

**UNIVERSITY OF ALASKA  
MUSEUM OF THE NORTH**

**INSTITUTIONAL CODE OF ETHICS  
2007**

*Approved By:*

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## **INTRODUCTION**

The University of Alaska Museum of the North (UAMN), a non-profit entity, contributes to the public by collecting, preserving, interpreting and exhibiting natural and cultural history objects of Alaska. As such, the Museum complies with applicable local, state, and federal laws and international conventions, as well as with specific legal standards governing trust agreements.

In order to maintain public confidence, the Museum and those responsible for it must act not only legally, but also ethically. To protect the Museum and provide guidance to those working on its behalf, this **Institutional Code of Ethics** has been drafted to address personal and institutional activities and conflicts of interest. The Institutional Code of Ethics for the University of Alaska Museum of the North is consistent with AS 39.52, the Alaska Executive Branch Ethics Act<sup>1</sup> and with the AAM *Code of Ethics for Museums* (2000). All employees and volunteers must also comply with all UA Board of Regents Policies and University Regulations.

This code of ethics is intended as a guide for the institution and all associated faculty, staff, students, volunteers, and advisory committees.<sup>2</sup>

## **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)*

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<sup>1</sup> If there is any conflict between the Alaska Ethics Act and this Code, the Alaska Ethics Act guidelines control.

<sup>2</sup> The ultimate governing authority, the University of Alaska Board of Regents is bound by its Bylaws P01.01.01. The effective governing authority of the UAF Chancellor and Provost, as well as all UA employees, are bound by the Regents' Policy P04.10. Ethics and Conduct and the State Executive Branch Ethics Act.

## **I. ETHICAL DUTIES**

UAMN was founded as part of the University of Alaska, and as such, is viewed as a public trust, holding collections and information for the people of Alaska. Federal and state law provides a basic framework for museum operations; however legal standards are the minimal expectations. The museum employees have a range of duties that extend beyond the basic legal requirements. All museums in the non-profit sector have the following fiduciary responsibilities: (1) Duty of Care, (2) Duty of Loyalty, and (3) Duty of Obedience.<sup>3</sup> Every action taken the staff, students and volunteers should be guided by these duties. A perceived or actual conflict of interest in any of these duties could result in legal or political action, or, barring this, in a violation of public trust responsibilities.

DUTY OF CARE: Governing authorities, or their designees, are required to carry out their responsibilities in “good faith” and to establish and monitor a prudent collections management policy and to exercise responsible oversight. Essentially, they are responsible for ascertaining that the museum is providing an appropriate level of care for the collections in its possession. To fulfill this duty of care, UAMN will have an approved Collections Management Policy, and all employees will be expected to know and follow the guidelines set forth in that policy. For the day-to-day operations and actions of staff, the duty of care involves awareness of and conforming to the professional standards pertinent for each department’s materials. Failure to provide or maintain a facility capable of adhering to this standard and failure to provide and maintain personnel trained in these standards could constitute a breach of this duty.

DUTY OF LOYALTY: Loyalty to the mission of the museum and to the public it serves is the essence of museum work, whether voluntary or paid. When conflicts of interest arise – actual, potential, or perceived – the duty of loyalty must never be compromised. No individual may use his or her position in the museum for personal gain or to benefit another at the expense of the museum, its mission, its reputation, or the society it serves.

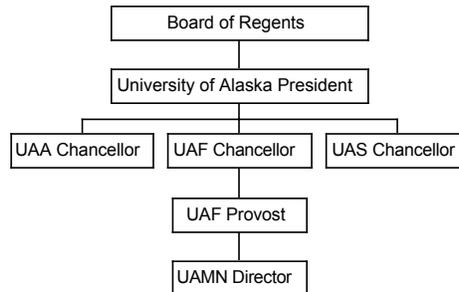
DUTY OF OBEDIENCE: This duty requires the Museum representatives, to remain true to the specific mission of the museum – all actions and decisions regarding UAMN should be made with the mission as the primary justification. Collecting without focus and overcollecting to the point at which a museum cannot effectively care for or utilize objects are examples of failure to pay sufficient attention to the duty of obedience. Museum employees, when establishing goals, should not only ask themselves, “Is this goal relevant to our mission?” but also, “Is this a wise goal in light of our anticipated resources?”

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<sup>3</sup> See pp. 19-21 in Marie Malaro, *A Legal Primer on Managing Museums*, Second Edition. Washington: Smithsonian Books, 1998.

## A. GOVERNING AUTHORITY

The governing authority of the University of Alaska Museum of the North consists of the following organizational structure.



The Board of Regents serves as the governing body for the University of Alaska, as stated in the Constitution of the State of Alaska, Article VII, Section 3. Under such authority, the Regents serve as the ultimate governing authority for the University of Alaska Museum of the North. While the Regents have the responsibility of serving all parts of the University system, they are also responsible, through their designated line of authority, for ensuring all of the Museum's operations are in agreement with federal, state, and University regulations, as well as the mission and policies established for the Museum.

The effective governing authority, the UAF Chancellor and Provost, delegates authority to the Museum Director for the daily operation of the museum. It is expected that all Museum-wide policies that are approved by the Chancellor, Provost, and Director, will adhere to both American Association of Museum standards and best practices but must not conflict with any Board of Regents Policies or University Regulations or federal or state law.

