

COLLECTIONS MANAGEMENT POLICY
Department of Research and Collections

THE UNIVERSITY OF ALABAMA MUSEUMS

The Alabama Museum of Natural History

The Gorgas House Museum

The Jones Archaeological Museum

The Mildred Westervelt Warner Transportation Museum

The University of Alabama



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SECTION I: Introduction

The University of Alabama Museums holds its collections in trust for the public. UA Museums is committed to maintaining standards of professional and ethical excellence in all its actions and embraces the standards set forth by the American Alliance of Museums. UA Museums recognizes the responsibility to ensure planned and coherent growth, development, care, and use of collections. UA Museums further recognizes the responsibility to prevent the loss of its collections by deterioration, mismanagement, or indiscriminate dispersal.

The purpose of this policy document is to identify how the collections of The University of Alabama Museums will be managed. This document establishes guidelines and criteria for the acquisition, exhibition, preservation, and management of the collections as a means to achieve the overall mission of The University of Alabama Museums.

The University of Alabama Museums Collections Management Policy is a public statement of the Museums' commitment to care for and manage its collections properly.

The University of Alabama Mission

The mission of **The University of Alabama** is to advance the intellectual and social condition of the people of the State, the nation, and the world through the creation, translation, and dissemination of knowledge with an emphasis on quality programs of teaching, research, and service.

The University of Alabama Museums Mission

The mission of **The University of Alabama Museums** is to broaden the knowledge of natural sciences and cultural heritage through collections and quality programs of research, instruction and service.

UA Museum Unit Service Statements

The Alabama Museum of Natural History serves the mission of The University of Alabama Museums system by:

1. Advancing the knowledge and appreciation of natural sciences among the people of Alabama through exhibitions, collections and high quality programs of teaching, research, and service.
2. Collaborating with University of Alabama faculty, staff and students to disseminate the broader impacts of their research to the university community and public through the museum's public exhibits and programs.
3. Collaborating with other UA Museums divisions in hosting exhibits and public outreach events.

Moundville Archaeological Park serves the mission of The University of Alabama Museums system by:

1. Interpreting past and present Native American history and culture to park visitors and participants in educational programs; through the Jones Museum's Lost Realm of the Black Warrior exhibition; and at the Moundville Native American Festival, which showcases traditional arts and crafts, music, dance, story-telling, technologies and food of Southeastern Native American communities.
2. Protecting and stewarding the Moundville Mississippian-period Archaeological Park, a National Historic Landmark and once the site of America's largest city north of Mexico.
3. Facilitating archaeological research on the Moundville site.
4. Collaborating with other UA Museums divisions in hosting exhibits and public outreach events.

The Gorgas House Museum serves the mission of The University of Alabama Museums system by:

1. Preserving and interpreting the cultural history of the University of Alabama campus through guided tours and special exhibitions. The Gorgas House Museum communicates the diverse history of the entire campus to the University community and general public.
2. Providing students with research and museum experiences through internships and volunteer work, developing career and research goals, encouraging the scholarship and preservation of cultural history.
3. Collaborating with other UA Museums divisions and community organizations in hosting exhibits and public outreach events.

The Mildred Westervelt Warner Transportation Museum serves the mission of The University of Alabama Museums by:

1. Advancing knowledge and appreciation of Tuscaloosa's cultural heritage through exhibitions, collections, outreach, and quality programs of teaching and service.
2. Stewarding the collections of the M.W. Warner Transportation Museum and the historic Queen City Pool and Bath House (building and grounds).
3. Collaborating with the City of Tuscaloosa to advance the knowledge of Tuscaloosa's history to the local community, the state, and region through custom exhibits that highlight Tuscaloosa's varied history and through hosting temporary exhibits from other institutions.
4. Collaborating with other UA Museums divisions in hosting exhibits and public outreach events.

The Department of Museum Research and Collections serves the mission of The University of Alabama Museums system by:

1. Conducting collections-based research and supporting faculty, staff and students with their research initiatives.
2. Employing current professional museum standards to care for and manage our unique cultural and natural scientific heritage and to preserve it for future generations.
3. Making the collections of the UA Museums as widely accessible as possible to researchers on a global scale.
4. Exposing and educating UA students to professional collections standards and practices.

Discovering Alabama serves the mission of The University of Alabama Museums system by:

1. Providing Museum publicity on all Discovering Alabama television programs (Providing Museum publicity on all Teacher Guides and other educational outreach materials, in major television and print media publicity, and in Emmy award announcements.
2. Featuring Museum staff and operations/activities in Discovering Alabama programs as appropriate to program topic.
Providing donated technical assistance to other Museum divisions as may be requested and feasible.
3. Providing donated Discovering Alabama DVDs and other materials for use in Museum fundraising activities and other events.
4. Generally, providing natural history/natural science education to a diverse audience exceeding one million viewers annually.

The Office of Archaeological Research serves the mission of The University of Alabama Museums system by:

1. Conducting research into our shared cultural heritage and preserving that heritage for future generations.
2. Providing the highest quality cultural resource management strategies to those seeking to preserve our past.
3. Advancing the technological limits of cultural resource investigation.
4. Seeking broader understandings of human history and disseminating that information to the world.

SECTION II: Scope of Collections

A) Composition

The University of Alabama Museums' collections are composed of prehistoric and historic archaeological and ethnological materials, human osteological specimens, and natural history specimens from the fields of zoology, paleontology, and geology. The Museums also hold collections of historical artifacts, art, decorative arts, and archival documents, including those specifically related to the Gorgas House Museum.

The modern collecting and research activities of the University of Alabama Museums strive to emphasize a regional focus on Alabama and the southeastern United States; collections acquired before a formal policy was adopted, covering a span of nearly 100 years, include items from all over the United States and abroad. The Office of Archaeological Research also operates a regional collections repository, curating archaeological collections from across the world.

B) Categories of Collections at UA Museums

The University of Alabama Museums' collections are grouped into five different categories: 1) Permanent Collections, 2) Temporary Collections, 3) Ancillary Collections, 4) Repository Collections, and 5) Library Collections.

1) Permanent Collections

The Permanent Collections are defined as those accessioned objects and materials that the University of Alabama Museums holds indefinitely in the public trust. Objects in the Permanent Collections should possess clear title of ownership, and shall be maintained and documented to the highest professional levels possible.

Those specimens that are documented as Type specimens are maintained as part of the Permanent Collections and require special permission in writing for restricted use from the Department of Museum Research and Collections staff.

The Permanent Collections include archival materials such as historical event records, research papers, photographs, microscope slides, catalogues, field notes, specimen- or artifact-associated documentation, videos and other recordings, manuscripts, scrapbooks and journals. Some of these items are stored in the Hoole Library of Special Collections because of their unique provenance and curatorial requirements.

2) Temporary Collections

Temporary Collection items consist of specimens and objects placed in the custody of the University of Alabama Museums for a variety of purposes, but without the initial intent that those items be accessioned into the Permanent Collection. Temporary Collection items may result from incoming loans, submission for identification or conservation, or as the result of a formal agreement placing those objects under the administrative control of the Director of Research and Collections for a limited time. Potential donations submitted to the University of Alabama Museums are considered Temporary until such time as they are formally accessioned into the Permanent Collection; likewise, unprovenanced or undocumented items "found in collections" will be considered Temporary items until such time as their final status and disposition is determined.

Temporary Collections shall be given the same level of care as the Permanent Collection and/or, in the case of incoming loans, the level of care required by the conditions outlined in the Lender's loan documents.

3) Ancillary Collections

The objects in the Ancillary Collections support or enhance the display or storage of the University of Alabama Museums' collections, but do not meet the historical, scientific, or pedagogical criteria necessary to be fully accessioned into one of the other museum collections. The objects may be used for exhibit props, teaching, educational outreach programs, or as supplementary research material (such as the cast collection).

Such objects may be handled and stored under less rigorous standards than those applied to the Permanent Collections. Objects in these collections may be acquired as gifts, purchases, or transfers of deaccessioned items from the Permanent Collection.

The Ancillary Collections shall be made accessible to the Museums' education departments and others upon request. Exhibition properties may be altered or modified to suit the interpretive strategy. This category includes (but is not limited to) such items as artifact reproductions, decorations, furnishings, photo enlargements, and so forth.

