gently and air dry. If a stone object is rough-surfaced, or has an applied finish, do not blot. Air dry slowly under controlled conditions.
- c. For metal objects, rinse or sponge with distilled water and blot. Air dry. If a metal object has an applied finish, do not clean. Air dry slowly under controlled conditions. Keep flaking surfaces horizontal.

2. Organic materials

- a. Rinse and sponge leather and rawhide objects with clean distilled water. Drain and blot to remove excess water. Pad with cotton toweling or acid-free neutral paper to maintain shape. Air dry slowly under controlled conditions. Manipulate tanned fur and skins during drying to keep flexible.
- b. Rinse baskets with clean distilled water. Drain and blot to remove excess water. Stuff with clean acid-free buffered paper or cotton sheets to retain shape and absorb stains. Cover with clean cotton towels and air dry slowly under controlled conditions. Change blotting material regularly.
- c. Rinse bone, shell, and ivory with clean distilled water. Drain and blot to remove excess water. Place on blotters on non-rusting screens. Air dry slowly under controlled conditions.

3. Natural History Specimens

- a. Avoid direct handling of study skins and taxidermy mounts. Air dry slowly under controlled conditions or freeze.
- b. Place fluid-preserved collections in sealed polyethylene boxes with a small amount of alcohol.
- c. Rinse geological specimens with distilled water and air dry slowly under controlled conditions. Check with a conservator, as some geological specimens must be dried quickly.
- d. Rinse paleontological specimens with distilled water and air dry slowly under controlled conditions. Fragile specimens and those with old repairs should be held together with ties during drying.

Pad ties with acid-free buffered tissue paper.

4. Framed Artworks

- a. Remove paintings from frames in a safe, dry place. Do not separate paintings from their stretchers. Keep wet paintings horizontal and paint-side up with nothing touching the surface.
- b. Remove art on paper or photographs with glass fronts from frames in a safe, dry place, unless art is stuck to the glass. If stuck to the glass, leave it in the frame and dry glass-side down. Otherwise, dry artwork slowly under controlled conditions, image-side up with nothing touching the surface.

5. Photographs

- a. Remove from plastic/paper enclosures or frames. Save all information about the photograph. Carefully rinse with clean, cool distilled water as necessary. Do not touch or blot surfaces. Air dry under controlled conditions. Hang with clips on non-image areas or lay flat on absorbent paper. Keep photographs from contact with adjacent surfaces or each other.
- b. If too many photographs exist that need immediate attention, either keep photos (except for historic photos) in a container of clean distilled water no more than 48 hours and air dry under controlled conditions or freeze and, if possible, interleave with freezer or waxed paper; do not freeze glass-plate negatives.

6. Books and Paper

- a. If it is necessary to rinse, do so with distilled water and keep the book held closed. If book is partially wet or damp, stand the book on top or bottom edge with covers open at a 90° angle and air dry slowly under controlled conditions. If book is very wet, lay flat on a clean surface and interleave less than 20% of the book with absorbent material and replace interleaving when damp.
- b. If too many books exist to air dry in 48 hours, wrap in freezer or waxed paper, pack spine down in sturdy containers, and freeze.
- c. Air dry paper as individual sheets or small piles up to 0.5cm deep. Interleave, and replace interleaving when damp. Do not unfold or separate wet sheets.
- d. If too many papers exist to air dry in 48 hours, interleave (by groups or individually) with freezer or waxed paper, pack papers or files supported and standing up in sturdy containers packed only 90% full, and freeze.

7. Electronic Records

- a. Wear gloves when handling electronic media to avoid scratching surfaces. Do not use magnetic tools or scissors. Before copying, dry. When copying, clean drive heads frequently to protect the copying equipment.
- b. Tape casings keep tapes clean and dry, but if the case is damaged, disassemble and remove tape. Rinse dirty tapes, still wound in reel, in clean, lukewarm distilled water. Support vertically in blotting paper to air dry slowly under controlled conditions, then reassemble and copy.
- c. Remove diskettes from casing and rinse in clean distilled water. Dry with lint-free cotton towels. Insert diskette into new casing and copy.