## B. MUSEUM EMPLOYEES

The University of Alaska Museum of the North assumes responsibility for the actions of all employees acting within the course and scope of their employment, including students in the performance of museum-related duties, and expects a standard of personal conduct by its staff. Staff, students, and volunteers will be bound by their duties of care, loyalty, and obedience in all actions relating to the museum. In addition, they will follow all personnel policies and rules adopted by the University of Alaska.

### OUTSIDE EMPLOYMENT:

Certain kinds of outside employment, including teaching, lecturing, writing, and consulting can benefit both the Museum and the staff member by stimulating personal professional development. Such activity may not interfere with staff members' regular duties, and staff members may not take advantage of their Museum positions for personal gain or appear to compromise the integrity of the Museum.

Other than direct remuneration for services provided under contractual agreements, museum affiliates<sup>4</sup>, employees, and volunteers, and their immediate families and close business and personal associates, must never receive direct or indirect material advantage from Museum activities or their association with the Museum. Likewise, these individuals must never use information gained in the course of Museum duties to advance their personal non-scholarly interests.

To prevent conflicts of interest and the appearance of such conflicts the University of Alaska, in compliance with state law, has established a system for full disclosure by University employees of related financial and non-financial assets, related activities, related business, and personal relationships. On 1 July, all employees must complete an annual disclosure form outlining the details of any activities outside the Museum that might be viewed as a conflict of interest with their Museum employment.

#### OUTSIDE VOLUNTEER ACTIVITY:

Staff members are encouraged to participate in voluntary outside activities with community groups or public service organizations. Since it could appear that a staff member who is volunteering for an organization or museum is acting in an official capacity as an employee of the University of Alaska Museum of the North, disclosure is recommended to avoid possible misrepresentation. Museum professionals should conduct themselves so that their activities on behalf of community or public service organizations do not reflect adversely on the reputation or integrity of this Museum.

#### OUTSIDE POLITICAL ACTIVITY:

It is important for museum employees to avoid the appearance of speaking or acting in an official capacity or on the Museum's behalf. When members of the Museum staff speak out on public issues, they should make it clear that they do so as individuals. It is important to avoid the appearance of speaking or acting in an official capacity or on the Museum's behalf. As stated in BOR Policy P04.10.020, University funds or resources may not be used to support partisan political activity. Letters constituting partisan activity may not be written on university stationery unless expressly authorized by the president of the University.

This statement is consistent with the Alaska Executive Branch Ethics Act, AS 39.52.120(b)(6), which states that a "public officer" may not "use or authorize the use of state funds, facilities, equipment, services, or other government asset or resource for partisan political purposes." "Public officer" includes University employees.

Employees may not use University resources:

- To send bulk email supporting a candidate or party;
- To host partisan gatherings unless compensation is paid to the University and the use is generally available to the public ;
- To reproduce or distribute partisan campaign materials.

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<sup>4</sup> Museum affiliates are those individuals who have a courtesy appointment in a designated department based on expertise that they contribute to the Museum on a voluntary basis.

It is not feasible or in the Museum's interests to attempt to regulate minor personal use of phone or email, for example, a user sending a personal email regarding partisan politics. Violations should be addressed after careful consideration of the circumstances and consultation with UAF Human Resources and General Counsel.

#### GIFTS, FAVORS, DISCOUNTS & DISPENSATION:

The Museum is committed to the highest ethical principles in all relationships with its business suppliers. Any Museum staff member authorized to spend Museum funds should do so with impartiality, honesty, and with regard only to the best interests of the Museum.

A Museum employee may not solicit or accept gifts that benefit the employee's personal or financial interest if it can be reasonably inferred that the gift is intended to influence the employee's action or judgment. "Gifts" include money, items of value, services, loans, travel, entertainment, hospitality, and employment, except where such gifts are regularly offered to the general public.

When any gift with a value in excess of \$50.00 is received by an employee whose action can affect the giver, the employee must report the gift to the designated supervisor within 30 days of receipt. *Ethics Disclosure Forms* are available from the supervisor for this purpose.

Meals, accommodations and travel services while on official business should not be accepted except when it is clear that acceptance of such services will not compromise the professional judgment of the staff member or the reputation of the Museum. All Museum employees must be in compliance not only with the Alaska Executive Branch Ethics Act, AS 39.52, but also AS 11.56.110 and AS 11.56.120, which address the solicitation or taking of bribes and unlawful gratuities by a "public servant."

#### PRIVATE COLLECTIONS:

Staff acquisition, collecting, or ownership of objects related to museum collections is not in itself unethical and can enhance professional knowledge and judgment. Nevertheless, a Museum staff member's acquisition, maintenance and management of a personal collection of material comparable to Museum collections can create an ethical question. If Museum professionals maintain private collections of objects similar to those collected by their department at the Museum, there may be a temptation to acquire particularly valuable objects for themselves rather than for the Museum. Extreme caution is required by the staff member in such cases.