The Department of Museum Research and Collections shall maintain inventory records for the Ancillary Collections. Objects may be removed from the Ancillary Collections if they are damaged, lost, or are no longer relevant to the museum's purposes.

4) Repository Collections

Repository Collections are objects and/or specimens maintained under formal contract for outside private and governmental agencies. These collections are accessioned, but not in the Permanent Collections, and are maintained physically separate from UA owned permanent collections because ownership of the collection is not transferred to the UA Museums, but remains with the depositing agency.

No material from the Repository Collections shall be removed from the inventories, discarded, or otherwise disposed of except at the instruction of the depositing agency. Access to and use of the collections is determined by the depositing agency; by written agreement, this authority may be delegated in part or in whole to the appropriate Curator or to the Director of Museum Research and Collections.

Archaeological repository collections from federal sources must be managed by federal regulations and standards as outlined in 36 CFR 79. In other cases, as with the Permanent Collections of the University of Alabama Museums, the collections shall be maintained and documented to the highest professional levels possible.

5) Library Collections

The Library Collection consists of materials that have been acquired for research and study by Museum staff, students, and visitors. The materials are non-accessioned.

6) Other Collections

Unless otherwise specifically obligated by contract, the University of Alabama Museums is not responsible for the curation or management of collections maintained by units of the University that are not part of the University of Alabama Museums system, or for collections belonging to outside entities or organizations. The Department of Museum Research and Collections will not house objects or specimens not directly under the administrative control of the Director of Research and Collections. Items offered by or transferred from other University collections or units will be considered for acquisition in the same manner as items offered by external agencies or individuals.

SECTION III: Acquisitions and Accessions

Acquisitioning is the process by which the University of Alabama Museums obtains an object, and *accessioning* is the formal process of transferring the object to the Museums' Permanent Collections.

Authority to acquire: the University of Alabama Museums grants the authority to acquire and accept objects and specimens into its Permanent Collections to the following:

- the Curator(s) of a specific subject collection
- the Director of Museum Research and Collections

Under certain circumstances, acquisitions and accessions will require greater oversight by members of the curatorial and administrative staff of the Museums. At the discretion of the Director of Museum Research and Collections, a committee may be empanelled consisting of:

- the Director of Museum Research and Collection
- the Collections Managers
- the staff curator(s), and/or other curator(s) with relevant subject knowledge

The committee will evaluate and make recommendations for all proposed accessions of significant size or monetary value. The committee will also have oversight in those situations where the proposed acquisition will commit the University of Alabama Museums to immediate or anticipated major expense.

Decisions of the committee in these cases will be forwarded to the Executive Director for further evaluation and final approval.

Objects and specimens may be acquired through gift, purchase, transfer from another department or institution, or bequest; however, no object or specimen will be accepted into the Permanent Collections of the University of Alabama Museums without prior authorization as outlined above. The University of Alabama Museums reserves the right to decline to accept any object offered for inclusion in any of its collections.

The Director of Museum Research and Collections should be notified of all collections and acquisitions, including gifts, purchases, transfers from other departments and institutions, and bequests, so that the appropriate paperwork and records can be maintained (see Section IV "Documentation", below). Field Collections generated by the Curatorial staff of UA Museums are exempted from this, provided the collections accession records are submitted with the collection to the staff of the Department of Museum Research and Collections.

Any recommendations for acquisition and/or accessioning should include suggestions as to rationale and, if necessary, the appropriate means of preservation and storage of the items.

A) Conditions

The following considerations shall be taken into account when determining suitability for the Museums' Permanent Collections:

1. The objects or specimens are relevant to, and consistent with, the purposes and activities of the University of Alabama Museums.
2. The objects or specimens are useful for research, exhibit, or educational purposes.
3. The authenticity and provenance of the objects are judged satisfactory by the appropriate curator and/or the Director of Museum Research and Collections. In the case of gifts or bequests, the donor must have clear and legal title to the objects or specimens offered.

4. The University of Alabama Museums must have the resources to provide for the housing, conservation, and preservation of the objects in keeping with professionally accepted standards, and under conditions that ensure their availability for research, exhibition, and/or other museum programs.
5. It is intended that objects acquired shall have permanency in the collections as long as they retain their physical integrity, authenticity, and relevance to the mission of the University of Alabama Museums.

B) Restrictions

1. Title to all objects acquired for the collections should be obtained free and clear, generally without restrictions as to use, exhibition, loan, dispersal, or future disposition. Ownership or use of the object should be unrestricted and unencumbered by intellectual property rights such as copyright, patent, or trademark, or by its nature, such as being physically hazardous, and so forth.
2. Any conditions or restrictions attached to an object accepted into the Museums' permanent collections must be approved by the Executive Director. The Executive Director will contact legal counsel for the best way to proceed if the object has restrictions associated with it.
3. Objects promised to the Museums as future gifts or bequests will not be presented to the Department of Museum Research and Collections for acquisitioning or accessioning.
4. The University of Alabama Museums shall retain the right under all circumstances to accession collections or objects into its Permanent Collection either in whole or in part. If only part of a donation is accepted into the Permanent Collection, the remainder will be deposited in one of our Ancillary Collections or otherwise appropriately disposed of, which may potentially include the transferral to another institution. Donors may also be referred to other museums or public institutions with a potential interest and use for the offered objects.
5. The University of Alabama Museums will not enter into the illicit trade in collections or specimens, or knowingly acquire specimens collected or imported illegally, unless by consent of the appropriate oversight or law enforcement agency. The University of Alabama Museums will not knowingly accept objects that are unethically collected or removed from their society of origin as described by UNESCO's *Convention on the Means of Prohibiting and Preventing Illicit Import, Export and Transfer of Ownership of Cultural Property* (1970).
6. The University of Alabama Museums will comply with all local, state, and federal regulations pursuant to the collection of Native American human remains, funerary objects, sacred objects, or items defined as objects of cultural patrimony by Public Law 101-601, the *Native American Graves Protection and Repatriation Act* (NAGPRA) The Office of Archaeological Research and the University of Alabama Human Osteology Laboratory will serve as repositories for extant collection items until such time as they are repatriated in response to valid requests under NAGPRA.
7. All acquisitions, including gifts, bequests, transfers, exchanges, and purchases, are subject to the approval of The Board of Trustees of The University of Alabama according to the terms of its Board Rules.

C) In-Kind Donations and Museum Collections

An in-kind donation is a charitable gift of goods or services provided in lieu of a monetary contribution.

If a unit of the University of Alabama Museums wishes to accept an in-kind donation of material, either for teaching purposes or as exhibit props, and such items fall within the broad collecting scope of UA Museums, the unit Director must notify the Director of Research and Collections who, in consultation with appropriate staff and faculty curators, will determine if the proposed donation should instead be considered for the UA Museums' Permanent Collection.

D) Appraisals and Identifications of Materials

Curators and staff of the UA Museums may, as a free service to the general public and for professional or educational purposes, identify or authenticate items brought to the Museums.

Curators and staff of the UA Museums may not provide documentation of authentication for appraisal purposes, nor for the purpose of establishing the fair-market value of gifts offered to the Museum. Staff will not identify or otherwise authenticate any natural history or archaeological specimens or cultural artifacts for persons or agencies under circumstances that could encourage or benefit illegal, unethical, or irresponsible traffic in such materials. Curators and staff of the UA Museums may, when performing identification and authentication services in compliance with the legitimate requests of professional or governmental bodies or their agents, include such valuation information if requested.

Donors desiring to take an income tax deduction must have an independent appraisal made of the value of their gift prior to donation.

SECTION IV: Documentation

The University of Alabama Museums Department of Museum Research and Collections is responsible for properly managing all collections-related documentation.

The Department of Museum Research and Collections maintains registration and curatorial records:

- A) **Registration Records** document the legal status of an object in relation to the museum. This type of document includes Deeds of Gift, Temporary Receipts, Incoming and Outgoing Loan Agreements, the Accession Register, and all paperwork related to Deaccessioning activities. The Department will maintain a complete and permanent record of acquisitions, accessions, deaccessions, incoming and outgoing loans, and the location of all objects in its custody whether housed on-site or in another institution.
- B) **Curatorial Records** provide a broad body of information that establishes the object's place and importance within its cultural and/or scientific sphere. This type of documentation includes collection files, inventory and catalog records, and records tracking the use of an object for research, publication, and exhibition.

