

UNIVERSITY OF ALASKA MUSEUM OF THE NORTH

COLLECTIONS MANAGEMENT POLICY 2007

Approved By:

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I. STATEMENT OF PURPOSE

The University of Alaska Museum of the North (UAMN) Collections Management Policy establishes policies and guidelines for the acquisition, deaccession, loan, care, and use of the collections of the University of Alaska Museum of the North. UAMN policies shall not replace any University policy or regulation, nor local, state, or federal law, statute or regulation under which the Museum is legally or ethically bound to operate.

The Museum functions as both a state museum of natural and cultural history and as a university museum. It is the primary repository for cultural and natural history collections from university research and academic units, state and federal agencies, and Alaska Native corporations. As a university museum, it has the responsibility to develop collections and research programs that will contribute to the University's tripartite mission of research, teaching, and public service.

A. MISSION STATEMENT

The University of Alaska Museum of the North, located on the Fairbanks campus, is the only museum in the state with a tripartite mission of research, teaching, and collecting. The museum's botanical, geological, zoological, and cultural collections, primarily from Alaska and the Circumpolar North, form the basis for understanding the local as well as the global past, present, and future. Through collection-based research, teaching, and public programs, the Museum shares its knowledge and collections with local, national, and international audiences of all ages and backgrounds. (Approved February 28, 2007)

B. INSTITUTIONAL DOCUMENTS

The University of Alaska Museum of the North was established in 1935 by the Territorial Legislature, as part of the original act formally establishing the University of Alaska. The Museum is bound by the Board of Regents Policies and University Regulations.

UAMN has a number of formally approved institutional policies and plans under which it operates, including the Institutional Code of Ethics, the Institutional Plan, and the Conservation Plan. In addition, individual departmental activities are guided by Collections Plans, which provide discipline-specific scopes of collections and goals for developing each collection.

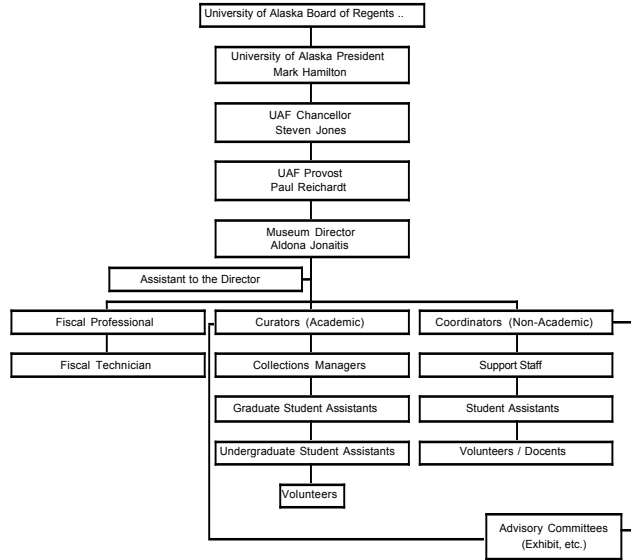
II. SCOPE OF COLLECTIONS

The Museum acquires, interprets, exhibits and preserves collections representing disciplines in the earth sciences, life sciences, ethnology, archaeology, history, and art. These research collections emphasize the natural and cultural history of Alaska, but also include specimens from throughout the Circumpolar North and other relevant parts of the world.

III. STATEMENT OF AUTHORITY

The UAMN is a part of the University of Alaska system, and is located on the Fairbanks campus. As such, the ultimate governing authority is the Board of Regents. The Museum Director has been delegated authority for the daily operations of the Museum via the UAF Chancellor and Provost, who form the effective governing authority.

Organizational Chart for the Delegation of Authority, UA Museum of the North



The full-time permanent staff at UAMN are supplemented by volunteers and advisory committees who provide outside expertise and advice in a non-binding manner. These committees have no decision-making authority and are utilized at the discretion of the director, curators, and coordinators.

Each department is headed by a curator¹ or coordinator, who is knowledgeable in a field related to the collections in his/her care. The curator's primary responsibility is the integrity of the permanent collections. Curators' responsibilities, as formalized in the University evaluation process, are: (1) maintaining, enhancing, and enlarging the collection; (2) interacting with agencies and the public on collections-related issues; (3) facilitating collections use through loans, exchanges, and visiting researchers; (4) maintaining appropriate permits; (5) supervising collections managers, student employees, and volunteers; (6) working with public programs staff to create exhibits and educational activities appropriate to the collection; (7) pursuing funding for collections growth and maintenance; (8) producing curatorial or collections-related publications, reports, and/or manuals; and (9) ensuring university compliance with state and federal laws that pertain to the collection.

Curators are assisted by collections managers,² who provide access and day-to-day care through the physical maintenance of the collections. The collections managers' duties, as indicated in University position descriptions, include: (1) Object preparation, stabilization, and preservation; (2) specimen cataloging; (3) specimen identification; (4) supervision and coordination of collection

¹ An Acting Curator will be chosen by the Director, from among the existing curators, to head a collections department without a full-time curator. This Acting Curator will be responsible for any decisions regarding the collection during this transitional period.

² Curators without collections managers will be expected to complete those tasks assigned to collections managers, or delegate those tasks to other departmental employees.

usage; (5) loan administration; (6) grant and contract solicitation and administration; (7) permit application and administration; (8) professional training point of contact; (9) public contact; and (10) exhibit development.

Departmental employees are expected to keep current with research areas in their field, including trends and techniques in collection-based research, and to function as the museum liaisons for visiting researchers and the public.

IV. CODES OF ETHICS

The University of Alaska Museum of the North recognizes and accepts its fiduciary responsibility to provide proper management, preservation, and use of the collections and associated information it holds for the benefit of the public. The UAMN staff has legal, ethical, and professional obligations to maintain high levels of honesty, integrity, and loyalty to the Museum. These standards of performance are set forth in the Institutional Code of Ethics, which guides the individual and institutional actions of the advisory committees, employees, students, and volunteers working for the benefit of the Museum, and establishes a code of conduct.

In addition to the Institutional Code of Ethics, UAMN representatives are bound by the following policies:

- Alaska Executive Branch Ethics Act (AS39.52)
- University of Alaska Board of Regents Policies and University Regulations
- American Association of Museums (AAM) *Code of Ethics for Museums* (2000)

Specialists are bound by the following discipline-specific codes of ethics:

- American Anthropological Association
- American Society of Plant Taxonomists
- Association of Motion Picture Archivists (AMIA)
- Entomological Association of America
- International Society of Plant Taxonomists
- Museum Store Association
- Registrars Committee of the American Association of Museums (RCAAM)
- Society for American Archaeology
- Society of Vertebrate Paleontology
- UAMN Education Department

V. CATEGORIES OF COLLECTIONS

DEFINITION: The collections of the University of Alaska Museum of the North are defined as the anthropological, biological, fine arts, historical, and geological objects and related supporting documentation acquired and conserved because of their scientific and cultural significance and value.

“Object” refers to, but is not restricted to, all collection materials, including specimens, artifacts, photographs, film, and works of art.

“Supporting documentation” includes, but is not limited to, archival and library materials, field records, notebooks, maps, photographs, exhibits, and electronic databases.

UAMN categorizes its holdings into several collection types, each of which receives a different level of care and supporting documentation.

A. PERMANENT COLLECTION

The objects in the permanent collections make up the bulk of the holdings at the Museum. These are collections of intrinsic value to art, history, science, or culture that support the mission of the Museum and are held and curated on a permanent basis. These objects are fully accessioned and cataloged to the highest standards. They also receive the highest level of care and security. Nearly all objects in the permanent collection are made available for research, publication, loan, and exhibition, if conditions are met.³

B. EDUCATION & HANDS-ON COLLECTIONS

These collections support the mission of the Museum and are held primarily for use in public programs and exhibitions. They are intended to be handled by the public and are considered disposable, in comparison to the permanent collections at the Museum. The majority of these holdings are managed by the Museum Education department, but each collections department may also have a discipline-specific hands-on or teaching collection. These collection objects typically receive special catalog numbers to set them apart from the permanent collection, but allow for the tracking and documentation of them. The education department has a dedicated collections storage space in the Education Center. Hands-on objects in collections departments are housed in the lower level collections range with the rest of the collections, but typically set apart in dedicated cabinetry.

While many of these objects are acquired by the Museum via donations or exchanges, and the level of documentation for obtaining title is the same as the permanent collection, the degree to which they are cataloged is often less complete. Indeed, many objects are placed into the hands-on collections because of a lack of scientific data.

These collections are used during public programs, often when the security or environmental conditions are not determined to be to the standard required for permanent holdings. When departmental staff determine the object is no longer of use, pieces are deaccessioned and typically destroyed.⁴

³ Objects not subject to the above-listed uses may be labeled as culturally sensitive, too fragile, or are subject to donor- or owner-imposed restrictions.

⁴ Policies regarding the use and care of the Education and Hands-On collections are not necessarily contained within this document.

C. RESEARCH COLLECTIONS

The research collections at UAMN consist of holdings that are obtained for comparative and research purposes. Comparative research often requires contrasting objects and specimens with related forms from other regions. Consequently, our collections hold material from elsewhere in the world. Many of the biological curators have active research programs in tropical and temperate regions, which facilitates the collection of these specimens.

Within the research collections are also the Type Specimens that serve as a reference point when a species is first named. These specimens are extremely important, defining examples of biology, geology, and humanity, and are rarely loaned out, but rather are studied in-house and are subject to the highest level of care and security.

Research collections are considered to be a sub-set of the permanent collection and are subject to full accessioning and cataloging procedures.

D. OTHER COLLECTIONS

In addition to the three primary category types at UAMN, there are a number of special categories of objects that are subject to specific care and security guidelines, depending on the department.

OBJECTS HELD IN TRUST

Departmental collections may have within their holdings objects that are not owned by the Museum, but are being stored under special trust agreements or contracts. These objects are cared for as determined by their specific agreements and are often subject to different access restrictions.

