

COLLECTIONS MANAGEMENT POLICY

Museum of Science & History of Jacksonville, Inc. (MOSH)

1025 Museum Circle

Jacksonville, Florida 32207

Last Revised 1/31/2014

TABLE OF CONTENTS

STATEMENT OF PURPOSE	5
MISSION OF THE MUSEUM OF SCIENCE & HISTORY	5
RESPONSIBILITY AND AUTHORITY FOR MOSH COLLECTIONS	6
Code of Ethics	6
Appraisals	7
Special Events	7
Collections Volunteer and Intern Policy	7
RISK MANAGEMENT	8
Emergency Preparedness	8
Security	8
Access	8
Visual Monitoring	8
Internal Control	8
Insurance	8
HISTORY OF THE MUSEUM AND COLLECTIONS	9
SCOPE OF MOSH COLLECTIONS	10
LIVING COLLECTION MANAGEMENT	11
Description of the Living Collection	11
Acquisition Policy	11
Acquisition through Reproduction Policy	12
Deaccession Policy	12
Loan Policy	13
Using the Living Collection for Educational Outreach	13
Inventory Procedures	13
Management of Living Collection Records	14
Permit Requirements	14
Living Collection Care	15
Living Collection Access	15
HISTORY AND NATURAL SCIENCE COLLECTIONS MANAGEMENT	16
Description of the History Collection	16

Description of the Natural Science Collection	16
Acquisition Policy.....	16
Deaccession Policy	17
NAGPRA Policy	18
Loan Policy	18
Temporary Custody.....	20
Inventory Procedures.....	20
Internal Loan Policy.....	21
Found in Collection Object Policy	21
Management of History and Natural Science Collection Records	22
Permit Requirements	22
History and Natural Science Collection Care and Conservation	22
Collection Storage Room Access.....	24
Photography Policy	24
Sampling and Destructive Testing Policy.....	25
TEACHING COLLECTION MANAGEMENT	25
Description of the Teaching Collection.....	25
Management of the Teaching Collection	25
MOSH ARCHIVE COLLECTION MANAGEMENT	25
Description of the MOSH Archive Collection.....	25
Management of the MOSH Archive Collection.....	25
LIBRARY COLLECTION MANAGEMENT.....	26
Description of the Library Collection	26
Management of the Library Collection.....	26
APPENDICES.....	26
A. Deed of Gift	Error! Bookmark not defined.
B. Record of Accession	Error! Bookmark not defined.
C. Deaccession Record.....	Error! Bookmark not defined.
D. Incoming Loan Agreement.....	Error! Bookmark not defined.
E. Outgoing Loan Agreement.....	Error! Bookmark not defined.
F. Standard Facility Report	Error! Bookmark not defined.
G. Collections Access Application	Error! Bookmark not defined.

H. Publication Agreement.....	Error! Bookmark not defined.
I. Florida Statute 265.565.....	Error! Bookmark not defined.
J. MOSH Code of Ethics.....	Error! Bookmark not defined.
K. Temporary Custody Receipt	Error! Bookmark not defined.
L. Internal Loan Form.....	Error! Bookmark not defined.
M. Report of Injury or Death.....	Error! Bookmark not defined.
N. Damage, Recovery, and Salvage Report	Error! Bookmark not defined.
O. Condition Report	Error! Bookmark not defined.
P. Outgoing Loan Condition Report.....	Error! Bookmark not defined.

STATEMENT OF PURPOSE

The purpose of this policy is to identify how the collections of the Museum of Science & History (MOSH) will be managed. The policy is intended to serve as a guide to the development, management and care of the collections to achieve the overall mission of the Museum. This policy will identify the duties and responsibilities of the Curatorial staff, the Museum staff in general, and the Museum's governing body. Review of the Collection Management Policy is necessary to maintain its validity and usefulness as a guide for the Museum staff and Board of Trustees. The Curator will identify when a formal Collection Management Policy review and revision is warranted - usually every three to five years. Working with the appropriate staff, trustees, and outside experts as needed, the Curator will submit proposed revisions to the Executive Director for presentation to the Board of Trustees for final approval.

MISSION OF THE MUSEUM OF SCIENCE & HISTORY

The mission of the Museum of Science & History, adopted by the Board of Trustees in December 2010 is:

The Museum of Science & History of Jacksonville (MOSH) inspires the joy of lifelong learning by bringing to life the sciences and regional history.