The University of Alabama Museums' Department of Museum Research and Collections staff is responsible for assigning accession numbers, recording appropriate information in the collections and loan registers, completing Deed of Gift and Loan Forms in a timely manner, and ensuring that Research Request forms are completed and approved prior to any on-site research.

The Department of Museum Research and Collections, in conjunction with the appropriate curators, is responsible for compiling and maintaining inventory and catalog information, and ensuring that records in all media are housed in secure locations and physically preserved by proper handling and storage methods. Duplicate registration and accession records will be maintained on appropriate media using contemporary technology, and housed in separate facilities as a security precaution.

SECTION V: Deaccessioning

Deaccessioning is the process by which an object is legally and permanently removed from a museum's Permanent Collection.

UA Museums holds its collections in trust for present and future generations. Therefore, deaccessioning must be done with great care and consideration and with the long-term interests of both the collections and the University of Alabama Museums in mind. All designated procedures for deaccessioning must be scrupulously followed. Deaccessioning is a highly visible action by UA Museums that should be subject to close public scrutiny.

All University of Alabama Museums deaccessioning procedures shall comply with the policies of the University of Alabama and its Board of Trustees. All deaccessioning actions are to be in total compliance with the laws of the State of Alabama and the United States. Nothing in this policy should be interpreted as contravening or superseding state or federal law, or Board Rules.

The University of Alabama Museums will make an inventory of all collection materials to be deaccessioned available to the public. All facts pertaining to the circumstances of deaccession or disposal will be adequately documented in the University of Alabama Museums' records.

It is of great importance that the UA Museums be cautious and deliberate in considering deaccessions, and be completely scrupulous in the disposition of deaccessioned items.

A) Conditions for Deaccession

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

1. The object is not relevant to or consistent with the purposes and activities of the University of Alabama Museums, such as research, scholarship, and education/exhibition.
2. The object has failed to retain its authenticity or documentation, or the item has been lost or stolen and remains lost for a sufficient length of time to be deemed "irrecoverable" by the appropriate Museum authorities.
3. The object unnecessarily duplicates other objects in the Museum collections.
4. The object requires storage and/or conservation resources that cannot be provided by the Museum.
5. The object is damaged or has deteriorated beyond repair.
6. The object/collection has been repatriated through the NAGPRA process to a federally recognized Native American tribe.
7. Specimen(s) and or genetic material collected after 2010 without proper permitting and in violation of the Nagoya Protocol, when the originating country/entity would like an item(s) to be returned.
8. Selling of specimens from the collection is prohibited unless directed to do so by the UA Board of Trustees.

B) Other Considerations

1. The University of Alabama should possess clear legal title to any object considered for deaccession.
2. If the University of Alabama Museums does not possess clear legal title to an object, but that object has little or no associated provenience or donor information, and has remained present but unused in the collections for over 10 years (e.g. "found in collections"), it may be considered for deaccessioning upon recommendation by the appropriate curators in conjunction with the Department of Museum Research and Collections. Alabama's Abandoned Property Law (Alabama Code Section 41-6-73-75) will serve as a guideline for such deaccessioning. Please see Appendix II, below.

3. Any object acquired with restrictions made by the donor will not be disposed of until reasonable efforts are made to comply with the restricting conditions and until legal counsel is sought.
4. No deaccessioned item from the Permanent Collection will be returned to a previous owner, unless that restriction is stipulated on the Deed of Gift or incases of insolvency.

C) General Procedures

1. Recommendations for deaccession will be made in writing by the appropriate curator(s) to the Director of Museum Research and Collections. Recommendations should include suggestions as to appropriate means of disposal of the items.
2. The Director of Museum Research and Collections will approve or deny any recommendation for deaccessioning, in consultation with the curatorial staff, unit directors, or Executive Director if warranted. No further action will take place unless by consent of the Director of Museum Research and Collections.
3. The Director of Museum Research and Collections and/or the Executive Director may seek the advice of University authorities to ensure that any deaccession and disposal proceeds in accordance with the policies approved by the University of Alabama and its Board of Trustees.
4. The Department of Museum Research and Collections will contact legal counsel for the best way to proceed if the object has restrictions associated with it or has been “found in collections”.
5. The staff of the Department of Museum Research and Collections is responsible for completing and filing accurate deaccession records stating exactly why an object or specimen was deaccessioned and how. A deaccessioned object’s accession/collection number is considered part of the object’s/specimen’s permanent records, and cannot be reused.

D) Disposal

Objects approved for deaccessioning will be disposed of in one of the following manners:

1. Objects may be transferred without compensation or exchange for other objects, to a federal, state, municipal, or not-for-profit educational institution whose mission is relevant to the deaccessioned item, and which will adequately care for and assure public access to the object. Material that is judged by the University of Alabama Museums to be of primarily archival value and unrelated to the collections or the Museums’ activities may be transferred to the W.S. Hoole Special Collections Library or another University Repository, subject to their approval.
2. Objects may be sold by public sale or auction by a suitable outside broker designated by the University of Alabama Museums and/or the University of Alabama. There shall be no private sales of collections or other property of the University of Alabama Museums. In the event of any public sale authorized in accord with The University of Alabama and/or State of Alabama policies, any individuals other than museum staff and their relatives shall be eligible to bid on offered items. Any funds resulting from this type of sale will be put into a collections acquisition and maintenance fund.
3. Objects may be repatriated to appropriate Federally-recognized tribal authorities in accordance with NAGPRA guidelines.
4. As a final means of disposal, objects may be comprehensively destroyed when deemed unfit for transfer or auction due to poor condition, lack of research or pedagogical value, lack of unique or distinguishing features, or other salient characteristics. All identifying marks shall be removed; destruction should be complete and irrecoverable.

5. The University of Alabama Museums will adhere to the guidelines of The University of Alabama Office of Environmental Health and Safety concerning the disposal of any materials identified as potentially hazardous.
6. Repository collections may be transferred to another location or institution at the behest of the owner/depositor of said collection.

SECTION VI: Loans

A) Definitions

Objects are borrowed and loaned by UA Museums in order to increase access to objects which would otherwise remain unavailable for research, education, or public display. There is no transfer of ownership in the loan process.

The University of Alabama Museums recognizes two types of loans:

- **Outgoing loans** refers to the process where objects and specimens from the University of Alabama Museums' Permanent and/or Ancillary Collections are temporarily housed in or utilized by other institutions or individuals for the purposes of research, education, or exhibition. Material from the Repository Collections may be loaned with the written permission of the depositing authority.
- **Incoming loans** refers to the process by which objects or specimens which are the property of other institutions or individuals are temporarily housed with the University of Alabama Museums or one of the Museums' associated curators or researchers in order to enhance or inform the programs, exhibits, or research undertaken by the Museums.

All loans are handled and processed by the Department of Museum Research and Collections. Curators or other Museum personnel wishing to authorize an Outgoing Loan or accept an Incoming Loan shall work with the staff of the Department of Museum Research and Collections and the appropriate Collections Manager to ensure that all conditions of the loan are met and that all relevant documentation is complete and accurate before, during, and at the end of the lending or borrowing process. The Department of Museum Research and Collections staff is responsible for packing any objects that are to be loaned out and unpacking any returned and/or incoming loans; this responsibility may be left to the appropriate curators so long as the above documentation process is completed.

B) Outgoing Loans

Objects from the University of Alabama Museums' Permanent and Ancillary Collections are eligible to be loaned to other institutions for the purposes of research, education, and exhibition. The University of Alabama Museums will not lend objects to any organization unless it is clearly and overwhelmingly in the Museums' best interests to do so, and doing so will not:

- inordinately jeopardize the physical integrity and safety of the object;
- give rise to the commercial exploitation of the University of Alabama or UA Museums; or
- bring discredit upon the University of Alabama or UA Museums.