EPHEMERA & EXHIBIT PROPS

The Department of Exhibition & Design has obtained collections purchased for specific exhibitions, which are re-used for public programs, in-house exhibitions and other purposes. These items are not accessioned into the permanent collection of the Museum and are not used for research or loan.

VI. ACQUISITIONS & ACCESSIONING

DEFINITION: *“Accessioning” is the process of creating a permanent record of an object, assemblage, or lot received from one source at one time for which the Museum has custody, right, or title, and assigning a unique control number to said object, assembly, or lot.⁵ (Note: Some departments use the term ‘cataloguing’ for this, effectively a synonym of this definition.)*

Accessioned objects are held in perpetuity as long as:

- They support the Museum mission statement
- They retain physical integrity, their identity, and their authenticity.
- They can be properly stored, preserved, and used.

A. PURPOSE OF COLLECTIONS

Objects are collected by the Museum to physically document the natural and cultural history of Alaska and the Circumpolar North, as well as specific areas of relevant research. These objects form the basis of original research, exhibition, and interpretation. By making these collections (and their accompanying data) available for study to scientists around the world we are improving the significance and research value of the collections as well as preserving them for future generations.

B. RESPONSIBLE PARTIES

1. Approval to accept and accession an object into a collection can only be granted by the appropriate curator and the Museum Director.
 - a. Collections intended for the natural history departments at UAMN will be accepted by the curator.
 - b. Collections intended for the cultural history departments may be subject to review by the Acquisitions Committee, made up of the curators and collections managers from archaeology, ethnology, and fine art, the Museum Director, the coordinator of exhibition & design, and several members of the public.
 - c. Other than field collections made by Museum personnel, all acquisitions that have a fair market value in excess of \$10,000 or require additional resources to house or maintain will require approval of the Director prior to acceptance by the Museum.
2. Collections managers, in consultation with curators, are responsible for creating and maintaining, within a reasonable length of time, complete and written documentation of the process for each acquisition.

C. ACQUISITION CRITERIA

Objects accepted and accessioned into the collections must support the mission of the University of Alaska Museum of the North. Objects will be accepted and accessioned into the Museum's collections when the following conditions are met:

1. Objects are acquired in a proper manner that does not damage the natural or cultural resources of Alaska.

⁵ The Museum's Department of Archaeology assigns unique accession numbers to archaeologists who are conducting excavations during a field season at a particular site. This assigning of a number does not, in this case, imply physical possession.

2. The Museum can provide proper care, conservation, storage, and security under conditions ensuring their preservation and availability, in keeping with professional standards.
3. Objects are of such quality, rarity, or of extreme intellectual value to support acquisition.
4. The object does not represent an unacceptable hazard to personnel, or to other collections.
5. Objects meet the criteria established in departmental Collections Plans (where applicable).
6. Objects should be identified, unless received as a gift for determination by a staff member who can be relied upon to provide proper determination.
7. Objects must be adequately labeled and include complete collection data.
8. Objects shall be accepted only when the Curator has determined to the best of his/her ability that they have been collected and received, exported/imported, in full compliance with all laws and regulations of the country of origin, as well as those of individual states and the federal government of the United States.
 - a. The Museum may accept objects that have been confiscated by governmental authorities and subsequently offered to the Museum by these same agents.
 - b. These objects will be accessioned into the Museum collections only with the proper documentation of transmittal.
9. Objects for which the curator anticipates no foreseeable use for exhibition, research, education, or exchange, will not be accepted.
10. Objects collected on state or federal lands administered through state or federal agencies are integrated into the Museum collections in conformity with Memoranda of Agreement or with applicable regulations of the state or federal agency.
11. Owners of copyright will be asked to transfer such rights upon conveyance of title. Fine Arts objects and literary works (e.g. field notes) created on or after January 1, 1978 that are subject to the Copyright Act of 1976 (17 U.S.C. §§ 101-702) will be considered only after a thorough review of copyright restrictions.
12. The Museum will not accept any donations believed to be improperly represented as to legality, authenticity, condition, or value until such time as the original claim has been substantiated by a competent, independent authority or until the attribution or value has been changed to reflect the true character of the items offered for donation.

D. ACQUISITION METHODS

The Museum may acquire objects by purchase, contract, gift, bequest, exchange, field collecting, or other appropriate means subject to restrictions outlined in individual collections plans.

E. ACCESSION PROCEDURES

1. Curators will identify proposed additions, following any legal or ethical procedures listed below.
2. A receipt will be issued by the curator or collections manager to serve as evidence of physical transfer of the object, when appropriate.
3. Depending on departmental procedure and type of acquisition, curators and collections managers will prepare legal documentation to transfer title of the object to the Museum.
4. Each department will permanently maintain accession paperwork as evidence for the legal title. Records that accompany accessions may include, but are not limited to:
 - a. Name and address of 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.

- b. Copy of permit for held-in-trust objects or collections.
 - c. Copy of permit for field-generated collections, where necessary.
 - d. Import and export papers for object(s) or collections from foreign countries.
 - e. Bill of sale and bill of lading.
 - f. Any gift restrictions.
 - g. Copyright considerations.
 - h. Provenience and/or provenance information.
 - i. History of object(s).
 - j. Dates or ages of object(s).
 - k. Valuation of object, if available (monetary, scientific, cultural, historic, etc.).
5. Donations and other gifts-in-kind will be reported to the UAMN Development department for proper tracking through the UA Foundation.

F. ESTABLISHING TITLE

Title to all objects acquired for the collections should be obtained free and clear, without restrictions as to use, exhibition, loan, or future disposition.

1. If, under special circumstances, an object is accepted with restrictions or limitations, such conditions must:
 - a. be approved by the curator and the director and,
 - b. be stated clearly in the instrument of conveyance (e.g., Memorandum of Understanding, Memorandum of Agreement, or Trust Agreement with Alaska Native corporations) and made part of the accession records for the object.
2. When title is uncertain, the curator shall make a well-documented effort to ascertain the history and sources of the object and to determine that acquiring it will not contribute to illicit trade.

G. ACQUISITIONS FOR NON-PERMANENT COLLECTIONS

UAMN acquires objects for various collections, not only the permanent collections. If donations are made to the Museum that do not meet the criteria established by the curator, they may be dealt with in a number of ways, if the donor is first informed of and approves such action:

1. They may be offered to the Education department or used in the departmental hands-on collection.
2. They may be offered to the Exhibition & Design department as exhibit props.
3. They may be used as Museum furnishing items for Museum staff.
4. They may be offered to another department within the University of Alaska, including University of Alaska Foundation, UAF, UAA, or UAS.
5. They may be offered to another, more appropriate museum.

H. UNSOLICITED DONATIONS

In general, UAMN will not accept unsolicited donations through the mail or in person. In the case of objects of extraordinary scientific, cultural, historical, artistic, or monetary value, the curator, Museum Director, and/or Acquisitions Committee may approve such donations. Rejected objects will be returned to sender, if known. Otherwise, the rejected objects will be considered abandoned and the Museum reserves the right to dispose of such property as it sees fit. Donors are asked to contact individual departmental staff with photographs and descriptions of offered material so that curators may review the object in terms of the collecting plan for the department.

VII. DEACCESSIONING AND DISPOSAL

DEFINITION: *"Deaccessioning" is the process used to remove permanently an object from the Museum's collection or to document the reasons for an involuntary removal (one required by law or due to circumstances not controlled by the Museum).*

"Disposal" is the official mode of transferal.

Accessioned objects are held in perpetuity as long as:

- They support the Museum mission statement
- They retain physical integrity, their identity, and their authenticity.
- They can be properly stored, preserved, and used.

A. PURPOSE OF DEACCESSIONING

Deaccessioning, when carried out in an appropriate manner and with thoughtful consideration, is an integral part of responsible collections management. This view is endorsed by the University of Alaska Museum of the North in its Institutional Code of Ethics and is based on the ethical codes of national and international museum professional organizations.

B. RESPONSIBLE PARTIES

1. Only the curator of a collection, with the concurrence of the Acquisitions Committee if appropriate, has the authority to approve deaccessions from their collection.
 - a. In the case of an object with a market value under \$10,000, curators make the decision to deaccession in consultation with the Director.
 - b. In the case of an object with a market value over \$10,000, the other curators must be informed, and an outside, independent appraisal will be required.
 - c. In the case of objects held in trust but for which the Museum does not hold title, decisions will be made pursuant to federal statute or applicable MOA.
2. Collections managers, in collaboration with the curator, shall be responsible for researching all legal and ethical considerations surrounding a proposed deaccession.
3. Collections managers, in consultation with the curator, are responsible for maintaining all written documentation regarding the deaccession and disposal process.
4. Only the curator and Director, and Acquisitions Committee if appropriate, will approve a mode of disposal.

C. DEACCESSIONING CRITERIA

1. The Museum will not remove from its collection by any means of disposal, any item of prime historical, cultural, or scientific value as determined by the curator, unless instructed by the Director of the Museum and approved by the Chancellor.
2. Objects may be considered for deaccessioning under one or more of the following circumstances:
 - a. The object does not support the mission of the Museum.
 - b. Inadequate documentation or absence of documentation critically reduces the cultural or scientific value or significance of the object.
 - c. The object cannot be preserved, or has deteriorated and is no longer of any cultural or scientific value.
 - d. The object represents an unacceptable hazard to personnel, or to other collections.

- e. The object has been approved for repatriation under the Native American Graves Protection and Repatriation Act (NAGPRA).
- f. The Museum is instructed to deaccession the object by the owner, e.g., a federal agency that owns archaeological collections from land it manages.
- g. The object has been destroyed or damaged to the extent that it no longer conforms to the Acquisitions & Accessioning criteria in section VI., above.