The mission of MOSH compels the institution's service to both the City of Jacksonville and Northeast Florida as a center for the collection and interpretation of science and regional history. In this role, the Museum has two essential responsibilities: to collect and exhibit the highest quality objects and specimens, and to preserve those objects and specimens for future generations. Accredited by the American Alliance of Museums in 1983 and subsequently in 1997 and 2011, MOSH adheres to collections best practices to achieve the highest level of care and management of the objects and specimens in its collections.

RESPONSIBILITY AND AUTHORITY FOR MOSH COLLECTIONS

As the ultimate legal entity and governing body for the Museum of Science & History, protecting the public trust as well as the Museum's interests, the Board of Trustees is responsible for the Museum's mission, policies, assets and operations. Members of the Board of Trustees are bound to the Museum by duties of loyalty and care. They must ensure the highest professional standards in the management, maintenance and conservation of the collections entrusted to their care, especially through physical protection, record keeping and financial resources.

Within the Board of Trustees, the Organizational Advancement Committee is specifically charged with overseeing the alignment of the Museum's mission and its exhibits and programming and overseeing collections management policy and recommending significant accessions and deaccessions. The committee also works with Museum staff to ensure implementation and evaluation of the Museum's institutional planning.

The Board of Trustees charges the Executive Director with the administration of the collection management policies in the Museum's day-to-day operations. The Executive Director delegates the execution of collections management duties to the Curator. The Curator works in concert with other professional staff and contract conservators to fulfill the Museum's primary responsibility to maintain the objects and specimens entrusted to its care. The Collection Management Policy sets forth the manner in which the Curator exercises prudent and effective stewardship of the Museum's collections.

The successful execution of such duties may be achieved only through a broad-based understanding and implementation of preservation and risk management measures particular to museum industry standards and the creative interpretation and application of those standards in particular settings. Thus, it is presumed that the realization of mission goals – especially those in the arena of collections care and management – occurs through the combined efforts of board committees, staff departments and individual staff members.

Code of Ethics

The Museum's Code of Ethics (Appendix J) was adopted in 1983, revised in 1994, 2006, and 2010. The original document and the revised code have borrowed heavily from the codes of ethics of both the American Alliance of Museums and the American Association for State and Local History. The Museum subscribes to the codes of both organizations.

Appraisals

To avoid any conflicts of interest, or the appearance there of, MOSH employees and board members may at no time provide appraisals acting as either a representative of MOSH or independently, with or without compensation.

Special Events

Special events taking place at the Museum will not imperil or damage the Collections in any way. For specific details refer to the Facilities Use Contract maintained by the Retail and Special Events Manager.

Collections Volunteer and Intern Policy

All Curatorial volunteers and interns are expected to abide by the Museum's background check policy and Volunteer manual. The following additional restrictions will apply; this list is not to be considered exhaustive. Volunteers and interns under 18 years old may not use ladders above 6 feet. Volunteers and interns will not be allowed to perform any testing on collections unless authorized by the Curator or Collections Manager.

Living Collection Volunteers and Interns

Interns must be at least 16 years old to work with the Living Collection. Volunteers must be at least 18 years old. All interns and volunteers must receive additional training on handling and care of the specimens in the Living Collection. This training will be scheduled with the Naturalist Center Manager. All Living Collection volunteers and interns will abide by the procedures laid out in the Living Collection Procedure Manual which is kept in the Florida Naturalist Center.

Volunteers and Interns working with other collections

Volunteers and Interns must be at least 18 years old to work with the Museum's non-living Collections. Additional training on object handling and use of Past Perfect Museum Software must be completed by all volunteers and interns. Typically, this training will be scheduled with the Collections Manager. After 500 hours of service, volunteers will become eligible to receive an access fob for the History Collection door; this will be at the discretion of the Curator.

RISK MANAGEMENT

The Museum understands that prudent management of the collections requires the identification and mitigation of certain risks.

Emergency Preparedness

Certain risks, though rare in occurrence, can cause catastrophic damage to the collections. The Museum has established the MOSH Safety and Emergency Action Plan to address these issues.

Security

Beyond planning for emergencies, security is one of the most important factors in preventing loss or damage of the collections. Security systems are comprised of both human and equipment components. There are three main factors that affect and determine museum security: access control, visual monitoring and internal control.

Access

On a building wide scale, control is achieved through limiting the times and areas the public can access. Access to collections is further controlled in various ways depending on the location of the object.

Visual Monitoring

Monitoring of collections includes inspections for loss or damage as well as monitoring for potential hazards to the collection such as water leaks.

Internal Control

Internal controls such as inventory and object tracking are described in the individual collections management sections.

