THE MANUAL OF
COLLECTION POLICIES
FOR THE
DENVER MUSEUM OF NATURE & SCIENCE

Approved and Adopted by the DMNS Board of Trustees, April 15, 2008
THE MANUAL OF COLLECTION POLICIES FOR THE DENVER MUSEUM OF NATURE & SCIENCE

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SECTION 1: INTRODUCTION

I. About the Denver Museum of Nature & Science
   A. The Colorado Museum of Natural History, d.b.a. Denver Museum of Natural History (DMNH) beginning in 1948, d.b.a. Denver Museum of Nature & Science (DMNS) beginning in 2000, was incorporated in 1900. Supported by funding from both private and public sources, the Museum is a not-for-profit, collections based educational, scientific, and cultural organization founded on the basic human need to understand the natural universe. The Museum claims six core competencies: anthropology, geology, health sciences, paleontology, space sciences, and zoology.
   B. The Denver Museum of Nature & Science inspires curiosity and excites minds of all ages through scientific discovery and the presentation and preservation of the world's unique treasures (2006). The Museum accomplishes its mission through:
      1. selective collecting as guided by the Long-Term Collection & Research Plan;
      2. preservation, access, and use of collections and associated data;
      3. research and publication in the DMNS's core competencies;
      4. public outreach through educational programming and exhibition of specimens/objects.

II. About the Manual
   A. The Manual of Collection Policies for the Denver Museum of Nature & Science (the Manual) guides the acquisition, use, preservation, and disposition of collections under the Museum's custody. The Manual also provides guidance for other Museum departments concerning the appropriate use of objects and activities related to the Museum's collections. The Board of Trustees designates Research & Collections Division (RCD) staff to develop, implement and update the Manual. As a pan-Museum document, the Manual, as approved by the Board of Trustees, revises and supersedes any of the Museum's previous collection policies and procedures manuals, including the most recent 1998 version and all previous versions.
   B. The Manual of Collection Policies takes as its foundation the DMNS Ethics Policy Statement, which guides staff, volunteers, and the Board of Trustees.
   C. It is the responsibility of the Chief Curator to introduce the Manual to the Museum and certify compliance with the policies by all Museum staff and volunteers.

III. Interpretation, Revision and Approval of the Manual
   A. On behalf of the Museum as a whole, and in consultation with appropriate DMNS staff and advisors, the Curatorial Review Committee (CRC) reviews, revises and develops any necessary collection policies and procedures at least once every five years to ensure that they conform to prevailing standards, ethics, and regulations and that they reflect any change in circumstances since the last review.
B. The Chief Curator has the authority to interpret the Manual as it relates to all Museum activities and may seek the advice of the CRC, the registrar, the President, Board of Trustees, Legal Counsel, or other advisors, when circumstances warrant.

C. Revisions to the DMNS Manual of Collection Policies and DMNS Ethics Policy Statement must be approved by the President and the Board of Trustees.

IV. Department and discipline specific collection procedures must conform to the DMNS Manual of Collection Policies and the DMNS Ethics Policy Statement, and they require the review and approval of the Chief Curator and, at his or her discretion, the CRC.

SECTION 2: STAFF AND OTHERS RESPONSIBLE FOR COLLECTIONS

I. The President and Board of Trustees, as the Museum's top administrators, ultimately bear the public trust responsibility for DMNS collections. For collection transactions above the authorization limit of the Chief Curator, approval is required by the President, and in the case of objects and specimens exceeding the authorization limit of the President, approval is required by the Board of Trustees.

II. Only curators, archivists, librarians, and the Chief Curator have authority, as determined by their current authorization limits, to acquire, propose for deaccession, lend, borrow, or authorize use of specimens and objects. For the purposes of this Manual, the term “curators” also refers to archivists and librarians, reflecting their curatorial authority and responsibility.

III. Authorization limits for collections are the same as spending authorization limits maintained by the Chief Financial Officer.

IV. The Chief Curator designates the curator in charge of each collection.

V. Curators are ultimately responsible for their collections but may designate others to perform duties such as collection management, record keeping, and preparation.

VI. Curators and/or their designated collections managers share responsibility with conservation personnel in providing for the long-term preservation of collections.

VII. Education Collections are the responsibility of the Deputy Chief Curator, with support by a curator in each core competency, and the archivist.

VIII. The Registrar audits collection activities and ensures documented compliance within the Museum of all policies, procedures, professional standards and legislation pertaining to collections.

SECTION 3: COLLECTIONS AND COLLECTING

I. The foundation of any museum is its collections and their associated data. The DMNS has a public trust responsibility to both present and future generations to acquire natural history, anthropological, and other objects relevant to its mission; to maintain them for use in scholarly research, education and exhibitions; and to preserve them in perpetuity.

II. Collections of the DMNS are defined as any object(s) owned by the Museum, or for which the Museum serves as a repository.

A. DMNS collections are maintained by the Anthropology, Bailey Library & Archives, Earth Sciences, Education Collections, Health Sciences, Space Sciences, and Zoology Departments.

B. The composition of DMNS collections is guided by the Long-Term Collection &
C. All collection objects are governed by the provisions of this Manual.

D. All collection activities are conducted in accordance with:
   1. This Manual, the DMNS Ethics Policy Statement, and other applicable ethics statements;
   2. International, national, state, and local laws and regulations; and

E. Departments throughout the Museum create records and/or objects which may become DMNS collections or are managed by Archives.

F. The DMNS Archives serves as the Records Manager for records created by the Museum. The disposition of the Museum's records is governed by the Records Retention Schedule, which is compiled and updated by the Archives with appropriate legal approval.

III. Education Collections

A. The Museum acquires and manages objects for teaching purposes.

B. Education Collection objects usually are not viewed as a permanent resource of the DMNS, but are governed by all applicable ethics, laws and regulations, this Manual, and departmental procedures.

IV. Disposable Objects

A. Certain objects, including educational or exhibit props with no long-term value, may remain unaccessioned and do not fall under the purview of this Manual. Examples include specimens obtained specifically for dissection and exhibit furniture with no historical or artistic value.
   1. When their usefulness to the Museum terminates, disposable objects may be appropriately removed from DMNS custody. All appropriate documentation of these objects will be maintained by the originating DMNS department and maintained or disposed of in keeping with the DMNS Records Retention Schedules.

V. Documentation of Collections

A. Collection objects must be documented as accurately and fully as possible using professional standards and procedures as established by the archivists, curators, and registrars in accordance with accepted conventions of professional disciplines.
   1. Documentation includes both catalog data (object name, object description, mode of acquisition, date received or collected, field records, provenance/locality data, condition, value, internal authorization, permit and locality numbers) and registration data associated with collection activities (accessions, deaccessions, dispositions, incoming and outgoing loans). This documentation may also include archival records, copyright/intellectual property right ownership information, conservation records, exhibit records and visual images.
   2. In publication, specimen and locality numbers are consistently identified with either the DMNH or DMNS abbreviation, depending on the specific collection.
   3. All collection data will be kept by the Museum as a permanent record and
will be transferred to the Archives on a regular schedule as determined by
the Archivist in consultation with the registrar, collections managers,
conservators, and curators.

a. Documentation should be recorded using archival-quality materials
   and should be duplicated for preservation and security purposes.

b. The Museum maintains a centralized electronic collections
   management system (CMS). As with paper records, the CMS
   contains collection information that must be maintained in
   perpetuity. The Technology Division is responsible for ensuring that
   the CMS is backed up on a frequent and regular basis and that a
   recent copy is stored in a secure facility away from the Museum.

c. Collection information recorded in the CMS system will also be
   maintained in hard copy format.

B. Curators are responsible for ensuring that supporting and legal documentation for
catalog records and collection activity records is created or acquired for all DMNS
collection objects to the extent the information is available.

1. Curators, with assistance from departmental collections managers, office
   managers, and conservators are responsible for providing the registrar with
   the information required to create registration records.

2. The Registrar audits collection activities and maintains records of all
   collection activities except those for the Education Collections.

3. The Education Collections Manager works in concert with the Registrar to
   document collection activities for the Education Collection.

4. All work created by any employee in the course of their employment
   at DMNS constitutes works made for hire and is the physical and
   intellectual property of DMNS unless otherwise governed by contract,
   publication agreement, employee agreement, or law. Originals of
   collection-related work shall remain at DMNS. Employees shall have the
   opportunity to retain or acquire copies of certain research-related
   documentation and to publish such information subsequent to their
   employment at DMNS upon its written permission, which shall not be
   unreasonably withheld.

   a. The Museum acknowledges that the copyright for publications based
   on Museum collections may be transferred by the author to a
   professional journal where the article may be published. DMNS
   values the intellectual contributions of its curatorial staff and
   wishes to foster an environment that offers varied opportunities for
   professional development without compromising the duty of
   loyalty owed by the curatorial staff to the Museum.

