



MUSEUM OF TEXAS TECH UNIVERSITY

Operating Policy

M/OP 12.1: Collections Management Policy

Date: Approved by Texas Tech University Board of Regents, 1987
Revised version approved by University Provost for Academic Affairs,
December 12, 2005

Purpose: This document establishes policies for the management and care of the Museum's collections that are consistent with the mission of the Museum and the standards and best practices of the museum profession.

Review: The Collections Management Policy will be reviewed by the Director's Advisory Council every five years. Major revisions, usually in conjunction with American Alliance of Museum accreditation review, will be forwarded to the University Provost's office for administrative approval.

POLICY

Attached as a separate file.

The Collections Management Policy was approved by the Texas Tech University Board of Regents in 1987. It is the basis of University OP 30.03 Vol. 1 and is reviewed and updated every two years. The 2005 revision of the Policy was approved by the Office of the Provost on December 12, 2005

COLLECTIONS MANAGEMENT POLICY

Museum of Texas Tech University

Revised 2005

Signed: James Brink, Senior Vice Provost for Academic Affairs

Date: December 12, 2005

CONTENTS

Museum Statement	
1. Mission Statement	4
2. Statement of Purpose	4
3. Scope of Collections	4
4. Collections Statement	4
Code of Ethics	6
I. Introduction	6
II. Governance	8
III. Collections	10
IV. Conduct of Individuals	11
Acquisitions	13
Accessions	18
Gifts-In-Kind	21
Deaccessions	23
Catalog	26
Inventory	27
Loans	28
1. Outgoing Loans	30
2. Incoming Loans	33
Collections Care	35
1. Preventive Conservation	37
2. Safe Handling	37
3. Conservation	38
Record Keeping	39
Integrated Pest Management	41
Collections Access	42
Collections Security	43
Emergency Preparedness	45
Personal Collecting	47

Research	47
Research Publications	48
Exhibitions	49
Image Use	50
Definitions	51

MUSEUM STATEMENT

Mission Statement

The Museum of Texas Tech University, as an education resource for a diverse audience, collects, researches, and disseminates information about the natural and cultural heritage of local and related regions.

Statement Of Purpose

Established in 1929, the Museum is an educational, scientific, cultural, and research element of Texas Tech University. It is a not-for-profit institution by virtue of being a part of Texas Tech University. The Museum's purpose is to support the academic and intellectual mission of Texas Tech University through the collection, preservation, documentation, and research of scientific and cultural material and to disseminate information about those collections and their scientific and cultural topics through exhibition, interpretation, and publication for primary, secondary, and higher education students, the scholarly community, and the general public. The Museum aspires to provide the highest standard of excellence in museological ethics and practices, while pursuing continuous improvement, stimulating the greatest quantity of quality research, conservation, interpretation, exhibition, and education, and providing support for faculty, staff, and students. The Museum is a multi-faceted institution that includes the main building, the Helen Devitt Jones Auditorium and Sculpture Court and Auditorium, Moody Planetarium, Natural Science Research Laboratory, Lubbock Lake Landmark, research acreage in Val Verde County, and the Museum Science and Heritage Management Graduate Programs.

Scope of Collections

The general scope-of-collections for the Museum is Texas, the North American Southwest, and similar geographic regions. Each collecting division may further restrict and refine the scope in accordance with the Museum's mission and purpose.

Collections Statement

The foundation of the Museum are the collections that are held in perpetuity for the public. For the purposes of this policy, the term "object" is used for all types of collection material, including samples and documentation. In accordance with its mission and the diverse nature of its constituency, the Museum maintains two collection categories:

Research Collections: Accessioned, documented, and cataloged objects of artistic, cultural, scientific, or historical significance, comparative materials, and objects of high quality that are representative of the diversity inherent in the mission of the Museum.

These collections are used for research, exhibitions, and loans. They are either owned by the Museum as an agent of the State of Texas or held-in-trust for federal and state agencies. These collections are given the highest level of care and protection.

Interpretation Collections: Accessioned, documented, and cataloged objects that are used for interpretation, participatory exhibitions, and educational programs. These objects are owned by the Museum as an agent of the State of Texas and are subject to possible damage or destruction due to supervised utilization. These objects are given all reasonable care and are viewed as important to the mission of the Museum. They are assigned to the Education Division for use, and are inventoried by the Education Division. They are returned to the collecting Division from which they originate after such use. In the event of damage or destruction beyond the point of usefulness, they are deaccessioned from the collecting Division in accordance with the deaccessioning section of the Collections Management Policy of the Museum and disposed of appropriately.

The Museum also holds other objects that support its research and educational programming, such as exhibit props, scientific instruments and equipment, books and journals, furniture, materials and supplies, etc. These are not collections objects and are not accessioned, but are property of the Museum of Texas Tech University. Each Division has the responsibility for the care and retention of such property in accordance with Texas Tech University OP63.08

CODE OF ETHICS

I. INTRODUCTION

In recognition of its public responsibility, the Museum of Texas Tech University endorses and upholds the highest ideals and concepts of ethical and professional practices. Those standards and commitments are defined in this Code of Ethics. It is intended to serve as a guide for the institution and all associated faculty, staff, students, trustees, and volunteers.

Premise

The Museum of Texas Tech University is a public and academic educational institution that collects, documents, preserves, and interprets objects, and disseminates the knowledge gained from them to serve society. To promote public trust, high standards of operation and behavior are necessary at all levels of the Museum, including individual members of governing bodies, subdivisions and associations, volunteers, and staff. Maintaining these standards is a collective and individual effort.

As an institution actively involved with the training of museum professionals, the Museum of Texas Tech University has an added responsibility to students and the museum community, to follow the recognized standards of the profession. For this reason, principles expressed in the Code of Ethics of the International Council of Museums (ICOM), American Association of Museums (AAM), and those of specific disciplines and professions, are endorsed and adapted as part of the Code of Ethics of the Museum of Texas Tech University. This code of ethics is applicable to all parties and individuals associated with the Museum of Texas Tech University.

Statement Of Position

Scope: This Code of Ethics pertains to all governing bodies, faculty and staff members, students, volunteers, and support and/or associated groups of the Museum.

Authority Recognition: This Code of Ethics is superseded by all laws, regulations, and international agreements of the United States and the State of Texas. Within this framework, this Code of Ethics also is superseded by the general policies and regulations of Texas Tech University and specific regulations applicable to certain individuals, such as students and faculty.

Endorsements in Principle: This Code of Ethics endorses in principle the guidelines of the International Council of Museums and the American Association of Museums. Within this framework, this Code of Ethics also endorses in principle the guidelines established by those disciplines and/or professions that are recognized as having affiliations with museums in the United States. In situations where differences may occur, the interests of the Museum will take precedence over the guidelines endorsed in principle.

Implementation: This Code of Ethics serves as the umbrella for the mission and policies of the Museum. The policies, established by the governing body of the Museum, are carried out under the guidance and supervision of its designated representative, the Executive Director of the Museum (hereafter referred to as Executive Director). The development of associated procedures is generally the responsibility of the Executive Director and designated staff.

Periodic Review and Interpretation: An Ethics Committee, appointed by the Executive Director, addresses any recommended changes of this document and resolves any issues raised about its interpretation. This Code of Ethics is reviewed at least every five years, and amended as needed.

II. GOVERNANCE.

General Responsibility

Administration: The Board of Regents and their designated line of authority is the governing body of the Museum of Texas Tech University. The governing body serves all parts of the Museum as well as the faculty, staff, students, visitors, and support and/or associated groups of the Museum. While the governing body has the responsibility of serving these parties, it must also insure that all activities are in agreement with federal, state, and University regulations, as well as the mission and policies established for the Museum.

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

Fiscal Matters: The governing body is responsible for using budgeted funds and resources to serve the interests of the Museum and its mission, in a manner that provides an appropriate balance of allocations for staff, collections, facilities, equipment, programs, services, and museum functions. In all fiscal matters, the governing body, through its agents, maintains full documentation and accountability for resource expenditures.

Fund Raising: All fund raising activities will be compatible with the mission and programs of the Museum. The Museum will be ethical and open about its intentions related to such activities. All donations will be handled so that the needs and wishes of the Museum are balanced with those of the donor. In all matters involving sales of goods or services, the Museum will maintain reasonable rates of exchange. The governing body may raise funds to establish endowments for the Museum through the Texas Tech University Foundation and corporate investment in Museum activities.

Personnel

The governing body recognizes the greatest asset of the Museum is its staff, and that the quality of the staff is directly related to the Museum's ability to build and maintain collections, conduct research, develop exhibit and education programs for public and academic audiences, and perform on-going services. For this reason, the governing body, acting through the Executive Director, is responsible for providing job descriptions, hiring qualified staff, providing training and career enhancement opportunities, supporting adherence to the Code of Ethics, providing resources to perform jobs, conducting periodic performance reviews and evaluations, and developing work environments that are in agreement with federal, state, and University regulations that address health, safety, and personnel issues.