Staff members whose duties include making acquisitions for the Museum and have such personal collections must make full disclosure in writing to the Director of the Museum. A *Personal Collection Disclosure Form* is available from the Assistant to the Director and must be updated regularly. Any further acquisition considerations for a personal collection must be disclosed immediately, and the Museum offered the opportunity to purchase the object before the staff member, with the Director making the final decision for the Museum. This policy excludes objects that are readily available on the open market. To assist evaluation of conflicts or the appearance of conflict, staff disclosures should state why the personal acquisition is not in conflict with the Museum or why such conflict is not significant.

No employee or member of the effective governing authority may deal in objects similar or related to the objects collected by the Museum. In this context, "deal" means buying and selling for profit as distinguished from occasional purchase, sale, or exchange from a personal collection.

In all matters concerning personal collections, it is important that Museum staff avoid not only actual conflicts of interest, but also the appearance of such conflicts. No member of the effective governing authority, employee, or volunteer may compete or appear to compete with the Museum.

Non-paid associates such as research associates, affiliates, or adjunct or guest curators are exempt from these policies regarding private collections, but they are prohibited from adding to their collections any items acquired as a result of their association with the Museum, including items obtained during field expeditions.

#### PRIVATE FIELD STUDY AND COLLECTION:

Field exploration, collection, and excavation by Museum staff within their discipline, but outside their Museum work duties may present complex and critically important ethical problems. Such efforts present situations that can result in difficult interpersonal and international problems. The UA Museum of the North actively engages in field exploration efforts for both research and collections development purposes; staff is expected to be aware of and in full compliance with all required permits to do so. Any staff member engaging in such activities outside of their work responsibilities is urged to exercise care to determine in advance that such activity is legal, that it is pursued with the full knowledge, approval and, when applicable, the collaboration of all individuals and entities to whom the activity is appropriately of concern, and is conducted for scholarly or educational purposes.<sup>5</sup> A general if not specific statement of the nature of the objects to be collected, the purposes that they are intended to serve and their final disposition must be prepared and should be fully understood by the participant and the supervisor. A disclosure statement outlining the issues shown above should be prepared and approved by the employee's supervisor before the individual undertakes such activity.

#### ACADEMIC FREEDOM AND INTELLECTUAL PROPERTY RIGHTS:

The Board of Regents Policy P04.04.010 guarantees the rights of academic freedom and freedom of expression. Policy 04.02.040 states: "Principles of academic freedom and freedom of expression require tolerance of the expression of ideas and opinions even though they may be offensive to some. However, ideas and opinions must be expressed in a manner that does not create an intimidating, hostile, or offensive working or learning environment or unreasonably interferes with an individual's performance." UAMN expects all employees, volunteers, and members of the governing authority to respect freedom of expression in the research they conduct and in its presentation.

Natural and cultural history collections and associated field notes made by Museum employees with the use of Museum funds or any extramural funds shall be Museum property insofar as

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<sup>5</sup> For example, private citizens may collect invertebrate fossils on State and Federal land without a permit. Researchers must have a permit to collect in the same areas. Employees and volunteers should be cautious about donating specimens collected on non-museum outings as this may be interpreted as collecting for the Museum.

federal and foreign law and any award or sponsor conditions allow. The Museum will not restrain or restrict principal investigators' use of their own field notes. When principal investigators leave the Museum staff, a complete copy of their field notes will be provided to them by the Museum.

All matters relating to inventions, patents, copyrights, trademarks and other intellectual properties in which the University of Alaska Museum of the North is in any way concerned will be administered by the UA Director of Intellectual Property and Licensing as stated in University Regulation R10.07.05. Intellectual property rights for faculty members may also be determined by collective bargaining agreements.

#### APPRAISALS BY MUSEUM STAFF:

Donations to the Museum are tax deductible to the extent permitted by law; however, the Museum staff may not appraise items in their disciplinary specialty that may be donated on behalf of a private owner. Donors, therefore, are expected to obtain independent appraisals by a qualified appraiser for the objects they are donating. The Museum may maintain a list of appraisers but will not provide an endorsement.<sup>6</sup> Museum staff will not offer legally-binding advice to donors or potential donors regarding the tax implications of their donation and must inform the donor that it is the donor's responsibility to seek independent tax advice from a qualified tax specialist. Museum staff will sign IRS Form 8283 when requested if all conditions for such have been met.

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.

### C. MUSEUM VOLUNTEERS AND DOCENTS

Volunteers play an active and important role in Museum activities. It is incumbent upon the paid staff to be supportive of volunteers, receive them as fellow workers, and willingly provide them with appropriate training and opportunities for their intellectual enrichment. Likewise, volunteers must perform all duties to the best of their abilities and training, and seek staff assistance when appropriate.

Volunteers also have a responsibility to the Museum, especially those with access to the Museum's collections, programs, and privileged information. Volunteers must respect the confidentiality of any Museum information to which their volunteer activities give them access, which is not available to the public and may not contact news media regarding information they gain during their volunteer service. Access to the Museum's non-public spaces and activities is a privilege, and the lack of material compensation for effort expended on behalf of the Museum in no way frees the volunteer from adherence to ethical duties. Volunteers must work toward the betterment of the institution and not for personal gain other than the natural gratification and enrichment inherent in museum participation.

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<sup>6</sup> See Section 1219 of the Pension Protection Act of 2006 (H.R. 4) for a full explanation of what defines a "qualified appraiser" as well as what is required on the "qualified appraisal."