Insurance

While prevention is the preferred way to deal with risk to the collection, insurance provides a way to recover from loss or damage to the collections. The Museum currently self-insures its collections. MOSH's fine arts policy covers all incoming loan objects housed in the museum up to XXXXXX. Collections objects on loan to other institutions are not covered. Therefore, MOSH requires borrowing institutions to provide insurance for loaned objects. MOSH has a separate general liability policy that covers traveling exhibits.

HISTORY OF THE MUSEUM AND COLLECTIONS

The Museum of Science & History's collections initially began in 1941 with the chartering of the Jacksonville Children's Museum. The museum began its collections with the motto "Curiosity is the Beginning of Wisdom," an enthusiasm for the sciences, and a global focus on historical objects, with a secondary interest in ethnographic material for cultural comparisons. Over the course of the Museum's history, the focus of the collections has changed as the Museum has refined its purpose and name.

In 1977, the Museum became the Jacksonville Museum of Arts and Sciences in order to address a wider audience within the community. At this time, objects were accepted into the collections for the purpose of expanding existing categories only. Private donations remained the bulk of acquisitions with some active purchasing in the areas of Americana and local history. In 1986, the Museum updated its statement of purpose to focus the collections growth more heavily on general Americana, local pre-Columbian and historical artifacts, contemporary Florida Native American artifacts, local regional natural science specimens and live animals. At this point, active collecting in other areas was curtailed. In 1988, the Museum's name changed to Museum of Science & History (MOSH). This change reflected a need in the community for local history and left interpretation of the arts to two local art museums as more logical bodies to fill that need in the community. In 1989, a new collections policy was approved by the board in order to bring the collection more in line with MOSH's statement of purpose as a regional museum. At this time, the majority of the Eskimo and African Collections were deaccessioned and transferred to institutions that could better utilize them.

The Museum's current policy reflects a similar push to focus collecting on local history and natural sciences and remove from its collections those more global items that do not serve a comparative study purpose.

SCOPE OF MOSH COLLECTIONS

The Museum currently holds six distinct collections within the institution. These are the Living Collection, History Collection, Natural Science Collection, MOSH Archive Collection, Teaching Collection, and Library Collection.

The Living Collection consists of live specimens that have been acquired by the Museum for study and exhibition purposes in fulfillment of the Museum's mission statement. The highest degree of care and documentation is given to the specimens and the highest degree of accountability is attached to this collection. Only those specimens deemed suitable for acquisition into the Museum's Living Collection are accessioned.

The History Collection consists of objects that have been acquired by the Museum for preservation, study and exhibition purposes in fulfillment of the Museum's mission statement. The highest degree of care and documentation is given to the objects and the highest degree of accountability is attached to this collection. Only those objects deemed suitable for acquisition into the Museum's History Collection are accessioned.

The Natural Science Collection consists of non-living specimens that have been acquired by the Museum for preservation, study and exhibition purposes in fulfillment of the Museum's mission statement. The highest degree of care and documentation is given to the objects and the highest degree of accountability is attached to this collection. Only those objects deemed suitable for acquisition into the Museum's History Collection are accessioned.

The MOSH Archive Collection consists of materials, transferred to the Curatorial department from other departments within the Museum that document the Museum's activities since its opening. A high degree of care and documentation is given to the objects. Only those items deemed suitable are accessioned into the collection.

The Teaching Collection consists of materials that have been acquired for use in the Museum's hands-on educational programming and require limited curation and no documentation. Materials are not accessioned and may be added to or removed from the Teaching Collection at the discretion of the Education Department.

The Library Collection consists of reference materials that have been acquired by the Museum for reference and research purposes. These materials are not accessioned. No documentation and limited curation are required. Materials may be added to and removed from the Library Collection at the discretion of the Curator.

LIVING COLLECTION MANAGEMENT

Description of the Living Collection

The Living Collection has intrinsic value to the study and interpretation of science, which supports MOSH's mission and is held and curated on a permanent basis. The Living Collection consists of more than 350 live zoological specimens which are cared for and exhibited on a permanent basis. The Living Collection is made up primarily of specimens that are indigenous to Northeast Florida. Also, the collection includes several invasive and non-native species for comparative purposes. The collection includes mammals, birds, reptiles, amphibians, fish and invertebrates. The Museum works closely with local wildlife enforcement, zoos and rehabilitation centers.