Collections

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

Audiences

The governing body recognizes the importance of serving both public and academic audiences, and that these audiences help justify the support the Museum receives from federal, state, local, and private sources. For this reason, the Museum establishes programs and activities that serve its broad constituency; is a facility that provides a responsive, safe, and comfortable environment; and, is a resource for accurate information. The Museum is particularly sensitive to dealing properly with cultural, social, and legal issues, such as due respect for human remains, animal care and use regulations, handicap access, and religious and cultural diversity.

III. COLLECTIONS.

Statement

Collections are developed, managed, and conserved for use in research, exhibits, and/or education programs for public and academic audiences. To ensure these collections will be available for use in the future, utilization is balanced with current preservation standards and practices.

Acquisition

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

Management, Care, And Use

The management, care, and use of these collections follow the Collections Management Policy of the Museum, such as for security, loans, object utilization, integrated pest management, emergency preparedness, and preventive conservation. Implementation of the Collection Management Policy is based on written procedures that 1) meet museum and academic standards for the respective collections; 2) include specifications for providing proper care with respect to environment, housing, and handling; and, 3) incorporate all parts of the collection, including objects, associated data, collection records, reference material, and specialized collections.

Disposal

The disposal of accessioned collection objects follows the Deaccession section of the Collections Management Policy of the Museum and written procedures for policy implementation. All deaccessioned material is documented fully, clearly justified, disposed of appropriately, and free from problems of ownership, conflict of interest, and ethical and legal issues. No personal gain resulting from deaccessioned material is to be realized by any individual having affiliations with the Museum or the University.

IV. CONDUCT OF INDIVIDUALS.

Statement

This Code of Ethics pertains to all governing bodies, faculty and staff members, students, volunteers, and support and/or associated groups of the Museum of Texas Tech University.

Responsibility To Museum

Code of Ethics, Policies, and Procedures: Individuals having an affiliation with the Museum are expected to be familiar with and to abide by the Code of Ethics, Policies, and Procedures adopted by the Museum.

Duties and Responsibilities: Individuals having an affiliation with the Museum are expected to fulfill all duties and responsibilities of their designated position and written job description, in a timely and professional manner.

Use of Resources: All resources of the Museum, including personnel, salaried-time, facilities, collections, images, equipment, supplies, and funds are to be used only to serve the interests and purposes of the Museum. Unauthorized use of these resources by any individual, strictly for personal benefit, is ethically irresponsible and may be regarded as a conflict of interest, fraud, or theft.

Discretion and Confidentiality: Individuals affiliated with the Museum have unique responsibilities related to maintaining the Museum's image, trust, and credibility to its public and academic audiences. For this reason, affiliated individuals must 1) properly represent the Museum and their position when interacting with others; 2) exercise professional discretion about activities and concerns of the Museum; and 3) hold in confidence relevant information concerning matters such as collections, personnel, and security.

Conflict of Interest: Individuals having an affiliation with the Museum must avoid situations that may be construed as a conflict of interest. Concerns about potential conflicts of interest will be conveyed immediately to the appropriate Museum authority. The purpose of this concern is to prevent the actual or perceived conflict between personal collecting and the objectives of the Museum. Potential conflicts of interest include: 1) personal collecting within the curatorial collection areas of the Museum; 2) using Museum affiliation, Museum resources, or the influence of one's position in unauthorized ways solely for personal benefit, or to serve solely the interests of persons outside the museum; 3) placing the Museum in a situation that compromises its mission, policies, functions, practices, or philosophies; 4) placing the Museum in a situation that it unduly competes with outside parties; and 5) participating in other employment that compromises one's capability to perform in a timely and professional manner.

Responsibility To Collections

Integrity of Information: The Museum's ability to serve its public and academic audiences is dependent on the quality and accuracy of available information. Such information includes object and collection documentation, personal communications, formal presentation, written correspondence, publication, exhibits, and educational programs. For this reason, individuals affiliated with the Museum will maintain information integrity with respect to accuracy and completeness.

Integrity of Preservation: The Museum's ability to perform its functions is dependent on the quality of object preservation and conservation. Individuals affiliated with the Museum will demonstrate respect for the object by following professional museum preservation procedures, providing protection from agents of deterioration, providing proper housing, and exercising safe handling.

Integrity of Operations: Individuals affiliated with the Museum collections will be knowledgeable about their respective collection(s), museum and academic standards related to their collection(s), and changes in philosophies and practices for properly managing and caring for the collection(s).

Responsibility To Other Individuals

Public and Academic Audiences: Individuals affiliated with the Museum will be responsive to the Museum's public and academic audiences, and treat each individual with professional courtesy.

Professional Associates: Individuals affiliated with the Museum will be responsive and cooperative with professional associates outside of the Museum organization.

Museum Affiliates: Individuals affiliated with the Museum (e.g., volunteers, students, administration) will respect the property and rights of one another. Individuals will acknowledge the roles and responsibilities of each other, and will cooperate as needed to promote the mission, functions, services, programs, and image of the Museum. Supervisors and faculty are responsible for the actions of the individuals under their direction and will take an active role in providing direction, instruction, communication, and group cooperation.

Adherence To The Code Of Ethics

Adherence to the Code of Ethics by individuals affiliated with the Museum is addressed in the General Policies (OP10.11 vol. 1) of the Museum.

ACQUISITIONS

Acquisition: Acquisition is the process of acquiring an object(s) or collection for the collections of the Museum of Texas Tech University. Object(s) or collections usually are acquired through donation, field work or research, purchase, transfer from or exchange with another institution, or bequest. Acquisition, except as approved in writing by the Executive Director, does not imply accessioning, but is a necessary prerequisite for accessioning. Acquired objects or collections are recommended for accessioning by the appropriate curator to the Executive Director.

Certain state, federal, and international statutes and laws are in existence that may effect the acquisition of certain objects. In all cases, the Museum acts in accordance with those statutes and laws. Additionally, the Museum bases its acquisition and accession policy statements and procedures on the highest ethical standards as set out in its own Code of Ethics. This Code is based on national and international Codes of Ethics for museums and ensures that the Museum operates in all respects to the highest professional standards.

The following policy statements support an attitude of responsible collections management. They provide guidance for acquisition for authorized Museum and Museum of Texas Tech University Association (MoTTUA) personnel. Adherence to these statements promotes responsible collecting and assures the attendant housing, preservation, and conservation accountability inherent in the acceptance of objects or collections. Reference to these restrictions fosters a spirit of understanding and cooperation with prospective donors by serving as a defined justification for acceptance or rejection of donations, field-generated collections, purchases, transfers and exchanges, or bequests.

- I. As a fundamental axiom for acquisition, the Museum of Texas Tech University categorically endorses the concept that responsibility for the physical safety of the object begins with acquisition.
- II. All potential acquisitions must be evaluated in terms of the goals, purpose, mission, and scope of the Museum, and the educational aims of Texas Tech University, and must fall within financial and physical limitations of the institution.
- III. All potential acquisitions must be evaluated by the following criteria:
 - a. Documentation as to origin, previous ownership, use, and pertinent classification information.
 - b. Ability of the Museum to properly maintain and house the objects and associated documentation.
 - c. Relevance of acquisition to the mission statement and scope-of-collections of the Museum and its ability to enhance collections.

d. Legal and ethical standards governing possession and use of objects. The Museum will not knowingly accept any object or collection acquired by either illegal or unethical means.

e. Willingness of the donor (owner) to transfer complete ownership (provide clear title) to the Museum without restrictions, limitations, or conditions. Transfer of legal title is through a signed deed of gift between the Museum and owner that identifies owner, the Museum, and all objects for which ownership is transferred.

f. Willingness of the federal or state agency to transfer stewardship to the Museum for held-in-trust collections. Transfer of stewardship is through a signed held-in-trust agreement between the Museum and the federal or state agency that identifies the agency, the Museum, and all objects for which stewardship is transferred.

g. Intellectual Property consideration.

IV. The Museum will acquire no object(s) or collection, by any means, for which a valid title cannot be obtained. It is critical that clear title is established, to the best knowledge of all parties, prior to acquisition. The Museum will acquire no held-in-trust collection, by any means, for which a valid transfer of stewardship cannot be obtained.

V. Held-in-trust collections are owned by the state or federal government and are acquired by the Museum through permitted field-generated collections on public lands or an agreement with the appropriate state or federal agency to accept such collections for curation.

a. The collections must fit the scope and collecting plan of the Museum and all other acquisition criteria to ensure the proper housing and maintenance of those collections.

b. An annual report of acquisition activities regarding state-associated held-in-trust collections is made to the Texas Historical Commission by the Registrar.

VI. Collections care begins with acquisition. It is the responsibility of the Registrar and Curator as appropriate to ensure that preventive conservation and collections management best practices are followed.