VI. Insurance of Collections

A. The City and County of Denver provides insurance coverage for:
   1. DMNS collections
   2. Collections on loan to the DMNS

B. The DMNS works to ensure appropriate coverage by regular review.

VII. Personal Collecting by DMNS Staff

A. Curators are strongly discouraged from collecting privately in the same field that
they collect for the Museum. Potential conflicts, real or perceived, are to be disclosed to the Chief Curator and Legal Counsel.

B. Curators who do collect privately in the same field that they collect for the Museum must adhere to the following guidelines:

1. Curators must give the Museum first option to acquire an object that they have purchased for themselves, at the same price, before adding it to their personal collection.

2. Curators must never purchase objects deaccessioned from the Museum or trade objects from their personal collection for objects from the Museum's collections.

3. Curators must not store personal collections or do research on them on Museum property.

4. If curators lend objects for an exhibition in the Museum, they should do so anonymously. Similarly, illustrations of works in a curator's personal collection should be credited anonymously in Museum publications.

5. Curators should not negotiate personally with a dealer with whom the Museum also does business. Neither friends nor relatives should engage in a transaction on behalf of the curator that is not in compliance with the principles stated above.

C. In addition to the conflict of interest clauses for curators discussed above, it is recognized that conflicts of interest may also exist for staff members who are not curators. These individuals may not compete with the Museum when creating personal collections. Potential conflicts, real or perceived, are to be disclosed to the Chief Curator.

D. Personal items/collections of DMNS staff will be governed by the following provisions:

1. Private collections of objects like those in the Museum's collections may not be housed permanently at the DMNS. If brought to the Museum on a temporary basis, they must be treated as incoming loans and be subject to those policies and procedures.

2. Personal items/tools of staff or volunteers, including private libraries and collections of personal papers, may be housed in the DMNS with the approval of the Chief Curator. To avoid confusion over ownership these items must:
   a. be housed/stored as separately as possible from comparable DMNS-owned property,
   b. bear labeling that clearly identifies their ownership, and
   c. be accompanied by an inventory or description, as determined appropriate by the Chief Curator.

SECTION 4: ACQUISITION OF OBJECTS FOR DMNS COLLECTIONS

I. Selective Acquisition

A. The DMNS subscribes to a policy of selective acquisition and is under no obligation to accept any object.

1. Because of limited storage space, established goals, and financial and ethical
constraints, indiscriminate growth of collections is neither feasible nor
responsible.

2. Under the direction of the Chief Curator, each curator maintains and adheres
to the Long-Term Collection & Research Plan to guide collection acquisition
priorities.

3. Collection objects must be acquired in accordance with current legal and
ethical standards. Acquisition practices must adhere to discipline-specific
ethics and practices and should in no way contribute to the existence of
illegitimate markets, the destruction of resources or sites, illegal trade, or
unethical behavior.

4. The Museum will not acquire objects for which it is unable to provide
adequate space, financial resources, and curatorial staff, collection
management, conservation, preservation and registration.

II. Authority to Acquire Objects

A. Only curators may approve accessions of specimens and objects into DMNS
collections.

B. Based on the value of the object or group of objects, additional approval in
accordance with current authorization limits may be required by the Chief Curator,
President, and the Board of Trustees before the accession may be completed.

C. Authorization limits for acquisitions are the same as spending authorization limits
maintained by the Chief Financial Officer.

D. Curators of Research Collections have first right of refusal for any objects or
specimens offered to the Education Collection.

III. Acquisition of Legally Obtained Objects

A. Before acquiring a collection object, curators shall be assured that valid and legal
title can be obtained by the DMNS, or that the DMNS has been granted the authority
to serve as a repository by the appropriate government agency.

B. The DMNS shall not knowingly and willfully accept or acquire any object that was
illegally imported or illegally collected or that was received under circumstances that
would encourage irresponsible damage to or destruction of biota; historic, cultural,
and natural sites; or human burial places.

C. Should evidence be presented to the DMNS that any object in its possession was
acquired in violation of the principles described above, the DMNS will conduct an
investigation into the circumstances. If justified by the results of the investigation,
the DMNS will notify authorities and return the object to its rightful owner, to the
extent that it is legally possible and practical to do so.

IV. Restrictions

A. Donor/seller-imposed restrictions on access and use are discouraged. However,
when authorized by the appropriate curator, or required by law, restrictions may be
imposed, and apart from exceptional cases, only for a finite period of time. No
guarantee will be made that material will be retained by the DMNS in perpetuity.

V. Modes of Acquisition

A. The DMNS may receive objects through one of the following channels:

1. Field Collection: Field collections are the responsibility of the curators, who
either conduct field collecting expeditions or accept such collections from
staff or non-staff researchers.
Field collections will be made with full permission of all landowners from whose land the objects are obtained and with all required permits.

Field collections of fossils from private land must be donated to the DMNS by the land owner.

Curators should ensure that field collections accepted by the Museum from non-staff researchers comply with all permit and permission requirements.

2. Donation (Gift or Bequest):
   a. Donations shall only be accepted if the donor has clear title of ownership.
   b. When an offer and acceptance have taken place, the transfer of title to the Museum occurs when donated objects or specimens are under the sole and immediate control of the Museum.

3. Purchase:
   a. Purchase shall be considered if it is determined by the responsible curator that an object is of exceptional quality and cannot be procured by other means.
   b. The curator should ascertain and document as fully as possible that an object considered for purchase has been obtained by the vendor in a legal and ethical manner.

4. Exchange: The DMNS may exchange collection objects with other educational or non-profit institutions in compliance with established DMNS acquisition and deaccession policies and procedures.

5. Transfers:
   a. The DMNS may receive objects from other non-profit or educational institutions, but only in compliance with established DMNS acquisition policies and procedures.
   b. Orphaned collections may be acquired by the DMNS through this mode of acquisition.

6. Salvage: The DMNS may rescue or be called upon to take custody of objects to prevent their loss or destruction. Such objects (not part of normal field collecting or a donation) usually come from public land/space at the behest of a public agency and often require immediate attention.

7. Abandonment: State laws and/or written agreements for specimen identifications dictate the conditions under which the DMNS may acquire unclaimed objects left at the Museum.

8. Government deposit: The Museum may accept confiscated objects or objects from public land and/or serve as a repository for objects subject to current government regulations.

VI. Documentation of Accessions

A. A legal instrument conveying transfer of title or right to custody, such as but not limited to, a Donation Record form, Last Will and Testament, title transfer, bill of sale, affidavit of ownership, collecting permit, curation or repository agreement, or a letter of agreement setting forth an adequate description of the objects involved and the precise conditions of transfer, must accompany all acquisitions.
B. Curators are responsible for ensuring that all objects acquired for the collections are accompanied by legal and any additional supporting documentation. The registrar audits, tracks and maintains accession documentation.

C. An accession is complete when objects have been received by the Museum, recorded in the registrar's office, and title or trusteeship has been transferred to the Museum.

VII. Tax Deductions and Monetary Appraisals

A. Tax Deductions

1. Donations to the Museum are tax-deductible as charitable contributions in accordance with current Internal Revenue Service (IRS) regulations. Donors should be referred to current IRS publications dealing with charitable contributions.

2. For the donor to receive a deduction, object(s) must be under the sole and direct control of the Museum.

3. Appraisals required for tax deduction purposes are the responsibility of the donor.

4. The Museum must fulfill current IRS record-keeping requirements on donated objects taken as a tax deduction.

5. Donated objects taken as a tax deduction must be retained by the Museum for a requisite period as determined by the IRS.

B. Monetary Appraisals

1. Museum staff should be circumspect in referring the public to appraisers. The American Society of Appraisers and the Appraisers Association of America can assist with identifying appraisers. Where required, three sources should be provided so that no appearance of personal favoritism in referrals is created.

2. DMNS staff will not give appraisals to potential donors or vendors for objects which the Museum may have an interest in acquiring.
   a. For his/her use, the donor or vendor should seek and pay for an independent appraisal.
   b. DMNS personnel should be informed of the appraised value and/or receive copies of the appraisal at the time of acquisition when possible.

3. DMNS staff may provide valuation estimates of the Museum's collections for internal purposes, such as insurance valuations.

4. All information regarding object appraisals and valuations should be kept confidential.

SECTION 5: USE OF DMNS COLLECTIONS AND ASSOCIATED DATA

I. General Policies on Use of Collections

A. In fulfillment of its obligation as a public information provider, the Museum provides access to its collections while ensuring their preservation. Use of collections may take diverse forms, including research (including destructive analysis), exhibition, education, and interpretation, but must be compatible with currently accepted preservation standards for collections held in the public trust.
B. All use must comply with applicable laws and regulations and the provisions of this Manual. Collections may not be used in any situation in which the responsible curator has reasonable cause to believe that the use is unethical.