D. DISPOSAL METHODS

1. Disposal of collections through sale, trade, or research activities is solely for the advancement of the Museum's mission. Any object that has been selected and approved by the curator and Director for deaccessioning should be transferred or disposed of as follows (this list is not hierarchical and does not imply an order to follow):
 - a. Exchange or Donation: Museums or educational institutions should be contacted regarding the suitability of the items for exchange or donation depending on the nature of the items.
 - b. Transfer: Consideration will be given to placing the object in the Museum Education Collection, or teaching collections in other departments of the University, or other educational institutions.
 - c. Sale: In accordance with American Association of Museum policy, specimens in the collection may be used to enhance the overall quality of the collection by deaccessioning for sale.
 - i. Deaccessioning of an object for sale is a serious matter that should only be undertaken after considerable deliberation. Among the issues to be taken into consideration are: the object's potential use in research, education and exhibition, the possible impact of deaccession on future donations, and the object's status under the Native American Graves Protection and Repatriation Act of 1990.
 - ii. Proceeds from the sale of non-living collections are to be used consistent with the established standards of the Museum's discipline, but in no event shall they be used for anything other than acquisition or direct care of collections.
 - iii. Except in instances where deviation is intended to advance an appropriate public benefit, such as deaccessioning for sale to another public museum, objects deaccessioned for sale will be disposed of by the most profitable means.
 - iv. Objects purchased with money acquired from the sale of collection material may be attributed to the original donor(s).
 - d. Destruction: If the object cannot be disposed of in any of the above manners, it shall be destroyed by the curator or his/her designee. Destruction is defined as the obliteration of an object or specimen by physical or mechanical means. No remains of the object may be retained by University staff or affiliated parties. Prior to destruction, the object will be evaluated to ascertain whether it contains any hazardous materials. If any hazardous materials exist, the object will be destroyed in accordance with all federal or state laws and/or university environmental health and safety procedures. The remains of the object must be placed in a University or Museum garbage receptacle, unless constituent parts can be considered hazardous materials. Hazardous materials must be disposed of through the Operations Manager. This disposal method must be both documented and witnessed.
2. Deaccessioned objects will not be given, exchanged, or sold privately to employees of the Museum or the University of Alaska, members of the governing authorities or to their representatives, members of Museum support groups, or volunteers.

3. The Museum is required by the Internal Revenue Service to hold donations for a minimum of three years in consideration for donors making a declaration for tax purposes.
4. If donor-imposed conditions restrict disposal, the Museum may offer the object to the donor or donor's family in lieu of disposal.

E. DEACCESSION AND DISPOSAL PROCEDURES

1. The curator will identify an object for deaccession/disposal based on the criteria above.
2. The collections manager will investigate all legal and ethical considerations surrounding the proposed object(s).
 - a. The Museum must hold free and clear title to the object.
 - b. There must be no restrictions placed on the use of the object (e.g. copyright, MOA/MOU, trust agreements, donor-imposed restriction, etc.)
3. 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.
4. The collections manager will prepare all required paperwork, including a Deaccession & Disposal form.
5. The curator will approve and obtain approval from additional personnel, when necessary (e.g. other curators, Director, Acquisitions Committee, etc.).
6. The curator will determine the method of disposal, taking into account the reason for deaccessioning.
7. The collections manager will remove or cross-out the UAMN catalog or accession number from the object prior to disposal.
8. The collections manager will modify catalog and accession files and database entries to reflect the change in status of the object and the change in monetary value, if any, for the collection; the records will not be deleted or removed but maintained intact for future reference.
9. The collections manager will place all documentation in the proper departmental files, where they will remain as part of the permanent record.

VIII. LOANS

DEFINITION: Loans are temporary transfers of objects from one institution to another in which there is no transfer of ownership. The Museum sends and receives loans for the purposes of exhibition, research (including destructive sampling, conservation, or study), or education. UAMN will exercise the same care of objects received on loan as it does in safekeeping its own objects.

A. PURPOSE OF LOANS

Lending and borrowing objects and specimens for exhibition, research, and educational purposes is an integral part of any museum's mission to make their collections accessible to the widest possible audience.

B. INCOMING LOANS

1. RESPONSIBLE PARTIES

- a. All loan transactions for temporary, traveling exhibits will originate by and be the responsibility of the Director of Exhibition & Design, unless the show is being coordinated or managed by a UAMN collections department (see section XIX this document).
- b. All objects borrowed for research will originate by and be the responsibility of the requesting curator, in cooperation with the collections manager of the appropriate department.
- c. Collections managers, in consultation with curators, are responsible for preparing and maintaining all loan paperwork.
- d. Collections managers, in consultation with curators, are responsible for packing, unpacking, pest control, shipping, insuring, and providing condition reports for all incoming loans, except for those for temporary exhibitions (see section XIX this document).
- e. If a lender places unusual restrictions on a proposed loan, the curator, in consultation with the Museum Director, will approve or negotiate these conditions, and be held responsible for ensuring compliance.

2. INCOMING LOAN CRITERIA

- a. Objects may be borrowed from other educational or non-profit institutions, or from individuals.
- b. All loans must be accompanied by a written Incoming Loan Agreement indicating all rights and responsibilities, including any fees. These agreements may originate or be accompanied by documents from the lending institution. However, if the terms and conditions of the incoming loan agreement places a greater burden of risk on UAMN than the standard UAMN Incoming Loan Agreement, the Director of Exhibition & Design or relevant Curator will consult with Risk Management prior to accepting the agreement.
- c. No permanent loans will be accepted, unless, in the case of extremely important objects, an exception is authorized by the Director of the Museum, on the recommendation of the curator or, in the case of federal collections, a Memorandum of Agreement detailing responsibilities of both parties has been signed.

- d. The Museum will not knowingly accept incoming loans of objects acquired or collected illegally or not in compliance with all applicable international, national, state, and local laws and regulations.
 - e. All borrowed objects shall be reviewed by the lending institution for physical condition prior to shipping to UAMN and UAMN shall be provided with a written approval from the lending institution for packing, travel, handling, and climate change.
3. INCOMING LOAN PROCEDURES
- a. The individual responsible for originating the loan request will contact lending institution/individual and agree upon Conditions of Loan, including the specified period of time.
 - b. Upon receiving the loan, the borrowing department will inventory, inspect, assign temporary loan numbers (where appropriate), process according the UAMN Integrated Pest Management Policy, photograph (where appropriate), and make written notations of the findings.
 - c. Any inconsistencies in the loan inventory or any change in condition of the borrowed objects during the loan period must be immediately reported to the lending party, and when appropriate, notify Risk Management and prepare a full condition report.
 - d. Loans will be returned by the date agreed upon, and 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.
 - e. All borrowed objects will be subject to the same level of care, security, and handling as objects in the UAMN permanent collection.
 - f. Curators will not transfer possession or alter in any way objects the Museum has received on loan without the express written approval of the lending institution.
4. SPECIAL CONSIDERATIONS
- a. As required by lending institutions, the Museum will provide insurance on incoming loans for exhibit and research purposes once the loan has left the possession of the lending institution (providing wall-to-wall coverage).
 - i. Coverage will be through the Statewide Office of Risk Management at the University of Alaska.
 - ii. UA Risk Management will be informed in writing of an incoming loan consisting of an object, or group of objects, with a value exceeding \$250,000.
 - iii. A Certificate of Insurance may be provided by the Statewide Office of Risk Management to a lender, if requested.
 - b. All incoming loans should have an established and proven provenance. If the provenance of a borrowed object is challenged, UAMN will seek and follow the advice of UA General Counsel.
 - c. Objects brought in by visitors, with the approval of the appropriate curator, may be left temporarily in the custody of the curator or collections manager to identify, study, or examine either as a public service or as a possible gift, purchase, or loan. Objects left in the temporary custody of the Museum must be documented as a temporary, short-term loan, with the owner being issued a Temporary Custody Form as receipt. Only the appropriate curator or collections manager has the authority to accept an item to be left in temporary custody of a collecting department.

C. OUTGOING LOANS

1. RESPONSIBLE PARTIES

- a. The authority to approve an outgoing loan rests with the appropriate curator.
 - b. The collections manager, in consultation with the curator, is responsible for communicating with the requesting organization, preparing and maintaining all loan paperwork, as well as monitoring the transaction over the loan period.
 - c. The authority to recall the loan prior to the noted end date rests with the appropriate curator or Museum Director.
 - d. If unusual restrictions are required for a requested loan, the curator, in consultation with the Museum Director, will approve or negotiate these conditions, and be held responsible for enforcing them.
2. OUTGOING LOAN CRITERIA
- a. The Museum lends objects to qualified institutions or non-profit organizations for scholarly research and exhibition, subject to policies and practices within each collection.
 - b. The Museum does not grant loans of its collections to private or corporate establishments, except for educational, non-profit purposes.
 - c. Objects requested for loan must be physically capable of withstanding packing, travel, extra handling, and climate change. Any objects not up to this standard should not be approved for loan, unless special conditions are agreed upon in the loan contract.
 - d. Outgoing loans will be for a one-year period unless otherwise specified. The loan may be renewed with the written approval of the curator prior to the return date.
 - e. UAMN may require that an approved Facilities Report be completed, or on file, prior to the approval of an outgoing loan.
 - f. The borrowing institution will not transfer possession, repair, clean, alter, or restore objects it has received on loan without express written approval of the appropriate curator. Exceptions to the requirement for written approval to clean or alter may vary by collection.
 - g. Loans promoting the Museum in public buildings (airport, Governor's office, various UA administrators) are permitted, providing the objects in such loans are displayed under approved environmental and security conditions. Facilities Reports should be completed for these outgoing loans.
 - h. Objects requested for loan by UAF or other students requires departmental faculty endorsement prior to the approval of the appropriate curator. Loans will be made to the department and not to an individual.
 - i. The borrowing institution will assume full responsibility for any loss of or damage to the objects.
 - j. The Museum requires that the borrower insure objects loaned for exhibition once the loan has left the possession of the UAMN (providing wall-to-wall coverage) and may request a Certificate of Insurance as proof of such. The Museum does not require that the borrower insure loans for research purposes unless a curator specifically requests such coverage.
 - k. Objects on loan from the Museum will not be reproduced or replicated in any manner without the written permission of the curator.
 - l. Failure to adhere to the terms of previous loans will be deemed adequate cause for denying loan requests. In such instances, alternative measures to ensure compliance, such as requiring the borrower to post a performance bond, may be considered.
3. OUTGOING LOAN PROCEDURES
- a. The borrowing institution must contact the departmental curator and make a written request, indicating:

- i. the nature of the objects requested (catalog numbers, specimen types, etc.)
 - ii. the purpose of the loan
 - iii. the proposed start date of the loan
 - iv. any special conditions of the requested use
 - v. the location of the proposed activity
 - b. The curator and collections manager will review the loan request, determining potential legal, ethical, or professional reasons why it should or should not be approved.
 - c. The borrowing institution must agree and adhere to the Conditions of Loan, established by the lending department.
 - d. The collections manager will prepare all paperwork, which may include:
 - i. Outgoing Loan Agreement
 - ii. Condition Report (with current photographs)
 - iii. Import/Export permit
 - iv. Invoice for loan fees
 - e. Objects will be packed and shipped by qualified individuals and a shipping or transportation mode agreed upon by both UAMN and borrower, to the physical location indicated on the loan agreement.
 - f. If the loan has not been returned by the date indicated on the loan agreement, the curator or collections manager will contact the borrowing institution to initiate return.
 - g. Upon the return of borrowed material, the collections manager will unpack, inventory, assess condition, and process per the UAMN IPM policy prior to reintegrating the objects into the collections.
 - h. The curator will close out the loan agreement upon the return of all objects.
4. SPECIAL CONSIDERATIONS
 - a. If a borrowing institution is unable to provide adequate insurance for the requested objects, a request for exception, along with an explanation for the reason insurance cannot be obtained, must be made in writing to the curator. The curator will consult with Risk Management for approval to waive the insurance requirements.
 - b. Loans that will radically alter or destroy an object (destructive sampling) may be permitted only after a separate Application for Destructive Sampling is completed and approved by the appropriate curator.
 - c. Requests for the loan of objects held under trust or repository agreements will be approved only after careful review of the original terms of the agreement.
 - d. All sequence data resulting from the use of tissue samples shall be registered by the borrowing institution 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.
 - e. All specimens used for destructive sampling must be annotated indicating the name of the study, the researcher undertaking the study, location of the study, and date.
 - f. Depending on departmental requirements, the borrower may be required to furnish the Museum with copies of the results of any destructive sampling, including but not limited to genetic sequencing, radiometric dating, stable isotope analyses, copies of reports and other publications, etc.
 - g. Depending on departmental requirements, any portion of material loaned for destructive sampling that is not consumed may be required to be returned to the Museum.
 - h. 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 UAMN and generation of collections.

- i. Field-generated scientific collections and associated ancillary material may require specialized knowledge (e.g. sediments, tissues, etc.) and 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. Any field material accessioned prior to being sent for analysis must be accompanied by a loan agreement.
- j. UAMN must be credited in all publications and exhibitions associated with the loaned object, including photographs and reproductions, and must receive at least one copy 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 acknowledgements is "University of Alaska Museum of the North." In some cases, reference to the Museum's original name may be required depending on the standards practiced in different subdisciplines.

D. COURIER POLICY

1. The consideration of using a courier for outgoing loans is based on certain primary facts, which are that:
 - a. Certain Museum objects are of a fragile nature, whether by construction or formation, size, materials used, deterioration by age or abuse, and/or require special handling or installation techniques.
 - b. Certain Museum objects are irreplaceable, rare and unique, politically or culturally sensitive, of extreme value, or other reasons.
 - c. Certain shipping routes may prove dangerous to fragile Museum objects because such routes expose the object to careless handling, excessive movement, changing and/or extreme temperatures, and other human and/or natural hazards.
2. UAMN may, under any of the above circumstances, require that a courier accompany the outgoing loan. The courier may be selected from the staff of UAMN or from the borrowing institution.
3. In the case when a courier is required, UAMN and the borrowing institution shall agree upon the terms of the courier, in advance. They may include that:
 - a. The courier must be a museum professional who understands the condition of the object and its special requirements, is familiar with the packing, is trained in handling, and is experienced with transport procedure.
 - b. The courier will take full responsibility for protecting the object.
 - c. The courier will be made aware of and understand the responsibilities entrusted to him/her and of all known possible hazards which might be encountered in transit.
 - d. The borrower and UAMN will agree on costs related to the courier, on which institution shall pay for them, and on the method of reimbursement for expenses whether foreseen or unforeseen.
 - e. The shipment of a Museum object will not become the basis for unrelated travel or activity.
4. The agreement to courier an object should be part of the loan agreement or a separate written agreement. All special requirements should be stipulated in writing at the outset.
5. Specific duties of the courier may differ by Museum department and the requirements of the individual shipment. In general, UAMN shall abide by the current professional standards for couriers.

IX. OBJECTS OF UNCLEAR TITLE

DEFINITION: *Objects of unclear title may include: unclaimed loans or objects found in the collection. These are items in the Museum's physical possession or control that are unsupported by any documentation and/or lack sufficient evidence to prove Museum ownership.*

A. UNCLAIMED LOANS

1. An "unclaimed loan" is material that originated as an incoming loan from either another institution or an individual, has been in the possession of the Museum for at least seven (7) years past the loan expiration date, and to which return delivery has not been possible and/or the material has not been retrieved by its owner in a timely fashion.
2. Alaska Statute 14.57.200 *Acquisition of Title to Loaned Property* outlines the process all Alaska museums must go through in order to acquire title to loaned material that has been abandoned. UAMN will follow all required procedures, which are summarized here:
 - a. The Museum must document that at least seven (7) years have passed after the expiration date of the loan without written or other contact between the lender and the Museum. If there is no expiration date, at least seven years past the physical transfer of material.
 - b. The Museum shall first send notice by certified mail to the lender's latest address, if known. The notice will include all information stipulated by AS 14.57.200.
 - c. If a valid claim is not received by the Museum within 30 days from the date the notice was mailed or if the Museum does not have an address for the lender, the Museum shall publish a notice at least once a week for four consecutive weeks, as described by AS 14.57.200.
 - d. The Museum acquires the title to the property, subject to reclamation of the property under AS 14.57.220, as of the 46th day after the date of the last publication of the notice. If this summary conflicts or differs from legal requirements, only the legal requirements need to be followed.
3. Departmental curators and collections managers will work together to assess the status of the unclaimed loan, with the collections managers preparing the required paperwork to obtain title. If an object or group of objects from one unclaimed loan is assessed to have a market value of over \$10,000, the Museum Director and other curators must be involved in the decision to accession or dispose of the object.

B. OBJECTS FOUND IN THE COLLECTION (FIC)

1. An "object found in the collection" or an "undocumented object" is defined as material in the Museum's physical possession or control that is unsupported by any documentation and/or lacks sufficient evidence to prove Museum ownership.
2. Alaska Statute 14.57.210 *Acquisition of Title to Undocumented Property* outlines the process all Alaska museums must go through in order to acquire title to objects found in the collection. UAMN will follow all legally required procedures. The procedures are summarized here:
 - a. The Museum must document and verify in writing, that the property has been held by the Museum for at least seven (7) years.
 - b. When applicable, the Museum must notify by mail all corporations, except nonprofit corporations created under 43 U.S.C. 1601-1629e (Alaska Native Claims Settlement

Act) that the undocumented property appears to be a Native artifact, and invite them to act, as outlined in AS 14.57.210.

- c. The Museum must show that during the seven-year holding period, or longer if expanded by the application of a Native corporation, a person has not filed a claim with the Museum that the person is the owner of the property.
 - d. To acquire title, the Museum shall publish a notice at least once a week for four consecutive weeks in a newspaper of general circulation, as described by AS 14.57.210.
 - e. The Museum acquires the title to the undocumented property, subject to reclamation of the property under AS 14.57.220, as of the 46th day after the date of the last publication of the notice, if all other requirements are satisfied and no valid claims have been made within 45 days after the date of the last publication of the notice under (d) of this section. If this summary conflicts or differs from legal requirements, only the legal requirements need to be followed.
3. Departmental curators and collections managers will work together to assess the status of the undocumented object, with the collections managers preparing the required paperwork to obtain title. If an object or group of objects is assessed to have a market value of over \$10,000, the Museum Director and other curators must be involved in the decision to accession or dispose of the object.
 4. The departmental curator or collections manager may create an official affidavit as a means of documenting the seven-year holding time.

C. SPECIAL CONSIDERATIONS

1. Under the following circumstances, the Museum will waive this process of obtaining title in favor of disposition:
 - a. Objects that pose a hazard to Museum staff or other collections.
 - b. Objects that have degraded and are irreparably damaged.
 - c. Objects that have been destroyed or damaged to the extent that they no longer conform to the Acquisitions & Accessioning criteria in section VI.
 - d. Objects that are identified as not supporting the mission of the Museum.
 - e. Objects that have no scientific, cultural, historic, or scholarly value, as assessed by the appropriate curator.
2. Transfer may occur under a Quitclaim Deed.
 - a. With this document, the Museum acknowledges it has incomplete ownership rights.
 - b. The transferee obtains limited rights and in turn, assumes the risk should a claimant come forth.
3. The following will be documented for the disposition of an object of unclear title. Documentation will be filed systematically in the appropriate department.
 - a. Any identifying number.
 - b. Object description, including the physical condition and measurements.
 - c. Photographic documentation.
 - d. Value of the object (monetary, scientific, cultural, historic, etc.).
 - e. Method of disposition.
 - f. Date of disposition.
 - g. Steps taken to find or give public notice to an owner.
4. Consistent with the principles outlined above, departments will develop internal procedures and techniques for documenting and processing all items of unclear title, and maintain such information permanently.