VII. Restrictive or conditional donations will not be accepted. Restrictive or conditional donations will be considered only under extraordinary circumstances and when the long term advantage to the Museum is unequivocal. Any consideration of such donations must be accompanied by a legal document that conveys any restrictions or conditions. Fine arts object(s) executed after January 1, 1978 that are subject to the Copyright Act of 1976 (17 U.S.C. §§ 101-702) are considered for acquisition only after a thorough review of copyright restrictions.

VIII. For the purpose of acquisition, Museum curators are relied upon for a judgment of value and provenance in their special fields, and their determination is final.

IX. The Museum or its staff cannot ethically or legally appraise objects for private citizens prior to donation or at any time thereafter, retain an appraiser for a private citizen, or refer an appraiser to a private citizen, and, therefore, shall not be involved in appraisal activities. This restriction does not apply to in-house assessments of value of objects owned or held-in-trust by the Museum for such collection objectives as insurance purposes, traveling exhibitions, loans, or for activities within the professional community that involve establishing the relative monetary value of certain kinds of objects. These activities are viewed as professional assessments and not commercial appraisals. Donors requiring appraisals for income tax purposes must obtain these at their own expense from a certified appraiser of their choice prior to donation.

X. Collections objects acquired through purchase are the property of the Museum, are accessioned, and all bills of sale and appropriate records are kept by the Museum.

XI. Collections and associated documentation, including field records generated by staff research and staff or student field work are owned or held-in-trust by the Museum and are accessioned as appropriate. This statement also applies to documentation generated by research carried out on behalf of the Museum where no physical objects or samples are actualized.

XII. Acquisitions of the Museum of Texas Tech University are the property of the State of Texas. Acquisitions of the Museum of Texas Tech University Association are the property and responsibility of that organization for which their Board has legal obligation. The Museum is not legally bound to acquire or consider for accession objects that are acquired by the Museum of Texas Tech University Association on behalf of the Museum without prior agreement.

XIII. The Museum does not acquire object(s) or collections of questionable origin (legal or ethical), nor does the Museum exhibit or otherwise allow the utilization of such object(s) or collections.

XIV. The Museum does not acquire personal memorabilia, nor does the Museum accept like material from the Museum of Texas Tech University Association, unless the material has general relevance to the mission and scope of the Museum.

XV. Objects bequeathed to the Museum preferably should be approved for acquisition prior to the Museum being designated as beneficiary. All objects bequeathed to the Museum are subject to the Acquisition and Accession policy defined in this document. The Museum shall observe appropriate confidentiality with respect to objects acquired through bequest. The Museum is not legally bound to acquire objects that are bequeathed to it, unless by prior agreement.

XVI. In the process of acquiring or collecting field objects, Museum personnel will not knowingly or intentionally violate local, state, national, or international laws or statutes. Nor will the Museum knowingly or intentionally receive into its possession any object(s) that has been stolen, converted, or taken by fraud in violation of the above noted laws or statutes. Field collection is not initiated without the appropriate documentation,

including all required state, federal, or foreign government permits, export, import, and health permits and associated documents, land use authorization, and designation of the Museum as the stewardship curatorial facility. On private property, permission to collect, preserve, utilize, and subsequently to assume title, without restriction, must be gained in writing from the owner, or legal representative of the owner, on whose land the object (s) are collected. These permission documents are a part of the field notes associated with the collection and as such become a part of the Museum's permanent record.

XVII. The right to acquire object(s) was granted to the Museum of Texas Tech University Association by agreement with the administration of Texas Tech University in 1984; however, the donor of those acquisitions must be made to understand that only the Executive Director of the Museum is authorized to make agreements for the temporary or permanent exhibit of object(s) at the Museum. To this end, it is assumed that all acquisitions, regardless of right of ownership, will be reviewed by the Executive Director of the Museum to determine appropriateness to collection needs and possible utilization potential prior to any commitment or agreement by the Museum of Texas Tech University Association or their representative. Museum of Texas Tech University Association acquisitions are reviewed in accordance with the loan qualifications and conditions as outlined in the Loans section of this Policy and as defined in the Loan Procedures segment of the Collections Management Procedures document. Donors also must understand that while the fiduciary responsibility for the donated object(s) rests with the Museum of Texas Tech University Association, the management of such object(s) is under the control of the Executive Director of the Museum.

XVIII. The Museum Executive Director and personnel appointed by the Executive Director shall function as the Acquisitions and Accessions Review Committee. The Executive Director has final authority regarding acquisitions.

XIX. All items acquired for the permanent collections of the Museum will be accessioned in a timely manner.

XX. The Museum maintains in the Registration Division a detailed record-keeping system of all objects acquired or received by any approved means into its care.

XXI. Record keeping begins with acquisition and is the responsibility of the Registrar and Curator as appropriate. The kinds of records include acquisitions, accessions, catalog, inventory, loan, insurance, condition report, treatment forms, field forms, photodocuments (film and digital images, video recordings), and business records. Records are both paper documents and electronic data entry. All computerized records are updated and a copy stored at an off-site secure facility as are copies of accession records. Records are housed in appropriate cabinetry, file, or refrigerated unit.

XXII. Materials suitable for deposition in the comparative collections of the various divisions for in-house research and education are acquired and accessioned. These collections usually are not available for consumptive use.

XXIII. Donor information and credit is maintained as part of the acquisition file, the accession file, and on the catalog record. It is not used as part of labeling while the object(s) is on exhibit without the prior signed consent of the donor.

XXIV. Because the Museum is a non-profit educational, scientific, cultural, and research element of Texas Tech University, a potential donor must be informed of the restrictions under which gifts may be given. Acquisitions of the Museum, once accessioned, are subject to the Deaccessioning section of the Collections Management Policy, and except as specifically stated, no object(s) is sold, traded, returned to donor, or otherwise removed from the care and protection of the Museum.

XXV. Certain state, national, and international statutes and laws currently in existence may require that acquired and accessioned objects are deaccessioned from the collections of the Museum and repatriated, as per the specific statute or law. The Museum abides by such statutes and laws currently in existence and those that may be bought to apply in the future. Prospective donors of material likely to be affected by such legislation are informed of this likelihood during initial donation discussions.

XXVI. Object(s) donated to the Museum normally are not to be returned to the donor or heirs. In such cases where the return of an object(s) is deemed appropriate by the collection curator and the Executive Director of the Museum, a report of that action is sent to the Internal Revenue Service as appropriate.

ACCESSIONS

Accessioning: Accessioning is the procedure 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 registers objects held-in-trust for federal and state agencies. The Museum recognizes that certain collections generated under state or federal permits are regulated by specific state and federal laws and are held-in-trust instead of owned by the Museum. Title is considered to be transferred when the Museum receives a deed of gift signed by the donor, or when a bill of sale is acknowledged as paid in full in the case of purchased objects, or when a document is signed by all interested parties in the case of transferred objects. Held-in-trust status is considered to be conferred when the Museum receives a held-in-trust accessions agreement signed by the authorized representative of a state or federal agency. Stewardship is transferred but not ownership. Objects are not incorporated into the Museum's collections until they are accessioned. Upon accessioning, the Museum assumes the obligation for the proper care and management of the object(s). Accessioning provides an inventory of objects owned and held-in-trust by the Museum, and is a function of the Registration Division.

I. All items acquired for the permanent collections of the Museum will be accessioned in a timely manner.

II. Complete records of the accessioned holdings of the Museum are maintained in the Registration Division. Once an object(s) or collection is reviewed by the Acquisitions and Accessions Review Committee, approved by the Executive Director, and a signed deed of gift or held-in-trust accessions agreement or receipt in the case of purchased objects, is received, then the object(s) or collection is accessioned by the Registrar into the Museum. Accession numbers document Museum ownership or stewardship and are an inventory control device for the Registrar.

III. The accession number system utilized by the Museum is alpha-numeric and includes the Museum acronym TTU, followed by the calendar year of acceptance, followed by a number indicating the order of acceptance. The calendar year is written in full, and the number of order of acceptance is separated by a dash from the year (e.g., TTU2000-001). Each accession, whether it consists of a single object or collection of objects, is assigned one unique accession number.

IV. Accessioning is the responsibility of the Registrar, and only the Registrar has the authority to assign accession numbers. It is the responsibility of the appropriate curator to provide all acquisition and identification documentation to the Registrar.

V. The Executive Director has final authority regarding accessions.

VI. Gifts-in-kind for the Museum and University must be approved by both the Vice President for Institutional Advancement (VPIA) and the Vice President for Fiscal Affairs (VPFA) or their designees prior to acceptance. Approval of the Board of Regents is

required for all gifts of property valued at \$50,000 or more, and for all gifts of real estate. An individual cannot commit the Museum and the University to the acceptance of a gift-in-kind prior to official approval.

VII. Undocumented objects found in the collections are those that have no accession number and no record of the object being accessioned or why they are in the Museum. Ownership of an undocumented objects cannot be assumed and they cannot be disposed of or accessioned. These objects are abandoned property and the Texas law (Title 6A, Chapter 80) for museum abandoned property and old loans must be followed in order to gain clear title. Once clear title is established, the objects undergo acquisition review.