C. Any use must appropriately respect the physical, historical, cultural, and aesthetic integrity of the objects.

D. DMNS staff will take measures to assure that any use appropriately protects the Museum’s intellectual property rights and the intellectual property rights of others and will require appropriate credit and citation.

E. The DMNS respects the privacy of individuals who provide the DMNS with collections and collection data, or are the subjects of documentation held in DMNS custody, and may impose restrictions to protect that privacy.

F. The DMNS routinely restricts access to site/locality information when divulging such information could facilitate actions that might damage or destroy a natural or unique resource.

G. DMNS collection data are provided without warranties of accuracy or completeness. Users of DMNS collection data will assume any and all risk. Museum may place restrictions on the use of certain databases or portions thereof and may require the user to agree to certain conditions before allowing access to data.

H. The Museum may rely on external, often discipline-specific, data consortia to provide access to collection data.

I. The DMNS shall explain to potential users any pertinent restrictions affecting access and use and apply them equitably.

J. Collections may contain materials that are toxic. These should be identified and are subject to special storage and handling restrictions. The appropriate training is provided to staff and volunteers handling these materials.

K. Human remains and religious, ceremonial, ritual, and sacred objects should always be cared for and used with respect. Access to these items may be restricted in accordance with stipulations made by the appropriate curator with guidance from the appropriate descendant community or communities.

L. The Museum recognizes the sensitive nature of genetic material (human and non-human) and follows all related ethical and regulatory guidelines.

M. For policies regarding use of images of collections and exhibits see SECTION 7.

N. The DMNS may, at its discretion, institute fees for the use of collections or accompanying data. Fees will be instituted and administered in an equitable manner.

II. Use of Collections for Research

A. Objects in research collections are available for legitimate examination, study, and research including analytical (destructive) sampling.

B. Unless required to do so by legal, donor, or purchase stipulations, the DMNS will not grant privileged or exclusive use of materials to any researcher, and will not conceal the existence of any body of material from any researcher.

C. Unless prohibited by legal, permit, or funding stipulations, proprietary use of collections for a reasonable period of time is granted to DMNS curatorial staff who are actively researching specific collections that they have acquired. Proprietary use does not include historical records under the control of the Archivist.

D. The Museum requests copies of data, reports, images, publications, and other information gathered by researchers studying DMNS collections.
Because analytical sampling is destructive and permanently alters the integrity of the specimen, it must be strictly regulated. Samples and the information they contain remain the property of the DMNS and must be so credited.

1. All analytical sampling must be approved in writing by the curator of the collection concerned.

2. If possible, both unused and analyzed samples will be returned to the DMNS. In special cases, with the approval of the appropriate curator, samples may be formally transferred to a legitimate research organization that needs the material for a standard or reference.

3. If the collection object will be completely destroyed by analysis, it must go through the proper deaccession and disposition procedures.

4. Requests for analytical sampling will be judged based on the following requirements:
   a. The project has scientific or cultural merit and a reasonable chance of success and completion.
   b. The information needed and/or sample needed does not already exist in the Museum's files, and will serve to improve the overall care, knowledge, or understanding of the collections.
   c. The needed information cannot be obtained through nondestructive means.
   d. The technique of sampling, the amount of material to be removed, and the location on the specimen must produce as little damage as possible.
   e. If conducted externally, the investigators, laboratory staff and facilities are well qualified to undertake the proposed analysis.

5. Documentation of analytical sampling will be as thorough as possible and complete data will be deposited with the Museum.
   a. Catalogue records should document all sampling efforts, location taken, and information obtained.
   b. If appropriate, an object condition report may be required in order to document the condition of the object before sampling.
   c. The method of analysis, the laboratory's name, researcher’s name, as well as the object's name and catalogue number, should be recorded in all reports.
   d. Reports on the research analysis, as well as original data, should be presented to the DMNS by the researcher.
   e. The information obtained from the analysis should be disseminated in ways that benefit the research community at large.

6. Samples of human remains and sacred objects should be taken only to the degree that they can be respectfully acquired, and decisions should be made in close collaboration with the appropriate descendant community or communities.

III. Exhibition of Collections

A. Curators are responsible for the intellectual content of exhibitions and must provide information that is accurate and balanced in its interpretation and must respect the cultural sensitivities of the objects.
B. Collection objects may be exhibited provided that exhibition conditions are compatible with security and preservation objectives.

1. The appropriate curator, in consultation with a conservator, should be contacted before moving, handling or exhibiting objects.

2. Agents of deterioration, including, but not limited to, environmental conditions, case construction materials, mounting methods, transportation, installation handling, and the duration of the exhibition, must not damage or compromise the physical or chemical integrity of the material being exhibited.

IV. Educational Use of Collections

A. Research collections may be available to DMNS staff and qualified users for teaching purposes within the Museum provided that this use meets conservation guidelines, does not jeopardize the preservation of collections, and is approved by the appropriate curator.

B. While reasonable effort is made to ensure their long-term survival through adequate storage and handling, objects in the Education Collection are used regularly in an educational role and are therefore at a higher risk of damage and ultimate loss.

V. Promotional Use of Collections

A. The use of collections and collection images for promotion of the Museum itself is encouraged. Concerns may exist around the use of objects and images that may appear to represent collections. Non-RCD departments are encouraged to seek the advice of RCD curatorial staff in order to avoid inappropriate messaging relative to the museum’s core competencies.

B. No collection object or exhibition, or portion thereof, in original, copy, or representative form, will be used in the commercial promotion of a non-DMNS product, service, or promotion without the express written permission of the appropriate curator.

C. Promotional use of collection images must be coordinated through the Image Archivist in consultation with other museum departments to ensure appropriate documentation and protection of copyright and other intellectual property rights.

VI. Decorative Use of Collections

A. The use of collection objects for purely decorative purposes is not permitted.

B. Decorations for social and program events may be furnished by the client, subject to guidelines, or may be loaned or rented from the supplies and equipment inventory of the Catering Department.

C. Decorations must not be represented as collections or reproductions of collections.

VII. Catering Activities in Exhibition Areas that Contain Collections

A. While preservation of the Museum’s collections is paramount, the Museum allows catered events in its diorama halls subject to specific limits established by the Chief Curator. This activity is regularly reviewed by curatorial, collection management, and conservation staff who are responsible for defining necessary preservation protocols. Catering managers are responsible for ensuring that preservation protocols are consistently implemented.

VIII. Physical Access to DMNS Collections and Collection Areas

A. Collection areas are considered restricted access portions of DMNS. Only curators may authorize access to collections and collection areas. This right is not
transferable and may not be delegated. Collections managers are authorized by curators to access collections and collection areas but they may not authorize other staff members or volunteers to do so.

B. Access to Collection Areas by Visitors and Researchers

1. Prospective visitors and researchers must contact the appropriate curator for permission to visit the collections.

2. Visitors may be required to make an appointment or submit a written request. Visitors to collection departments who have no appointment normally will not be allowed to disrupt departmental activities, although DMNS personnel will make every effort to assist out-of-town visitors the same day.

3. The DMNS reserves the right to refuse any visitation request for cause.

4. All visitors to collection areas must check in with DMNS Security.

5. Non-RCD and non-DMNS personnel, including visitors, researchers, contractors, or repairmen, must be accompanied by appropriate RCD staff and/or have specific prior approval to have access to collection areas.

6. In cases of special groups or tours, the departments involved must make prior meeting arrangements to minimize overcrowding and confusion in the collection areas.

7. Specimens or objects in the possession of visitors also must be reviewed by DMNS staff to determine if they pose a threat (such as by insect infestation) to DMNS collections. Based on this review, these objects may not be allowed in the Museum building, or portions thereof.

C. Access to Collection Areas by Emergency Personnel

1. In situations involving emergencies, when appropriate RCD staff are not present, DMNS Security staff will supervise access to collection areas.

D. Access to Objects on Exhibit

1. Collection objects on exhibit, being prepared for exhibit, being photographed, undergoing conservation treatment, on loan to another institution, or removed from storage for any reason remain the responsibility of the appropriate curator.

2. All matters involving access, storage, security, conservation treatments, loan requests, exhibition, change of location, or physical handling of the collection materials on exhibit must be approved by the appropriate curator, and if appropriate, in consultation with a conservator.

3. It is the responsibility of exhibits and security personnel to facilitate access to objects on exhibition at the request of curatorial or conservation personnel.

SECTION 6: LOANS

I. General Loan Policies

A. Only curators may initiate and approve incoming and outgoing loans. Loans must be consistent with the Museum’s mission, not for individual gain or benefit.

B. Loans may also require the approval of the Chief Curator, President, and Board of Trustees according to current authority levels.