X. CONSERVATION AND CARE OF COLLECTIONS

DEFINITION: *UAMN abides by the concept of preventive conservation, the goal of which is to minimize damage to the collections. This is generally accomplished by eliminating or mitigating risks to the collection from any of the following agents of deterioration:*

- *Fire*
- *Water / Flood*
- *Airborne pollutants and contaminants*
- *Physical forces*
- *Inappropriate temperature levels and rate of change*
- *Inappropriate relative humidity levels and rate of change*
- *Criminals*
- *Visible light and ultraviolet radiation*
- *Pests*
- *Custodial neglect*

A. PURPOSE

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. UAMN staff are guided in their preservation activities by the UAMN Conservation Plan (2007) as well as best practices and standards of care promoted by AAM and academic specialties.

B. RESPONSIBLE PARTIES

1. Each curator is ultimately responsible for the conservation and care of his or her departmental collections. This includes both the physical condition and storage of objects and corresponding documentation.
2. Collections managers are responsible for the day-to-day care and maintenance of their departmental collections, including informing the curator about possible conservation treatment needs.
3. The UAMN Operations Manager is responsible for communicating between the Museum and UAF Facilities Services, UAF Environmental Health and Safety, or UAF Police regarding the operation of the environmental controls, condition of collections storage areas, and the security and safety features of the building.
4. The authority to approve conservation treatment proposals rests with the curator of the appropriate collection.

C. GENERAL GUIDELINES AND STRATEGIES

UAMN curators, collections managers, and the Operations Manager will use the following guidelines and strategies for providing proper care of collections.

1. Regulated and monitored temperature, relative humidity, and atmospheric pollutants.
2. Appropriately low and filtered light levels.
3. Correct operation of automated lighting system in collections range.
4. Integrated pest management via a policy and set of procedures.
5. Techniques and devices for protection of collections in storage and on exhibit against seismic activity.

6. Archival housing units that provide a buffer between collections and the environment.
7. Archival packaging materials that provide a buffer between collections and the environment.
8. Routine preventive maintenance.
9. Safe handling and moving of collections.
10. Computerized record-keeping systems.
11. Insurance.
12. Museum-wide housekeeping and security programs.
13. Automated security system, including closed-circuit cameras, smoke and water detectors.
14. Museum emergency and disaster plans, including salvage plan.
15. Regular training and professional development for collections staff.

D. CONSERVATION

Even under the best-managed conditions, deterioration and damage may occur to collection objects. In such circumstances, conservation treatments 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 enforces 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.

1. RESPONSIBLE PARTIES: The University of Alaska Museum of the North does not employ a full-time professionally trained conservator. As a result, collections managers and curators take on the role of preservation specialist. However, the professional ethics of Museum employees restricts the type of work that can take place without specialized conservation training. As a result, many departments at UAMN (e.g. archaeology, ethnology, history, fine art, education, and exhibition & design) choose to hire a contract conservator when treatments are required. The following points should be considered when hiring a contract conservator:
 - a. The candidate has requisite training, experience, and specialization within conservation (e.g. objects, paintings, paper, architectural conservation, etc.).
 - b. The candidate upholds the code of ethics and standards of practice in the profession.
 - c. The candidate is aware of and upholds widely accepted ethical doctrines in the conservation field (e.g. the New Orleans Charter).
 - d. Past client list or recommendations from other museums.
2. Treatments may or may not take place within the physical boundaries of the Museum building and efforts will be made for treatment to take place in an environment that minimizes hazards to the items undergoing conservation and to the occupants of the building.
3. All contract conservators must abide by federal and state laws and University regulations and procedures regarding the use and disposal of chemicals and be trained in the Chemical Hygiene Plan.
4. Departments should require the following items from the conservator for all conservation treatments:
 - a. Proof of adequate insurance;
 - b. Estimate of costs (materials/supplies & labor);
 - c. Description of proposed treatment;
 - d. Progress reports;

- e. Final treatment report; and
- f. Photo documentation of treatment.

E. DEPARTMENTAL PROCEDURES

Each collections department and academic discipline has different professional standards for the care and long-term preservation needs of the objects housed.

1. Individual departments will be responsible for developing and implementing their own procedures and training schedules relevant to collections care.
2. These procedures will be consistent with this policy as well as being reflective of professional standards and accepted current museum best practices.
3. The procedures of an individual department will not cause damage to other collections material housed in the same collections range.
4. The procedures of an individual department will not risk the health or safety of Museum staff.

XI. INSURANCE AND RISK MANAGEMENT

DEFINITION: *Prudent risk management requires identification and elimination or reduction of risks to the collection. Risk management requires thoughtful review of potential hazards including natural disasters, vandalism, theft, human error, mechanical or operational failure, and deterioration.*

A. COLLECTIONS INSURANCE

1. As a department of the University of Alaska, all UAMN collections are insured by a combination of self-insurance and commercial excess insurance through the Statewide Office of Risk Management.
2. Borrowed objects will be covered under the following conditions:
 - a. All-risk museum coverage, wall-to-wall (while on exhibit and in transit), subject to standard exclusions.
 - b. Coverage against burglary and theft.
 - c. Coverage against fire.
 - d. Coverage against rising water and water damage.
 - e. Coverage against natural disasters (e.g. earthquake)
 - f. Coverage against employee dishonesty.
3. Loaned objects will be covered according to the terms of the loan agreement.
4. The Museum Director and departmental curators will be responsible for ensuring collections are properly documented for insurance purposes.

B. RISK MANAGEMENT

1. As part of the risk management system for the UAMN, there will be an emergency and disaster preparedness and recovery plan, including a set of salvage priorities. An online disaster planning template, *dPlan* (<http://dplan.zaks.com>) has been used to create, maintain, and allow for the updating of institutional information. The printed disaster plan contains all staff contact information, preventive maintenance checklists, as well as salvage techniques. A printed manual will be kept on-hand by all department heads and in each collections laboratory. This online plan will be reviewed and updated regularly by the Collections Management Committee with contributions by all concerned staff.
2. The Museum uses a number of standardized applications and forms in order to prevent damage or loss to collections as a result of natural and man-made hazards. When necessary, UA Risk Management will approve these forms.
3. The Director, curator, and collections managers are responsible for their area's compliance with legal, risk management, and environmental health and safety program requirements to include:
 - a. Assessing the potential hazards associated with the activities of the participants in the programs and operations under their authority, reducing or eliminating identified hazards, communicating hazards and protective measures to the participants, and seeking technical assistance for these tasks from risk management and environmental health and safety as needed.
 - b. Ensuring that participants in their programs and operations are adequately trained and able to perform their tasks safely.

- c. Facilitating hazard reviews, inspections and/or audits of their programs and operations as well as taking prompt action when unsafe or non-compliant acts or conditions are discovered or reported to them.
 - d. Reporting unsafe acts or conditions, non-compliance, injuries, or incidents to the appropriate internal department.
 - e. Reporting to a RM/EHS office within eight (8) hours all claims and lawsuits; property damage or loss expected to result in a claim over \$10,000; and any environmental release that is reportable to a federal, state or local regulatory agency.
 - f. Reporting to a RM/EHS office within 24 hours all injuries to third parties (anyone who is not an employee); employee injuries requiring a doctor visit or time off work; all motor vehicle accidents involving the university and a third party; any other situation that may give rise to an adverse claim against the university; and or, any official visit by a regulatory agency that involves either a compliance audit or a documented Notice of Violation from that agency.
4. Faculty, staff and students of UAMN must:
- a. Undergo required training as applicable in areas such as:
 - ◆ CPR / First Aid / AED
 - ◆ Fire extinguisher use
 - ◆ Chemical Hygiene Plan / Material Safety Data Sheets (MSDSs)
 - ◆ Lab safety / handling of toxic substances
 - ◆ Personal safety
 - ◆ Supervisor safety
 - ◆ New employee safety
 - ◆ Job hazard assessment
 - ◆ Laboratory and shop specific safety training
 - b. Promptly report unsafe conditions, environmental health hazards, as well as injuries and illnesses to the cognizant supervisor or program director.
 - c. Give due consideration to personal safety and the safety of others.
 - d. Adhere to applicable laws and risk management and environmental health and safety program requirements.
 - e. Understand that disregard of legal or risk management and environmental health and safety requirements can result in disciplinary action.
 - f. Actively promote safety and loss prevention in all activities.
5. UAMN provides the following measures to help ensure the health and safety of visitors and employees.
- a. Emergency phones between Museum parking lot and building front entrance.
 - b. UAF Fire and Policy located 2 minutes away.
 - c. Wheelchairs available in Museum lobby.
 - d. Staff trained in Red Cross First Aid/CPR/AED.
 - e. First-aid kits located and clearly marked in all laboratories.
 - f. AED available on-site [Fall 2007].
 - g. Panic/help buttons located at cashier counters.
 - h. Randomly scheduled evacuation drills.
 - i. Printed visitor guides containing maps with emergency exits clearly indicated.
 - j. Disaster response supplies located in a designated area of the lower level.

C. MUSEUM SECURITY

The safety and security of the personnel and collections housed in the Museum are of the highest importance and must be maintained at all times.

1. PERSONAL SAFETY:

- a. UAMN, as part of the University of Alaska Fairbanks campus, is assisted and directed in aspects of personal safety by the Department of Environmental Health, Safety, and Risk Management (EHS & RM).
- b. The Operations Manager at UAMN will act as the liaison between EHS & RM to assist with training and education of employees.
- c. The University Fire and Police Department, located on the UAF campus, works to provide a safe and secure environment for staff, students, and visitors. The department employs professional staff and student assistants to service campus 24/7, and is available to respond to emergencies at 911.