Acquisition Policy

The Museum seeks acquisitions to strengthen and broaden its existing Living Collection through gift, purchase, exchange, field find and catch and release. All living specimens accepted into the Living Collection become the Museum's exclusive property. Living specimens are accepted into the collection using the following criteria:

- Ownership of the specimen will not conflict with any applicable local, state or federal laws.
- There should be a clear relationship between the specimen and the overall mission of the Museum.
- The specimen will not be an unnecessary duplicate of specimens already in the collection.
- The specimen will be of such size and condition that the Museum can provide it with proper care without undue expense or drain of the Museum's resources.

The Curator will accession specimens into the Living Collection in accordance with the following procedures:

- Approval from the Executive Director will be sought for specimens that require a large or unusual expense for care.
- A Record of Accession (Appendix B) will be created.
- A Deed of Gift form (Appendix A) will accompany the accession record for any specimens acquired through gift or exchange.
- A Bill of Sale will accompany the accession record for specimens acquired through purchase.
- All Living Collection accession records will be stored in the registration cabinet located in the History Collection storage room on the third floor of the Museum and filed in order of accession number.
- A digital record will be created in the Collection database.

Acquisition through Reproduction Policy

Due to the nature of this collection, occasionally reproduction will occur. As it is outside of the Museum's mission, breeding within the Living Collection will be prevented whenever possible. When applicable, a program of spaying or neutering will be followed for mammals. When feasible, reptiles, amphibians, and birds will be housed separately by sex during breeding season. If eggs are laid, the Florida Naturalist Center staff will remove them as quickly as possible.

If, despite the efforts of the Naturalist Center staff, babies are produced, the Naturalist Center Manager will make a recommendation to the Curator to either accession the animal or transfer it to a qualified institution or individual. Only those with appropriate permitting will be considered when transferring specimens.

Deaccession Policy

In the event of the death of a living specimen, the Curator must adhere to the following procedures:

- A Living Collection Report of Injury or Death Form (Appendix M) will be created by the Naturalist Center Manager and signed by the Naturalist Center Manager, the Curator and the Executive Director. The record will be filed with the corresponding accession record in the registration cabinet.
- The specimen will be permanently disposed of in one of the following ways. Specimens that are euthanized at the veterinarian's office will be disposed of through their office. If a specimen expires at the Museum, it will be securely bagged and marked for disposal. Specimens for disposal will be stored in the non-living collection room freezer. Once a year the deceased specimens will be collected and destroyed by a professional hazardous materials contractor.
- The digital accession record in the Collection database will be updated with deaccession information.

In the event of a lost or stolen living specimen, a Deaccession Record (Appendix C) will be completed. The record will be filed with the corresponding accession record in the registration cabinet and the digital accession record will be updated. In addition, a Damage, Recovery and Salvage Report (Appendix N) will be created by the Naturalist Center Manager. The record will be filed with the corresponding accession record. A copy of the report will be filed with the Director of Finance and Administration.

In rare cases, a living specimen that has not been lost or has not expired may be deaccessioned from the Living collection. This action may only be carried out if the specimen falls outside of the Museum's mission, care of the specimen has created an

undue drain on the Museum's resources, or the needs of the specimen can no longer be met. In this case a Deaccession Record (Appendix C) will be completed and signed by the Curator and Executive Director. The record will be filed with the corresponding accession record in the registration cabinet and the digital accession record will be updated. The specimen may be transferred to an organization or individual possessing the appropriate permits at the discretion of the Curator.

Loan Policy

Incoming Loans

Only one incoming loan is currently authorized for the Living Collection. The loan is documented by the Curator with an Incoming Loan Agreement (Appendix D).

Outgoing Loans

Specimens from the Living Collection will not be loaned under any circumstances.

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.

HISTORY AND NATURAL SCIENCE COLLECTIONS MANAGEMENT

Description of the History Collection

The History Collection has intrinsic value to the study and interpretation of regional history in support of MOSH's mission. The collection is held and curated on a permanent basis and consists of approximately 21,000 objects. The collection contains authentic exhibit quality objects that relate to, and can be used to interpret, the peoples, cultures, and important events of Northeast Florida, dating from pre-history to the present. Also contained in the History Collection are objects of a more global focus. Some of these non-regional items are held for comparative purposes, others may be eligible for deaccession.