8. Textiles

- a. Provide adequate physical support when moving heavy textiles. Do not unfold delicate wet fabrics. Do not stack wet textiles.
- b. Rinse in distilled water, drain, and blot objects with clean cotton towels or sheets to remove excess water. Block and shape each damp textile to its original form. Slowly air dry textiles using fans under controlled conditions. If textiles cannot be dried within 48 hours, separate them with freezer or waxed paper to prevent dye transfer, then pack flat, and freeze.

9. Furniture

- a. Gently rinse or sponge the surfaces of wood furniture with distilled water to clean. Blot and air dry slowly under controlled conditions. Inspect painted surfaces. If paint is blistered or flaking, air dry slowly under controlled conditions without removing dirt or moisture. Hold veneer in place with weights or clamps while drying slowly under controlled conditions. Pad weights and clamps. Finishes may develop a white haze.
- b. Rinse dirt from upholstered furniture with distilled water. Remove cushions, lift-out seats, and other separate pieces. Wrap upholstered materials in cotton towels or sheets to air dry slowly under controlled conditions, and replace cotton towels or sheets when damp. Blot wood sections with cotton towels and air dry slowly under controlled conditions.

PERSONAL COLLECTING

Corresponds with CMP p.51

1. 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 cannot compete or appear to compete with the Museum for the acquisition of any object. To avoid potential conflicts of interest, personnel are to adhere to the following procedures:
 - a. In general, museum personnel do not collect in the discipline area in which they work to avoid the investment of professionally acquired knowledge in the procurement process. This requirement applies to all persons working in the Museum. Every effort must be made to avoid the appearance of a conflict of personal interest over the Museum's collection.
 - b. A collections employee acquiring an object that falls within their Museum collection area must inform the Executive Director.
 - c. New personnel should discuss their collections and collecting practices with the Executive Director during their first three months of employment.
 - d. A list of currently held collections should be given to the Executive Director at the time of the first meeting with new personnel. The list will be retained in the individual's personnel file for reference.
 - e. The Museum will not claim rights to previously collected objects.
 - f. Personnel must inform the Executive Director in writing about all newly acquired objects that may relate to the collecting practices of the Museum. The list of new acquisitions will be placed in the individual's personnel file for reference.
2. The Executive Director will consult the CRB about personnel collecting practices taking place after the start of employment as needed.
 - a. The Executive Director will acknowledge the object as an acceptable personal acquisition, and place a copy of the note in the individual's personnel file; or
 - b. The Executive Director will acknowledge the object and request more information including price paid, from whom the purchase was made, how the object was acquired, and all provenience. This request will include a date for the information to be returned to the Executive Director. A copy of this request will be placed in the individual's personnel file. Once the requested information is received, CRB may recommend one of the following actions:
 - (1) no further action be taken;
 - (2) consult with the appropriate Curator about possible acquisition of the object for accessioning into the Museum's collections;
 - (3) advise the individual of improper collecting practices and direct the individual to cease and desist from all personal collecting activities unless

specifically authorized to do so by the Executive Director; or

- (4) direct the individual either to return the object to the vendor or to sell or donate the object to a non-profit institution at the price paid; selling for a profit will be viewed as dealing in cultural or natural materials and may be a viable basis for dismissal from employment by the Museum.
3. Objects acquired for personal enjoyment outside the individual's discipline area or curatorial responsibility are not considered a conflict of interest unless the object resides within an area of institutional collecting priority as determined by the Curators and Museum Collections Plan.
4. Transparency in personal collecting activities will prevent misunderstanding and the appearance of a conflict of interest.

RESEARCH

Corresponds with CMP p. 51

The Museum as an integral part of the University is committed to research. It endorses the principles and attitudes set forth in University OP 74 Research.