Although the Museum provides special privileges and benefits to its volunteers, volunteers may not accept gifts, favors, discounts, loans or other dispensations or things of value from others in connection with performance of their duties for the Museum. Conflict of interest restrictions and gift policies placed upon the paid staff of the Museum are made applicable to volunteers. These rules must be explained to volunteers.

#### D. MUSEUM ADVISORY COUNCIL

The Museum Advisory Council (MAC) provides the director with citizen and business perspectives on issues of importance to the future direction of the University of Alaska Museum of the North. Members serve as advocates for the Museum's mission and goals, helping to ensure the quality and vitality of programs and services, as well as adequate private and public funding. Members of the MAC should recognize that they are not empowered to represent the museum officially or to act as its agent except in ways outlined in the MAC Statement of Purpose and Mission or as requested by the Museum Director. Members should maintain confidentiality on sensitive issues discussed at council and committee meetings.

Given their advisory and voluntary role, members of the MAC are not held to the same guidelines regarding personal collecting as are museum staff. Members should, however, be mindful of the museum's collecting interests and whenever possible, should seek to support and not compete with those interests. Under no circumstances should a member of the Council, a person close to him/her, or a representative of the member, acquire objects from the collection of the museum. Any questions should be directed to the Museum Director for guidance.

## **II. COLLECTIONS**

The University of Alaska Museum of the North Collections Management Policy contains the Museum's policy regarding the acquisition, use, and disposal of objects. The Museum will continue to develop policies that allow it to conduct its collections activities in accordance with existing law and with the reasonable certainty that its approach is consistent with the spirit and intent of such laws. It is incumbent upon Museum staff to review and understand the Museum's Collections Management Policy when carrying out their job responsibilities.

### **A. ACQUISITIONS**

Objects collected by the Museum must be relevant to the Museum's purposes and activities, be accompanied by a valid legal title, permit, and/or documentation, preferably be unrestricted but with any limitations clearly described in an instrument of conveyance, and be properly cataloged, conserved, stored and/or exhibited. In general, objects should be kept as long as they retain their physical integrity, authenticity, and usefulness for the Museum's purposes and mission. The Museum must remain free to improve its collection through selective disposal and acquisition, and intentionally to destroy specimens for well-considered analytical research, education, or other legitimate purposes.

The Museum and its staff should anticipate the possible consequences of their actions regarding the acquisition of plants and animals. The staff must be aware of any potential damage that such acquisitions might have on the population of a species, a community of organisms, or the environment in general. They must conduct their collecting activities within recognized standards that avoid, insofar as reasonably possible, the adverse effects of such activities. These principles apply to the acquisition of specimens for all Museum activities including educational, scholarly, commercial, or display purposes.

Individual academic departments may and should follow the codes of ethics for their particular field. These will not supercede the regulations and policies established by the UAMN Collections Management Policy, UA Regulations and Board of Regents Policies, the Alaska Executive Branch Ethics Act, or those outlined here.

### **DEACCESSIONS:**

When considering disposal of an object, the Museum must first determine that it has the legal right to do so. When donor-imposed restrictions accompany the acquisition, these must be observed unless it can be clearly shown that adherence to such restrictions is impossible or impractical. If donor-imposed restrictions restrict disposal, the Museum may offer the object to the donor or donor's family in lieu of disposal.

No representative of the Museum may benefit from disposals from the Museum collection. Deaccessioned objects may not be acquired directly or indirectly by members of the governing authority, employees, or volunteers. Collections shall not be deaccessioned or disposed of in order to provide financial support for institutional operations, facilities maintenance, or any reason other than the direct care or acquisition of collections.

The curatorial staff is best qualified to assess the pertinence of an object to the collection or the Museum's programs. Objects should be acquired or disposed of against the advice of the Museum's professional staff only for clear and compelling reasons.

## B. CARE AND PRESERVATION

One of the fiduciary duties of museums is the Duty of Care, to responsibly care for the collections it acquires into the permanent collection, in perpetuity. This involves practicing preventive conservation, the goal of which is to minimize damage to collections. This is generally accomplished by eliminating or mitigating risks. Risks to the collections may result from exposure to any of these ten agents of deterioration:<sup>7</sup>

- 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; and
- Custodial neglect.

Staff at UAMN will work to minimize or eliminate the risks to collections to the best of their ability, given the resources provided to them.

Conservation treatments of collections owned by UAMN will only be undertaken by professionals or volunteers trained in specialties appropriate for collections departments. No staff member or volunteer will attempt to undertake treatment activities in which they have not been trained.

### HUMAN REMAINS AND SACRED OBJECTS:

The UAMN Anthropological departments (Archaeology & Ethnology) hold collections that may require specialized care: human remains and sacred objects (as defined by the Native American Graves Protection and Repatriation Act) that have not been requested for repatriation, or have been repatriated and are held under a Memorandum of Understanding. The housing and care of these materials should be undertaken, where possible, in a manner acceptable not only to fellow professionals, but to others affected by the materials, such as tribal members. The exhibition, interpretation, and publication of these sensitive objects should be done with tact and respect for human dignity and in consultation with any appropriate Native groups. Requests for research on these collections will be considered by the appropriate curators with the Museum Director; the request will be granted only if a legitimate scientific question is being considered and the appropriate cultural entities are notified.