VIII. The records that accompany accessions are:

- a. A signed deed of gift for those objects donated to the Museum; proof of ownership for those objects purchased by the Museum; a letter from the trading/exchanging institution transferring title of the object(s) to the Museum; or a signed held-in-trust accessions agreement for those objects held-in-trust by the Museum is required.
- b. If the Museum acquires a state-associated held-in-trust collection generated by an outside researcher, then a signed curation agreement also is required that identifies the generating organization, the Museum, and the objects that constitute the collection.
- c. An annual report of accessioning activities regarding state-associated held-in-trust collections is made to the Texas Historical Commission by the Registrar.
- d. A complete record of all correspondence and transactions involving the accession includes:
 1. Name and address of the donor (includes landowner for field-generated collections on private land), seller, trading/exchanging institution, or governmental agency for which object(s) or collection is being held-in-trust.
 2. Copy of the permit for held-in-trust objects or collections.
 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 and bill of lading.
 6. Any gift restrictions.
 7. Copyright considerations.
 8. Artist's rights considerations.
 9. Provenience information.
 10. History of object(s).
 11. Dates or ages of object(s).
- e. For collections acquired by field research by the Museum staff, the following must be on file in the Registration Division: either a copy of the permit giving the staff member permission for such research and naming the Museum as the official curatorial facility; or written documentation that the landowner provided the staff member permission for such research and the arrangements for the final disposition of the collected material.

f. Black and white or color photographic images, digital images, or video recordings with the assigned accession number visible either in the photograph(s) or inscribed on the face of the photograph(s) are required for designated objects. This requirement is to include all type specimens, all works of art, all ethnographic material, significant historical costumes and objects, appropriate archaeological objects, and other objects selected by the Executive Director in consultation with the Registrar and the appropriate Curator.

g. Donated books that are rare and historic manuscripts appropriate for the collections are accessioned, assigned to the appropriate division, and cataloged into that division. Accessioned books are not placed in the library. Donated books for placement in the Museum Research Library, the William C. and Evelyn M. Davies Library, or the Packard Cockrum Library in the Natural Science Research Laboratory are not accessioned but are recorded by the Registrar with all information pertaining to donation. A deed of gift form is sent to the donor with a complete listing of the book(s). Records of books donated are kept in the Registration Division separate from the accessions records. Books are cataloged using standard library procedures.

GIFTS AND GIFTS-IN-KIND

Gifts to the Museum are regulated by the Operational Policies and Procedures (OP) established by Texas Tech University and subject to review every two years. The OPs that have particular significance for the Museum are:

- OP 02.02: Solicitation of Gifts and Grants from Private Philanthropic Sources
- OP 02.03: Acceptance of Gifts and Grants from Private Philanthropic Sources
- OP 02.04: Processing, Management, and Publicity of Gifts and Grants from Private Philanthropic Sources
- OP 02.06: Reporting of Gifts and Grants from Private Philanthropic Sources

The purpose of the documents is to set forth Texas Tech University policies and procedures related to processing, management, and publicity of all gifts, donations, and non-contractual grants from private philanthropic sources, e.g., individuals, foundations, and corporations.

I. Definition of Gifts

a. For the purpose of these operating policies and procedures, gifts, donations, and non-contractual grants are defined as follows: charitable contributions of any kind of property, real or personal, including pledges, that are given for restricted or unrestricted purposes by donors from the private sector. A gift is a voluntary transfer of property from one to another without consideration. It is donative in nature and bestowed by the donor voluntarily and without expectation of any tangible return.

b. Included in this definition are gifts such as cash, securities, and tangible personal property and real property.

c. Not included in this definition are grants from public entities, including local, state, and federal entities, or contractual grants, contracts, or purchase orders from private sources. The Office of Research Services coordinates approaches and receipts for contractual grants from private sources with the Office of Institutional Advancement.

II. General

All solicitation of gifts from private sources by any Museum faculty member, staff member, student, student organization, or related entity shall be coordinated and cleared before the fact with the Executive Director and the Office of Institutional Advancement.

III. Finder's Fees or Commissions

a. The Museum will not pay a fee to any person in consideration of directing a gift to the Museum, Texas Tech University, or the Office of Institutional Advancement. Such fees could be illegal, and, in the case of irrevocable deferred gifts that involve management of assets, the payment of such fees may subject Texas Tech University, its Board of Regents, Texas Tech Foundation, its Board of Directors, or Texas Tech University staff to federal and state security regulations.

b. No commission or finder's fee of any type will be paid to any party in connection with the completion of a gift to the Museum, Texas Tech University, or Texas Tech Foundation.

IV. Gifts-in-Kind Information Form

a. The Gifts-in-Kind Information Form is to be completed by Museum personnel who are approached by a person who is a prospective donor of a gift-in-kind (a gift other than cash and securities). The gift must be accepted officially on behalf of the Museum and Texas Tech University before a gift receipt can be issued for the gift.

b. All gifts-in-kind to the Museum must be approved by the Executive Director prior to acceptance. Gifts must be appraised or have a determined fair market valuation by a qualified appraiser before being donated to the Museum.

c. Gifts with an appraised value in excess of \$10,000 require the approval of the President of the University. Gifts with an appraised value in excess of \$50,000 require the approval of the Board of Regents.

DEACCESSIONS

Deaccessioning, when carried out in an appropriate manner, is an integral part of museum professional practice. This view is endorsed by the Museum of Texas Tech University in its Code of Ethics and is based upon ethical codes of national and international museum professional organizations. As the museum profession has developed, so have scholarly mechanisms for building on the experience of the past. Deaccessioning is a useful tool for defining and refining the scope and quality of collections that have grown over the years. The existence of a deaccession policy should not, however, be taken to imply that collections are a resource for the purpose of raising revenue to cover operating costs. Such action quickly undermines the concepts of fiduciary responsibility and public trust. The deaccessioning of an object by sale can only occur in particular circumstances, and the revenue raised from such sales is restricted in use.

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

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

I. A number of reasons create the need for careful removal of properly reviewed objects from the Museum collections. The deaccessioning of any object, for whatever reason, is of primary importance to the Museum of Texas Tech University. The only material considered for deaccession is that to which the Museum has clear title or held-in-trust stewardship. For held-in-trust collections, deaccession consideration and approval is done in concert with the appropriate governmental agency and the method of disposal designated by that governmental agency.

II. No object is deaccessioned and disposed of by transfer, exchange, sale, or destruction, or in any way removed from the Museum records without careful review, evaluation by curatorial staff, and documentation of clear title or held-in-trust status.

III. Type materials and comparable objects are not eligible for deaccessioning.

IV. A committee of Museum personnel appointed by the Executive Director functions as the Deaccessions Committee. Initial recommendations in writing come from the appropriate curator. The Executive Director makes the final staff decision on deaccessioning. The Board of Regents has final approval or the governmental agency for held-in-trust collections.

V. As a courtesy, reasonable efforts will be made to contact donors or their heirs, and living artists prior to the deaccessioning of objects from the Museum's collections.

VI. The decision to deaccession is made based on, but not limited to, the following guidelines. These guidelines assume that all objects currently are accessioned and that the Museum has clear and unrestricted title or held-in-trust stewardship.

a. Objects lacking provenience or location information that are not significant or useful for research, exhibit, or educational purposes in and of themselves.

b. Objects that have been determined not to be authentic.

c. Objects that have limited or no value to the Museum because of redundancy in the collection.

d. Human skeletal remains and objects of sacred or ritual significance that are requested for return under the terms and conditions of any state, federal, or international laws and statutes. As per current federal laws and statutes, the requesting group must provide evidence of the validity of their claim. All claims must be made in accordance with national and international statutes and laws and the Museum will respond accordingly.

e. Objects that do not relate to the stated mission of the Museum. Objects that are relevant to the stated mission of the Museum may not be deaccessioned on the grounds that they are not relevant to the research interests of current faculty or staff.

f. Objects that do not fit the stated scope-of-collections.

g. Objects that have decayed or decomposed beyond reasonable use and repair or that by their condition constitute a hazard to other objects in the collection.

h. Objects reported as missing or stolen.

i. Objects that have been stolen and for which an insurance claim has been paid to the Museum.

j. Objects used in education programs and from the comparative collections that are consumed.

k. Objects that were accessioned erroneously into the collections.

VII. The preferred method of disposal is transfer or exchange of objects to or with appropriate public museums, after which the order of preference is appropriate public educational agencies and institutions, private museums, and private educational agencies and institutions. Every effort is made to retain objects of regional or local importance in the public sphere.

a. In the event of transfer to or exchange with either public or private institutions, the Museum requires evidence that proper care will be provided for the objects.

b. An annual report of deaccessioning activities regarding state-associated held-in-trust collections is made to the Texas Historical Commission by the Registrar.