1. A collecting division may monitor and restrict researcher activities as warranted by the Curator.
2. Within the framework of existing University policy and the constraints of Museum divisional policy and procedure, Museum faculty and staff are free to pursue research activities.
 - a. Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to knowledge. Activities that meet this definition constitute research for the purposes of the Museum.
 - b. The Museum normally will not intervene in the research or scholarly activity of a faculty or staff member except to render assistance.
 - (1) 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.
 - (2) Adequate cause for such action includes:
 - 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; or
 - e. creating a health or safety hazard for people, other objects, or the facility.
 - c. Some research projects at the Museum may take place where the impetus for the initiation and promotion of the project originated administratively within the Museum. Such institutional projects are carried out for the Museum by one or more faculty or staff members, with one of those faculty or staff members serving as coordinator of the project. The Executive Director may replace the coordinator of such a project when clear, documented evidence indicates that this action will expedite or materially enhance the conduct of the project.
 - d. When working with external funding entities regarding the support of specific research projects, the Executive Director normally should not conduct

substantive negotiations or discussions with officials of an external funding entity unless the faculty or staff member who is or will be principal investigator of the project is first notified of the proposed discussions. In a similar manner, a faculty or staff member who is or will be principal investigator of the project should first notify the Executive Director of the proposed discussions. When notification cannot be affected before substantive discussions occur, the principal investigator or Executive Director should be notified immediately of the content of such discussions when they are concluded.

- e. For field research and collecting of objects on state or federal lands, the generated collections remain the property of the state or federal government. For field research and collecting of objects on private land, the generated collections remain the property of the landowners until such time as those collections are donated to the Museum. When permission is granted to collect objects on state or federal lands, as well as private property, a letter of agreement, contract, or permit is required. The agreement, contract, or permit number is to be included in all documentation associated with the collection.
- f. When permission is granted to collect objects on state or federal lands, the authorizing agency or party may allow the Museum to hold the collection (objects and documentation) in trust or become a permanent part of the Museum's holdings. Unless specifically stated in the agreement, contract, or permit, collections generated off of governmental lands remain the property of the State of Texas or the United States of America and are not the possession of the person(s) authorized to collect. As the Museum and the University ultimately are responsible for the well-being of these collections, appropriate professional practice and ethics are expected of persons involved in the collecting process.
- g. Reasonable and prudent care is to be taken to record the location, condition, circumstance, and other pertinent information relating to the objects and the collection as a whole as part of the research process. This information is to be recorded in a manner consistent with professional practice and standard references are given that will not be altered by season, time, or natural alteration of terrain. All field notes are a part of the permanent record of the collecting (research) effort and accompany the collected objects. Careful protection and maintenance of field notes is considered an implicit part of field research.
- h. Research involving destructive analysis is not allowed except when specifically approved through a research design and administrative approval process. Objects collected on state or federal lands are not to be destroyed without concurrence of the appropriate governmental agency. They are not allowed to deteriorate through neglect, nor are they to be rendered useless for future research through improper collecting practices.
- i. The responsibility for properly housing and maintaining the collections generated on state and federal lands is inherent in the act of collecting. Persons initiating a request to collect on state or federal lands must be prepared, either through personal, departmental, divisional, or grant funding, to

provide professionally acceptable storage units to house the objects.