C. Authorization limits for loans are the same as spending authorization limits
D. It is the responsibility of curators to obtain and the registrar to maintain full legal documentation of loan transactions.

E. Loans will be made for a period of one year or less. If extensions to the initial period are granted, they must be approved at the authority level of the original loan and written documentation of the extension must be provided.

F. Loan requests for exhibits lasting for more than one year and/or for multiple venues may be granted. In this situation, each venue must be identified and approved.

G. To prevent deterioration and damage during handling and transportation of loan objects, packing, shipping, and handling standards are developed by the collections managers, conservators, and the registrar, in consultation with the curators.

H. The Museum refrains from approving third party loans of DMNS collections, and from facilitating third party loans of non-DMNS collections. When making an exception, the Museum must have written authorization to do so.

I. An outgoing loan is closed when the registrar receives confirmation from the authorizing curator or designee that all loaned material has been returned in good condition.

J. An incoming loan is closed when the registrar receives confirmation from the lender that all loaned material has been received in good condition.

II. Outgoing Loans
   A. Special
      1. The Chief Curator must approve loans of extraordinary or significant specimens that have been figured, published, or photographed in a professional or scientific reference.
      2. No outgoing loans of type specimens/objects or zoological specimens of extinct Holocene taxa will occur unless absolutely imperative for conservation or scientific research. The approval of the Chief Curator is required.
         a. Loans of type specimens/objects and zoological specimens of extinct Holocene taxa must be hand carried at the expense of the borrower.
         b. Only arthropod type specimens for which paratypes exist can be sent via the appropriate shipper following regulatory requirements.
      3. Loan requests may be refused if the Museum does not receive adequate notice.
      4. Loans made to other departments within the Museum for the purposes of exhibition, research, and education are considered outgoing loans and are subject to all of the conditions and approvals of outgoing loans.
   B. Conditions and Restrictions
      1. The DMNS reserves the right to set conditions or restrictions related to the packing, appraisal, shipping, insurance, exhibition installation, environmental controls, general handling, and security of loaned objects.
      2. Borrowing institutions may be required to complete a facilities report.
      3. The Museum also may require, at the expense of the borrower, that loaned items be accompanied by a member of the Museum staff who will supervise the care and handling, both outgoing and incoming.
      4. All conditions and restrictions shall be made in writing and attached to the
loan agreement prior to approval of the loan.

5. The condition of objects will be documented before they are loaned and
upon their return.

C. Loans to non-museum institutions and individuals

1. Such loans must be in alignment with the Museum's mission and require the
approval of the Chief Curator.

2. Objects must receive at least the same level of care that DMNS provides in
the areas of handling, documentation, insurance and security.

III. Incoming Loans

A. General Policies

1. The Museum will exercise the highest appropriate standards of care for all
incoming loans.

2. All purposes and conditions for an incoming loan must be clearly
documented.

3. The condition of objects will be thoroughly documented when received and
prior to returning.

B. Exhibiting Borrowed Objects

1. The Museum ensures a clear connection between exhibition of an object, its
mission, and the intellectual integrity of the exhibition, and it retains full
decision making authority over the content and presentation of the
exhibition.

2. The Museum examines a lender’s relationship to the Museum for potential
conflicts of interest, real or perceived, such as in cases where the lender is a
member of the Museum community.

3. Potential conflicts are to be disclosed to the Chief Curator and Legal
Counsel, who will direct necessary action.

4. The Museum may not offer for sale borrowed objects on exhibit.

5. The Museum will make public the source of funding where a lender is also a
funder of an exhibition. If the Museum receives a request for anonymity in
this situation, the Museum should not grant it when it would conceal a
conflict of interest, real or perceived, or raise other ethical issues.

C. Inspection Requests

1. Collection department staff may provide information on objects brought to
the Museum by the public for identification. Information will not include
appraisal or valuation.

2. Signed Inspection Request forms must accompany objects submitted for this
purpose.

3. The Museum will endeavor to maintain the safety and integrity of the
object(s) left for inspection, but will not be held responsible if an object is
damaged or lost, except in the case of willful neglect.

4. Identification or authentication services are not provided for any commercial
purpose.

D. Colorado State Statute 38-14 governs certain aspects of the disposition of unclaimed
loaned property.
SECTION 7: PHOTOGRAPHY (STILL, VIDEO) OF DMNS COLLECTIONS AND EXHIBITS

I. General Policies on Photographing DMNS Collections and Exhibits
   A. Photography of DMNS collections and exhibits is subject to conservation concerns.
      1. To minimize handling and possible damage to objects/exhibits, the DMNS encourages the use/purchase of existing photographs, which can be ordered through the DMNS Image Archives Department.
      2. Exposure of collections and exhibits to light and other environmental hazards will be minimized and may be cause for refusal of a request to photograph.
   B. The DMNS reserves the right to refuse any photographic request for cause.
   C. Exhibits and/or objects may be subject to restrictions of loan agreement provisions or copyright and other intellectual property rights.
   D. Fees may be charged according to the current DMNS fee schedule.

II. Photographing DMNS Exhibits and Public Areas
   A. During public hours, when not specifically prohibited, visitors may take photographs and videotapes with their own equipment, free-of-charge, for personal, educational, or non-commercial purposes.
   B. Written permission is required from curatorial staff for after-hours photography, equipment set-up, or other special privileges. The Conservation Department will be consulted. The appropriate staff shall be present and fees may be charged.
   C. The photographer assumes all liability and financial responsibility for any injury, loss, or damage that may result from activities related to his/her photography.
      1. The safety, general convenience, and/or traffic flow in the DMNS must not be compromised.
      2. Photographers are not allowed to photograph from inside an exhibit or handle objects on exhibit.
         a. Occasionally this may become necessary -- however, express written permission must be obtained in advance from appropriate DMNS curatorial personnel.
         b. Such work must be done under the direct supervision of an appropriate RCD staff member.
      3. No props, equipment, or clothing may be placed on any DMNS case, exhibit, or object.

III. Photographing Objects Not on Exhibition
   A. If existing photographs are not adequate, special photography may be requested.
   B. Researchers may be allowed to take photographs with their own equipment for purposes of study after receiving approval from the appropriate curator.

IV. Publication of Images
   A. To protect copyright and other intellectual property rights:
      1. If publication of new or existing images of objects/exhibits is intended:
         a. Written permission must be obtained from the DMNS Image Archives.
         b. If permission to publish is granted, an appropriate credit line is
required in all cases unless excluded by the Image Archivist.

c. Photography of DMNS exhibits or collections, which may be published, should be done either by:

   i. DMNS staff as a part of their job, or
   ii. by non-staff photographers (including volunteers, interns, museum associates, or research associates) as a work made for hire, or under the terms of a signed agreement which assigns intellectual property rights to the Museum.

d. If independent photographers (not included under the provisions of paragraph c) are allowed to photograph DMNS collections or exhibits, they must be informed that:

   i. Permission to photograph does not grant or imply permission to publish.
   ii. Permission to publish must be expressly granted by the DMNS Image Archives.

B. Permission to Publish

1. Permission to publish grants the recipient the following rights and responsibilities:

   a. Right to non-exclusive, one-time publication use.
   b. Responsibility for all questions concerning copyright violation, invasion of privacy, or other violation of law arising from the use of photographic materials.
   c. Responsibility to provide the Museum with a copy of the published work at no cost to the Museum.

2. Permission to publish does not grant the recipient:

   a. The right to remove DMNS original or unique images from the Museum building.
   b. Rights to reproduction for any other purposes, in reprints or future additional copies, without specific written permission.
   c. Assignment of copyright or other intellectual property rights.
   d. The right to show or imply that the Museum endorses any of the purposes which the user's work may promote or that the Museum concurs with the opinions expressed in, or confirms the accuracy of any text used with these images unless permission of the Museum is obtained in advance of such use.
   e. The right to make alterations, additions or subtractions to the photographs by any means, known now or hereafter known.

C. Classes of objects that may not be published without specific review and approval by the Chief Curator:

1. Objects subject to legal prohibition.
2. Culturally sensitive objects.
3. Specific locality information, including maps of large scale, for sites with paleontological or archaeological resources, as well as for endangered and threatened species.
4. Images of objects on loan to DMNS.

D. The DMNS reserves the right to review the context in which the image(s) is/are to
be used and may refuse permission for use if the use is deemed inappropriate as
described in SECTION 5.

E. Publication of Images in Digital Formats
1. Whenever possible, the Museum will provide images for publication in
digital format, subject to the regular policies on publication of images, as
well as current DMNS Digitization Guidelines.
2. All images must be accompanied by the appropriate credit line as
stipulated in the use agreement.
3. Agreements for Internet/Worldwide Web or future media use will be
authorized for a period not to exceed one year. Agreements for
CD-ROM, video productions, and similar publications, will be
authorized for one-time use; future editions and revisions must be
renegotiated. No images will be authorized for use in perpetuity,
apart from exceptional cases.
4. Fees for use of images in electronic formats will charged according
to the current DMNS fee schedule.
5. As necessary or appropriate, the DMNS will monitor sites for use of
DMNS images.