VIII. If transfer is not feasible, objects may be sold through standard state procedures. Under no circumstances will anthropological, natural sciences, or held-in-trust objects be sold.

a. In instances of sale, no member of the Texas Tech University Board of Regents, Museum of Texas Tech University Association Executive Board, the Museum of Texas Tech University Association Acquisition Committee, or Association staff, Museum of Texas Tech University faculty, staff, students, volunteers, or members of the Museum of Texas Tech University Association, will be eligible to purchase deaccessioned items. Under no circumstances will this restriction be waived.

b. As a courtesy, reasonable efforts will be made to contact donors or their heirs, and living artists prior to the disposal by sale of objects from the Museum's collections.

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

d. Funding for newly acquired and accessioned objects are attributed to the original donor(s).

IX. If a suitable recipient for a proposed deaccession and disposal through transfer, exchange, or sale cannot be found, the Museum must keep and maintain the objects until such time as a suitable recipient is found.

X. Objects that have decomposed must be destroyed in an appropriate manner.

CATALOG

Cataloging is to identify and describe in detail through methodical classification each object and provide it a unique identifying number. Cataloging is part of documentary control of the collections, placing the object into proper context and determining information important and unique to that one object. The catalog provides a centralized place for all known documentation of an object for effective management.

The Museum maintains a unified cataloging system, with cross reference between accession and catalog numbers. That system is electronic, with collection records backed-up on a periodic basis. Terminology is standardized and codes are not used. The catalog records both intrinsic and associational information in a standard format. The standardized categories basic to all collecting divisions are supplemented by additional categories that customize the catalog to each division.

- I. All accessioned collection objects are cataloged in a timely manner into the appropriate collection division.
- II. Complete records of the cataloged holdings of the Museum are maintained in the appropriate collecting division. Catalog numbers document classification and scholarship and are an inventory control device for the appropriate Curator.
- III. The catalog number system utilized by the Museum is alpha-numeric and includes the Museum acronym TTU, followed by a dash (-), followed by the collecting division designator letter or letters, followed by a serial number.
 - a. The catalog number is written in full on the object (e.g., TTU-A1000). As appropriate, each object is assigned a unique catalog number.
 - b. Each collecting division may further add modifying numbers to the designator letter or letters, followed by a dash (-), followed by a serial number (e.g., TTU-A1-1000) to provide flexibility in managing types of collections or very large collections.
- IV. Cataloging is the responsibility of the Curator, and only the Curator has the authority to assign catalog numbers within the appropriate collecting division. It is the responsibility of the appropriate Curator to provide the range of catalog numbers to the Registrar for a particular accession.
- V. Objects may not be loaned until they are accessioned and cataloged.

INVENTORY

Inventory provides accountability, updates collection records and documentation, provides the opportunity to check the condition of each object/specimen, and aids in maintaining the security of each collections. Inventory is the physical verification of the presence, location, and condition of the objects for which the Museum has assumed responsibility. By conducting inventories, the Museum better fulfills its legal and ethical responsibilities.

I. The Museum of Texas Tech University practices four types of inventory: accessions, comprehensive, spot-check, and relocation.

a. Each accession must have an accounting of the incoming objects and documentation to provide a baseline. Accessions inventory is the responsibility of the Registrar.

b. A comprehensive inventory is conducted on a divisional level once every 10 years accounting for all objects in that division. Each division has the responsibility to conduct comprehensive inventories and comprehensive inventory is the responsibility of the Curator.

c. A spot-check inventory is conducted on the divisional level on a regular basis as needed for a specific group of objects, cabinet, or shelf. Spot-check inventory is the responsibility of the Curator.

d. A relocation inventory is conducted at any time an object or collection is moved. Relocation inventory may be the responsibility of the Registrar or Curator based on the circumstance of relocation.

II. An annual report of inventory activities regarding state-associated held-in-trust collections is made to the Texas Historical Commission by the Registrar.

LOANS

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

I. Loans are by authority of the Executive Director and effected through the Office of the Registrar. Loans are initiated by a Curator and transmitted in writing for processing to the Registrar. A written loan contract must accompany every loan with specifications on rights and responsibilities of each party. The loan contract must stipulate the conditions of the loan to insure adequate storage, environmental protection, and safety precautions during transit, handling, and use. Loan contracts are kept on file in the Office of the Registrar with a copy in the appropriate division's files. It is the responsibility of the Curator to notify the Registrar of the return and completion of a loan. The Registrar establishes the procedures for packing and transportation of all loans.

II. All loan activities (outgoing or incoming) that require a financial or physical commitment by the Museum of other than a minimal nature, or obligates the Museum to other than normal investment in the care, maintenance, or protection of an object, must be approved by the Executive Director.

III. The loan number system utilized by the Museum 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 calendar year is written in full, and the number of order of acceptance is separated by a dash from the year (e.g., L2000-001). Each loan, whether it consists of a single object or collection of objects, is assigned one unique loan number. Loan numbers apply to both outgoing and incoming loans.

IV. The purposes for which the Museum of Texas Tech University may release an object to another institution as an outgoing loan are as follows:

- a. For exhibition as part of a temporary installation or loan exhibition.
- b. For research, destructive analysis, or related educational purposes for stated institutional purposes.
- c. For conservation, identification, or examination.

V. The purposes for which the Museum of Texas Tech University may accept an object as an incoming loan are as follows:

- a. For exhibition as part of a temporary installation or loan exhibition.

- b. For research or related educational purposes for stated Museum purposes.
- c. For inspection and study with regard to possible donation or purchase.

VI. In-house loans are for exhibit, research, and educational purposes within the Museum. A written in-house loan agreement must accompany every loan with stipulations on conditions of the in-house loan and length of time. In-house loan agreements are kept on file in the Registrar's Office with a copy in the appropriate division's files. It is the responsibility of the Curator to notify the Registrar of the return and completion of an in-house loan.

- a. The authority to approve an in-house loan rests with the appropriate Curator.
- b. In-house loans are initiated by a Curator and transmitted in writing for processing to the Registrar.

Outgoing Loans

Museum collections are maintained for the benefit of the public and objects are loaned to reach a wider audience and facilitate research. While on loan, objects must be afforded the same level of care and protection as provided by the Museum. Because of these considerations, loans are made only to other similar institutions, non-profit agencies, and educational organizations. Loans for research purposes are made to the institution with which the individual is affiliated and that institution assumes full responsibility for the proper administration of the loan and the care and security of the object. Loans are made only to individuals with institutional affiliation.

I. Objects considered for loan are the property of the Museum or held-in-trust and accessioned into the Museum's record. Unaccessioned or uncataloged Museum collections and type specimens and comparable objects will not be loaned. Each division may further restrict the kinds of objects or materials eligible for loans based on nature, rarity, monetary value, research priority, and/or management considerations of the objects.

II. The Museum maintains proprietary rights over the object(s) loaned.

III. To assure objects requested for loan receive proper care and security, the requesting institution must present verification of their environmental, storage, exhibition, and security conditions and procedures for the handling and transit of objects. Objects must be packed and transported in the safest possible way in accordance with the nature and condition of the objects.

IV. The authority to approve a loan rests with the appropriate Curator. Loans of held-in-trust objects also must have the approval of the appropriate governmental agency prior to the finalization of the loan agreement. It is the responsibility of the Curator to request loan approval from the governmental agency and provide the approval document to the Registrar.

V. The loan period is six months with options to renew. No objects shall be on exhibition loan for longer than one year or research loan for two years. Traveling exhibits may warrant a contract for a longer loan period. Returned loan objects undergo inventory and evaluation before being loaned again.

VI. Only the Registrar can assign a loan number. The Registrar is responsible for completing a condition report prior to outgoing shipment of a loan and after its return to the Museum. The Registrar is responsible for providing appropriate information to the borrowing institution relating to a loan. Insurance claims for damaged or lost objects are the responsibility of the Registrar. Objects on loan cannot be altered, cleaned, or repaired unless permission to do so is authorized in writing by the Curator on the loan agreement.

VII. All objects, including held-in-trust, sent out on loan are insured. Normally, insurance coverage is provided by the borrowing institution. Current and reasonable

insurance valuations are the responsibility of the Curator. All other insurance matters are the responsibility of the Registrar. Under most circumstance, insurance is all risk, wall-to-wall coverage. A certificate of insurance is required from the borrowing institution prior to transportation of the loaned objects.

a. The Registrar is notified when cancellation of or changes in insurance coverage occur. The loan then may be subject to cancellation. Failure to maintain adequate insurance coverage in no way releases the borrowing institution from liability for loss or damage regardless of whether or not the Museum monitored the borrowing institution's insurance.

b. Insurance is a component of a broader risk-management program of the Museum and Texas Tech University that supports overall preservation efforts of the Museum. Although a self-insured state agency, the Museum insures its collections, including held-in-trust collections, through its support organization the Museum of Texas Tech University Association. If the borrowing institution is unable to provide insurance, a request for an exception must be made in writing by the Registrar to the Executive Director.

VIII. Objects on loan must be returned promptly when the loan period expires. The Museum reserves the right to cancel or deny renewal of any loan.