- j. The Museum procedures are not intended to impede or restrict research or investigation. The procedures are intended to protect collections against loss or destruction due to lack of careful or thorough planning. Collecting staff need to monitor their collection practices to assure that the maximum protection is being provided for all objects.
3. In return for the freedom to conduct scholarly activity and research, the Museum faculty and staff are responsible for the following:
- a. Museum faculty and staff will discontinue field research on objects involving the unauthorized, unscientific, or intentional destruction or damage of monuments, archaeological sites, paleontological or geological localities, or species and natural habitats.
 - b. Field research and investigation must be undertaken only with respect and consideration for the views of local communities, their environmental resources, and cultural practices, as well as efforts to enhance the cultural and natural heritage.
 - c. Research by Museum faculty and staff must relate to the Museum's mission, scope of collections and objectives, and conform to established legal, ethical, and academic practices.
 - d. When destructive analysis is undertaken, a complete record of the material analyzed, the outcome of the analysis, and the resulting research including publications, is a part of the permanent record of the object and the Museum. These data are archived in the appropriate curatorial division.
 - e. Research on human remains and materials of sacred significance must be accomplished in a manner consistent with professional standards and taking into account the interests and beliefs of the community, ethnic, or religious groups from whom the remains or objects originated where these are known. No invasive or destructive analyses are allowed.
 - f. The Museum staff will share their knowledge and experience with colleagues, scholars, and students in relevant disciplines.
 - g. The Museum staff should acknowledge the need for cooperation and consultation between institutions with similar research interests and collecting practices.
 - h. The Museum staff are to be conversant with relevant international, national, and local legislation regarding research related activities.
 - i. The Museum staff are obliged to follow the policies and procedures of the institution.
 - j. The Museum staff are responsible for investigation, preservation, and use

of information inherent in the collections. They should refrain from any activity or circumstance that might result in the loss of such academic and scientific data.

RESEARCH PUBLICATIONS

Corresponds with CMP p.53

The Museum, through the NSRL, publishes two series focused on museum-based research. The series are *Occasional Papers of the Museum* and *Special Publications of the Museum*. *Occasional Papers* and *Special Publications* are focused on museum-based natural history research with specimens that are archived in accredited museums.

1. The series are open to both in-house and outside scholars to submit manuscripts that are the result of original, unpublished museum-based research or a new synthesis of ideas or information.
 - a. Submitted manuscripts are peer-reviewed for scholarly content by one to two outside reviewers in addition to the in-house review process (Series Editor, Associate Editor, and/or Texas Tech University faculty).
 - b. The Museum Publications Series Editor is the final authority on decisions relative to publications.
2. Manuscripts are submitted to the Series Editor with a copy to the Production Editor. They should be organized and formatted according to the series style guide (on line at <https://www.depts.ttu.edu/nsrl/publications/downloads/Guidelines-and-Procedures-for-Authors.pdf>). Manuscripts not submitted in proper style will be returned for proper formatting.
3. Manuscript submittal is electronic, including a cover letter containing the following information:
 - a. submitting to which series;
 - b. statement that the presented material has not been published, submitted, or accepted elsewhere;
 - c. statement that manuscript has been approved by all co-authors; and
 - d. contact information (mailing address, telephone numbers, e-mail address) of corresponding author.
4. For accepted manuscripts, authors submit an electronic copy of the revised, properly formatted manuscript to the Production Editor or Series Editor, as appropriate.
 - a. An electronic copy may be submitted by e-mail or electronic file-sharing services.
5. Authors are required to pay for the cost of printing a publication.
 - a. Page charges are non-negotiable.

- b. Payment (in U.S. currency) is made to the Museum in one of the following forms:
 - (1) check;
 - (2) money order;
 - (3) bank draft drawn on a U.S. bank; or
 - (4) credit card (MasterCard or Visa).
- 6. Each author and coauthor are provided 10 free printed copies of the publication. Additional reprints may be ordered through the Production Editor.