While the majority of the Museum's History Collection was built through small individual donations, the archaeology and anthropology sub collections were expanded greatly with several large donations. In 1966, the Museum acquired the Whitman P. Garrett Collection of Pre-Columbian artifacts. In 1968, the Museum was gifted a collection of South American artifacts by Mr. T. S. Baker. In 1976, the Museum purchased the collection of local amateur archaeologist Bunnie Hall. In 1988, the Museum received a donation from the Northeast Florida Anthropological Society of their Dent Mound holdings. The final large addition to the Museum's archaeology holdings was the donation in 1994 of the Thomas H. Gouchnour (Mayport Mound) Collection. These additions have helped to greatly enhance the collection while furthering the Museum's mission to bring local history to life.

Description of the Natural Science Collection

The Natural Science Collection has intrinsic value to the study and interpretation of science, which supports MOSH's mission. The collection consists of over 10,300 non-living zoological, botanical, paleontological and geological specimens indigenous to Northeast Florida. The specimens are of exhibit quality and typically prepared according to standard museum preservation practices. The Collection may also include non-regional specimens of exhibit quality for the purpose of comparative study and display.

Acquisition Policy

The Museum seeks acquisitions to strengthen and broaden its existing Collections through gift, bequest, purchase, exchange or any other transaction by which title to an object passes to the Museum. All objects accepted into the History and Natural Science

Collections become the Museum's exclusive property and may be displayed, loaned, retained, or disposed of in the best interests of the Museum and the public it serves.

Objects are accepted into the permanent collection in accordance with the following criteria:

- There will be a clear relationship between the object and the overall mission of the Museum.
- The object will not be an unnecessary duplicate of objects already in the Collection.
- The object will be of such size and condition that the Museum can provide it with proper care and handling without undue expense or drain of the Museum's resources while on display or in storage.
- The objects will only be accepted on an unrestricted basis in terms of ownership or with an explanation of the status of any potential use restrictions (such as copyrights, patents and trademarks).
- The Museum will not accept Native American human remains or grave goods subject to repatriation.
- There will be no question as to the origin or legal status of the object.

The Curator will accession objects that meet the above criteria and guidelines into the collection in accordance with the following procedures:

- Approval from the Executive Director will be sought for accessions that require a large or unusual expense for care and storage.
- A Record of Accession (Appendix B) will be created.
- A Deed of Gift record (Appendix A) will accompany the accession record for any object acquired through gift, bequest, or exchange.
- A Bill of Sale will accompany the Record of Accession for objects or specimens acquired through purchase.
- All Collection accession records will be stored in the registration cabinet located in the History Collection storage room and filed in order of accession number.
- A digital record will be created in the Collection database.

Deaccession Policy

The decision to deaccession an object in the Museum's History Collection will be made with great care, taking into consideration the interests of the Museum and the public it serves. The process of deaccessioning is designed to keep the Museum's identity clear, focused, and consistent with its mission. To prevent legal and ethical issues no object that has been in the collections less than three years is eligible for deaccession.

An object must meet one or more of the following criteria before being considered for deaccession:

- The object has no clear relationship with the overall mission of the Museum.
- The object is an unnecessary duplicate of objects already in the Collection.

- The object is of such size or condition that the Museum cannot provide it with proper care or storage.
- The opportunity exists to acquire a more relevant object of a similar nature through gift, exchange or purchase.
- The object has been stolen.

The Curator is responsible for determining when deaccession is necessary and will adhere to the following procedures:

- The Curator, through the Director, will recommend to the Board of Trustees the removal of an object from the Collection and the preferred method of disposition (transfer to teaching collection, scholarly exchange, donation, sale, or permanent destruction). All methods of disposition will comply with applicable laws and permits for the objects. Methods of disposal that do not meet the Museum's ethical standards, such as transfer of items to employees or board members, yard sales, etc., will not be considered.
- A Deaccession and Disposal Record (Appendix C) will be filed with the corresponding accession record in the registration cabinet.
- Digital collection records will be updated in the Collection database.
- Funds realized from the sale of deaccessioned objects will be used for one purpose only: to acquire other objects for the Collection.

NAGPRA Policy

It is MOSH's policy to comply with the Native American Graves Protection and Repatriation Act (NAGPRA) of 1990 and subsequent amendments. Collection objects subject to repatriation under NAGPRA include: Native American human remains, associated and unassociated funerary objects, sacred objects, and objects of cultural patrimony. Museum staff will not intentionally collect Native American human remains or objects specified under the Act, unless written permission has been granted by the appropriate Native American tribe or corporation.

MOSH's current collection of Native American objects is in full compliance with all provisions of NAGPRA. Inventories and summaries of the collection were submitted to, and processed by, the National Park Service per NAGRPA regulations in 1994 and 2009. Copies of these inventories are stored in the Curatorial office and as digital records on the Museum's server.

