

**University of Alaska Museum of the North
EARTH SCIENCE DEPARTMENT
VISITATION AND SPECIMEN USE POLICY**



The University of Alaska Museum (UAM) Earth Science Collections are available for legitimate scientific and education use, as determined by the Curator. Typically, a person interested in accessing the UAM Earth Science Collections will provide a written statement to the Curator detailing their intentions for a collections visit, including, but not limited to: a research objective(s), methods, institutional affiliations, commercial intent, and/or other requested information. The Curator may deny a request to visit the Earth Science Collections at their discretion.

I. CARE, PRESERVATION, AND DESTRUCTIVE ANALYSIS

Specimens examined by the visitor shall be given proper care to protect against loss, damage, or deterioration. The user agrees to comply with any special requirements for handling specimens required representatives of the Earth Science Department. A visitor will examine specimens made available by the UAM Earth Science Department prior to use. Any special concerns regarding the material shall be documented in a condition report if necessary. The user will review such documentation before examining the specimens and any changes noted. Any unintended damage or loss that occurs while the material is being examined will be reported to Earth Science staff immediately.

The user will not remove tags, repair, clean, alter, or restore objects without express approval from the UAM Earth Science Department.

Objects must not be removed from the building during the examination period without filling out a Loan Form. The user will not perform destructive analysis on any object without prior express written approval from the Curator of the Earth Science Department. Special conditions regarding destructive or consumptive use of specimens will be detailed with the user/borrower on a case-by-case basis.

II. REPRODUCTION / DOCUMENTATION / CREDIT

Specimens cited in scientific or educational publications shall be credited to the University of Alaska Museum Earth Science Department using the institutional acronym "UAMES" followed by a specimen identifier (integer). The UAM Earth Science Department will be furnished with 2 reprints or PDFs of publications based in whole, or in part, on material housed in the Earth Science Collection. Failure to properly credit the institution or inform the museum of publication regarding museum specimens may negatively impact future requests to use, access, or borrow specimens or data from the Earth Science Department.

Unless advised by the UAM Earth Science Department in writing, the visiting public may take impromptu photographs, but no other reproduction is permitted without written permission of the Curator. Not-for-profit educational use of specimens in the Collection are admissible.

Permission to publish photos or use filmed footage of specimens for any commercial purposes must be arranged under separate agreement with the Curator of the Earth Science Department.

III. CHARGES

The borrower will be charged an administration fee per specimen to be determined on a case-by-case basis. The fees cover the costs of processing, preparation, and moving specimens during a collections visit. Users may request a loan fee waiver if a special need is presented. The UAM Earth Science Department will decide whether fees will be waived at its sole discretion. If objects require conservation treatment prior to loan, a separate treatment fee will be charged sixty-five dollars (\$65) per hour of treatment. The borrower will be informed of this additional fee at the time of agreement.

IV. RETURN / CANCELLATION

A written request for an extension must be made at least one month before the visitation. Objects lent must be returned to the UAM Earth Science Department in satisfactory condition by the stated termination date. The Curator of the Earth Science Department, or a designate must approve any extension of the visitation period in writing. The UAM Earth Science Department reserves the right to recall the object on short notice, at its sole discretion. The UAM Earth Science Department reserves the right to cancel the visitation for good cause at any time, with reasonable notice, if feasible.

I have read and agree to the above conditions and certify that I am authorized to sign on behalf of my principal.

Borrower or Authorized Agent Signature

Date

Borrower or Authorized Agent (please print)

Title

APPROVED FOR UA MUSEUM:

Earth Science Curator Signature

Date

Pat Druckenmiller

Earth Science Curator

University of Alaska Museum Earth Science Department Visitation and Specimen Use Form

All Visitors Must Complete the Following Prior to Seeing the Earth Science Collection

UAMN Museum Access and Security Policy ____

UAMN Museum Access Agreement ____

Earth Science Lab Safety Training ____

Earth Science Department Standard Operating Procedures ____

Purpose of Visit.

Project Title.

Please provide a brief summary of the proposed research.

Specimens Observed (please provide attached inventory if more space is needed).

Please indicate how data you will obtain from UAM specimens will be made available to the scientific community.