EXHIBITIONS

Corresponds with CMP pp. 54-55

1. Under the Executive Director's authority, the Exhibits Manager has the responsibility of scheduling, budgeting, and executing the installation of exhibits. All exhibits are installed by the Exhibits Division.
 - a. Input and assistance may be sought from a number of sources including, but not limited, to the following:
 - (1) Museum curators, staff, and volunteers;
 - (2) Museum's advisory committee;
 - (3) ad hoc community advisory groups;
 - (4) Texas Tech University department or faculty representatives;
 - (5) Museum Association members or representatives;
 - (6) individuals or special interest groups from the University or community;
and
 - (7) professionals in areas of special interest.
 - b. Exhibitions are classified as long-term or temporary.
 - (1) Long-term exhibitions (galleries, halls) are described as generally three years or more in duration, comprised mainly of objects from within the Museum's collections, and curated and installed by Museum personnel.
 - (2) Temporary exhibitions are described as generally less than three years in duration.
 - a. Traveling (contracted) exhibitions are a collection of objects lent under contract by an individual or institution outside the Museum.
 - b. Temporary exhibitions that are mainly of objects from within the Museum's collections are curated by Museum personnel or outside scholars and installed by the Exhibits Division. These exhibits are budgeted and financed by the Museum. Objects coming from the Museum's collections are listed on an in-house loan form executed by the Registrar. Objects borrowed from another institution or an individual are done so under a loan contract executed by the Registrar.
2. The Executive Director approves a schedule of exhibitions after the process of the selection of traveling, temporary, and long-term exhibits to be installed in a particular year has been completed.
 - a. Following the Executive Director's approval, grants are applied for in advance based on foundation cycles, taking into account the budgeting of funds for

installation (educational programming, security, marketing, personnel) provided by the Museum.

- b. Exhibition contracts must be approved by the Executive Director if a deviation from usual procedures occurs.
- 3. An exhibit team is established for all exhibitions.
 - a. The exhibit team may include a project manager, Curator, designer, educator, and/or other pertinent persons as deemed appropriate by the Executive Director. As a matter of course, the Registrar normally is involved in exhibitions concerning loan material.
 - b. The exhibit team, in the course of planning, development, and execution:
 - (1) acts on the Executive Director's committee charge;
 - (2) makes periodic progress reports to the Executive Director;
 - (3) adheres to established Museum policies and procedures;
 - (4) coordinates with other Museum divisions; and
 - (5) assumes no financial, contractual, personnel, or facility obligations associated with or to the Museum, either implied or expressed, without explicit authorization from the Executive Director.
 - c. The Exhibits Division is accountable for the installation and presentation of the exhibition, and the Registrar is responsible for the disposition following removal from the gallery.
- 4. Traveling exhibitions that do not require an exhibit team are managed jointly by the Exhibits Manager and the Registrar. Curators may become involved as related to their curatorial area.
 - a. Traveling exhibit proposals are accepted by the Exhibits Manager and reviewed with the Executive Director for their relevance to the Museum's mission, cost, and if they can be housed in a gallery.
 - b. Traveling exhibit proposals may be reviewed by the Museum Association. The Association's Executive Administrator offers opinions to the Executive Director and Exhibits Manager on the possible advantages of hosting an exhibit.
 - c. All information is compiled and the exhibits for the year are scheduled according to budget, time, space, and personnel. The budget and schedule comes from this information and is presented by the Exhibits Manager to the Executive Director for approval.
 - d. The approved schedule and budget is presented to the Museum Association's board.

5. Only the Executive Director is authorized to sign contracts or make verbal agreements with persons, institutions, or agencies that encumber the personnel, facilities, or financial resources of the Museum.
 - a. This statement does not supersede the general University policy relating to contracts and agreements as defined in the TTU Operating Policy and Procedure Manual (OP 72.02;72.04).
 - b. The Executive Administrator of the Museum Association also signs the traveling exhibit contracts that are specific to the grants and funds managed by the Museum Association.
6. Loan instructions, restrictions, and provisos contained in contractual documents related to an exhibition must be followed by all parties involved. This statement generally applies to traveling and in-house temporary exhibitions.
7. A schedule of exhibitions is made available to the Museum staff, faculty, support association, and public through the Museum's website.
 - a. The schedule is adhered to except when extenuating circumstances warrant a change.
 - b. Changes must have the Executive Director's approval and are noted electronically on the Museum's website in a timely manner.
 - c. Changes also must be approved by the granting agency involved as appropriate.
8. Exhibitions, within the Museum complex buildings or on the grounds, may not be photographed for commercial or publicity purposes without prior consent of the Executive Director, and as applicable, the lender.
 - a. Commercial photographers must show the Museum guards written permission from the Executive Director before photographing any exhibition or exhibition item.
 - b. Use of flash or high intensity lighting units, tripods, movement of exhibition items, or other special arrangements must be included in the Executive Director's permission statement, and as applicable, the lender.
9. Exhibition documentation files for exhibits produced in-house are maintained by various divisions of the Museum.
 - a. Exhibits Division files contain all pertinent information related to the requesting, planning, development, and execution during the life of each exhibition project. These files are maintained as part of the permanent records of the Museum. Files at minimum contain documentation, images, and publicity and distributional materials that pertain to the publicizing and marketing each exhibition. These files are maintained as part of the permanent records of the