Loan Policy

MOSH participates in a loan program to provide public access to objects that are not in the Museum's History Collection and to extend the availability of the Museum's Collections to others. These loans will be consistent with long-term conservation of the objects and the needs of the Museum's exhibition and educational program schedule.

Incoming Loans

In order to enhance or improve the exhibition of the Collections, the Museum will borrow, from other institutions and individuals, objects to be displayed in its exhibits. The object must add depth to an area or improve the quality of the exhibition of the Collections. Long-term loan requests are considered on an individual basis. Long-term loans are defined as those with a term of longer than one year. Typically, long term loans will only be granted to government entities and other accredited museums. Long-term loans from businesses and individuals will be considered, but a yearly review of loan terms will be required. In the event that the object is subsequently gifted or acquired by the Museum, the procedures for acquisition will be applicable.

The entire loan will be documented with an Incoming Loan Agreement (Appendix D) and for each item in the loan a Condition Report (Appendix O) will be issued by the Registrar. All incoming loans are handled and installed with the same manner as the Museum's permanent collection and the utmost care is taken to comply with all the lender's requirements. When the loan has expired, the Curator will contact the lender to arrange a timely return or negotiate extension of the loan.

The Curator will approve all loans made to MOSH. If a large or unusual expense is necessary for the transport or care of the loan, approval from the Executive Director will be sought.

Incoming loans that remain unclaimed five years after the termination date of the loan agreement will be processed according to the regulations set forth in *Florida Statute 265.565 Property Loaned to Museums; Obligations to Lenders; Notice; Loan Termination; Acquisition of Title; Liens; Conservation or Disposal* (Appendix I).

Outgoing Loans

The Curator will review all requests for outgoing loans. Only exhibitions of scholarly merit with an underlying importance of public education will be considered. The exhibition must be in accordance with the Museum's educational, research and exhibitions needs as described in its mission statement. Individuals, including Museum staff and Board members, are not eligible to receive loans.

A Standard Facility Report (Appendix F) will be submitted to the Curator at the time of request; this document is an essential part of the application process and will be reviewed carefully to ensure the borrower follows best practices. The borrower must adhere to all parameters set forth in this History Collection Management Policy, including but not limited to those associated with handling, display and security.

Loan requests will be reviewed with the following considerations: the physical condition and nature of the object to be borrowed, applicable permitting, its ability to travel, appropriate insurance coverage, and the borrower's ability to care for the object while it is in their possession.

If all the above criteria are met, the loan will be approved by the Curator and documented with an Outgoing Loan Agreement Form (Appendix E).

If the object(s) is on loan for a period longer than a year, the borrower will be required to report on the use of the object(s) and complete a condition report for each item.

Temporary Custody

Occasionally objects brought into the museum will not fall under the categories of loan or gifted object. When this is the case, a Temporary Custody Receipt (Appendix K) will be filled out and a digital record will be created. Objects that fall into this category include but are not limited to: objects brought in for display during a special event, objects left at the museum for identification, objects left at the museum for potential use in exhibits that have not yet been formally loaned to the museum. All activities that require a Temporary Custody Receipt must be completed within two weeks or an Incoming Loan form must be completed. Prior approval must be given by the Curator before any objects in this category may be brought into the Museum. All items will receive a TR (Temporary Receipt) number. The TR numbering system will follow the same model of numbering system used elsewhere in the collection (i.e. TR2013.02.01). Once the object(s) have been returned or processed for a loan, the Temporary Custody Receipt will be permanently retained with the other records stored in the History Collection storage room.

Inventory Procedures

Developing and maintaining an accurate inventory of the History and Natural Science Collections is the responsibility of the Registrar. Each object in the collection is given a unique catalog number and storage location.

Only the Curator has the authority to move History Collection objects on exhibit. The Curator may be assisted by staff members and volunteers that have appropriate training in museum standards for handling. Storage locations for each object are maintained in the Collections database. The database will be updated as objects are moved, so that the most up-to-date information is available at all times. In addition, the Registrar will conduct a wall-to-wall inventory of the History Collection every third year.

Internal Loan Policy

Occasionally the Museum's education programming will benefit from the use of accessioned collection materials. In such cases, Museum Educators wishing to use specimens and objects from the collections will submit an Internal Loan form (Appendix L) to the Curator before materials may be removed from the storage room. The Curator will review all requests to sign out specimens and objects, keeping in mind the physical condition and nature of the object to be borrowed, applicable permitting, its ability to travel and the type of use the educator intends. Items will only be loaned out to museum educators that have been trained in Museum handling procedures.