Criteria for the Consideration of Outgoing Loans

1. Lending of items is undertaken only under the terms of a Loan Agreement that forms a contract between the lender and borrower and specifies the terms, conditions, and duration of the loan, as well as the respective responsibilities of each party.
2. Outgoing loans will not be made to private individuals, but rather to individuals designated as valid representatives of educational, nonprofit, and/or research organizations, except with approval from the Director of Museum Research and Collections. Outgoing loans will not be made to students. For the purpose of academic research by students, outgoing loans may be made to a student's academic advisor or thesis/dissertation chair.
3. The borrower will submit a loan or research request detailing the reason for the loan, proposed duration, and proposed shipping/transportation arrangements.
4. A Standard Facilities Report may be required from any institution wishing to exhibit loaned objects which has not previously borrowed material from UA Museums, to ensure that proper climate controls, insurance coverage, and security conditions are in place.

5. Outgoing loans will be accommodated when the requested object(s) are not vital to current or planned exhibitions; are not necessary to current research activities; or are not fragile, rare, or so valuable that the risks in handling and shipping are unacceptable. Any exceptions need to be approved and authorized by the University's Board of Trustees.
6. Outgoing loans will be authorized for a set and limited period of time, pursuant to the needs of the proposed research project, exhibit, or educational program, and as detailed on the formal Loan Agreement. No open-ended loans will be authorized. Borrowers may renew any loan, if such is agreeable to the Department of Museum Research and Collections.
7. Loans exceeding 90 days of expiration with no contact from the borrower may be subject to legal action.

Conditions of Outgoing Loans

All outgoing loans are subject to, but not limited to, the following conditions:

1. The borrower may reproduce the image of the object(s) by photography, digital scanning, or other means, for educational, catalog, record, or publicity purposes. The University of Alabama Museums must approve all matters relating to commercial reproduction.
2. When permission is given to copy (e.g., cast or replicate) museum specimens, the number of duplicates may be specified by the University of Alabama Museums and the Museums may request the return of the original mold(s).
3. Borrowing institutions may not lend, loan, or otherwise transfer any of the loaned items to any other party without the prior written consent of the Department of Museum Research and Collections.
4. The University of Alabama Museums reserves the right to recall a loan if the contract terms are violated or if the borrower provides inadequate care for the loaned objects.
5. Upon return, the objects are to be transported in the same manner as received. All costs for transportation connected with the loan will be paid for by the borrower. The objects shall be packed in exactly the same manner as received. Any changes must be specifically authorized in advance.
6. Any object(s) borrowed for exhibit must be credited to the University of Alabama Museums, including any special wording as directed.
7. Any conservation treatment necessary to stabilize an object prior to transport, as determined by the appropriate curators in conjunction with the Department of Museum Research and Collections, must be funded by the borrower.
8. No repairs, alterations, or conservation treatment of loaned objects shall be undertaken by the borrower without written permission of the University of Alabama Museums.
9. Objects will not be loaned unless relevant documentation for each object, as determined by the Department of Museum Research and Collections staff, is complete.
10. Objects from the Repository Collections at Erskine Ramsay Archaeological Repository will not be loaned unless or until the University Museums receives permission to do so from the owner of record or the owner's authorized representative.
11. Objects or specimens designated as "primary Types" may be loaned at the discretion of the Curator and/or Director of Research and Collections.
12. The borrowers are requested to share any publication(s) resulting from the loan (PDF and/or hardcopy).

13. Loan renewal is at the discretion of the responsible staff of the University of Alabama Museums.

14. Molds, casts, or other reproductions of museum specimens cannot be made without prior approval.

C) Incoming Loans Incoming Loans are defined as the process whereby objects and specimens are borrowed from individuals or other institutions by the University of Alabama Museums for exhibition and/or research purposes. Costs of storage, security, transportation, restoration, insurance, the object's condition, and the lender's restrictions, if any, should be considered before accepting any incoming loan.

1. Borrowing of items is undertaken only under the terms of a Loan Agreement that forms a contract between the lender and borrower and specifies the terms, conditions, and duration of the loan, as well as the respective responsibilities of each party.
2. Incoming loans will be insured by either the lender or the University of Alabama, as decided upon at the inception of the loan and as designated in writing. If insurance is to be provided by the lender, a certificate of insurance and a waiver of subrogation will be submitted to the University.
3. No repairs, alterations, or conservation treatment of borrowed objects shall be undertaken by the University of Alabama without written permission of the lender.
4. The University of Alabama Museums will give due credit to the lending institution or individual while any object(s) borrowed are on display or used for research.
5. The duration of all loans will be determined in the loan agreement. The University of Alabama Museums will not accept loans for an indefinite period of time. The University of Alabama Museums will not provide free storage, conservation treatment, and insurance to lenders beyond the agreed loan period.
6. It is the lender's responsibility to give prompt notice to the UA Museums if the legal ownership of the item changes during the period of the loan, whether by reason of death, sale, insolvency, gift, or otherwise.
7. If an Incoming Loan is recalled, the University of Alabama Museums will return all objects or specimens to the lender in a prompt and efficient manner, either within 30 days' notice of receipt of the recall notice, or according to an agreed-upon schedule. Material will be returned only to the owner or lender of record unless the University of Alabama Museums is notified in writing to the contrary. In the case of a change in ownership, as above, the new owner will be required to establish legal right to receive the object by proof satisfactory to the University of Alabama Museums prior to the object's return.

D) Old Loans

If an incoming loan to the University of Alabama Museums has expired, and the objects have remained unclaimed by the lender of record, whether by reason of death, insolvency of the lending individual or institution, or the lack or loss of records concerning these loans, the University of Alabama Museums Department of Museum Research and Collections will follow Alabama's Abandoned Property Law (Alabama Code Section 41-6-73-75) and make a good-faith effort to locate the lender-of-record, their heirs or assigns, or their legal successors if an institution. If the lender of record *et al.* cannot be found, or having been found if arrangements are not made to return the object(s) loaned, the University of Alabama Museums, in consideration for its storage and safeguarding of the loaned item(s) beyond the contracted loan period, shall treat the object(s) so loaned and unclaimed as an unrestricted gift. The University of Alabama Museums will thereafter have the right to accession or dispose of the object(s) so given in accordance with the policies outlined in *Section III: Acquisitions and Accessions* and *Section V: Deaccessioning*, above.

SECTION VII: Care and Control of Collections

A) Access to Collections Storage Areas

The collections storage facilities of the University of Alabama Museums are separate areas to which access is limited for reasons of security, climate control, and pest exclusion. While the collections of the University of Alabama Museums are available for scholarly and educational purposes, access to the University of Alabama Museums' collections in storage is not an inherent right of the general public. The access and use policy must balance the Museums' legal responsibility to provide access to the objects with its obligation to protect the collections for future generations.

The Department of Museum Research and Collections will determine who has access to the collections storage area and the level of supervision needed. Research requests are required in writing prior to making an appointment to access the collections. Museum staff not holding General Access, Specialized Access or Working Access privileges must contact the Department of Museum Research and Collections to obtain access to the storage area. University staff from other departments (pest control, facilities, fire protection) may go into collections storage only if accompanied by staff from the Department of Museum Research and Collections.

General Access:

This level of Access is reserved for the Director of Research and Collections, the appropriate Museum Collections Managers, the appropriate unit directors and/or curators, or other personnel as designated by the Department of Museum Research and Collections.

Specialized access:

This level of access includes sensitive areas such as the Special Collections Room at Erskine Ramsay Archaeological Repository or the secure storage units of the Mary Harmon Bryant Collections Facility and Smith Hall. This level of access is held by the Director of Research and Collections and the appropriate Collections Managers. Other personnel may be granted access for specific purposes at the discretion of the Director or Museum Research and Collections or the appropriate Collections Managers.

Working access:

This level of access includes specially trained volunteers and graduate students. Individuals with this level of access may enter the natural history collections storage area, the human osteology storage area and labs, and the paleontology labs at the discretion of their supervisor.

Restricted Access:

Individuals with this level of access must request access each time they wish to enter the collections storage area. A member of the Department staff may be required to accompany individuals with this level of access while they are present within the collections storage areas. This level includes but is not limited to University maintenance workers, other staff, volunteers, and visitors/researchers.