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<sup>7</sup> Stefan Michalski of the Canadian Conservation Institute has defined these agents in many publications, including "A Systematic Approach to Preservation: Description and Integration with Other Museum Activities" in *Preventive Conservation Practice, Theory and Research*. Preprints of the Contributions to the Ottawa Congress, 12-16 September 1994. London: International Institute for Conservation, 1994.

### C. RESPONSIBILITY TO MUSEUM PROPERTY: REAL AND TANGIBLE

No staff member should use, on or off Museum premises, any object or item that is a part of the Museum's collection or under the guardianship of the Museum, or use any other property, supplies or resources of the Museum except for the official business of the Museum.

Information about the administrative or non-scholarly activities of the Museum that staff may acquire in the course of their duties which is not generally known or available to the public must be treated as information proprietary to the Museum. Such information may not be used for personal advantage and may not be disclosed to others. Staff members are responsible for maintaining the security of confidential records and information and the privacy of individuals or groups who support the Museum.

### D. TRUTH IN REPRESENTATION

It is the responsibility of Museum professionals to use Museum collections for the creation and dissemination of knowledge. Intellectual honesty and accuracy in the presentation of objects is the duty of every professional. The stated origin of the objects or attribution of work must reflect the thorough and honest investigation of the curator and departmental staff and must yield to change with the advent of new facts or analysis. Museum staff must use their best efforts to ensure that exhibits are honest and accurate expressions, and that they do not perpetuate myths or stereotypes. Sensitive areas such as ethnic and social history are of primary concern.

### E. INTELLECTUAL PROPERTY RIGHTS

UAMN holds material created by individuals who retain certain intellectual property rights over the use of those objects. Intellectual property rights include the following:

- Copyrights;
- Visual Artists Rights;
- Privacy Rights; and
- Publicity Rights.

UAMN employees are expected to be aware of all state and federal laws that apply to their collection and to comply with such laws at all times. Private agreements may also accompany object and associated data donations that require specific tasks.

The intangible cultural heritage of Alaska's Native populations, both past and present, is of concern for the ethical operations of cultural departments. This heritage includes the objects and artifacts associated with the various Alaska Native cultures represented in the Ethnology and Archaeology collections. UAMN is opposed to the unethical appropriation of iconic Native symbols and design motifs by individuals without the express consent of the affected groups. UAMN staff will make every effort to ensure that the use of the objects in the collections is legitimate research and not for personal gain.

### F. PUBLIC ACCESS TO COLLECTIONS

The collections and associated data at UAMN are accessible for scholarly and educational purposes. Requests for access to research collections will be made to the departmental curator,

who will assess the request. Access for research or examination may be limited by policy, space and staff availability as well as the care and security of the collections.

Departmental staff and curators may refuse a request for identification of materials held by private individuals. In the case when a private individual brings a specimen or artifact and there is a high likelihood that it was collected illegally, it is the responsibility of UAMN employees to educate that individual about the relevant laws and encourage them to contact the appropriate authorities.

Visitation in museum's public exhibition spaces must be based on equity of access, fairness to all visitors and responsible adherence to our mission. All visitors should have the ability to have a meaningful experience in the galleries and those whose activities prevent equal access and put the collections, staff and/or other visitors at risk, will be asked to leave. Requests for special access to galleries are granted in the discretion of the Museum Director, the Exhibition & Design Director, and the appropriate curator(s).

### **III. INSTITUTIONAL ETHICS**

#### **A. FUNDRAISING AND GIFTS**

Fundraising is a vital component of the financial health of the Museum. Staff and volunteers involved in raising moneys, soliciting other contributions or soliciting gifts-in-kind on behalf of the Museum must disclose the need for such contributions; the Museum must use such donations only for the donor's intended purposes if the donor expresses such intent. No gift should be solicited with the promise of opportunities or advantages not offered to all donors under previously defined guidelines. Donations to collections departments, both financial and specimens or artifacts, must be reported to the Museum Development office so that the donation can be properly acknowledged and deposited in the appropriate foundation fund. Staff and volunteers should hold confidential and leave intact all lists, records, and documents acquired in connection with their fundraising efforts on behalf of the Museum to the maximum extent allowed by law.<sup>8</sup>

UAMN seeks the support of Corporate Partners and Museum Membership to further our mission through public programs and special events. Our programs offer name recognition, exposure, and connections with our curators and special guests. Partners and Members do not control the Museum regarding content of events, exhibits or the research presented by curators or other museum researchers.

#### **B. MUSEUM STORE**

The Museum Store and other commercial activities in the Museum, as well as publicity relating to them, should be undertaken in light of the Museum's mission and Board of Regents Policy 05.15.06. These activities should be relevant to the collections and basic educational purposes of the Museum and must not compromise the quality of those collections.

The Museum Store is dedicated to maintaining high educational standards and goals in store management and product selection. It is the responsibility of the Museum Store staff to be fully aware of the source, quality, authenticity, and educational value of all items sold in the store. Any objects that appear to be Native-made must be confirmed as such.

#### **REPRODUCTIONS AND REPLICAS:**

The sale of reproductions and replicas by the Museum Store must be carefully regulated because these items can be misperceived by the public. All reproductions and replicas must be clearly and permanently identified as such.