SECTION 8: DIGITAL COLLECTION

I. Definition of the Digital Collection

A. The digital collection contains digital information resources that document and
supplement the Museum's disciplines, programming, exhibition, outreach,
publication, and history in accordance with its mission. All digital collections are
subject to the provisions of this Manual. The Museum adequately supports and
ensures the professional management and preservation of the digital collections
and incorporates appropriate planning for digital issues into its long-term planning
and budgeting.

B. The digital collections of the Museum include born-digital records (records
created originally by a computer or other digital recording device), or scanned
records, including, but not limited, to digitized images of photographs and
documents. The digital collection may contain, but is not limited, to databases,
image files, sound files, and textual files.

C. The purpose of the digital collection is to enrich Museum products with
previously untapped or underused resources; to increase operational efficiency;
and to maximize preservation of analog collections by reducing exposure to
handling, light, and other agents of deterioration.

II. Categories of Digital Assets

A. Archival Collection:

1. Digital objects maintained as part of the Museum's archival digital
collection will be kept for their long-term continuing value to the
Museum, its audiences, and society at large.

2. Archival digital collections provide information and content for the
development of programs, exhibits, outreach projects, and publications, as
well as research.
3. Archival digital collections and their metadata will be maintained and preserved as permanent assets of the Museum.

4. Metadata for all ephemeral digital objects will be maintained as part of the archival collection as a reference and documentation of DMNS programming, exhibition, outreach, and publication.

5. Donations or purchases of archival digital content that is not created by DMNS are guided by the accession and deaccession policies outlined in this Manual.

B. Ephemeral Digital Files:

1. Objects in digital format which have no foreseeable use beyond their initial (and usually) short-term use may be classified as ephemeral and should be supported by DMNS during their period of usefulness. This period will be determined by the archivist and image archivist.

2. Digital objects not intended or accepted for the archival collections, including versions and copies of archival digital files such as those used for programming, exhibition, outreach, and publication, are considered ephemeral digital files.

3. Digital objects not owned by DMNS are considered ephemeral digital files.

4. Ephemeral digital objects are subject to the current Archives Retention Schedule or, for non-DMNS content, the accompanying permissions/use agreements. They should be disposed of when they have exceeded their period of immediate usefulness and/or have met any legal requirements.

III. General Ingest Guidelines:

A. Objects in the Digital Asset Management System (DAMS) are works made for hire with DMNS copyright; in the public domain; or otherwise cleared in writing for use by the DMNS as required by law.

B. Rights information must be part of the metadata record for each object.

C. DMNS Digital Capture Standards will be observed for all objects protected by DMNS copyright and any other items that meet the requisite discipline-based guidelines for addition to DMNS collections.

D. Objects will be added to the DAMS in a prioritized fashion based on audience, research, and/or preservation needs. DMNS departments creating digital objects will oversee prioritization decisions for DAMS ingest.

E. Ingest of digital objects will be coordinated with Technology staff to ensure the Museum's ability to acquire and support/preserve all digital collections.

IV. Acquisitions to the Archival Digital Collections:

In addition to the general ingest guidelines, candidates for the archival digital collection shall be:

A. Needed in digital format by a defined audience or audiences or required for research or preservation purposes.

B. Acquired within collecting guidelines set out in the Long-Term Collection & Research Plan.

C. Classified as archival status based on their estimated potential for long-term usability and accessibility.

D. Considered for archival status if they preserve or enhance the preservation of
E. Considered for archival status if it is better to preserve the digital file than to reacquire them or if reacquisition is impossible.

F. Acquired at a resolution sufficient to capture all significant detail of the original and be faithful representations of the original materials.

G. Preserved in hard copy, as well as digital, whenever possible.

H. Preserved in formats designed to minimize data loss over the long term and minimize potential barriers to long-term accessibility.

V. Staff Roles and Responsibilities

A. Digital Collection Oversight Team (DCOT, lead by the archivist, includes appropriate representation from RCD, Education, Marketing and Design Services, Exhibits, and Technology departments) is responsible for:

1. Overseeing digital ingest priorities in order to ensure the institution's ability to support, catalog, and manage the resulting digital objects and accompanying metadata.

2. Making or delegating decisions on questions of user access to digital collection.

B. Staff creating digital content:

1. Designate and ingest objects into the DAMS.

2. Assess the continuing or long-term value to potential subsequent users of these materials, consult with the Archives in questionable cases, and classify them as archival or ephemeral.

3. Determine and document intellectual property rights to all digital files.

4. Tag ephemeral content for permissions status check at one year after ingest.

5. Create appropriate metadata for each digital object ingested into the DAMS.

6. Assure the appropriate faithful representation of the original analog object.

7. Compile documentation for all new digital object accessions of donations or purchases of archival digital content not created by DMNS.

C. Library and Archives staff:

1. Cooperate with Technology department to maintain digital objects and accompanying metadata.

2. Coordinate, as needed, with Technology to ensure the Museum's ability to support and preserve the archival digital object(s).

3. Define best practices for digital capture/creation, metadata, and digital preservation.

4. Coordinate with technology to approve acquisitions of computers and computer peripherals, which include but are not limited to computers, scanners, and digital cameras, to ensure long-term support.

D. The registrar maintains digital and hard copy accession and deaccession records for the archival digital collection.

E. The Conservation Department shares responsibility with Archives to establish currently acceptable practices for digital object preservation.

F. Technology Department:

1. Coordinates with DAMS software providers when necessary.
2. Maintains user access parameters in the DAMS.
3. Coordinates with creators of digital content to publish digital objects via the Museum's and other websites.
4. Provides appropriate storage for the digital collection.
5. Conducts regular back-ups of all parts of the digital collection.
6. Conducts software upgrades for continued access to all parts of the digital collection.
7. Conducts digital object and metadata migration and documentation for continued access to all parts of the digital collection.
8. Coordinates with the image archivist to approve acquisitions of computers and computer peripherals, which include but are not limited to computers, scanners, and digital cameras, to ensure long-term support.

VI. Access to the Digital Collection

A. In fulfillment of its obligation as a public information provider, the DMNS subscribes to a policy of providing the fullest possible access to its collections and collection documentation, while providing appropriately for their security and preservation. Restrictions affecting access and use of digital collection data will be applied equitably and determined by curators with final decisions regarding infrastructure security made by the DCOT.

B. The DMNS respects the privacy of individuals who provide the DMNS with collection documentation, or are the subjects of documentation held in DMNS custody.

C. DMNS may make the digital collection and metadata or portions of the digital collection and metadata accessible via the Museum's or other approved websites. Approvals will be the responsibility of the DCOT.

D. DMNS reserves the right to refuse any request for access to digital collections and information that is inconsistent with its preservation or privacy obligations.

E. The DMNS may, at its discretion, institute fees for the use of digital collections and accompanying data. Fees will be instituted and applied equitably.

VII. Security against deliberate or accidental alteration of files in the digital collection will be accomplished in any of the following ways. It is recognized that the DMNS may adopt new strategies as security technologies and standards for best practices improve.

A. Restrict user access based on DCOT recommendations.

B. Provide low resolution and/or watermarked images online.

C. Regular and frequent back-ups of all parts of the digital collection conducted regularly by Technology staff.

D. Print hard copies of digital files as appropriate.

E. Originals from which digital files are created will continue to be maintained in perpetuity.

SECTION 9: CONSERVATION

I. Using the highest possible standards, the conservation goal is to manage and maintain the balance between long-term future preservation and short-term use of the collections by minimizing chemical, physical, and biological deterioration and damage.

II. The DMNS Conservation policy is guided by the Code of Ethics and Guidelines for
III. Conservation priorities are guided by the Long-Range Conservation Plan, which in turn is guided by the DMNS Strategic Plan. The Plan will be updated annually and reviewed by the Curatorial Review Committee.

IV. Activities to achieve DMNS conservation goals and priorities include:

1. Preventive conservation, the highest priority, to mitigate deterioration and damage from the following risks: physical forces, security, fire, water, light intensity and ultraviolet radiation, pests, pollutants, incorrect temperature, incorrect relative humidity, and custodial neglect.
   a. Risk mitigation activities will occur at facility, room, cabinetry, object, and policy and procedure levels and include, but are not limited to:
      i. Baseline monitoring and mitigating for pests, light and radiation, pollutants, and incorrect temperature and relative humidity.
      ii. Developing procedures for handling, packing, transport, storage and exhibition and emergency preparedness and response.