B) Handling of Collections

Trained staff, curators, and trained volunteers are allowed to handle objects in collections storage and for exhibit purposes. Researchers requesting access to specimens will be instructed in the correct handling procedures by Department of Museum Research and Collections staff and/or curators prior to their work with collections materials. The Department of Museum Research and Collections staff is responsible for packing any objects that are to be loaned out and unpacking any returned and/or incoming loans; this responsibility may be left to the appropriate curators so long as the documentation process as outlined above under Section VII is completed

C) Conservation

Preventative conservation care (active environmental monitoring, integrated pest management, and fire detection and prevention programs) is the preferred method of care for the collections. If remedial conservation treatments or repairs are deemed necessary by the DMRC staff and curators, but determined to be beyond the capabilities of the University Museums to carry out in house, the Museums may obtain quotes for the work from professional conservators who adhere to current museum standards. Final approval of any contracted work will be made by the Director of Museum Research and Collections.

D) Visual Image Reproduction

The University of Alabama Museums' collections of visual images are curated both at the Office of Archaeological Research and at the Alabama Museum of Natural History. The collections contain original photographs, copies of photographs, various types of negatives, transparencies, and digital images.

The University of Alabama Museums will, as much as practicable, make these images available for reproduction and use by museum staff, scholarly researchers, and the media. Permission to reproduce will be granted depending upon the suitability of the proposed use and the physical condition and accessibility of the physical media, if necessary.

A *Request for Permission to Reproduce or Publish* form, which gathers contact information, details about the proposed use, and specifies relevant conditions and copyright restrictions, must be submitted to the Department of Museum Research and Collections for review before any image reproductions will be authorized.

E) Duplication of Other Museum Materials

All duplication is at the discretion of The University of Alabama Museums. Specimens may not be replicated without the approval of the appropriate Staff Curator. Although the University of Alabama Museums seeks to promote the research and use of its collections, it also seeks to preserve and protect the integrity of those collections. Molds, casts, or other reproductions of museum specimens may not be made without prior approved Research Requests and notations as to use and destination. All digital reproduction of museum objects, curated images, or imagery of museum specimens (unless intended for internal museum use) require the same documentation.

Reproduction shall not compromise the University of Alabama's public image or its ethical responsibility to preserve scientific specimens and to hold these specimens in trust for the public.

F) Sampling and Destructive Testing Policy

Sampling and destructive testing entails the permanent alteration, removal, and/or destruction of part or all of a specimen in the course of scientific research. Since this testing requires the modification or loss of a part of the collection, however small, it should always be documented. Wherever possible, specimens, samples of residues, printouts of results, photographs, or other documents should be added to the permanent specimen record to show what was done and with what results. Specimens subjected to destructive sampling are not considered to be deaccessioned. The decision to permit destructive work should be made by the appropriate curator. Type specimens and items deemed to be of archival importance are not to be used for sampling or destructive analysis. Objects described in professional or scientific publications will not be subjected to destructive analysis if such analysis will prove detrimental to the integrity of those references.

SECTION VIII: Inventory and Missing Items

A) Inventories

The Department of Museum Research and Collections shall maintain inventory records for all objects in the collections, noting all pertinent object and location data. No established schedule is set for inventories; the Department of Museum Research and Collections may schedule and conduct inventories as circumstances dictate or as workloads and staffing permits.

Objects will not be moved from one location to another without oversight from staff of the Department of Museum Research and Collections unless in the event of emergency. In all cases, changes of location data must be recorded and entered in the database.

B) Items Missing from Collection

All items that appear to be missing as a result of theft will be reported immediately to the Executive Director and the University of Alabama's Department of Public Safety for investigation. Museum staff and curators will cooperate fully with law enforcement officers in all investigations of stolen items.

If any item has been lost or stolen and remains missing for a sufficient length of time to be deemed "irrecoverable" by the appropriate Museum authorities, that item will be declared permanently lost, and that status will be noted in all object records and inventories. A missing or lost object's accession/collection number is considered part of the object's permanent records, and cannot be reused.

SECTION IX: Standards of Conduct Relating to Collections

All Museum employees must comply with [Code of Conduct](#) in the Faculty/Staff Handbook of the University of Alabama. Likewise, all Museum staff, students, associates, and volunteers are entrusted to abide by the ethical codes of their respective disciplines, as well as the American Alliance of Museums' [Code of Ethics for Museums](#).

A) Use of Collections

Staff members and curators of the University of Alabama Museums who wish to use the collections, whether for research, education or museum exhibition, shall be required to give advance notice like any other potential loan requires. The Director of Research and Collections reserves the right to expedite these loans in a manner suitable to the expenditure of resources, time and collections people involved. Please contact the Director of Research and Collections in advance when wanting to engage with the collections department.

Any exhibit that will utilize or showcase collections artifacts must have the input of the Department of Research and Collections from the beginning of its planning stage.

Staff members and curators of the University of Alabama Museums will not use any object or item that is part of the Museums' collections or under the guardianship of the University of Alabama Museums in their homes or for any personal purpose unconnected to the research or pedagogical activities of the University of Alabama Museums.

B) Personal Collections/Collecting

The development and maintenance of a private collection is a valuable tool for enhancing one's knowledge and professional judgment. However, personal collecting by a curator, collections manager, student worker, or other employee of the University of Alabama Museums may lead to conflicts of interest if the Museum employee is found or perceived to direct particularly valuable objects towards their private collection rather than towards the Museum's collection under their purview. Affiliation with the University of Alabama Museums may not be used to promote personal collecting activities.

The University of Alabama Museums prohibits active acquisition of objects that compete with collection priorities within a staff member's discipline for personal use through purchase, gift, trade, sale, loan, exchange, field collection, or other means, unless such acquisitions are approved in writing by the Director of Museum Research and Collections. This policy is intended to eliminate competition between the Museum and its collections staff for acquisition of items.

This policy does not prohibit the possession or maintenance of personal collections acquired prior to accepting employment with the Museum. However, private collections may not be maintained on Museum property without permission of the Executive Director of the UA Museums and Director of Museum Research and Collections. Museum supplies, equipment, and paid staff time may not be devoted to private collections.

Personal collections are allowed in the Museum for the following purposes:

- When under consideration as a gift or donation.
- When part of special exhibitions or displays.
- When part of personal study/teaching collections.

The following conditions apply:

1. Personal collections brought to the museum for any purpose must be labeled in such a way as to distinguish them from Museum collections.
2. Personal collections materials brought in for gift approval, special exhibitions or display purposes may be kept in Museum collections storage areas for security purposes. Personal collections brought into the Museum as proposed donations will follow the procedures and policies as outlined in Section III, above. Personal collections brought in for special exhibitions/display purposes will be considered incoming loans, as outlined in Section VII, above.

3. Personal collections brought in for office decoration or personal study/teaching may not be kept in Museum collections storage areas.

All collections and associated field notes made by University of Alabama Museums employees, associates, or volunteers, while engaged in business for the Museums with the use of Museum funds, direct or indirect, shall be considered property of the University of Alabama Museums, except as limited by the conditions of the collecting/research permit.

No authority shall be granted the Museums to restrain or restrict the principal investigator's use of his or her own field notes. Should the principal investigator leave the Museum staff, a complete archival copy of the field notes shall be left with the University of Alabama Museums.

These restrictions also apply to anthropological type collections and synoptic collections in natural sciences. If an employee leaves the Museum, any such collections may then be made available to his or her new institution.

Collections made by employees outside their professional field of interest, and/or outside the areas in which the University of Alabama Museums or one of its associated divisions has an active interest or maintains curated collections are permitted, so long as those collections are developed only in compliance with applicable state and federal laws and international treaties. Objects in private collections made before association with the Museum, or before the September 18, 1979 ratification of the UNESCO Convention by the United States, are exempt from the policy in this section.

Volunteers and honorary colleagues are prohibited from adding to their private collections any objects acquired as a result of their association with the Museum. This conflict of interest policy shall be carried out with the best interests of the University of Alabama Museums in mind, recognizing the commitments of the Museums to the State of Alabama and the professional interests of the individuals.

Section X: Revisions to the Collections Management Policy

A) Review

The Department of Museum Research and Collections may, when deemed necessary review the Collections Management Policy, or any section thereof, to ensure that it accurately reflects the purpose, missions, and goals of the University of Alabama Museums, and that the policies and requirements therein meet or exceed accepted museum practices and standards as promulgated by the American Alliance of Museums and other appropriate authorities. The Department may also schedule a formal review of the Policy in conjunction with any major change in Museums administration, Mission, or policy which would impact the collections, their uses, and their preservation.