#### **DEACCESSIONED MATERIALS AND THE MUSEUM STORE:**

The disposal of deaccessioned collections material by sale in the Museum Store is prohibited. Even though the item may have been properly deaccessioned, the public may perceive the transaction as the Museum Store participating in the liquidation of the Museum's collections. Therefore, deaccessioned items may never be sold through the Museum Store.

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<sup>8</sup> If questions arise about whether information must be disclosed in response to a public records request, the Office of the General Counsel should be consulted.

Some sales of material may be conducted through the Museum Store. Historic publications that are no longer used by departmental libraries may be sold in the historic publication sales. Also, if a donation of publications is made to a department and the department has no need of them, they may be sold through the Museum Store with the proceeds split between the individual department and the store. The departmental funds generated in this manner should be reserved for the purchase of additional, more relevant publications with the original donor cited as the source of the funds, or for the purchase or direct care of collections.

#### RARE, ENDANGERED AND PROTECTED SPECIES, ANTIQUITIES, AND NON-RENEWABLE NATURAL RESOURCES:

The UAMN Store fully supports existing state and federal laws regarding resource protection and recognizes the need for strict enforcement in order to preserve and protect Alaska's natural and cultural resources. The sale of any object or any merchandise that is manufactured from or incorporates parts of any rare, endangered, or protected species is prohibited. Products created legally by Alaska Native artists using protected species may be sold, however they are still subject to the same import/export requirements upon purchase. Museum Store employees will attempt to aid customers in identifying potential permit requirements for regulated materials. It is the personal responsibility of the customer to obtain the proper import/export permits for objects purchased. Sale of illicitly acquired antiquities, both anthropological and paleontological, is strictly forbidden.

#### C. FEDERAL, STATE AND LOCAL REGULATIONS

Collecting practices undertaken by academic departments at UAMN will conform to all Federal, State and local regulations as they pertain to individual collection materials. These may include, but are not limited to:

- *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;
- *Native American Graves Protection and Repatriation Act*, 25 U.S.C. §3001-13 (1990), 104 Stat. 3042, P.L. 101-106 and subsequent amendments;
- *Archaeological Resources Protection Act*, 16 U.S.C. §470aa et. seq. (1979), 93 Stat. 721; and
- *Convention on Cultural Property Implementation Act of 1983*.

Curators and collections managers must know the legal requirements relating to the objects or specimens in their departments and must comply with all applicable laws.

## D. MUSEUM EDUCATION

Education is one of the primary missions of UAMN and the goal of the Education Department is to facilitate access to information about Alaska's social and natural phenomena. This is done through educational programs that support the museum's mission and public trust responsibilities and that are founded on scholarship and produced with intellectual integrity. These programs will be accessible and encourage participation of the widest possible audience while staying consistent with the mission and resources of the museum. Educational programming will respect pluralistic values, traditions, and concerns and promote public good. Any revenue-producing activities and activities that involve relationships with external entities will be compatible with the Museum's mission and should support its public trust responsibilities.

All staff and volunteer docents of the education department will follow the UAMN Code of Conduct as well as these specific guidelines:

- provide experiences that are accessible and expand knowledge in an intellectually engaging environment;
- support scientists, humanists, and artists as agents for change;
- identify and partner with our communities to further the museum mission;
- foster the Museum as a center for the discussion and understanding of our "sense of place" in new ways and with new audiences;
- nurture a supportive environment for risk-taking, individual opportunity, and reflection;
- present public programs that are intellectually compelling, conceptually rich, and contribute to scholarship;
- provide multiple learning formats to aid diverse learning styles;
- provide leadership in identifying standards that further the development of interpreting museum collections in the 21<sup>st</sup> century;
- contribute to the Museum's identity as a community learning center for learners of all ages;
- enhance the visitor experience in all its diversity;
- provide a safe learning environment for visitors of all ages; and
- provide equal access to all our visitors.

## E. PUBLIC USE OF FACILITIES

The Museum hosts a variety of events, sponsored by the Museum (Open House, the Chocolate Bash, and Museum lectures), the University (conference receptions and book readings) as well as the general public (retirement parties and holiday celebrations). Users are subject to rental fees and must indicate the purpose of their event. Users will be responsible for any damage occurring to the facility or the collections. UAMN will not allow the rental of the facility for the following purposes:

- Political fundraisers;
- Business-related fundraisers or for other business purposes;
- Events that allow speech or activities that are likely to incite imminent violence; or
- Events that promote or display obscenity.

All event applications are subject to review by UAMN Visitor Services and the Museum Director. Events that may place the Museum facility, collections, or staff in physical danger, in the sole judgment of the Museum, will be prohibited. The Museum reserves the right to deny the

use or the continued use of its facilities to any person, organization, or corporation not complying with Museum and University policies and regulations. No group or individual will be denied use of Museum facilities based on the content of the intended use. The ideas expressed by the Users are not necessarily shared by the Museum and University, and rental of the facility should not be seen as agreement with these opinions.

## **IV. CODE OF CONDUCT**

The University of Alaska Museum of the North is a highly-visible scientific and cultural institution, and the staff are expected to be professional in their work, attitude, and dress habits while at the Museum or on official Museum business, including professional meetings and while conducting outside research.