2. Examination to determine the extent and causes of deterioration through investigation of the structure, materials, and condition of a collection item.

3. Stabilization or restoration treatment priorities are established on the basis of emergency needs, assessment surveys, storage rehousing, exhibit and loan requirements, and research priorities, as guided by the Long-Range Conservation Plan.
   a. Preservation of the artistic, historic, scientific, religious or social content or significance of the collection item shall take precedence over all other treatment considerations.
   b. Conservation treatment requires curatorial approval prior to any treatment, sampling or testing.

4. Methods and materials for preventive conservation or treatment activities may be researched and tested, including technical supplies used for the preservation of collections.

5. Conservation staff promote training and education for all staff toward overall preservation goals of the Museum.

6. All conservation activities are documented. Documentation is maintained in a permanent format.

V. Implementing the Long-Range Conservation Plan and Conservation Activities

A. The staff of the Conservation Department is responsible for the primary implementation of the activities in the Long-Range Conservation Plan.

B. The Chief Curator and Registrar promote the understanding of Conservation goals and shared responsibility for preservation Museum-wide.

C. Conservators, curators, and collections managers are responsible for planning and implementing preservation goals.
SECTION 10: DEACCESSION AND DISPOSITION

I. Guiding Principles

A. Deaccession and disposition of collection objects and specimens are solely for the advancement of the Museum's mission.

B. Only curators may initiate deaccession and disposition of DMNS collections.

C. Deaccession proposals are guided by the Long-Term Collection & Research Plan.

D. Only in rare circumstances, those mandated by law, contract, prior agreement, or the advancement of science, will deaccession of the following occur: type specimens; iconic specimens or objects; or published or illustrated specimens or objects.

E. The unique and special nature of human remains, objects of cultural patrimony, and funerary and sacred objects is considered in all decisions concerning these collections.

F. Fossil specimens and invertebrates obtained through field collection or salvage, which are part of a larger accessioned lot but are deemed by the appropriate curator to be duplicates or not suitable for cataloguing, may be transferred for educational or research purposes or discarded, unless regulations mandate otherwise. Transfers of material will be authorized by the Chief Curator.

G. In the case of dissolution of the DMNS or a Department, all accessioned collections will be transferred to a similar institution whose mission is to house collections for educational and research purposes.

II. Deaccession

A. A proposal of objects for deaccession is made by the curator in charge of the objects in question to the Curatorial Review Committee. The curator may propose an object or a related group of objects for deaccession when one or more of the following conditions exist:

1. Lack of significance, relevance or usefulness to the mission and goals of the DMNS in the areas of research, education, or exhibition.

2. Opportunity to upgrade or reduce redundancy in a collection.

3. Deterioration, damage, or alteration beyond repair or requiring excessive resources to repair, given the significance of the object as determined by the curator and/or conservator.

4. Proper preservation within current Museum facilities and/or resources is not possible as determined by the curator and/or conservator.

5. Inadequate provenance documentation critically reduces significant usefulness to research, education, or exhibition.

6. Authenticity has been discredited.

7. Legality of ownership is challenged after further investigation.

8. Hazardous conditions that may threaten the stability of other collections and/or the health of personnel.

9. The appropriate curator has approved destructive sampling procedures for research which will render the object useless for other purposes.

10. Return to a previous holder is legally required.
III. Disposition

11. Legitimate repatriation claim.

A. Disposition will be accomplished in a manner considered to be in the best interests of the Museum, the public it serves, the trust it represents in owning the collections, and the scholarly and scientific communities it serves.

B. The Museum recognizes that the disposition of deaccessioned objects requires the utmost care in ensuring that any disposition does not impugn the integrity of the Museum or give the appearance of impropriety. Deaccessioned objects may not be given, or sold publicly or privately, to anyone in the Museum community (current Museum employees, unpaid staff [emeritus curators, research and department associates], volunteers, members of the Board of Trustees) or their representatives, either directly or indirectly through an agent or other means.

C. The final disposition of any object approved for deaccession under a claim defined by local, state, federal, or international legislation will be negotiated with the requesting party or their designated representative.

D. The Museum recognizes that while transfer to another institution is often preferred, in some instances that may not be possible or in the best interests of the Museum. The disposition of each deaccessioned object will follow discipline-specific ethics and practices, and conflicts of interest, real or perceived, will be avoided.

Disposition options include:

1. Exchange or transfer to another DMNS department, museum, or educational institution.

2. If an object poses a hazard to human health or to other collection objects, damaged beyond repair, or if no other means of disposal is possible, an object may be discarded or destroyed.

3. Repatriation in the case of human remains, funerary objects, sacred objects, or objects of cultural patrimony.

4. In rare and extenuating circumstances, return to donor or prior owner.

5. Public sale.
   a. Public sale is permitted, provided that discipline-specific ethics and practices are observed and conflict of interest, real or perceived, is avoided.
   b. Sales will be conducted in such a way that they do not contribute to the existence of illegitimate markets, the destruction of resources or sites, illegal trade, or unethical behavior.
   c. Sale of deaccessioned objects must protect the interests, objectives, and legal status of the Museum and adhere to the highest ethical standards, as defined by the American Association of Museums and the DMNS Ethics Policy Statement.
   d. Deaccessioned objects for sale must be appraised by an outside independent appraiser unless their internally estimated aggregate value is less than $2,000.
   e. All funds received from the sale of deaccessioned objects shall be used for the direct care and/or acquisition of the collections and shall be accounted for separately.
   f. In the event of public sale, members of the Museum community may
6. To avoid conflicts of interest, real or perceived, objects may not be given, or publicly or privately sold, to members of the Museum community or their representatives.

IV. Approvals

A. Both the deaccession and disposition decisions must be approved in separate votes by a majority of voting members of the Curatorial Review Committee.

B. Based on the value of the object or group of objects, additional approval for disposition decisions from the President and the Board of Trustees may be required.

C. Authorization limits for dispositions are the same as spending authorization limits maintained by the Chief Financial Officer.

V. Documentation

A. Curators are responsible for ensuring that supporting and legal documentation is created or acquired for all deaccession and disposition transactions.

B. The registrar is responsible for creating and maintaining a centralized file on all deaccession and disposition transactions.

C. An object or specimen has been permanently and legally removed from the collections when the following has occurred:

1. Both the deaccession and disposition are approved at the appropriate level.

2. The approved disposition option is executed.

3. The entire transaction is recorded in the registrar's office.

SECTION 11: REPATRIATION

I. Repatriations Under NAGPRA

A. On November 16, 1990, the United States Congress passed the Native American Graves Protection and Repatriation Act (NAGPRA) as Public Law 101-601. This law pertains to institutions, including museums, that have received federal funding and curate collections of human remains and/or cultural objects from U.S. federally recognized Indian tribes and Native Hawaiian organizations.

1. The Museum will comply with both the letter and the spirit of the law by expeditiously and respectfully evaluating each claim on a case-by-case basis.

   a. All claims will be assessed by the Museum's NAGPRA Officer in close consultation with Legal Counsel and Department of Anthropology's curatorial staff.

   b. It is the duty of the NAGPRA Officer to keep the Curatorial Review Committee informed about NAGPRA regulatory compliance.

   c. In compliance with NAGPRA and any other relevant laws, the Department of Anthropology staff will initiate deaccession and disposition procedures as outlined in this Manual.

II. Repatriations Outside of NAGPRA

A. The Museum aims to curate collections that are both legally and ethically held. The principles of respect, reciprocity, justice, and dialogue will be used to guide how the Museum deals with any claims outside the legal boundaries of NAGPRA.
B. Special consideration will be given to international treaties such as the 1970 UNESCO Convention.

C. The Museum acknowledges the fact that there is no equivalent to NAGPRA for human remains, sacred objects, or objects of cultural patrimony acquired from outside the United States.

D. Every effort will be made to enter into equal and open communication with the communities that connect themselves to the objects in the Museum's custody.

E. For material to be repatriated outside the legal boundaries of NAGPRA, the Department of Anthropology staff will initiate deaccession and disposition procedures as outlined in this Manual.

SECTION 12: EDUCATION COLLECTIONS

I. Introduction

A. The Museum acquires and manages objects for the Museum's educational programs. It is the express mission of the collection to balance the care of the collection with its educational use.

B. Education Collection objects usually are not viewed as a permanent resource of the DMNS, but are cared for following best practices for education collections.

C. Education Collections are governed by all applicable ethics, laws and regulations, this Manual, and departmental procedures.

D. The cultural, historical, aesthetic, and scientific integrity of education collections must be respected at all times.

E. Collections may contain materials that are toxic. These should be identified at all times and are subject to special storage and handling restrictions that address the balance between educational mission, preservation, and human safety.