B) Procedures for Change

Any individual may recommend changes to the Collections Management Policy. The University of Alabama Museums encourages recommendations that will help keep the policy a practical, working document.

All recommendations should be submitted in writing to the head of the Director of Research and Collections; the rationale for, and proposed beneficial results of, any changes should be included in the proposal. The Director of Research and Collections will present all proposals to the appropriate or affected DMRC staff and Curators, with recommendations as to the adoption or rejection of the same.

Adopted recommendations will be submitted to the University Office of Legal Counsel, College of Arts and Sciences, and the Executive Director of the University of Alabama Museums for their approval. If approved, changes will be incorporated into the policy at the earliest convenient opportunity; unapproved suggestions will be returned to the originator with an explanation.

C) Availability of Current Policy

The Department of Museum Research and Collections shall maintain and make available to all members of the University of Alabama Museums staff a current, dated version of the Collections Management Policy.

Appendix I: Glossary and Definition of Terms

Acquisition – an object that has been obtained by the museum.

Accession – the formal process used to accept and record an object into the permanent collection of a museum.

Accession Number – the unique identification number assigned to each individual object accepted into a museum's permanent collections. The University of Alabama Museums uses a three-part numbering system, which consists of the year the collection was received, the number of that collection within the specific year, and a catalog number (e.g. 2009.0003.0001 designates that this is the 1st item in the 3rd collection accessioned in 2009)

Borrower – the person or institution that requests an object for loan

Collections Management – Museum practices and procedures that prescribe the prudent acquisition, care, display, documentation, loan, preservation, security, disposal of, and accountability of collections in the care of the University of Alabama Museums.

Conditions of Deed of Gift – the conditions under which a donation will be accepted into the University of Alabama Museums' permanent collections.

Curator – a subject specialist employed by a museum to conduct research on a particular collection, to advise the museum during the acquisition and accessioning process, and to advise the museum regarding interpretation through exhibits and public programs related to their field of study.

Deaccession – the formal process used to remove an object from the permanent collection.

Deed of Gift – a form that transfers legal title of a donated specimen from the donor to the museum.

Inventory – the process of creating and maintaining a contemporaneous reconciled record of all objects for which the museum is responsible.

Legal Title – the possession of rights of ownership, including completeness and quality of title

Lender – the person or institution from which a loan is requested.

Loan Number – the unique identification number assigned to any outgoing loan. The University of Alabama Museums uses a two-part system consisting of the calendar year in which the loan was issued followed by the number of that loan within the specific year (e.g. Loan 2014-02 is the second loan issued during calendar year 2014).

Loan Agreement Form – a form used between lender and borrower identifying the lender, specifying the objects to be loaned, acceptance of all terms and conditions, and the date at which time the loan is to be returned.

Loan Conditions – the conditions under which a specimen(s) will be loaned and the responsibilities of the borrower.

Loan, Incoming – objects borrowed from other institutions or individuals by the University of Alabama Museums for exhibition and/or research purposes.

Loan, Outgoing – those objects owned by the University of Alabama Museums that are borrowed by another institution for the purposes of research, education, and exhibit.

Photographic Materials Release Form – specifies for the requester of photographic material the conditions under which the material can be used and the credit line to be used in publications.

Photo Fee Schedule –specifies for the person requesting photographic services of the Museums the costs associated, the definitions of the types of use, the conditions for use, and a copyright statement.

Records – documentation that physically identifies, describes the legal status of, and historically traces the use, care, and activities of objects included in the University of Alabama Museums' collections.

Research Request Form – a form that permits an individual or other entity to use the University of Alabama Museums collections for research purposes. The form requires contact information, institutional affiliation, brief description of proposed research, purpose of research, and dates and times requested for access to collections.

Transfer – formal process by which an object owned by one institution is given to another.

Type Specimen(s): in the biological and paleontological sciences, the specimen(s) to which the formal name or description of an organism is attached. Type material as defined here include holotypes, paratypes, syntypes, lectotypes, paralectotypes, and neotypes.

Appendix II: State of Alabama Abandoned Property Law

The excerpted section of the Alabama Code below is intended for the Alabama Department of Archives and History (referred to as “the department” in the text). While no similar regulation is in place for other museums or institutions in the state of Alabama at this time, the University of Alabama Museums recognizes the need for a comparable set of policies and procedures to address similar issues arising from our own collections, and will hold the below regulation as a guide when resolving undocumented and/or abandoned property issues, unless or until such time as a generally-applicable state regulation is put into place.

Alabama Code Section 41-6-73

Any undocumented property that has been held by the department for five years or more and has remained unclaimed shall be deemed to be abandoned. The undocumented property shall become the property of the department if the department has given notice pursuant to [Section 41-6-74](#) and no assertion of title has been filed for the property within 90 days from the date of the second published notice.

Alabama Code Section 41-3-74

- (a) When the department is required to give notice of the abandonment of property or of termination of a loan, the department shall mail notice by certified mail, return receipt requested, to the last known owner at the most recent address of the owner as shown on the department's records. If the department does not know the identity of the owner, or does not have an address for the owner, or does not receive written proof of receipt of the mailed notice within 30 days of the date the notice was mailed, the department shall publish notice, at least once each week for two consecutive weeks, in a newspaper of general circulation in both Montgomery County and the county in which the last known address, if available, of the owner, if known, is located.
- (b) The published notice shall contain all of the following:
- (1) A description of the unclaimed property.
 - (2) The name and last known address of the owner, if available.
 - (3) A request that all persons who may have any knowledge of the location of the owner provide written notice to the department.
 - (4) A statement that if written assertion of title is not presented by the owner to the department within 90 days from the date of the second published notice, the property shall be deemed abandoned or donated and shall become the property of the department.
- (c) If no written assertion of title has been presented by the owner to the department within 90 days from the date of the second published notice, title to the property shall vest in the department, free of all claims of the owner and of all persons claiming under the owner.
- (d) One who purchases or otherwise acquires property from the department acquires good and marketable title to the property if the department has acquired title to the property under this section.

Alabama Code Section 41-3-75

- (a) The department may apply conservation measures to or dispose of undocumented property if immediate action is required to protect the property or other property in the custody of the department, or if the property is a hazard to the health and safety of the public or the department staff.
- (b) Unless there is a written stipulation in the loan agreement to the contrary, the department may apply conservation measures to or dispose of property on loan to the department without the owner's permission or formal notice if immediate action is required to protect the property on loan or other property in the custody of the department, or if the property on loan is a hazard to the health and safety of the public or the department staff and if any of the following apply:
- (1) The department is unable to reach the owner at the owner's last known address or phone number if action is to be taken within more than three days but less than one week from the time the department determined action was necessary.

- (2) The department is unable to reach the owner at the owner's last known phone number prior to taking action if the action is to be taken within three days or less from the time the department determined action was necessary.
- (3) The owner does not respond or will not agree to the protective measures the department recommends, yet is unwilling or unable to terminate the loan and retrieve the property.
- (c) If the department applies conservation measures to or disposes of property under this section, or with the agreement of the owner, unless the agreement provides otherwise, the department:
 - (1) Has lien on the property and on the proceeds of any disposition of the property for the costs incurred by the department.
 - (2) Is not liable for injury to or loss of the property if the department:
 - a. Had a reasonable belief at the time the action was taken that the action was necessary to protect the property on loan or other property in the custody of the department, or that the property on loan was a hazard to the health and safety of the public or the department staff.
 - b. Exercised reasonable care in the choice and application of conservation measures.

Appendix III: Collections Forms

- Accession Number Request Form (OAR)
- Accession Number Request Form (ALMNH)
- Invoice of Specimens (ALMNH)
- Invoice of Specimens (Dejarnette Lab of Archaeology)
- Receipt for Temporary Deposit
- Deed of Gift
- General Specimen Condition Report
- Request for Permission to Reproduce or Publish Materials
- Research Request Form
- Temporary Receipt
- Transfer Receipt
- 2019 UA Museums Organizational Chart

UNIVERSITY OF ALABAMA MUSEUMS



NATURAL HISTORY COLLECTION

ACCESSION# REQUEST FORM

Type of collection (e.g. Vertebrates, History, Zoology, etc.):

Reason for Request (i.e. new, existing, FIC-found in collection):

_____.

General history and description of

Collection: _____

Accession # assigned _____.