### **A. DRESS CODE**

The dress code at UAMN is largely dependent upon the department in which the employee works and the particular duties being carried out on a given day. Employees are expected to exercise good judgment when determining what clothing is appropriate for that day's work. Employees should always take into consideration the safety of particular clothing items. If the supervisor deems it necessary, supervisors may assist employees in determining what dress is appropriate.

### **B. WORK ETHICS AND PROFESSIONALISM**

Members of the Museum's administration and its governing authority should respect the professional expertise of the staff, who have been hired based on their special knowledge or ability in some aspect of museum activity. Governance of the museum should be structured so that the resolution of issues involving professional matters incorporates the opinions and professional judgments of relevant members of the staff. Responsibility for the final decisions rests with the Director and University officials. No staff member will be required to reverse, alter, or suppress a professional judgment, although the staff member must implement the official decision.

### **C. STUDENT EMPLOYEES**

Since the Museum is a university-based scientific and cultural institution, staff and faculty actively take part in the education of UAF students. Employees should make a concerted effort to set a positive example for students learning about working in a museum. Personal relationships with students outside the normal bounds of the educational mission of the Museum are not discouraged, but individuals should always be mindful of the unequal power structure and not take advantage of this relationship. Student dress code may be set by departmental supervisors.

### **D. VISITING RESEARCHERS**

UAMN is a research facility and hosts hundreds of visiting researchers and Native groups each year. When interacting with these visitors, employees are representatives of the Museum and must act in a respectful manner. Employees should be aware of the intellectual property rights of research being conducted at the Museum and should act in an ethical way at all times. If a UAMN employee is accused of appropriating the research ideas of another employee, the employee may be subject to discipline under University regulations up to and including termination.

## **V. IMPLEMENTATION & REVISION**

The implementation of this Institutional Code of Ethics is essential to its success. A copy of it should be given to each regent, and the chancellor and provost of the University of Alaska Fairbanks. All members of advisory boards, staff, students and volunteers will be expected to read and understand this code. It will be included in the handbooks for employees, advisory committees, and volunteers and in the Lab Handbooks for each department. Individuals will be asked to sign a statement that they have read and agree to work under these standards. An electronic copy of this code will also be maintained on the Museum's shared drive as well as posted on the Museum website.

The Institutional Code of Ethics should be reviewed and updated for accuracy at least every ten (10) years. Members of the staff will be asked to review the document and indicate any changes that are needed to maintain compliance with Board of Regents Policies and University Regulations and the law as well as changes in the museum field and academic disciplines. Changes will be agreed upon by staff and the revised document will be subject to approval by the governing authority.

Any individual found to have violated the rules contained in this Institutional Code of Ethics may undergo the following discipline:

- Verbal warning by immediate supervisor;
- Written letter of warning by immediate supervisor to be placed in the employee's personnel file;
- Documentation in annual performance evaluation; or
- Dismissal, in accordance with University procedures.

## **DISCIPLINE-SPECIFIC CODES OF ETHICS**

*American Anthropology Association*

<http://www.aaanet.org/committees/ethics/ethcode.htm>

*Registrars Committee of the American Association of Museums (RCAAM)*

<http://www.rcaam.org/pdf/Part3-Appendix.pdf>

*Entomological Society of America*

[http://www.entsoc.org/about\\_esa/governance/documents/ethics.htm](http://www.entsoc.org/about_esa/governance/documents/ethics.htm)

*Museum Store Association*

<http://www.museumdistrict.com/membership/EthicsCode.cfm>

## APPENDIX I

### MUSEUM EDUCATION MISSION, ETHICS, GUIDING PRINCIPLES, AND CODE OF CONDUCT

#### EDUCATION MISSION STATEMENT

Education is one of the primary missions of the University of Alaska Museum of the North, and the goal of the Education Department is to facilitate access to information about Alaska's social and natural phenomena. The Education Department is dedicated to providing lifelong learning experiences to learners of all ages. Through the interpretation of Alaska's natural and cultural history collections, we provide a variety of inquiry-based activities to engage visitors in learning about the people and places we call home.

#### EDUCATION ETHICS

Based on the *Code of Ethics for Museums*, American Association of Museums, 2000

The educational mission of the museum is met through educational programs that support the museum's mission and public trust responsibilities that are founded on scholarship and based on intellectual integrity. These programs are accessible and encourage participation of the widest possible audience while remaining consistent with the mission and resources of the museum. Educational programming respects pluralistic values, traditions and concerns and promotes the public good. Any revenue-producing activities and activities that involve relationships with external entities should be compatible with the museum's mission and support its public trust responsibilities.

All staff and volunteer docents of the education department must follow the UAMN Code of Conduct as well as following the specific guidelines that follow.

