

Using the Living Collection for Educational Outreach

Specimens from the Living Collection are used periodically for educational outreaches to schools and other organizations in an effort to raise awareness about Florida wildlife. Outreaches will be conducted in accordance with the following guidelines:

- Specimens will be chosen for use in outreaches at the discretion of the Naturalist.
- Outreaches will neither interrupt feeding and care schedules nor compromise the health of the specimen in any way.
- Only trained staff and volunteers will be authorized to transport the specimens to and from the outreach location.
- Specimens will remain under the close supervision of a trained staff member or volunteer at all times.
- Permits issued by the Florida Fish and Wildlife Conservation Commission will accompany the staff member or volunteer while away from the Museum.

Inventory Procedures

Developing and maintaining an accurate inventory of the Living Collection is the responsibility of the Naturalist and Registrar. Each specimen- or groups of specimens- in the collection is given a unique catalog number and storage location.

The Naturalist and his/her staff will conduct an inventory of the Living Collection on a daily basis as part of the feeding and care schedule. Status, storage location and care records will be updated accordingly as changes occur.

Management of Living Collection Records

Professional management of the Living Collection relies heavily upon the development and maintenance of records. The Naturalist Manager and Registrar are responsible for obtaining, creating and maintaining up-to-date records consisting of, but not limited to, the following: documents recording the legal status of specimens (bill of sale, deed of gift, etc.); local, state and federal permits; detailed care and veterinary records; documents regarding deaccession; and any other records of a living specimen's use and movement within the building.

Living Collection paper records will be stored in a registration cabinet. Digital collection records will be stored in the Collection database. Digital records will be backed up nightly and stored on the Museum's server.

Permit Requirements

The Museum strictly adheres to all permit requirements set forth by the United States Federal Government and the State of Florida for wildlife possession, exhibition and transport. It is the responsibility of the Naturalist Manager to obtain, manage and maintain proper permitting for specimens in the Living Collection. Past and current permits will be stored in the Naturalist Manager's office on the first floor. A digital copy of all permits will be stored on the Museum's servers.

Migratory Bird Treaty Act

The Museum has received a MBTA exemption letter from the Federal government. The letter is stored in the Naturalist Manager's office on the first floor. A digital copy of the letter is stored on the Museum's server. The Museum must still receive permission for possession of migratory birds from the state of Florida under the Protected/Listed Species permit (formerly called Wildlife Possession/Institutional Permit).

Protected/Listed Species Permits

The Museum is required to have an up-to-date permit for migratory birds, endangered species, threatened species and species of concern.

Class I & II Wildlife Permit

The Museum is required to have an up-to date permit for the exhibition of Class II wildlife.

Class III Wildlife Permit

The Museum is required to have an up-to-date permit for the exhibition of Class III Wildlife including amphibians, birds and Class III reptiles.

USDA Animal Exhibitor License

The Museum is required to have an up-to-date license for the exhibition of mammals.

Living Collection Care

Immediate care of the specimens in the Living Collection is the responsibility of the Naturalist Manager and other trained staff. The Procedure Manual is updated by the staff as needed in accordance with best practices.

Living Collection Access

Only the Curator, Naturalist Manager and trained staff and volunteers are authorized to feed, care for and move specimens in the Living Collection. However, untrained staff and public visitors will be allowed to handle and touch specimens under the close supervision of a trained staff member or volunteer at the Naturalist Manager's discretion.