Requested by _____

Date _____

UNIVERSITY OF ALABAMA MUSEUMS



NATURAL HISTORY COLLECTION

ACCESSION# REQUEST FORM

Type of collection (e.g. Vertebrates, History, Zoology, etc.):

Reason for Request (i.e. new, existing, FIC-found in collection):

_____.

General history and description of

Collection: _____

Accession # assigned _____.

Requested by _____

Date _____

Loan# _____



INVOICE OF SPECIMENS
University of Alabama Museum of Natural History
(ALMNH) 355 Mary Harmon Bryant Hall
Box 870340
Tuscaloosa, AL 35401
(205) 348-5625
mbprondzinski@ua.edu

Internal Use Only
Date Loan Returned: _____
Received By: - _____

Date: _____ Length of Loan: _____

Mode of Shipment: _____, Tracking #: _____ # of Packages: _____

Borrower: _____

Prepared By: _____

Cat #	Taxon & Locality	Method of Preservation	Specimen Count

Total Number of Specimens: _____ Date Received: _____

Condition Received: _____

Signature of Borrower (see conditions on reverse side): _____ Date: _____

**CONDITIONS FOR LOAN OF SPECIMENS FROM
THE NATURAL HISTORY COLLECTION
UNIVERSITY OF ALABAMA**

GENERAL CONDITIONS

1. The borrower agrees to conserve and protect all material entrusted to their care and to exercise extraordinary caution in the care and maintenance of this material.
2. The Museum lends material for the time period stated, subject to renewal upon request.
3. All loans are subject to recall.
4. The Museum will loan material only to institutions and organizations, not to individuals except under special circumstances.
5. Research materials requested by graduate or undergraduate students require faculty or institutional endorsement and, for the duration of the loan, will be considered the direct responsibility of that faculty member or institutional representative.
6. Under no circumstances are loans to be transferred without written authorization from the staff of the Department of Museum Research and Collections at ALMNH.
7. No labels are to be permanently removed or altered by the borrower.
8. Any dissections or destructive sampling of research material must be approved in writing by ALMNH staff.
9. Please acknowledge use of specimens in publications that reference materials from the ALMNH. Indicate the source of materials used in drawings, photographs, or other types of illustrations. Use the acronym ALMNH.
10. The Department of Museum Research and Collections requests a printed and or digital copy of all publications resulting from use of its research

UPON RECEIPT OF THE LOAN

1. It is the borrower's responsibility to immediately verify the number and conditions of specimen(s). Any discrepancy in the Loan Agreement and/or specimen damage should be reported immediately.
2. The Loan Agreement is to be signed and returned by mail to the Collection Manager (Attn: Mary Beth Prondzinski at the address on this form) upon receipt of the loan.

DURING THE TERM OF THE LOAN

1. Loan material must be maintained in the same preservative in which it was received. Generally, this will be dried material or 70% ethanol.
2. Borrowers are encouraged to return the specimen(s) promptly following examination. Please report any taxonomic changes or corrections in identifications to the Collection Manager when the material is returned.
3. For specimens preserved in EtOH, please keep specimens wet while working with them. Do not allow fragile parts to dry out.

RETURN OF THE LOAN

1. Prior to or at the time of the return of material by the borrower, a letter or email verifying shipment should be sent to the Collection Manager, Mary Beth Prondzinski (mbprondzinski@ua.edu).
 2. Return the loaned material in the same condition in which it was received.
 3. Loan material must be packed for return in a manner that maintains the integrity of the specimen. Empty space in the container used for shipping should be packed with Styrofoam peanuts or bubble wrap.
 4. Address labels should be placed on the inside and outside of the package. Package should be addressed to the Collection Manager (Attn: Mary Beth Prondzinski). The outside packing label should include the following:

SCIENTIFIC SPECIMENS
NO ENDANGERED SPECIES
NO COMMERCIAL VALUE
 5. Include a copy of the Loan Agreement with the shipment.
-

Please sign and return one copy. The other copy is for your records.

I hereby acknowledge receipt of these specimens in satisfactory condition, and I have read and agree to the terms and conditions of this loan.

Signed by: _____ **Date:** _____



Loan# _____

INVOICE OF SPECIMENS

101 Map-D.L. DeJarnette Lab of Archaeology
13075 Moundville Archaeological Park
Moundville, AL, 35474
(205) 371-8736
wralen1@bama.ua.edu

Date: _____ Length of Loan: _____

Mode of Shipment: _____, Tracking #: _____ # of Packages: _____

Borrower: _____

Prepared By: _____

Accession/Lot #	Description

Total Number of Items Received: _____ Date Received: _____

Condition Received: _____

Signature of Borrower (see conditions on reverse side): _____ Date: _____

CONDITIONS FOR LOAN OF SPECIMENS FROM
THE ARCHAEOLOGY & HISTORICAL COLLECTIONS
UNIVERSITY OF ALABAMA

GENERAL CONDITIONS

1. Borrower will exercise the same care and handling as it does in the safekeeping of comparable property of its own. Only adequately trained personnel shall be permitted to unpack, handle, move or pack the loaned items. Except as permitted by Section 8, each loaned item shall remain in the same condition in which it was received. The items will not be cleaned, retouched, repaired, or altered in any way without prior written consent of The University of Alabama Museums Department of Museum Research and Collections (DMRC). No accession numbers or any identifying remarks will be removed from or added to the items without prior written consent from DMRC staff. Borrower agrees to follow all instructions including, without limitation, instructions for special handling; unpacking, installation, and repacking; exhibiting; research; and facilities requirements. All such instructions shall become a part of this Agreement.
2. DMRC staff shall determine the appropriate means of packing the loaned items and will approve in writing all crating and packing arrangements. Borrower agrees to pay for all crating and packing costs. The packing materials used to ship the loaned items must be stored in a clean, dry environment. Specimens should not be re-boxed or re-bagged. The loaned items shall be returned to the DMRC in the same organizational order in which the items were received. If the loaned items are not returned in the same organizational order, Borrower agrees on demand to pay for the costs, indirect or otherwise and at its current hourly rate, which the DMRC incurs in checking-in, re-organizing, and reintegrating the loaned items .
3. Under no circumstances are loans to be transferred without written authorization from the staff of the DMRC.
4. In the event that a loaned item is damaged, destroyed, lost or stolen, Borrower shall give the DMRC immediate telephone notice, followed by written and photographic confirmation within 24 hours. The report of damage or loss should provide a description of the extent and circumstances surrounding the mishap. No repairs or other actions may be taken on the item(s) without instruction from DMRC Staff.
5. DMRC staff will determine the appropriate means of transportation of the loaned items and will approve in writing all transportation arrangements. Borrower agrees to pay for all shipping costs, including courier fees and travel.
6. Borrower must complete a photography request form prior to photographing any of the loaned items for exhibition and publicity purposes. The Borrower shall send DMRC staff one copy of any catalog, publicity material, or research reports or articles, including all exhibits and documentation thereto. The use of photographs of the loaned items for any other purpose, commercial or otherwise (including posting on the Internet), will require prior written consent of DMRC staff.
7. Unless otherwise specified in special instructions from DMRC staff, all references to the loaned items in catalogs, exhibit labels, or for any other purpose must include a credit line of "Courtesy of The University of Alabama Museums Department of Museum Research and Collections."
8. No casting, reproduction or any other replication or technical examinations of any type of any of the loaned items may be performed without prior written consent of the Lender. No preparation or destructive analysis may be undertaken without DMRC staff prior written consent. Borrower shall give DMRC staff written notice of any taxonomic or type changes that occur during research.
9. For items valued over \$5,000, the Borrower, at its cost, must provide all-risk, wall to wall fine arts insurance coverage from the time that the loaned items leave UA until the time they are returned and a final condition report is completed. Coverage will include all risk or physical damage or loss, including, but not limited to, loss or damage from terrorism, earthquakes, floods, strikes, riots, or civil commotion. The loaned items will be insured at the values assigned by Lender on the other side of this agreement. The Borrower's insurance policy must name The Board of Trustees of the University of Alabama, its individual trustees, officers, directors, employees, agents and representatives and waive the right to recovery or subrogation against the Board of Trustees of the University of Alabama, its individual trustees, officers, directors, employees, agents and representatives. A certificate of insurance evidencing such coverage must be delivered to Lender before shipment to Borrower occurs. The Borrower agrees to cover any deductible under its fine arts policy.
10. This agreement may be terminated by either party with thirty days written notice or may be amended by mutual written consent. DMRC staff reserves the right upon oral or written notice to withdraw any loaned item for any reason, including deterioration or when other urgent reasons necessitate withdrawal.
11. DMRC staff will provide a detailed condition report or inventory of the loaned item(s) upon receipt. Borrower will review the condition report or inventory against the loaned item(s) at the time of arrival and departure. From time to time at Lender's request, Borrower also will furnish to DMRC staff, photographs or other information about the loaned items while they are in the Borrower's possession.
12. When requested by DMRC staff, Borrower shall complete and deliver a facilities report detailing Borrower's measures for such items as fire protection, security, lighting, and temperature and humidity control.
13. This agreement shall be governed by the laws of the State of Alabama, without regard to conflict of laws principles.