2. COLLECTIONS SECURITY:

- a. UAMN uses an electronic security alarm system throughout the building to limit access to non-public spaces and to protect collections and employees.
- b. The Operations Manager at UAMN serves as the Museum Security Officer, monitoring the security system, editing access profiles, and working with UAF Polar Express Office to grant access to non-public areas via magnetic card-swipe.
- c. Access to non-public areas is via a magnetic card-swipe system, used in conjunction with a key check-out system.
- d. All employees and collections volunteers must read and understand a *User Access & Security Policy* and sign a *Museum Access Agreement* in order to be issued access to non-public spaces.
- e. Permission for supervised access to non-public areas may be granted by permanent staff.
- f. Permission to possess a magnetic card-swipe activated to provide access to non-public space requires approval from a curator, department head, or the director.
- g. Possession of a key to access specific laboratories or offices in non-public spaces requires approval from the curator or department head responsible for that space.
- h. See Section XIV. Access for specific policies regarding access to collections and non-public spaces.

D. RESPONSIBLE PARTIES

The protection of collections is the responsibility of the governing authority through their designees. The collections and the Museum will be managed and protected by general University policies and procedures, in addition to those outlined in this policy.

1. Curators are responsible for identifying and having in place measures to protect the collections in their care.
2. Collections managers are responsible for carrying out measures to protect the collections in their care.
3. If resources for the proper protection of collection are not available, departmental staff are responsible for working with the director to plan for the allocation or securing of such resources.
4. The director and departmental curators are responsible for ensuring collections are properly documented for insurance purposes.

5. Curators, collections managers, and the Operations Manager are responsible for maintaining and updating a disaster plan and emergency response plan.
6. Curators and collections managers are responsible for maintaining current sets of forms for protecting collections and employees.
7. The Operations Manager is responsible for assisting with and coordinating required University training.
8. The Operations Manager is responsible for coordinating the personal safety and collections security at the Museum.
9. Curators and collections managers are responsible for enforcing the regulations to their departmental employees and volunteers.

XII. DOCUMENTATION AND COLLECTIONS RECORDS

DEFINITION: Records pertaining to the provenance, identification, significance, status, and location of the Museum's collections, in accordance with accepted standards in the field. Includes accession, catalog, inventory, and condition records.

A. PURPOSE

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.

B. NATURE AND QUALITY

1. The following types of records and documentation will be maintained by collections departments relating to Museum holdings. Not all departments will have all such records while other departments may maintain others not listed here.
 - a. Accession files (including deaccessions; paper and digital);
 - b. Catalog records (including collection catalogue, field notes, maps, etc.; paper and digital, where appropriate);
 - c. Visual (photographic and moving images, where appropriate);
 - d. Legal (MOA, repository or curation agreements, NAGPRA, permits, deeds of gift, issues of copyright, title, etc.);
 - e. Loans (incoming and outgoing; all associated activity pertaining to the loan);
 - f. Condition;
 - g. Environmental/Preservation requirements;
 - h. Conservation treatment;
 - i. Integrated Pest Management (IPM);
 - j. Inventory (random spot-checks, relocation, comprehensive);
 - k. Insurance;
 - l. Collection access;
 - m. Research results; and
 - n. Exhibition history.
 - o. Current valuations (monetary, scientific, cultural, historic, etc.).
2. Documentation will be written and stored in an archivally-sound format. Digital information will be backed-up regularly and archived in accordance with current standards.
3. Quality and completeness of information will be determined on a departmental level, in accordance with professional and legal standards for each discipline.
4. All collections-related decisions and activities will be documented in accurate and complete written records.
5. The legal right for the Museum to hold certain records as confidential is provided for in Alaska Statutes. (See AS 40.21.150 (6) and AS 14.40.453).

C. RESPONSIBLE PARTIES

Each department will determine who is responsible for creating and maintaining records.

1. Curators are responsible for the presence of all required legal collections documentation.

2. Collections managers are responsible for creating, maintaining, and preserving all records and documentation relating to the collections.
3. Any changes to permanent records should only be made by full-time permanent collections staff, or reviewed by such.

D. SPECIAL CONSIDERATIONS

- a. Deaccessioned objects shall not be deleted from the permanent collections records, but rather noted in the records as having a change in status.
- b. Any changes on agreements and contracts will be reviewed by the relevant curator, Museum Director, and, if necessary, by UA General Counsel.
- c. Access to records will be granted by the departmental curator and monitored by the curator or collections manager.
- d. Any changes or deletions of written collections records will be initialed by the individual making the change and approved by the curator or collections manager.

XIII. INVENTORIES

DEFINITION: *Creation of an itemized list of objects, assemblages, and lots that identifies each object's or lot's physical location; or the act of verifying existing records of location.*

A. PURPOSE

A current, reconciled inventory of collections is the primary tool for maintaining accountability and providing access to collections. Regular, periodic comparison between inventory records and the physical collections is necessary for prudent collections management.

B. TYPES OF INVENTORIES

The University of Alaska Museum of the North collections departments conduct several types of inventories: random spot-checks, relocation, project-based selective, and comprehensive. Objects on loan to the Museum are also subject to inventories.

1. **RANDOM SPOT-CHECKS:** As objects are pulled from their permanent locations for research, rehousing, photography, etc., a number of types of data are verified, including but not limited to: location, description, condition, and completeness of catalog records.
2. **RELOCATION:** Collection material is often shifted to a new permanent location as a result of new accessions, new housing materials, or a re-organization of the collection. In these cases, inventories of surrounding locations are conducted to verify locations and data.
3. **PROJECT-BASED:** Defined projects that include rehousing, data management, research, or other selective criteria, provide the opportunity to verify locations and data of discrete groups of objects or specimens.
4. **COMPREHENSIVE:** Depending on the size of the collection, comprehensive inventories are completed to different degrees and on different schedules. Curators are responsible for establishing a schedule for comprehensive inventories and obtaining funding, if necessary, to carry out such activities.
5. **LOANS:** Inventories of loaned material are subject to the terms of the loan agreement.

C. RESPONSIBLE PARTIES

1. Curators are responsible for establishing a schedule for comprehensive inventories and working with collections managers to prioritize inventory activities.
2. Collections managers are responsible for carrying out the inventories, or working with the curator to assign such duties to departmental representatives.

D. SCHEDULE OF INVENTORIES

Scheduled comprehensive inventories are the responsibility of each departmental curator. Depending on the size of the collection, comprehensive inventories should take place at least once every ten years, accounting for all objects in that collection. For collections of extraordinary size (e.g. archaeology, earth sciences), the curator shall establish an alternative schedule for inventories.

E. MISSING OBJECTS

In the event that an object appears to be missing after an inventory, each department will have procedures in place for reporting and dealing with such occurrences.

XIV. COLLECTIONS ACCESS

DEFINITION: “Access” includes both physical access to collection materials as well as the intellectual access to information about the collections. UAMN will provide access to the collections and data under controlled conditions.

A. PURPOSE

Controlled access of the public, researchers, and Museum employees to UAMN collections limits the opportunities for unauthorized use, damage, loss, theft, and/or destruction of collections. It also aids in the control of human traffic in the collections range and processing areas.

B. RESPONSIBLE PARTIES

1. Requests for access to and uses of the collections will be made to the departmental curator, who will assess the request and approve or deny it.
2. Curators and collections managers are responsible for supervising access to their collections. They should also provide instruction on proper handling and use of collections.
3. The Operations Manager is responsible for Museum Security. All requests for additions, removals, or changes will be submitted in writing, via a departmental curator or the Museum Director.
4. Only departmental curators or collections managers, or their designees, have the authority to remove Museum collections from the building.
5. Collections managers, in consultation with the curator, shall create, maintain, and preserve all written documentation pertaining to collections access and use.

C. PHYSICAL ACCESS TO COLLECTIONS – MUSEUM SECURITY

To protect the unique resources contained in the Museum collections, UAMN has a set of procedures that all users must follow.

1. Security measures are in place that control physical access to collections. UAMN operates an automated security system throughout the building, with access permitted through a combination of card-swipe (University of Alaska Fairbanks Polar Express cards) and proprietary keyway systems. The UAMN Operations Manager maintains and monitors the system and facilitates the addition and removal of individuals from it.
2. All employees and volunteers must read the *User Access and Security Policy* and sign the *Museum Access Agreement*, indicating their compliance with established security protocols. Access to non-public areas will not be granted without such agreement.
3. Access will be granted only via a request from a curator.
4. All key requests will be made through the Operations Manager.
5. Transferring or loaning of keys or Polar Express cards is strictly prohibited. Persons who transfer or loan keys or Polar Express cards 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.
6. All employees, students, volunteers, and visitors must wear a Museum ID badge at all times while present in the building. The badge must be visibly displayed on the front of the body. Tape and stickers are not allowed on the badge as they obscure identification information.

Any unidentified person(s) without proper identification in a non-public area will be reported to the Operations Manager or University Police immediately.

7. Doors to the collections range will not be propped open, unless approved by the Operations Manager.
8. Visitors to non-public areas of the Museum will sign in and out at the Admissions Desk, where they will receive a visitors' badge. Visitors must be accompanied by a staff member while in non-public areas.
9. Visiting researchers may be granted access to Museum non-public areas and Museum collections. Curators will determine their access level.
10. Keys and Museum ID badge must be surrendered to the Operations Manager at the termination of employment or service at UAMN.

D. PHYSICAL ACCESS TO COLLECTIONS – USES OF COLLECTION

The following are approved uses of the collection:

1. **RESEARCH & STUDY:** The collection and associated data at UAMN are available for scholarly and educational purposes. Specific conditions for use are determined on a departmental basis and requests will be made to the appropriate curator. In general, during established office hours, the collections will be available for legitimate scholarly research and study by responsible investigators, subject to procedures necessary to safeguard the objects and to restrictions imposed by exhibition requirements, availability of study space and facilities, availability of appropriate collections staff, and approval of the appropriate curator.
2. **LOANS:** UAMN collections are available for outgoing and incoming loans, as outlined in Section VIII of this policy. All conditions regarding access to the loaned items will be governed by the written and signed departmental Loan Agreement.
3. **EXHIBITION:** UAMN places original, reconstructed, and duplicate objects from the collections on public exhibit. The curator must approve the use of specimens and objects for display and must approve the completed installation. All interpretive statements must be reviewed and approved by the appropriate curator prior to installation of the exhibit. See Section XIX of this policy for more detail regarding exhibition policies.