F. The content of the Education Collections is guided by the Long-Term Collection & Research Plan. There are two categories of Education Collection specimens:

   a. **Accessioned and Cataloged Specimens**: Any unique or rare model, specimen or teaching aid relevant to one of the Museum's Core Competencies.

   b. **Specimens which are Cataloged Only**: Any non-unique model or teaching aid that falls within one of the Museum's core competencies, but whose educational use requires cataloging to facilitate a central tracking mechanism for accessibility.

II. Staff Responsible for Collections

A. Education Collections are the responsibility of the Deputy Chief Curator, with support by a curator in each core competency, and the archivist.

B. Education Collections are managed by the Education Collections Manager.

C. Museum Educators and Program Managers have the ability to make requests for specimens to be added to the Education Collection.

III. Collection Activities

A. Acquisition

   1. Objects are acquired for the Collections through donation, transfer from another Museum department, transfer from a government agency or other educational institution, exchange, collection, purchase, or creation for the
2. Curators of Research Collections have first right of refusal for any objects or specimens offered to the Education Collection.

B. Loans
1. The loan policy of the Education Collections is the same as that outlined in SECTION 6 of this Manual.
2. All incoming or outgoing loans, excluding teaching materials, are processed by the Education Collections Manager.

C. Deaccession
1. The Education Collections Manager may make a recommendation to deaccession an object from the Education Collections when one of the following criteria is met:
   a. The object is damaged beyond useful repair.
   b. Determination is made that there are too many objects for program needs.
   c. Object is found to be scientifically inaccurate or culturally insensitive.
   d. Object is requested to be repatriated.
   e. Object is found to have no relevance to existing or known future programs and does not fit within the Long-Term Collection & Research Plan.
   f. The object has not been used in Museum programming in more than ten years.
2. Deaccession and disposition procedures are conducted as outlined in SECTION 10 of this Manual.

IV. Documentation of Collections
A. In consultation with the Registrar, the Education Collections Manager maintains supporting and legal documentation for catalog records and registration records both in hard copy and electronic format.
B. In consultation with the Archivist, the Education Collections Manager is responsible for transferring appropriate records to the archives.

SECTION 13: SELLING OBJECTS IN MUSEUM RETAIL SHOPS
I. Retail shop inventory is subject to oversight by the Curatorial Review Committee to determine the appropriateness and presentation of cultural and natural history objects offered for sale.
A. The Museum Shop Manager should seek advice from the Curatorial Review Committee to ensure that natural history and cultural objects acquired for sale are appropriate and presented with sensitivity.
B. CRC members should periodically visit the Museum Shop and bring questionable items to the Curatorial Review Committee for discussion and possible recommendation or action.
II. Natural history and cultural objects eligible for sale must meet the following conditions:
A. Discipline-specific ethics and practices are observed and the sale does not contribute to the existence of illegitimate markets, the destruction of resources or sites, illegal
trade, or unethical behavior.

B. Replicas offered for sale must be clearly marked as such. If the original is known
from which a replica is made, it should be labeled accordingly.

III. Items Which May Not Be Sold in the Museum Shop

A. Natural history objects of scientific or historical significance, including, but not
limited to, earth science materials such as fossils or rare mineral and meteorite
specimens, wildlife materials such as rare butterflies or shells, and prehistoric
cultural artifacts such as projectile points or sherds.

B. Natural history objects that have not met all provisions for legal acquisition.

C. Objects that are culturally insensitive.

D. Objects from the DMNS or another institution’s collections.

E. This policy applies equally to objects that can be purchased commercially for resale.

APPENDIX A: COLLECTION STAFF RESPONSIBILITIES

I. Position Descriptions (in alphabetical order)

A. Archivists have curatorial authority and responsibility for the Museum’s archival
collections and are the records managers for the DMNS. They are responsible for
the collection, preservation, and disposition of the Museum’s records, as well as the
management of records and documentation acquired by the Museum in the course of
its work. Archivists provide record creation and keeping guidelines, records
management training, and consultation; establish records retention schedules; and
assume custody of records and curate collections of documentary materials.

B. Collections Managers are charged with providing care and maintenance of and
access to the collection objects and records. In shared consultation with archivists,
curators, conservators, and registrars, collections managers are responsible for
carrying out the maintenance, packing and shipping, preparation, documentation,
organization, storage and preservation of collections.

C. Conservators are responsible for maintaining the balance between long-term
preservation and short-term use of collections. Conservators are charged with
determining and implementing best practices to conserve, preserve, prepare, and
stabilize objects and records, including implementing preservation programs and
interpreting the resultant data. Conservators are responsible for laboratory
treatments necessary to stabilize objects or specimens in collections. Conservators
are responsible for identifying technical supplies used for the preservation of
collections. Conservators implement conservation activities according to the AIC
Code of Ethics and Guidelines for Practice.

D. Conservation Technicians assist the conservators in maintaining the balance
between long-term preservation and short-term use of collections. At the direction
of the conservators, and in conjunction with collections managers or other
museum personnel, conservation technicians assist in preventive conservation
programs by gathering baseline data about risks that can cause deterioration.
After interpretation by a conservator, the conservation technicians assist in
dissemination of the baseline data. Under the supervision of conservators,
conservation technicians may assist in select conservation treatment activities.

E. Curators, in consultation with archivists, collections managers, conservators, and
registrars, are responsible for the development, management, and use of collections. They are members of the team responsible for enacting collection policies and procedures, ensuring the long-term preservation and vitality of collections and associated documentation, and determining the research goals of collection based activities. Each curator must ensure that all collection activities in assigned area(s) of expertise are in compliance with the law and professional standards. Curators develop and implement collecting priorities as outlined in the Long-Term Collection & Research Plan.

F. Librarians are responsible for the collection, preservation and disposition of the Museum's collections of published materials and have curatorial authority and responsibility for the Museum's rare book collection. Librarians manage the acquisition, cataloging, storage and retrieval of publications.

G. Preparators prepare specimens for study or exhibit by removing fossils from matrix and by repairing and cleaning specimens.

H. Registrars audit collection activities and ensure documented compliance within the Museum of all policies, procedures, professional standards and legislation pertaining to collections. These activities include but are not limited to accessions, deaccessions, dispositions, and loans. In consultation with the curators, collections managers, archivists, and conservators, registrars determine the proper method for record storage and retrieval and determine at what point records are to be transferred to Archives for permanent storage. Registrars are responsible for maintaining documentation and tracking all collection activities.

II. Committee Descriptions

A. The Curatorial Review Committee (CRC) consists of the Chief Curator (committee chair); curators, conservators, archivists, librarians (voting members); registrars and collections managers (non-voting members). The CRC meets on a regular basis and is responsible for:

1. Developing, reviewing, revising and enforcing DMNS collection policies and procedures.

2. Ensuring that the DMNS meets its public trust obligations as they concern collecting and collections.

3. Reviewing and approving proposals for decisions that affect the Museum's management and preservation of its collections, when required by need or by the provisions of this Manual.

4. At the authority level of the Chief Curator, approving by majority proposed deaccessions and dispositions of museum objects and specimens.

5. Reviewing the Long-Range Conservation Plan.

B. The Collection Management and Preservation Committee (CMPC) consists of the Registrar (committee chair), collections managers, conservators, archivists, and other DMNS staff directly involved with collection management issues. The CMPC meets on a regular basis and is responsible for:

1. Addressing shared collection management and preservation concerns as they relate to the exhibit, research, education, storage, access, protection, documentation, and selective growth of DMNS collections and associated data.
2. Coordinate as necessary to implement the centralized collections management system.

APPENDIX B: LAWS, REGULATIONS, AND GUIDELINES

The Museum conducts all collection activities in accordance with international, national, state and local laws, regulations, and guidelines. The information that appears in this appendix should be used as a starting point and not in any way be considered exhaustive.