Found in Collection Object Policy

When unnumbered objects are discovered in the collection a search of the catalogs will be performed in an attempt to reconcile the item with its original accession number. If no matching catalog number can be discovered in this initial search, the object will be issued a Found in Collection (FIC) accession number that denotes the year in which this initial search was made (i.e. 2013.FIC.01). Objects with a FIC number may be used in exhibitions, but not removed from the Museum or loaned to other institutions.

All Found in Collection objects are considered by the Museum to be previously accessioned objects that have lost their identifying marks. As such, the museum considers all undocumented objects to be property of the museum from the time they are found.

Once the object has been assigned an accession number and object ID, a digital catalog record will be created with as much identifying information as possible including a photograph of the object and unique identifying features. A complete record will allow further attempts to be made to locate the original accession record. If the original accession record is discovered the object will be permanently marked with its original catalog number and the FIC number will be recorded in the old number section of the objects catalog record and then retired.

As the Museum considers Found in Collection objects to be property of the Museum, if the decision is made to deaccession a FIC object, the Curator and Board members will follow the established collections deaccession process with the following modifications. However, Found in Collection items must be held in the collections for five years before they are eligible for deaccessioning. Donation to another institution will be the preferred method of disposition if the object is in good condition. Donation or sale of the object will be accompanied by a notice of flawed title.

Management of History and Natural Science Collection Records

Professional management of the Collections relies heavily upon the development and maintenance of records. The Registrar is responsible for obtaining, creating and maintaining up-to-date records consisting of, but not limited to, the following: documents recording the legal status of objects (bill of sale, deed of gift, etc.); descriptive and historical context data; condition reports and conservation history; correspondence regarding acquisition; documents regarding deaccession; exhibition and publication histories; photographic documentation (when available); and any other records of an object's use and movement within the building or while on loan.

History and Natural Science 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. It is the responsibility of the Registrar to obtain, manage and maintain proper permitting for specimens in the Natural Science Collection. Past and current permits will be stored in the History Collection storage room and a digital copy will be stored on the Museums' servers.

History and Natural Science Collection Care and Conservation

Care of the Collections is a continuing responsibility accepted by MOSH on behalf of the general public. Therefore, the Museum will carry out the legal, ethical and professional responsibilities required to provide necessary care for all collections objects acquired or borrowed.

Environmental Controls

For the History and Natural Science Collections, a relative humidity of 45% +/- 5% is considered safe. The optimum temperature range is 68° – 72°F with 2° - 3°F fluctuations within 24 hours. Changes in both temperature and RH may occur gradually as the seasons change.

To control the damaging effects of light, LED lighting will be used in areas where Collections objects are stored and exhibited.

Pests, such as insects and rodents, feed on the organic constituents of objects and their storage materials. Pest activity is monitored by visual inspection. The Registrar is responsible for monitoring pest activity in collection storage areas. The Facility Manager, Director of Exhibits, maintenance staff, visitor services staff and curatorial staff all work together in monitoring pest activity in exhibits. The Director of Exhibits manages the building pest control program, and in conjunction works with the Curator to manage collection storage and exhibit spaces. The Exhibits Director is responsible for necessary building improvements.

Exhibition Guidelines

To ensure the preservation of collections objects, the following guidelines will be implemented for objects on display:

Lighting

- Highly light-sensitive materials, such as textiles, photographs, documents, and organic materials will be rotated on and off exhibit to avoid prolonged exposure.
- Whenever possible, reproductions of photographs and documents made from digital scans will be used rather than originals.
- All electric lights in exhibition areas will be turned off every night at closing.
- All electric lights in exhibition areas will be LED lamps or will be fitted with UV filters.
- All windows in exhibition areas are fitted with UV filtering glass.

Housekeeping

- Exterior of display cases will be cleaned regularly to remove dust.
- Interior of display cases will be dusted and vacuumed by trained curatorial staff as needed.

Display

- Collections objects will be exhibited using mounting equipment appropriate to each individual object to create a stable and secure display.
- All mounting materials and exhibition labels will be made of acid-free materials.

Security

- All display cases will be secured with locks or museum screws and accessible only by curatorial staff.
- Curatorial staff will close areas to the public when working in an open display case.

Preventative Care and Conservation

The History Collection is made of objects of varying materials that all require specific methods of care and conservation. The Curator will use professional care and

conservation methods as described in the *National Park Service Museum Handbook, Part I Museum Collections Appendices*, located in the Curatorial office.