E. POLICIES AND PROCEDURES

1. Each department maintains their own specific collections access policy that supplements the Museum's general policy. These policies are held on-file in each collections department and with each departmental curator.
2. In general, the procedures will be as follows:
 - a. The individual seeking access must first present a request to the appropriate curator.
 - b. The curator will assess the risks to the collection and either approve or deny the request.
 - c. The approved individual will complete any required paperwork prior to accessing the collections.
 - d. Collections access will be conducted under the supervision of either the departmental curator or collections manager, or their designee, and following any agreed-upon conditions. Individuals will receive basic instruction on handling collection material and data.

- e. If a loan is sought and approved, any objects, data, images, etc. will be returned to the Museum within the designated time frame and per any other conditions stipulated in the loan agreements.

F. SPECIAL CONSIDERATIONS

1. SENSITIVE AND RESTRICTED COLLECTIONS: Within some collections there may be restrictions placed on objects or data. Departmental curators and collections managers will follow any special conditions prior to granting access to such collections.
2. FREEDOM OF INFORMATION ACT (FOIA) / PUBLIC RECORDS ACT: The University of Alaska, and the Museum as a department thereof, is exempted from the Freedom of Information Act as a state government agency. However, the State of Alaska Public Records Act (AS40.25.100-.200) does place certain responsibilities and restrictions on access to information. Inquiries regarding this should be addressed to the General Counsel's office.
3. DIGITAL INFORMATION: UAMN maintains a website as part of our Public Outreach activities. The public is granted full access to the information contained on that website. UAMN employees should take proper precautions to protect any copyrighted material that may be published there, by clearly stating the terms of use and copyright information. Departments shall develop standards to ensure such protection.
4. DESTRUCTIVE SAMPLING: Destructive sampling is an essential part of the scientific research activities of many departments. UAMN approves of the general practice and each department will maintain its own records and requirements relating to such activities. In general, requests for such activities must:
 - a. be made in writing;
 - b. be addressed to the curator;
 - c. attempt to answer a legitimate research question;
 - d. be followed with a written report on the findings of such research; and
 - e. follow any departmental policy requirements set out in an agreement.

XV. APPRAISALS AND AUTHENTICATIONS

DEFINITION: *“Appraisals” are those assessments made regarding the financial value of an object, whether for insurance or fair market value. “Authentications” are those statements made that validate the genuine-ness of a given object, based on the expertise of that individual making the statement.*

A. APPRAISALS

1. Museum staff may not appraise items in their disciplinary specialty that may be donated on behalf of a private owner. The Museum may maintain a list of appraisers but will not provide an endorsement.
2. Museum staff will not offer legal or tax advice to donors or potential donors regarding the tax or other legal implications of their donations and must inform the donor that it is the donor’s responsibility to seek independent advice from a qualified tax specialist or attorney.
3. Appraisals may be performed by staff for internal use, such as for insurance evaluations or for loans. Any such appraisal must represent an honest and objective judgment and must indicate how the evaluation was reached.
4. The Museum will not accept any donations believed to be improperly represented as to legality, authenticity, condition, or value until such time as the original claim has been substantiated by a competent, independent authority or until the attribution or value has been changed to reflect the true character of the items offered for donation.

B. AUTHENTICATIONS

1. It is beneficial to the Museum and its constituency for staff members to assist collectors and other museum professionals in identifying, authenticating, and assessing the scientific and/or aesthetic quality and conditions of specimens, artifacts, and works of art.
2. Information of this kind may be provided freely on an oral basis, but written statements must be accompanied by the Museum’s disclaimer form or statement.
3. Staff shall confine themselves to their areas of expertise.
4. All assistance, whether written or oral, shall be provided free of monetary or other compensation to staff members, however staff members may be reimbursed for costs incurred, such as travel.

XVI. LEGAL COMPLIANCE

DEFINITION: *The University of Alaska Museum of the North is subject to compliance with many federal, state, and local laws. This section describes a number of such laws and the Museum's statement of compliance.*

A. BIOLOGICAL RESOURCES

Biological resources are protected by a variety of statutes, the most important being:

- *Migratory Bird Treaty Act*, 16 U.S.C. §703-712, Ch. 128 (1918), 40 Stat. 755 and subsequent amendments;
- *Endangered Species Act*, 16 U.S.C. §1531-1544 (1973), 87 Stat. 884 and subsequent amendments;
- *Bald Eagle Protection Act*, 16 U.S.C. §668-668d (1943), 54 Stat. 250 and subsequent amendments;
- *Lacey Act Amendments*, 16 U.S.C. §3371 et. seq. (1981), 95 Stat. 1073;
- *Convention on International Trade in Endangered Species (CITES)*, 16 U.S.C. § 1538[c];
- *Marine Mammal Protection Act*, 16 U.S.C. §1361-1407 (1972), P.L. 92-522 and subsequent amendments;

The Museum will only acquire biological specimens collected in compliance with these and all other pertinent regulations.

B. ARCHAEOLOGICAL AND PALEONTOLOGICAL MATERIALS

Archaeological and paleontological materials will not be purchased by the UAMN, as mandated by the:

- *Antiquities Act*, 16 U.S.C. §§ 432 et seq. (1906);
- *Archaeological Resources Protection Act*, 16 U.S.C. §470aa et. seq. (1979), 93 Stat. 721;
- *National Historic Preservation Act*, 16 U.S.C §§ 470 et seq. (1966) and subsequent amendments;
- *Sunken Military Craft Act*; and
- standards set by the American Association of Museums (AAM).

Fossils may be purchased from reputable dealers for teaching collections.

C. NATIVE AMERICAN REMAINS, SACRED OBJECTS, AND OBJECTS OF CULTURAL PATRIMONY

1. It is the UAMN's intent and policy to comply with the *Native American Graves Protection and Repatriation Act*, 25 U.S.C. §3001-13 (1990), 104 Stat. 3042, P.L. 101-106 and subsequent amendments.
2. 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.
3. The Museum may temporarily accept Native American human remains and objects specified under the Act for the purposes of identification, attribution, or legal custody.

4. The Museum may accept Native American human remains and objects specified under the Act as per Trust Agreements made with Alaska Native tribes or corporations.
5. Native American human remains and objects specified under the Act that are included in a gift, donation, bequest, or acquired as federally confiscated property, or in any other legal manner, will be held in trust by the Museum and,
 - a. When possible, the appropriate Native American tribe or corporation will be notified by the Museum or federal agency owning the collection.
 - b. The Museum will comply with the request of the appropriate Native American tribe or corporation or federal agency owning the collection as to the disposition of the material, providing the request is in accordance with the law.

XVII. RIGHTS AND REPRODUCTION

DEFINITION: Rights and Reproductions refer to the ownership of certain intellectual property rights of the Museum's collections. Most commonly, this refers to copyright. (See separate UAMN Copyright Policy for more detailed information.) UAMN follows the University of Alaska policies on Copyright (www.alaska.edu/active/level2/copyright.xml and http://hosting.uaa.alaska.edu/designteam/teach_act/index.html). Copyright of Museum collections and associated data is owned by the University of Alaska.

A. COPYRIGHT LAW

Many parts of the Museum's holdings are protected by Copyright, that is, a form of protection provided by the laws of the United States (17 U.S.C.), to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive rights to the following:

- the right of reproduction;
- the right of adaptation;
- the right of distribution;
- if the work is of such nature, the right of performance; and
- if the work is of such nature, the right of display.

B. ESTABLISHING COPYRIGHT

1. Before the Museum is able to grant permission to reproduce an image of an object, or other media where copyright would be in question, staff must be able to prove that the University of Alaska owns the copyright or has the right to grant such right from the copyright holder or 3rd-party representative.
2. Each department must be trained on identifying whether the University of Alaska owns the copyright on collections, as well as how to obtain copyright.
3. The copyright of photographs of Museum collections shall remain with the University of Alaska, unless a contract states otherwise.
4. Questions regarding copyright of collections and data associated with such material should be directed to the Office of Technology Transfer at the University of Alaska.
5. The Museum will make all best efforts to determine the existence of copyright ownership prior to granting reproduction permissions with the understanding that copyright ownership may not be able to be determined. The Museum will use its best judgment in these matters.

C. GRANTING RIGHTS FOR REPRODUCTION

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.

1. Requests for the right to reproduce images of items in the Museum's collections will be directed to the appropriate departmental curator or collections manager. Individual departments will manage all requests and permissions for reproduction, including the charging and remittal of fees.

2. Departmental staff will be responsible for identifying the copyright issues relevant to the request.
3. Requesting individuals/organizations will follow the policies and procedures established by individual departments regarding applications and conditions of use, including payment of fees if applicable.

D. ELECTRONIC USES

Text and image files, audio and video clips, and other content on the University of Alaska Museum of the North website or other virtual UAMN publications, are the property of the University of Alaska and may be protected by copyright and other restrictions as well. Copyrights and other proprietary rights in the content and design of the UAMN website may also be owned by individuals and entities other than, and in addition to, the University of Alaska. The University of Alaska expressly prohibits the copying of any protected materials on its website, except for the purposes of fair use as defined in the copyright law, and as described below.

E. FAIR USE

“Fair Use” refers to the legal right of individuals to use copyrighted materials for certain purposes without infringing on the copyright protections associated with those items. Section 107 of the U.S. Copyright Act outlines four factors that must be considered when determining whether or not a specific use of a work is protected under Fair Use. Below is the actual text of Section 107 that lists these factors:

"In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include —

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors."

Questions regarding Fair Use should be directed to the Director of the Office of Technology Transfer for the University of Alaska.

The nature of historical archival collections such as those at a museum means that copyright or other information about restrictions may be difficult or even impossible to determine. The UA Museum of the North seeks communications from any copyright owners who are not properly identified so that appropriate information may be provided in the future.

F. WARRANTY

The UA Museum of the North does not warrant that use of the text, images, and content displayed on the UAMN website will not infringe the rights of third parties not owned by or affiliated with the UA Museum of the North.