IX. Loans that will radically alter or destroy an object (destructive analysis loans) may be permitted only with the written approval of the Executive Director. A research proposal is required from the requesting institution. The Curator's recommendation must be made in writing to the Executive Director who will respond in writing to the Curator with notification to the Registrar. The object is not deaccessioned. Information gained substitutes for the altered or destroyed object. The Museum does not in any way relinquish ownership of the object, and retains the right to recall the object, or its modified forms, if not used for the stated purpose within the loan period or if other circumstances warrant it. For objects held-in-trust for governmental agencies, concurrence must be sought in writing from the appropriate governmental agency prior to finalizing the request.

a. The borrowing institution and researcher may use the destructive loan object only for the stated scientific research purposes in the loan agreement and no derivatives of the destructive loan object may be distributed to any third party. All unused portions of the destructive loan object shall be returned to the Museum at the end of the loan period. Unused portions of tissue samples include remaining tissues and resulting DNA samples.

b. All sequence data resulting from the use of tissue samples shall be registered by the borrowing institution and researcher in GenBank or a comparable archive that provides access to the data by members of the scientific community. Corresponding numbers shall be provided to the Museum.

c. Any and all licenses and other rights associated with tissue samples are limited by and subject to the rights and requirements of the pertinent state, federal, or international government and agency that may be ascribed as a result of governmental sponsorship of research with the Museum of Texas Tech University and generation of collections.

X. Field-generated, scientific collections, and associated ancillary material, may require specialized knowledge (e.g., sediments, tissues), and necessitate transport to specialists for data extraction and analysis. It is the Curator's responsibility to monitor these materials and to record the returned data with the appropriate collection. If objects (e.g., seeds, insect parts, bones, snails) are returned with the data, they are part of the appropriate accessioned collection and cataloged. Any field material accessioned prior to being sent for analysis must be accompanied by a loan agreement.

XI. An annual report of loan activities, including destructive analysis loans, regarding state-associated held-in-trust collections is made to the Texas Historical Commission by the Registrar.

XII. Except for condition reports, all photography, reproduction, or replication of borrowed objects must be with prior written approval by the Curator with notification to the Registrar and Executive Director. Lighting conditions, environmental and/or applied chemical alterations, and other conditions of reproduction and replication must be specified by the Curator on the loan agreement. Photographs, reproductions, and replicas may only be used for research, exhibition, and educational purposes.

XIII. The Museum must be credited in all publications and exhibitions associated with the loan object, including photographs and reproductions, and must receive two (2) copies of any publication. The object(s) should be identified by its catalog or accession number. The proper name of the Museum to be used in all acknowledgments is "Museum of Texas Tech University." The proper Museum acronym for its accession or catalog number is "TTU."

Incoming Loans

I. The Museum may receive loans from institutions or individuals. If the lending institution or individual does not provide a loan agreement, the Museum will use its incoming loan agreement to document the incoming loan. The Museum exercises the same care with objects on loan as it does with its own objects.

II. No object will be accepted on loan that has been acquired by illegal and unethical means. Loan objects can be received only from the legal owner or authorized agent.

III. Objects will not be received on loan from Museum staff members, staff members of the Museum of Texas Tech University Association, members of the Museum of Texas Tech University Association Executive Board and committees, the Texas Tech University Administration, the Texas Tech University Board of Regents, or their immediate families.

IV. All incoming loans must be insured. It is the responsibility of the Registrar to make appropriate arrangements for insurance of the loan objects. All incoming loans that are insured must include the provision that the amount payable by the insurance company is the only recoupment available to the lender in the event of loss or damage. If insurance is waived, a written agreement by the lender to waive insurance and release the Museum from any liability associated with the loan must be on file prior to receipt of the loan.

a. It is the responsibility of the lender to set insurance valuations. The type of valuation must be stated on the loan agreement (fair-market, replacement, conservation, material, or special consideration).

b. The Museum does not provide evaluations or appraisals for a loan object(s).

V. Loans of personal property from individuals for warehousing in the Museum will not be considered.

VI. The Registrar may require the lending party to certify that the loan object(s) can withstand ordinary strains of packing, transportation, and handling. The Registrar may request that the lending party send a written condition report prior to the transportation of the object(s). It is the responsibility of the Curator to monitor the condition of the loan object(s).

a. Upon receipt of the loan by the Curator or Registrar, the object(s) must be inventoried, inspected, photographed (where appropriate), and written notations made of the findings.

b. Any inconsistency in the loan inventory or any change in the condition of the loan object(s), must be reported immediately to the Registrar. The Registrar must notify the

lending party and, when appropriate, notify the insurance company and prepare a full condition report. It is the responsibility of the Registrar to handle claim negotiations.

VII. The Curator is responsible for the prompt return of the loan object(s). The object(s) must be inventoried, inspected, photographed (where appropriate), and written notations made of the findings.

VIII. The Museum reserves the right to cancel a loan or remove the loan object(s) from exhibit at any time. All loans are for a set period of time that cannot exceed two years.

IX. Packing and shipping arrangements of a loan object(s) are the responsibility of the Registrar.

X. The Registrar may notify a lender of the Museum's intent to terminate a loan for an object(s) for which a written loan agreement exists that was made for an indefinite term or for a term in excess of seven years.

XI. Property on loan to the Museum for 15 years or more, and for which no written loan agreement exists, and to which no person has made claim according to the records of the Museum, is considered abandoned.

XII. Loans are returned to the lending party identified on the loan agreement at the stated address unless an authorized agent of the lender has given notice of change of ownership or location.

COLLECTIONS CARE

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

I. The Museum cares for its collections through a variety of preventive conservation and risk management strategies. These are applied on a variety of levels, from the Museum's environment as a whole, to collections areas, and to individual collections housing and packaging units. The following strategies are used to provide proper care of collections.

- a. Regulated and monitored temperature, relative humidity, and atmospheric pollutants.
- b. Low and filtered light levels.
- c. Integrated pest management.
- d. Archival housing units that provide a buffer between collections and the environment.
- e. Archival packaging materials that provide a buffer between collections and the environment.
- f. Preventive conservation.
- g. Routine preventive maintenance.
- h. Safe handling and moving of collections.
- i. Integrated record-keeping system.
- j. Insurance.

II. Incoming objects must be evaluated for cleanliness during the accessioning process. They are cleaned only if they can withstand the process and use of solvents. They must not be cleaned if this would reduce their research value or compromise their scientific or aesthetic value. Dirty objects that cannot withstand the cleaning process must be encapsulated before they are placed in collections areas.

III. All packaging and housing materials used to containerize objects must be chemically stable and free from acids or additives.

IV. All housing units must be chemically stable and be of sufficient strength to support the weight of the objects that they house. They must be able to accommodate a variety of materials and sizes of objects.

V. Collections records must be made in a timely manner, housed in a secure location, provide for easy retrieval of information, and be preserved by proper handling and storage. A duplicate copy of information must be made on a regularly scheduled basis and be stored in a secure off-site location.

Preventive Conservation

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

I. Crucial to the success of preventive conservation is the provision of a stable Museum environment. The Museum's internal environment consistently is monitored and controlled throughout the buildings, with additional monitoring in collections housing and exhibition areas. Temperature and relative humidity, light, atmospheric pollutants are monitored and regulated on an ongoing basis.

II. All materials used for packaging and housing the Museum's collections are stable and non-reactive, as are materials used for constructing exhibit mounts and supports. Use of any exhibit construction material that is not stable requires a stable barrier material to be placed between it and collections objects.

Safe Handling

Safe handling and movement of collections objects is practiced at all times in the Museum of Texas Tech University. All Museum objects are treated with equal care, regardless of their monetary value. Safe handling minimizes risk to objects and supports their in-perpetuity preservation in the Museum.

I. In general, safe handling involves the preparation of appropriate space to receive the objects prior to a move, preparation of the route along which the object will be moved, and use of appropriate moving equipment with an appropriate number of Museum personnel safely to carry out the move.

II. Each curatorial division must develop its own specific safe handling policy that supplements The Museum's general policy. The divisional policy is maintained on file in that division.

III. All objects are evaluated individually before they are handled, packaged, and shipped in order to determine if they are sufficiently stable to withstand each activity. Handling, packaging, and shipping methods are chosen based on the individual requirements and sensitivities of the objects.

IV. The shipping method chosen to transport objects must provide the best protection from reasonably anticipated risks and the shortest en route time.

a. The packaging materials chosen must provide adequate and appropriate protection from all reasonably anticipated risks associated with a particular shipping method.

b. Cushioning material chosen is based on the individual needs and sensitivities of the objects; materials that provide superior cushioning properties may not necessarily be archival in nature but materials that have direct contact with the surface of the object must be archival.

Conservation

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

I. Conservation work is undertaken within national ethics, principles, and practices by reputable, trained conservators. Conservation work with an outside conservator is conducted under a well-defined, comprehensive agreement between the Museum and the conservator. The Museum monitors the conservation process whether conducted in-house or on loan to an outside conservator to assure the correct use and safety of the object, and to note in the records the returned stabilized materials.