Museum.

IMAGE USE – OUTSIDE REQUESTS

Corresponds with CMP p. 56

1. All requests for permission to reproduce and/or publish material from the collections of the Museum must be made in writing to the Museum via e-mail or mail to the Museum Registrar.
 - a. Requests are processed through the Registrar's Office once the Curator of the appropriate collecting division has given permission for use and the request is reviewed by the CRB.
 - b. The Museum makes every effort to respond to requests in a timely manner. The CRB meets monthly. Requestors are encouraged to submit their requests as far in advance as possible.
 - c. Requests are made on the Image Use Request form available on the Museum's website.
2. The Museum grants permission to use images for reproduction/publication to a requestor by issuing a Photographic Rights and Reproduction Contract with pertinent Terms and Conditions and usages specified therein generated by the Museum's Registrar. The Contract must be signed by the Registrar as the Museum Representative and by the requestor or their authorized agent. No images will be delivered and no reproductions may be produced until after the Contract has been signed by all appropriate parties and returned to the Museum.
 - a. Permission is granted only for the specific use described in the Image Delivery Form or the Photographic Rights and Reproduction Contract.
 - b. Any use not specifically described in these forms requires a separate request, agreement, and appropriate fees.
 - c. Permission is limited to the company, organization, or individual named in the Image Delivery Form or the Photographic Rights and Reproduction Contract and may not be transferred to another party.
 - d. The Museum does not grant exclusive rights. All rights not expressly granted are reserved to the Museum, including but not limited to all copyrights and ownership or stewardship rights in photographic materials (including but not limited to transparencies, negatives, prints, digital, videotape or otherwise recorded images).
 - e. A requestor may not modify directly or indirectly any of the image materials, whether by digitized encodings or any other form or process now in existence or that may come into being in the future, without the expressed, written consent of the Museum.
 - f. Unless stipulated in writing, rights granted are for a one-time use only.

- g. Any additional uses beyond the one-time use must be made in writing on the Image Use Request form and submitted to the Museum. Additional image use fees are assessed.
 - h. Except for the purposes of technical production of the publication described in the Image Delivery Form or the Photographic Rights and Reproduction Contract, requestors may not in any way duplicate images provided by the Museum.
 - i. The Museum will make every effort to insure that intellectual property and moral rights guaranteed by law will not be infringed by granting reproduction of an image.
- 3. Requestors must obtain additional special permission from the Museum for any significant alterations, cropping, or other modifications to reproductions of materials from the Museum's collections that are not specifically covered in the Image Delivery Form or the Photographic rights and Reproductions Contract.
- 4. Requestors must pay the Museum within 30 days of the date of the Museum's billing that will be dated as of the date of delivery of the requested material.
 - a. All fees are the responsibility of the requestor and are quoted on request. Requestors are responsible for paying any sales tax due.
 - b. Fees involved with the reproduction and publication of materials from the collections of the Museum may include: photography, use/licensing, materials and reproduction costs, and shipping and handling.
 - c. Shipping and handling fees can be waived if requestor provides the Museum with a FedEx account number.
 - d. Invoices for use/licensing fees (and any unpaid materials and reproduction costs) are sent with the Image Delivery Form or the Photographic Rights and Reproductions Contract and are payable within 30 days.
- 5. The Museum requires proper credit acknowledgement for all uses of materials reproduced from the Museum's collections. The credit line must read "Museum of Texas Tech University" and include additional credit information as specified in the Image Delivery Form or the Photographic rights and Reproductions Contract, and credit must appear in the appropriate portion of the publication. For printed media, the credit line should appear in the caption. For film, TV, and video productions, the credit line should appear in the credits at the conclusion of the film or program. If an intellectual property right is not held by the Museum, the credit must also include the legal entity that holds any intellectual property rights.
- 6. In the event of cancellation by a requestor for film, TV, and video production, the requestor pays all expenses incurred by the Museum.