#### EDUCATION GUIDING PRINCIPLES AND CODE OF CONDUCT

**We believe an understanding of science, humanities, and the arts are crucial, important, and transformative.**

The role of museum education is to:

- *Provide experiences that are accessible and expand knowledge in an intellectually engaging environment; and*
- *Support scientists, humanists, and artists as agents for change.*

**We engage our communities of elders, scientists, and artists.**

The role of museum education is to:

- *Identify and partner with our communities to further the museum mission; and*
- *Become a center for the discussion and understanding of our "sense of place" in new ways and with new audiences.*

**We foster excellence and innovation.**

The role of museum education is to:

- *Nurture a supportive environment for risk-taking, individual opportunity, and reflection;*
- *Present public programs that are intellectually compelling, conceptually rich, and contribute to scholarship;*
- *Provide multiple learning formats to aid diverse learning styles; and*
- *Provide leadership in identifying standards that further the development of interpreting museum collections in the 21<sup>st</sup> century.*

**We instill a sense of welcome and hospitality into all our work.**

The role of museum education is to:

- *Be a community learning center for learners of all ages;*
- *Enhance the visitor experience in all its diversity;*
- *Provide a safe learning environment for visitors of all ages, which include background checks of staff and volunteer; and*
- *Provide equal access to all our visitors.*

## **APPENDIX II**

### **MUSEUM FORMS**

1. UA Ethics Disclosure Form
2. UAMN Personal Collection Disclosure Form
3. UAMN Private Field Study & Collecting Disclosure Form

**Disclosure of Employment or Services Outside of the University of Alaska**

Reset

*(Illegible or incomplete forms will be returned)*

*"Public Employees," including employees of the University of Alaska, are subject to the Alaska Executive Branch Ethics Act (AS 39.52.010-960). As required by AS 39.52.170(b), please use this form to report your employment or provision of services outside of the University of Alaska.*

**Step 1: To Be Completed By Employee**

Printed Name:	Timekeeping Location as listed on your timesheet:
Department/Unit	Unit
Position Title	Campus:

**Describe this Outside Activity, including:** the hours and days of week; how it affects your usual University duties or duty hours; how it may be incompatible or in conflict with the proper performance of your duties; whether your outside job duties are similar or related to your University duties; and whether you will be dealing with people or entities with whom you deal as part of your University duties (attach additional sheets if necessary).

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**Circle all applicable classifications below:**

<b>Faculty</b>	ACCFT	United Academics – AAUP/AFT	Adjunct	NonRepresented	
<b>Staff</b>	Classified	Local 6070	APT	Student	Officer/Senior Administrator
	Full Time/Regular	Part Time/Regular	Full Time/Temp	Part Time/Temp	

I understand that: 1) for any Outside Activity I perform for compensation, no University owned/operated facilities, supplies, equipment and/or vehicles (including personnel time or effort) may be utilized in any manner; 2) I may not take or withhold official action in order to affect a matter in which I have a personal or financial interest; 3) I am obligated to declare any potential violation of the Ethics Act on a separate form, and to refrain from taking official action on that matter until a determination is made as provided in AS 39.52.210; and 4) I must report any change in my Outside Activity, when it occurs, and at least once each year on or before July 1. **I certify that to the best of my knowledge, my disclosure statement is true, correct and complete. I understand that, in addition to any other sanction that may apply, if I submit a false statement that I do not believe to be true, I am punishable under AS 11.56.200-240.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 2: Forward To Dean/Director/Supervisor For Completion**

I, (PRINTED NAME) \_\_\_\_\_ have reviewed this disclosure and I (CIRCLE ONE) **AGREE DISAGREE** that the Outside Activities described above will not adversely affect the employee's usual University duties or duty hours or otherwise be incompatible or in conflict with the proper performance of the employee's duties. I have attached any additional documentation required, including measures taken to avoid or correct potential Ethics Act violations and/or special areas of concern.

\_\_\_\_\_  
Signature Dean/Director/Supervisor

**Step 3: Forward this form to your Campus Ethics Representative as follows:**

UAA--Director of Human Resource Services                      UAF--Staff: Vice Chancellor for Administrative Services; **Faculty:** Provost  
UAS--Director of Personnel Services                      **System Office--**General Counsel's Office

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Campus Ethics Representative

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
University of Alaska Designated Ethics Supervisor

Receipt of this disclosure of Outside Activity is acknowledged with the understanding that this Outside Activity will in no way detract from, be incompatible or in conflict with the proper performance of your duties and responsibilities at the University of Alaska. Please report any changes that would affect this understanding as they occur.

Please see <http://www.alaska.edu/labor/indexes/ethics.html> or contact your Campus Ethics Representative or Campus Human Resources Office for more information about Ethics Act responsibilities. Rev 6/03 - to be printed on blue paper





## PRIVATE FIELD STUDY / COLLECTING DISCLOSURE FORM

This form provides employees of the University of Alaska Museum of the North the opportunity to disclose information regarding private field study or collecting expeditions within their discipline, but outside of normal work duties. Employees should fill out the form and have their supervisor sign where indicated. This form will be retained in the employee's personnel file.

Employee Name: \_\_\_\_\_  
Museum Title: \_\_\_\_\_  
Date of activity: \_\_\_\_\_  
Location of activity: \_\_\_\_\_

Nature of objects to be collected: \_\_\_\_\_  
\_\_\_\_\_

Purpose(s) collections are intended to serve: \_\_\_\_\_  
\_\_\_\_\_

Method / location of final disposition of collections: \_\_\_\_\_  
\_\_\_\_\_

Other relevant information: \_\_\_\_\_  
\_\_\_\_\_

I, the undersigned, confirm that the above statement is true to the best of my knowledge. I agree to remove myself from the described activities if they are determined to be for any reason other than scholarly or educational purposes.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Approval

\_\_\_\_\_  
Date