Collection Storage Room Access

Staff Access

Only the Curator, Registrar, trained curatorial volunteers, Technical Services Manager, Director of Exhibits, and Executive Director are authorized to access the secured Collection storage areas. Other staff members, volunteers or contractors needing access to the Collection storage areas will be accompanied at all times by an authorized staff member.

Public Access

Public access to the Collections Storage rooms is restricted to two types of use, special-audience tours and researchers. Tours are designed to enhance awareness of the Museum's collections holdings and preservation needs. All tours will be conducted by a member of the Curatorial Department. The Collections are accessible for research to serious students and scholars contingent upon staff availability and consistent with accepted security and preservation practices. Procedures for researcher access to the Collections are as follows:

- Individuals seeking access to the collections and records will seek approval from the Curator by completing a Collections Access Application form (Appendix G).
- Access will be coordinated with the Curator and will be given or denied by that Curator.
- Individuals will be accompanied by a curatorial staff member at all times while in the collection.
- Individuals granted access will be instructed by curatorial staff in proper handling procedures.
- Access will only be granted during normal business hours, Monday through Friday.
- Objects on exhibit will not be available for study or research, unless permission is otherwise granted by Curator.

Photography Policy

Researchers may take photographs of objects in the History Collection for personal use. Researchers wishing to take photographs of objects for publication purposes must complete a Publication Agreement form (Appendix H) and be granted approval from the Curator.

Sampling and Destructive Testing Policy

Sampling and destructive testing is the permanent alteration, removal, and/or destruction of part or all of an object in the course of scientific research. Requests by researchers for sampling or testing will be taken into consideration on a case-by-case basis and must be approved in writing by the Curator, Executive Director and Board of Trustees.

TEACHING COLLECTION MANAGEMENT

Description of the Teaching Collection

The Teaching Collection serves as an integral supplement to demonstrations, programs, classes, and outreach pertaining to the Museum's mission. The collection is made up of easily replaceable objects capable of being handled.

Management of the Teaching Collection

The Teaching Collection is non-permanent and requires limited curation. All objects are marked with an object identification number beginning with TC to distinguish them from accessioned museum objects. Objects may be added to and removed from the collection at the discretion of the Education department. Teaching Collection objects are stored throughout the Museum in areas used for public education, but may not be stored in any Collections areas.

Acquisition

Objects may be acquired for the Teaching Collection in the following manner; transfer from the History or Natural Science Collections, gift, and purchase. A file containing the records of all non-accessioned acquisitions will be kept for each year.

MOSH ARCHIVE COLLECTION MANAGEMENT

Description of the MOSH Archive Collection

The MOSH Archive Collection consists of materials, transferred to the Curatorial department from other departments within the museum, that document the museum's activities since its opening.

Management of the MOSH Archive Collection

The MOSH Archive Collection is curated in the same manner as the History and Natural Science Collections. The materials will be inventoried during the collections inventory every third year.

Acquisition, Accession, and Deaccessioning

Materials in this collection are acquired by transfer from other Museum departments. Only those items deemed relevant to the history of the Museum will be accessioned. Materials in this collection will not be deaccessioned unless they are in such a condition that they are no longer useful.

LIBRARY COLLECTION MANAGEMENT

Description of the Library Collection

The Library Collection consists of reference materials that have been acquired by the Museum for reference and research purposes. The collection is made up of books, journals, and articles that pertain to the care and understanding of the collections.

Management of the Library Collection

The Library Collection is not accessioned and requires limited curation. All objects are marked with an object identification number using the Library of Congress Classification system. Objects may be added to and removed from the collection at the discretion of the Curator. Library Collection objects are stored in the Curatorial office, the Natural Science Collection room, and the Florida Naturalist Center depending on the subject matter of the item.

Acquisition

Objects may be acquired for the Library Collection through gift or purchase. If the item is a gift, the Deed of Gift will be stored in registration cabinet in the History Collection storage room. A file containing the records of all non-accessioned acquisitions will be kept for each year.

APPENDICES

- A. Deed of Gift
- B. Record of Accession

- C. Deaccession and Disposal Record
- D. Incoming Loan Agreement
- E. Outgoing Loan Agreement
- F. Standard Facility Report
- G. Collections Access Application
- H. Publication Agreement
- I. Florida Statute 265.565
- J. MOSH Code of Ethics
- K. Temporary Custody Receipt
- L. Internal Loan Form
- M. Report of Injury or Death
- N. Damage, Recovery, and Salvage
- O. Condition Report
- P. Outgoing Loan Condition Report