Please sign and return one copy. The other copy is for your records.

I hereby acknowledge receipt of these objects in the same condition as outlined on the reverse side of this form, and I have read and agree to the terms and conditions of this loan.

Signed by: _____ **Date:** _____

DEED OF GIFT
The University of Alabama Museums



In consideration of my/our esteem for The University of Alabama, , a [single][married] person, residing at (hereafter the “Donor”) hereby irrevocably and unconditionally gives, transfers and assigns, by way of gift, to The Board of Trustees of the University of Alabama, a public corporation, for the benefit of The University of Alabama and its University of Alabama Museums (EIN 63-6001138) (hereafter the “University”), its successors and assigns, all of Donor’s right, title and interest in and to the following described items of personal property (collectively referred to as the “Items”):

Affirmation of Title. The Donor hereby warrants and represents (a) that Donor is the sole owner of each of the Items described above; (b) that no other person has any right, title, or ownership interest in any of the Items; (c) that Donor is fully authorized to make a gift of each of the Items to the University; (d) that each of the Items is hereby transferred and donated free and clear of all liens, charges, pledges, encumbrances, and restrictions of any kind whatsoever; (e) that, there are, to Donor’s knowledge, no actions, suits, or proceedings pending or threatened, at law or in equity, before any federal, state, municipal, or other governmental agency or instrumentality, domestic or foreign, that would prevent or enjoin or otherwise adversely affect Donor’s donation of the Items to the University; and (f) that to the best of Donor’s knowledge none of the Items have been imported or exported into or from any country contrary to its laws.

Unrestricted Gift. There are no restrictions, conditions, or limitations on or accompanying the gift of any of the Items to the University. Donor acknowledges that upon Donor’s execution of this Deed of Gift the Items irrevocably become the property of the University and may be

exhibited, stored, cared for and maintained, and/or disposed of in such manner as the University in the exercise of its sole discretion deems appropriate. Donor further acknowledges that the University has made no promises whatsoever with regard to its use of the Items, including, without limitation the display, exhibition, care and maintenance, or retention of the Items.

Donor’s Initials

Copyright. Donor hereby conveys, donates, assigns, and transfers to the University any and all copyrights, or copyright interests, trademarks, and all other intellectual property rights or interests which Donor owns or holds in and to any of the Items.

Alabama Museum of Natural History
Museum Research and Collections
Office of Archaeological Research
Moundville Archaeological Park
Discovering Alabama
Gorgas House



This *Deed of Gift* shall be governed by the laws of the State of Alabama, without regard to conflicts of law principles.

IN WITNESS WHEREOF, the Donor, intending to be legally bound hereby, signed this *Deed of Gift* on this the ____ day of _____, 20____.

WITNESS:

DONOR(S):

Name

Donor Signature

Donor Signature

STATE OF _____)
_____ COUNTY)

I, the undersigned, a Notary Public in and for said county in said state, hereby certify that _____, whose name(s) is signed to the foregoing Deed of Gift, and who is known to me, acknowledged before me on this day that, being informed of the contents of the foregoing, he/she/they executed the same knowingly and voluntarily on the day the same bears date.

Given under my hand and official seal this the ____ day of _____, 20____.

Notary Public

My Commission Expires:

On behalf of the University and its University of Alabama Museums, the undersigned hereby accepts gift of the items described above.

Dated this _____ day of _____, 20____.

Accepted by: _____
Name _____
Title _____

**UNIVERSITY OF ALABAMA MUSEUMS
MUSEUMS COLLECTIONS DEPARTMENT
GENERAL SPECIMEN CONDITION REPORT**

Accession #/ Other #: _____ Object Name: _____

Storage Location: _____

General Condition: Good Poor
 Fair Very Poor

Packaging: Good None
 Poor

Decay/Damage: Present None

Conservation: Conserved None needed

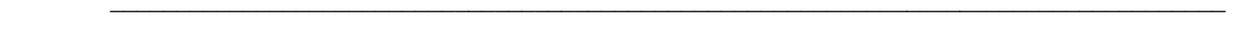
Type/Severity: _____

Treatment desirable

Treatment vital

Beyond repair

Remarks: _____



Accession #/ Other #: _____ Object Name: _____

Storage Location: _____

General Condition: Good Poor
 Fair Very Poor

Packaging: Good None
 Poor

Decay/Damage: Present None

Conservation: Conserved None needed

Type/Severity: _____

Treatment desirable

Treatment vital

Beyond repair

Remarks: _____



Accession #/ Other #: _____ Object Name: _____

Storage Location: _____

General Condition: Good Poor
 Fair Very Poor

Packaging: Good None
 Poor

Decay/Damage: Present None

Conservation: Conserved None needed

Type/Severity: _____

Treatment desirable

Treatment vital

Beyond repair

Remarks: _____



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Alabama Museum of Natural History
Museum Research and Collections
Office of Archaeological Research
Moundville Archaeological Park
Discovering Alabama
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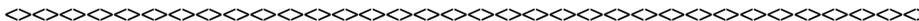


Box 870340
Tuscaloosa, Alabama 35487-0340
[Type text] (205) 348-7550
FAX (205) 348-9292

Applicant
Signature: _____ Date: _____

(By signing this form the applicant agrees that this permission, if granted, shall be subject to the conditions laid out on the back of this form and further agrees to pay all invoices charged.)

Please sign and return by fax/mail or email to: _____



Permission Granted By: _____

Title: _____ Date: _____

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Alabama Museum of Natural History

Office of Archaeological Research
Moundville Archaeological Park
Gorgas House



MUSEUMS COLLECTIONS DEPARTMENT RESEARCH REQUEST FORM

Date of Request: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Student Status or Occupation: _____

Institutional Affiliation: _____

Brief Description of Research:

Purpose of Research (e.g. thesis, book, article, etc.):

Dates and Times Requested for Access:

Hours of Operation:
Monday through Friday, 8:30 AM until 4:30 PM
Closed on Official University Holidays

**UNIVERSITY OF ALABAMA MUSEUMS
TEMPORARY RECEIPT**

DATE: _____

OWNER NAME: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

Object(s) temporarily left in Museum's care: _____

History of Object(s): _____

Purpose of Temporary Receipt

- Identification
 - Potential Donation
 - Loan
 - Other (explain) _____
- _____

Owner Signature: _____ Date: _____

Received By: _____ Date: _____

University of Alabama Museums
Box 870340
Tuscaloosa, AL 35487
205-348-7550

Transfer Receipt

University of ?

TO



The University of Alabama Museums, Natural History Collections

The ?, agrees to transfer to The University of Alabama Museums' Natural History Collections the following object(s);

(object name)

The ?, agrees to the conditions set by The University of Alabama Museums, whereby the item is hereby transferred and donated free and clear of all liens, charges, pledges, encumbrances, and restrictions of any kind whatsoever. It is acknowledged that the item may be displayed, exhibited, stored, cared for and maintained, and/or disposed of in such a manner as the Collections Department deems appropriate.

?
?
?

Mary B. Prondzinski
Collections Manager, Natural History
University of Alabama Museums

Date

Alabama Museum of Natural History
Museum Research and Collections
Office of Archaeological Research
Moundville Archaeological Park
Discovering Alabama
Gorgas House



UNIVERSITY OF ALABAMA MUSEUMS ORGANIZATIONAL CHART