II. Decisions regarding the conservation of state-associated held-in-trust collections are the legal responsibility of the Texas Historical Commission.

a. Authority to deal with the conservation of approved categories of objects, documentation, and historical items from these collections is delegated to the Museum by the Texas Historical Commission through an agreement between the two parties.

b. No work on state-associated collections will commence without approval of the written treatment plan by the Texas Historical Commission. Conservation work with an outside conservator is conducted under a well-defined, comprehensive agreement with the Texas Historical Commission as a party to the agreement.

c. An annual report of conservation activities regarding state-associated held-in-trust collections is made to the Texas Historical Commission by the Registrar.

RECORD KEEPING

Documentary control of the collections is an essential element in the sound management of the Museum's collections. This control allows for the easy retrieval of information, location of the object, and the object itself. It provides the foundation for knowing what is in the Museum's holdings and tracking collections activities.

Documentation is maintained in electronic and paper formats that are housed in the Office of the Registrar or the curatorial division as appropriate. Back-up copies are made on a regularly scheduled basis and maintained off-site. Legal activities (transfer status, accessions, deaccessions, loans, insurance) concerning the collections are the responsibility of the Registrar. Retrieval is through the use of the accession number, catalog number, or loan number as appropriate. Inventory is conducted using one of these numbers as appropriate. Accession and loan numbers are by year; catalog number is by a sequential count within a curatorial division.

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

- a. Transfer of title or held-in-trust status.
- b. Accessioning.
- c. Curation agreements for acquired state-associated held-in-trust collections generated by outside researchers.
- d. Deaccessioning and method of disposal.
- e. Cataloging.
- f. Loans (incoming, outgoing, and in-house).
- g. Destructive loans.
- h. Insurance.
- i. Condition reports.
- j. Inventory (accessions, spot-check, relocation, comprehensive).
- k. Conservation treatment.
- l. Monitoring records for environmental control.
- m. Integrated pest management.
- n. Still or moving images where appropriate.

o. Annual reports to the Texas Historical Commission for state-associated held-in-trust collections regarding acquisition, accession, deaccession and disposal, current listing of such holdings in the Museum, inventory, loan, destructive analysis loan, conservation, and security activities.

INTEGRATED PEST MANAGEMENT

The damage caused by pest infestation and the actions that must be taken to eradicate the infestation within the Museum can be lessened or mitigated through integrated pest management. Integrated pest management provides an ecosystem level approach to the management of pests that is based on cooperation and participation of all staff within the Museum to eliminate or minimize the causative agents of a pest infestation, namely food, moisture, and availability of pest habitat.

I. Through the combination of education, vigilant housekeeping, environmental monitoring, habitat modification, inspection, identification of infesting species, and application of specific treatment methods, integrated pest management is an effective tool in preventing the intrusion of pests into collection and exhibit areas. By preventing access to pests, the need for chemicals harmful to collections, staff, and visitors is eliminated.

II. Integrated pest management is carried out first by determining the extent of biological activity through monitoring, inspection, and identification. If the occurrence of pests within the Museum is detected, appropriate steps are taken to eradicate the pest in a non- or least-toxic manner. Treatment methods are followed by appropriate evaluation techniques.

III. The following integrated pest management strategies are practiced.

- a. Exclusion of pests from the Museum.
- b. On-going monitoring and detection.
- c. Habitat modification.
- d. Identification and isolation of infesting species when discovered and isolation and encapsulation of infested objects.
- e. Treatment and suppression of species through non-toxic or least-toxic measures.
- f. Evaluation of the effectiveness of the integrated pest management program.
- g. Continued education of staff regarding integrated pest management.

IV. Integrated pest management strategies should encourage on-going maintenance and housekeeping activities that include restriction of food and plants and regular cleaning of collection housing rooms and other areas. The collections rooms must be cleaned thoroughly every six months and all collection rooms and other areas checked once a month for any signs of pest activity.

COLLECTIONS ACCESS

The Museum of Texas Tech University carefully controls access to collection areas. Control of access to the public, researchers, and Museum employees limits the opportunities for unauthorized use, damage, loss, theft, and/or destruction of collections. It also aids in the control of human traffic in collections housing areas.

I. Curators and their staff only are issued keys to their collections housing areas, and to no other collections areas. Part-time staff must sign-in with Security, and are issued keys on a daily basis. Visitors to collections areas must sign-in with Security and receive a Visitor I.D. badge. Keys are not issued to volunteers or visitors.

II. Security measures must be in place for access and reducing harm to the collections. Controlled access includes signing in and out, issuance of keys, identification badges, keypads, and security cameras. Reducing harm includes housekeeping, an integrated pest management system, HVAC system, emergency preparedness, preventive conservation and collections management best practices, record keeping, and insurance.

III. Collections available for research are those that have been accessioned and cataloged. Access for research purposes is controlled by a research design.

IV. Each curatorial division must develop its own specific collections access policy that supplements The Museum's general policy. The divisional policy is maintained on file in that division. In general, researchers, donors, students, cultural groups, or others seeking access to collections must first present a request to the appropriate curator who evaluates the risk. Access to collections is at the discretion of the curator.

V. Collections research is conducted in a secure room separate from the collections housing area. The person making the request has access only to the objects or collection requested. A relocation inventory is required when materials are moved into the secure room and when moved back into the housing room at the completion of the request.

VI. Access to collections areas by security and custodial staff is controlled by security clearance background checks at the time of hiring.

a. New staff receive training regarding the requirements and responsibilities of their position with regards to collections access. This training is supplemented on an annual basis.

b. Access is granted on curatorial authorization.

COLLECTIONS SECURITY

The purpose of security is to protect collections against a variety of risks. The goal of security is to limit damage or loss of collections.

I. The safety and security of the personnel and collections housed in the buildings and on the grounds of the Museum of Texas Tech University must be maintained. The Museum provides security for its collections through the following risk management strategies that are used to provide proper security for collections.

- a. Systems and devices for deterring and detecting intruders.
- b. Insurance.
- c. Emergency preparedness.

II. Granting of access (authorization to enter a restricted area) and key issuance (control method for authorized access) is the sole prerogative and authority of the Executive Director of the Museum (TTU OP 76.26).

III. Access to areas other than public spaces is restricted to the Museum staff, students, and volunteers. Only paid University staff or students may be issued keys to Museum facilities. Unpaid staff and non-Museum personnel may be allowed access under specific conditions and with supervision by paid Museum staff. All keys (mechanical or electronic) to campus buildings are the property of the State of Texas, are subject to State Law and enforcement, and may not be duplicated.

IV. The access and key needs of each staff, association, or faculty member, student, research associate, or volunteer will be assessed by the Executive Director prior to access being granted or keys issued. Normally, access or key permits will be only for those areas to which the person is assigned during regular working hours, and will not include after-hours access. After-hours security access may be granted only by the Executive Director, and only in exceptional circumstances.

V. The Curator may request access or key permits for persons under their supervision, and they are responsible for any access granted or keys issued at their request. The requesting Curator is responsible for any actions of the person(s) granted access or keys.

VI. Key requests, issuance, turn-in, and safe storage are the delegated responsibility of the Associate Director.

VII. Transferring or loaning of keys is prohibited. Persons who transfer or loan keys are responsible for the actions of the borrower and may forfeit all subsequent access or key permits, be charged for re-keying costs, face immediate termination of access or key

permits, and, in the case of students and former students, have transcripts withheld or be denied future registration applications.

VIII. Volunteers and non-employed students normally are not issued keys. Limited access of a specified duration may be granted at the written request of a Curator and only if deemed in the best interests of the Museum.

IX. The Executive Director or the Associate Director may direct security personnel to allow access to a curatorial area when the Curator is not available. Sign-in/out procedures will be observed and a Visitor ID badge issued as appropriate.

X. Campus maintenance or contracted personnel must sign-in/out at the Security Kiosk of the building accessed.

XI. The Security Division must be notified prior to all admittance of non-museum personnel to a curatorial area.

XII. Any unidentified person or person(s) without a proper ID badge in a restricted area of the Museum are to be reported to the Security Division immediately.

XIII. All unattended doors of ingress/egress/passage to the collections areas will remain locked and be key-accessed only. Doors may not be blocked open or left unlocked.

XIV. All keys must be returned to the Associate Director's office at the conclusion of the access period, termination of employment, completion of course work, or upon the order of the Executive Director. The Curator is responsible for insuring the timely return of keys.

XV. Loss or theft of keys is to be reported immediately to the Administration office.

XVI. The making or issuing of copies of keys to any portion of the Museum is solely by authority of the Executive Director.

EMERGENCY PREPAREDNESS

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

I. Disasters are prevented as far as possible through the practice of emergency preparedness measures such as inspections of entire facility and systems and preventive maintenance of the facilities, systems, and equipment.

II. Emergency preparedness measures are based on risk analysis of locally occurring hazards.

a. The written emergency preparedness plan is tested and evaluated annually.

b. The plan addresses measures to be taken before, during, and after an emergency.