G. DIGITAL MILLENNIUM COPYRIGHT ACT

The Museum will receive communications from individuals who claim that content on the UAMN website infringes on their copyright. This information should be in writing and addressed to the UA Chief Information Technology Officer. All claims will be forwarded to the Office of Technology Transfer or the Office of the General Counsel for review.

XVIII. PHOTOGRAPHY AND FILMING

The University of Alaska Museum of the North is a spectacular piece of architecture that houses world-class collections. The Museum maintains policies regarding photography and filming for the following purposes:

- Collections Photography, Film, & Video
- Souvenir Photography & Video
- Portrait Photography
- News Media Photography & Video
- Commercial Photography

A. COLLECTIONS PHOTOGRAPHY & FILM/VIDEO

“Customer-based” photography is restricted in the collections departments and the use of such images/film will be controlled by any agreements or applications signed by the user. In general, the user shall follow these guidelines:

1. Contact the appropriate departmental curator or collections manager to seek permission to photograph the collections.
2. The user will complete any departmental application, which will describe copyright ownership as well as future use agreements.
3. The curator will approve or deny the request for photography based on risk to collections, availability of space and/or staff, restrictions on use of the collections, photographic use agreements, and other relevant criteria.
4. The user shall photograph the collections at the Museum under the supervision of Museum employees, following any handling restrictions imposed by the curator or collections manager as well as any other restrictions set by collections staff in order to protect the collections from potential damage.
5. The user will follow the terms of the agreement upon publication of any photographs/video, which may include furnishing the Museum with a copy of any publication illustrating objects from the collections.

B. NON-COLLECTIONS PHOTOGRAPHY & FILMING/VIDEO

The Communications Coordinator will maintain policies regarding photography and filming in non-collections situations. In general, photography is allowed for personal use, without seeking prior approval. Flash photography, auxiliary lighting, and tripods are not allowed. Any portrait or commercial photography may take place during business hours, but must not interfere with operations. Any photography that requires special arrangements should be coordinated with the Communications Coordinator and Visitor Services Manager, in advance. Because of copyright laws, photography and video may not focus on any individual objects that are on exhibit in the public spaces. Exhibits may only be shown in the context of the larger installation.

C. IMAGE RELEASE

UAMN departments may enforce the use of Image Release forms for individuals photographed. Minors shall not be photographed without Parental/Guardian permission. Before an individual of any age is photographed, the photographer shall inquire regarding the use of such forms.

XIX. EXHIBITIONS

DEFINITION: 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.

A. PURPOSE

The Museum's exhibitions fulfill its core mission in support of the University's research, teaching, and public service.

B. TYPES OF EXHIBITIONS

1. Permanent or long-term exhibitions include:
 - a. Objects from the Museum's collections.
 - b. Interpreted context with accurate information.
 - c. Presentation of aesthetic and conservation standards within the Museum building.
 - d. Exhibition period longer than one year (12 months).
2. Traveling / Special Exhibits use:
 - a. Objects from the Museum and/or borrowed from lenders.
 - b. Interpreted context with accurate information and multiple perspectives.
 - c. Presentation of aesthetic and conservation standards within the Museum building and/or loaned to qualified institutions or borrowers.
3. Other Formats:
 - a. Objects or other resources/assets from the Museum or borrowed from lenders.
 - b. Organized and interpreted with accurate information and context.
 - c. Presentation through different technology and available within or out of the Museum building.

C. RESPONSIBLE PARTIES

1. PERMANENT OR LONG-TERM EXHIBITIONS
 - a. Museum Director is responsible for approving all proposals and use of Museum resources in exhibition development and presentation. Also provides leadership and facilitates the exhibition as needed.
 - b. Curators are responsible for providing leadership for content and interpretation development; for maintaining intellectual integrity as the basis of ideas; proposing resources (such as a guest curator, advisors, consultants, etc.), and references; writing or reviewing labels; and to review, advise, and give final approval of objects and labels.
 - c. Collections managers are responsible for preparing lists of proposed objects and preparing objects for exhibition; identification, preservation, safety, and security needs of objects; managing collections activities; act as liaison with exhibition staff; preparing object information for exhibit labels; providing information and assisting with installation/de-installation and associated activities as needed.
 - d. Education staff members are responsible for advice and information to develop exhibition and interpretation for targeted audiences; to advise and review labels and

suggested presentation methods; coordinate and/or liaise with community and/or affiliate members or groups; develop associated interpretive materials; and to provide for leadership to use best practices of Museum Education and program planning.

- e. Exhibition and Design Director is responsible for overall exhibit content and design development, project definition, and management of resources and schedule; supervision of the exhibition and design staff; specification of collaborative work with Museum staff, consultants, and vendors; liaison with collections departments; ensuring adherence to professional standards of design, exhibition, security, and conservation.
- f. Senior Preparator is responsible for the design, construction, and implementation of the physical system of exhibits and Museum facilities along with the associated investigation and implementation of exhibition standards for the care, preservation, safety, and security (including lighting, display case design or housing, mount design, monitoring environmental conditions, etc.); coordination and/or specification of work with subordinate staff, specialists, consultants, vendors, and others; supervisor of the installation and de-installation of exhibits, objects, and others.

2. TRAVELING / SPECIAL EXHIBITS:

- a. Museum Director provides leadership for the development of special exhibits, use of partners and resources; reviews and gives the final approval to the special exhibits schedule.
- b. Exhibition and Design Director reviews and proposes potential traveling shows to the Special Exhibits Committee; negotiates schedule and manages exhibit development and administers each exhibit (rental and/or guest curator agreements; loan and/or registration forms; facility report; safety and security; certificate of insurance, etc.); assigns project registration duties; project manages in-house special exhibit development (see permanent exhibit responsibilities) and coordinates with UAMN collections department staff.
- c. Senior Preparator is responsible for review and advice of physical exhibit systems and Museum facilities interface in proposed and actual special exhibits; receipt/handling of traveling exhibit materials in total (including unpacking/re-packing, reviewing and completing condition reports, etc.); supervision of install and de-install with staff, consultants, and others; information and liaison with other Museum departments and staff as needed.
- d. Special Exhibits Committee reviews proposed exhibits and recommends exhibits for approval and scheduling; advises and proposes resources for any in-house developed special exhibits.
- e. Special Exhibits Guest Curator (in-house special exhibits) is responsible as described in C.1.b.
- f. Collections manager (in-house special exhibit) as described in C.1.c.

D. CRITERIA FOR EXHIBITS

All exhibitions, including objects and support materials, will be consistent with the following qualifications.

1. Exhibits will have a clear connection to the Museum's mission.

2. Exhibits will have intellectual and/or academic/scholarly merit with accurate content and interpretive context. This information will be consistent with the intellectual integrity of the exhibit.
 - a. The Museum will maintain institutional control and intellectual integrity of all exhibitions.
 - b. The Museum will maintain the intellectual integrity of borrowed exhibitions.
3. Exhibits will subscribe to concepts of public service and education.
4. Exhibits will be consistent with professional standards and best practices in museum design and exhibition.
5. Exhibits will subscribe to standards and practices of conservation, safety, and security.
6. Exhibits will not:
 - a. publicize or promote commercial products or services;
 - b. willfully, with malice aforethought, impugn the reputation of any person;
 - c. threaten the health and safety of staff or visitors;
 - d. promote and/or enhance a particular religious belief, attitude, or dogma;
 - e. intentionally or unintentionally promote an attitude of prejudice against any person or persons;
 - f. perpetuate myths or stereotypes viewed as negative or demeaning to a people, race, gender, religion, sexual orientation, or ethnic group; or
 - g. compromise the artists' or scholars' rights.

E. SPECIAL CONSIDERATIONS

1. All exhibitions will be executed in compliance with relevant federal, state, and local laws and regulations (including but not limited to those dealing with copyright, research, endangered species, etc.).
2. The exhibition of culturally sensitive materials or human remains will be done with tact and respect for human dignity and in consultation with any appropriate Native groups.
3. The UA Museum of the North has in place a Freedom of Expression Policy that guides and protects our constitutional right to free speech. Procedures are in place to respond to visitor concerns regarding our selection of exhibited materials.
4. Individuals, institutions, and other entities involved with exhibition will abide by the UAMN Institutional Code of Ethics.
5. Lenders, donors, and business support will be made known. Requests for anonymity will be honored unless there is a perceived and/or real conflict of interest. Such situations will be resolved under the advisement of UA General Counsel.
6. All exhibitions and the activities of the Exhibition and Design department and staff will be consistent with the UAMN Integrated Pest Management (IPM) Policy and Procedures.
7. The rotation/removal of objects will be honored on the basis of preservation, safety and security, and/or research needs.

XX. IMPLEMENTATION AND REVISION

The implementation of this Collections Management Policy is essential to its success. All collections staff will be expected to read and understand the policies contained, as well as abide by them. When departmental policies are established, the CMP should be reviewed and used as a guide. A copy of this policy will be placed in the collections department Employee/Lab Handbooks. An electronic copy will be maintained on the Museum's shared drive as well as posted on the Museum website.

The Collections Management Policy should be reviewed and updated for accuracy at least every eight (8) years. The Collections Management Committee will conduct a first review, with curators and the Museum Director having final approval. The revised document shall be subject to approval by the effective governing authority.

APPENDIX I.

FORMS⁶

- A. Deaccession & Disposal Form
- B. Deed of Gift
- C. Temporary Custody Form
- D. Incoming Loan Agreement
- E. Conditions of Loan Agreement
- F. Outgoing Loan Agreement
- G. Application for Destructive Analysis
- H. Quitclaim Deed
- I. User Access & Security Policy
- J. Museum Access Agreement
- K. Authentication Disclaimer Form
- L. Freedom of Expression Policy
- M. Copyright Policy
- N. Image Release Form
- O. Affidavit for documenting seven-year holding time.

⁶ Many of these forms are being developed by the Collections Management Committee and will be added to this document as each is approved.