- a. In addition, the requestors pays the full fee unless notice of cancellation is given at least 48 hours prior to the photographic shooting date, in which case 50% (half) of the fee is paid.
 - b. For weather delays involving shooting on location, the requestor pays the full fee if the Museum's photographer is on location or 50% (half) of the fee if the Museum's photographer has not left for the location.
- 7. All photographic materials and physical reproductions (including images, screener tapes, transparencies, and slides) remain the property of the Museum and must be returned to the Museum by registered mail or bonded courier (that provides proof of receipt) within 30 days of the requestor's completing its use thereof, unless otherwise stipulated in the Photographic Rights and Reproductions Contract. All digital images must be deleted within 30 days of the requestor's completing its use thereof, unless otherwise stipulated in the Photographic Rights and Reproductions Contract.
 - a. The reasonable value for an original image is \$500 USD.
 - b. Requestors agree to be solely responsible for and act as an insurer with respect to loss, theft, or damage of any image from the time of its shipment by the Museum to the requestor until the time of return receipt by the Museum.
- 8. Requestors indemnify and hold harmless the Museum against any and all claims, costs, and expenses, including attorney's fees, due to uses of images for which no release was requested, uses of images that exceed the uses allowed pursuant to a release, or use of an image in violation of intellectual property rights.
 - a. If images of living people are used in which a person is either the sole or principle focus of the image, a Photo/Testimonial Release Form must be on file with the Museum, granting permission by the pictured person to reproduce or publish the image.
 - b. Images of living people that are reproduced or published in which a person is either the sole or principle focus of the image must be properly credited and the pictured person properly identified unless otherwise stipulated by that person.
- 9. The terms and conditions of the Image Use Request Form, Photographic Rights and Reproductions Contract, and Photo/Testimonial Release Form are binding upon the parties, their heirs, successors, and personal representatives.
 - a. This Agreement constitutes the entire understanding between the parties.
 - b. Its terms can be modified only by an instrument in writing signed by both parties, except that the requestor may authorize additional fees and expenses

orally.

- c. A waiver of a breach of any of its provisions is not construed as a continuing waiver of other breaches of the same or other provisions hereof.
 - d. The relationship between the requestor and the Museum is governed by the laws of the State of Texas as well as any federal laws that might be relevant.
10. The Museum requires two complete, gratis copies of all publications, films, programs, video, or electronic publications in which material from its collections are used.

DEFINITIONS

Accessioning

The process that is initiated by the transfer of clear title, and that officially 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.

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

Executive Director

An employee of Texas Tech University, with full and permanent status, who has been delegated the authority to represent the interest 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), to the Museum (incoming loans), or within the Museum (in-house loans) 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 function 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, and Lubbock Lake Landmark. The graduate Heritage and Museum Sciences Program is housed in the Museum.

Personal Collection

A private collection accumulated by a Museum staff member.

Research Associate

A professional person, 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 professional relationship with the collections or the 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, 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 and chartered group that supports the purpose and goals of the Museum, has members, and provides financial, programmatic, or general 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.