PERSONAL COLLECTING

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

I. The collecting of objects is not in itself unethical, but accumulating a collection in an area associated with the employee's museum-related duties raise ethical concerns. Every member of the Museum staff is entitled to a level of personal independence consistent with professional and staff duties and responsibilities. However, as a person with a role of public trust, no member of the museum profession, museum volunteer, or trustee can be wholly separated from the institution of hire or other official affiliations. Therefore, such persons must be concerned not only with personally motivated conduct and interests, but also with the way such actions might be construed by others. All personal collecting transactions, particularly when dealing with objects similar to those collected by the Museum, require extreme discretion. The staff, volunteers, and board of the Museum of Texas Tech University should not compete or appear to compete with the Museum for the acquisition of any object.

II. An employee acquiring an object that falls within their museum collection area should inform the Executive Director. If the Museum of Texas Tech University considers the object of interest or value to the collections, it should be offered to the institution at the purchase price plus any reasonable incidental expenses. This policy excludes objects that are readily available on the open market.

III. It is the responsibility of each Museum employee, volunteer, and board member to exercise reasonable care to avoid conflicts of interest in activities relating to their positions at the Museum of Texas Tech University.

RESEARCH

Scholarly activity and research is vital to the Museum's educational and public service mission. The substance of this statement is drawn from Texas Tech University OP51.11, Vol. 1. The purpose is to outline, delineate, and reinforce University policy with regard to the conduct of research and scholarly activity by members of the Museum staff and faculty. This statement also endorses research as an activity appropriate to the use of museum collections and an integral part of the Museum's Collection Management Policy.

I. In recognition of the importance of professional research activities, the Museum's administration normally does not intervene in the research or scholarly activities of a faculty and staff member except to render assistance. Situations may arise where it is necessary for the Museum administration to recommend suspension, modification, or termination of scholarly activity or research for adequate cause. Adequate cause for such action includes but is not limited to the following.

- a. Demonstrated evidence of professional incompetence, supported by documentation.
- b. Continuing or repeated substantial neglect of professional responsibilities.
- c. Professionally unacceptable activity in the conduct of scholarly work (e.g., plagiarism, research fraud).
- d. Endangerment of collections objects beyond professionally acceptable limits.
- e. Creating a health or safety hazard for Museum faculty, staff, students, visitors, or volunteers.
- f. Other University-related issues as defined in TTU OP 51.11, Vol. 1.

II. The objects in the Museum's collections and their documentation, as well as their image and all additional documentation developed subsequently to their acquisition, are the property or stewardship of the Museum of Texas Tech University. Furthermore, any and all materials or items developed, written, designed, drawn, painted, or digitally produced or reformatted by the staff while executing their responsibilities as employees of the Museum also are considered to be the property of the Museum. These property rights shall continue after the employee ends their employment at the Museum.

III. To insure academic freedom and professional research and scholarly opportunities, Museum faculty and staff have the right to respond to actions that impede or prevent such activities. The process for appeal is defined in TTU OP51.11, Vol. 1 and OP51.40, Vol. 1.

RESEARCH PUBLICATIONS

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

I. Issues relative to museum publications are the responsibility of the Museum Publication Committee. This committee is appointed by the Executive Director. An editor of the museum publications is appointed by the Executive Director and serves as a member of the Museum Publication Committee. Associate Editors may be appointed with approval of the Executive Director.

II. Publications of the museum are based on original research, compilation of a database, or development of software designed for museum use. All publications must be peer reviewed and the reviewers may be either Texas Tech University researchers or researchers not associated with Texas Tech University, and accepted by the Editor of Museum Publications. The Editor of Museum Publications is the final authority on decisions relative to publications.

III. The following are the publications, three of which are serial:

a. *Occasional Papers of the Museum* —This series publishes short communications. Occasional Papers may or may not have a cover page specific for that issue. Published annually, each number stands alone relative to the others. The focus of this series is original research having a museum philosophy foundation.

b. *Museology* —This series publishes original papers on functional and philosophical museum procedures, issues, and related subjects.

c. *Special Publications* —This series publishes longer scholarly works. An issue in this series may or may not have a hard cover.

d. Other publications – This outlet publishes documents relevant to the Museum that are not covered by the serial publications. This publication outlet permits variation from the format that is established for the *Special Publications*. Nonetheless, any issue in this publication outlet must have a strong museum foundation.

IV. Page charges may be assessed.

EXHIBITIONS

An exhibition is the process of presenting one or more objects with accompanying interpretive and educational materials for the purpose of informing, inspiring, and enlightening a defined audience. This kind of presentation is an appropriate use of museum collections and an integral part of the Museum's mission.

I. The Museum's primary responsibility for exhibitions is the use of the collections for disseminating new information. The Museum is obligated to ensure that information in exhibitions is honest, objective, and accurate.

II. The Museum selects exhibits based on merit and scholarship.

III. Exhibitions should adhere to the concepts of public service and education while subscribing to standard practices in the museum field. The Museum does not authorize certain kinds of exhibitions. The following represents the kinds of exhibitions that are considered unacceptable.

- a. Exhibitions that publicize or promote commercial products or services.
- b. Exhibitions that willfully, with malice aforethought, impugn the reputation of any person.
- c. Exhibitions that do not support the notion of human dignity.
- d. Exhibitions that threaten the health and safety of the staff or visitors.
- e. Exhibitions that are intended to promote and/or enhance a particular religious belief, attitude, or dogma.
- f. Exhibitions that intentionally or unintentionally promote an attitude of prejudice against any person or persons.
- g. Exhibitions that perpetuate myths or stereotypes viewed as negative or demeaning to a people, race, gender, religion, or ethnic group.
- h. Exhibitions that compromise the artist's or scholar's rights.

IV. The Museum gives priority to requests for information and photographs of Museum exhibits by the University, City of Lubbock, and those agencies that express the interests of the Lubbock community.

IMAGE USE

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

I. The appropriate Curator is responsible for submitting recommendations to the Director's Advisory Council about whether and how an image of a collection object may be used. The Director's Advisory Council recommends to the Executive Director who has final authority if an image, in any format, may be made public, or whether to give permission for an image to be used or made public by a third party. Such decisions must be made with due concern for appropriateness of use, security of information, quality of reproduction, and any applicable copyright considerations. Images should not be used in any situation that is without value or merit or which compromises the integrity of the Museum.

II. An image use fee may be imposed.

DEFINITIONS

Accessioning

Accessioning is 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.

Acquisition

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

Archival

Archival implies that the practices and products used are suitable for preservation purposes.

Collections Manager

A collections manager is an employee of 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

A collection object is an item, artifact, specimen, sample, or document that has been accessioned into the collection.

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 comparative collection is 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

A curator is 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

Deaccessioning is 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.

Director

A director is an employee of Texas Tech University, with full and permanent status, who is delegated administrative authority for an element of the Museum by the Executive Director.

Disposal

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

Executive Director

The executive director of the Museum is 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 President 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

Loans are temporary assignments of collection objects from the Museum (outgoing loans) or temporary assignments of objects to the Museum (incoming loans) for stated museum purposes such as exhibition, research, or examination for possible donation or purchase.

Mission

Mission is the purpose, expressed in a written statement, that establishes direction and goals with respect to subject matter, time, location, and function(s) of the Museum.

Museum

A museum is a permanent non-profit institution, open to the public on a regular basis, which 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

The Museum of Texas Tech University refers to all structures, facilities, collections, and associated materials using property allocated to the Museum by the State of Texas and Texas Tech University. The Museum is comprised of the main building, Moody Planetarium, Natural Science Research Laboratory, Lubbock Lake Landmark, research acreage in Val Verde County, the Museum Science Program, the Heritage Management Program, and the Center for Advanced Study of Museum Science and Heritage Management.

Personal Collection

Accumulating a collection on a personal basis in an area associated with the employee's museum-related duties.

Research Associate

A research associate is 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 annually by the Executive Director of the Museum. A research associate is associated in a professional manner with the collections or the professional personnel of the Museum.

Registrar

The registrar is an employee of 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, cataloging, loans, packing, shipping, inventory, insurance, and housing pursuant to the care, custody, and control of collections in perpetuity.

Staff Member

A person formally affiliated with the Museum who assists with its functions. Staff members include paid personnel, research associates, visiting curators, adjunct faculty, and volunteers.

Student

A person formally enrolled in an institution of higher education, and because that person uses Museum facilities, collections, exhibits, or programs for academic purposes, is expected to work within the parameters defined by the Code of Ethics of the Museum.

Support and/or Associated Group

A group organized and chartered in cooperation with the Museum, that supports the purpose of the Museum, has members, and provides financial, programmatic, and general assistance to the Museum. The support and/or associated group may or may not have 501(c)(3) status.

Type Collection

A type collection is 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

A visitor is 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

A volunteer is an unpaid member of the staff and subject to the Code of Ethics of the Museum.