I. International laws, regulations, and guidelines include but are not limited to:


II. Federal laws and regulations include but are not limited to:

To search for U.S. Code: [http://uscode.house.gov/usc.htm]

A. Lacey Act (1900)
   16 USC 701; 1981 Amendments 16 USC 3371-3378; 15 CFR 904; 50 CFR 10; 50 CFR 14; 50 CFR 300

B. Antiquities Act (1906)
   16 USC 431-433; 18 CFR 6; 43 CFR 2300

C. Migratory Bird Treaty Act (1918)
   USC 703-712; 50 CFR 21.1-60

D. Bald and Golden Eagle Protection Act (1940)
   SC 668-668d

E. Fish and Wildlife Act (1956)
   16 USC 742a-754j-2; 50 CFR 20

F. Marine Mammal Protection Act (1972)
   16 USC 1361-14211; 50 CFR 18.1-129

G. Endangered Species Act (1973)
   16 USC 1531-1544; 50 CFR 23.1-57

   43 USC 1701-1782; 36 CFR254; 43 CFR 5000

I. Archaeological Resources Protection Act (1979)
   16 USC 470aa-mm

   16 USC 4201-4245; 50 CFR 17
K. Native American Graves Protection and Repatriation Act (NAGPRA) (1990)
   25 USC 3001; 43 CFR 1

L. Wild Bird Conservation Act (1992)
   USC 4901-4916; 50 CFR 15.1-33

III. State laws and regulations include but are not limited to:
   To search for Colorado Revised Statutes:
   http://www.state.co.us/gov_dir/leg_dir/olls/colorado_revised_statutes.htm

      Colorado Revised Statutes, 33-2
   B. Loans to Museums (1995)
      Colorado Revised Statutes, 38-14
   C. Colorado Historical, Prehistorical, and Archaeological Resources Act (1973)
      Colorado Revised Statutes, 24-80-401 to 411, and 24-80-1301 to 1305
   D. Colorado Historical Society, Office of Archaeology and Historic Preservation
      8CCR 1504-7, Rules and Procedures, Historical, Prehistorical, and Archaeological Resources Act (Rev. 2004)

APPENDIX C: CODES OF ETHICS
The Museum's staff, volunteers, and Board of Trustees are guided by statements of ethical standards that include, but are not limited to, those listed below. Where conflicts between the DMNS Ethics Policy Statement and other statements exist, the DMNS Ethics Policy Statement prevails.

I. Museum Ethics Codes and Policies
      http://www.aam-us.org/museumresources/ethics/coe.cfm

II. Discipline Specific Codes
   A. Conservation
         http://aic.stanford.edu/pubs/ethics.html#three
         http://www.gallery.ca/english/354.htm
   B. Curation
         http://www.curcom.org/ethics.php
         http://www.aaanet.org/committees/ethics/ethcode.htm
         http://www.saa.org/Aboutsaa/committees/ethics/principals.html

C. Library and Archives

D. Museum Shop

E. Registration

F. Fundraising
Introduction
The Denver Museum of Nature & Science (Museum), a nonprofit educational entity and a responsible steward of the resources held in the public trust, is committed to public accountability and transparency in mission and operations. The Museum is proud of its contribution to Denver, the State of Colorado, and its many visitors and colleagues beyond the state, and through this statement on ethics, presents certain principles related to ethical conduct upon which it has operated in the past and upon which it will continue to operate in the future.

This ethics statement reflects the highest concepts of ethical and professional practices and endorses in principle the American Association of Museums' Code of Ethics for Museums adopted and revised in 2000, as well as the specific codes of professional disciplines represented at the Museum. Where this statement and discipline specific codes disagree, this statement shall prevail. The statement guides the institution and associated trustees, staff, and volunteers, who legally, ethically, and effectively carry out their responsibilities.

It is understood that all practices and procedures employed in fulfilling the vision, mission, strategic direction, strategic plan and annual plan of the Museum are consonant with but exceed all legal and regulatory requirements as established by international, federal, state, county, and municipal authority. Institutional policy and practice is established through the articles of incorporation, bylaws, agreements with the City and County of Denver, and job descriptions of staff, volunteers, and trustees. The Museum’s President directs the implementation of this statement through staff, volunteer, and trustee orientations.

The Museum in Society
The Museum, as directed by its mission, is committed to serving its public in science education, providing superior maintenance and security of its assets, both physical and financial, and generating new scientific knowledge through its research program. As such, the Museum:

- Aligns its activities with its mission to promote the public good rather than individual gain.
- Is committed to human and planetary wellness and shall strive to avoid practices and products whose creation or disposal is unhealthy or otherwise detrimental.
- Acknowledges, values, and respects the social, cultural and individual diversity of all people in both its programs and hiring practices. The Museum will use its best efforts to foster accessible exhibits, programs, organizational procedures and operations.
- The Museum recognizes the value of sharing decision making with diverse audiences, communities, donors, members, staff, trustees, and volunteers.
- The Museum provides for the health and safety of its guests, volunteers, and employees through a continuing program designed to reduce and/or eliminate the possible causes of accidents and to create the healthiest environment possible in the fulfillment of the mission of the Museum.

Collections
The Museum's obligation to its collections and associated documentation is paramount. The collections are held in the public trust at the highest standards of care for ensuring that collections are preserved and used for educational and scholarly purposes in perpetuity. These stewardship responsibilities are governed by the Museum's Manual of Collection Policies and are guided by the following:

- Acquisitions are made in support of the Museum's mission and must be accompanied by legal title or, in the case of government-owned specimens, documentation establishing guardianship authority over those collections.
- Acquisition decisions are guided by the Long-Term Collection & Research Plan and the Museum's ability to provide space, financial resources, and staff for curation, collection management, conservation, and preservation.
- The Museum shall not knowingly and willfully accept or acquire any object that was illegally imported or illegally collected or that was received under circumstances that would encourage irresponsible damage, destruction, or illegal trade of biota; historic, cultural, and natural sites; or human burial places.
- Decisions concerning human remains and sacred and funerary objects are treated with the respect and cultural sensitivity that emerges from the legal and governing practices of the culture of origin. The unique and special nature of human remains and funerary and sacred objects is recognized as the basis of all decisions concerning these collections.
- The use, acquisition and disposition of living and nonliving animal specimens follows legal, humane, and scientific standards as established by professional organizations.
• Competing claims of ownership that may arise in connection with objects in the Museum’s custody shall be handled openly, seriously, responsibly and with respect for the dignity of all parties involved.
• The Museum may deaccession collections solely for the advancement of its mission as guided by the Long-Term Collection & Research Plan. Disposition decisions are guided by discipline-specific ethics and practices. Conflict of interest, real or perceived, is to be avoided. Any proceeds that may result from the disposition of collections shall be used only to support new acquisitions or direct care of the collections.
• Only in rare circumstances, those mandated by law, contract, prior agreement, or the advancement of science, will deaccession of the following collections occur: type specimens; iconic, published or illustrated specimens or objects.
• Objects will be presented honestly and accurately in exhibits.
• The Museum retains decision making authority around exhibit content and presentation. Potential conflicts of interest with respect to an individual lender to an exhibit shall be examined.
• Collections shall not be used to promote or endorse external commercial activities.

Code of Conduct for Trustees, Staff and Volunteers

General Deportment
• Employment and volunteerism at the Museum involve a position of public trust with great responsibility. In all activities, Museum employees and volunteers must act with integrity and in accordance with stringent professional ethical principles and objectivity in support of the Museum’s mission and public trust responsibilities.
• As members of the Museum’s team, staff are expected to contribute talents and energies to the environment and quality of the Museum and the Museum's services. Staff are expected to learn and demonstrate the Museum's values, and enhance and support the future of the Museum in our community.
• Relationships between trustees, staff, and volunteers are governed by mutual respect.

Conflicts of Interest
Museum trustees, staff, and volunteers shall:
• Never abuse their official positions or their contacts within the museum community for personal gain, or in any way that may impair the performance of their official duties, compete with the Museum, or bring discredit or embarrassment to the Museum or to the profession.
• Maintain high moral standards of honesty, integrity, and loyalty to the Museum and shall refrain from any private or personal activity that might conflict, or appear to conflict with the Museum's goals, purposes and operations.

Responsibilities to the Collections and other Museum Property
• To avoid conflicts of interest, real or perceived, deaccessioned Museum objects shall not be given, or sold publicly or privately, to members of the Museum community (current Museum employees, unpaid staff [emeritus curators, research and department associates], volunteers, members of the Board of Trustees) or their representatives.
• In the event of public sale of deaccessioned Museum objects, members of the Museum community are prohibited from participating due to the appearance of a conflict of interest.
• No staff should use for any personal purpose any object or item that is a part of the Museum’s collections or under the guardianship of the Museum.
• Use of Museum property, both physical and intellectual, supplies or other resources including the name and reputation of the Museum except for official business is not allowed unless authorized in writing by the appropriate DMNS representative.
• Curators are strongly discouraged from collecting in the same field that they collect for the Museum. Staff cannot compete with the Museum in creating personal collections. Potential conflicts must be disclosed to the Chief Curator.
• Staff may provide estimates of value of the Museum's collections for internal Museum purposes only. Staff will not provide monetary appraisals of objects for external parties.
• Staff should be circumspect in referring the public to outside suppliers or services such as appraisal, conservation and restoration. Whenever possible, more than a single source should be provided so that no appearance of personal favoritism in referrals is created.
• While loans of objects owned by a Trustee or staff member can be of great benefit to the Museum, it should be recognized that exhibition can enhance the value of the exhibited object. Therefore, sole consideration of the Museum in asking for and accepting such loans shall be the prospective benefit to the public in alignment with the Museum’s mission.
Outside employment, consulting and intellectual property rights

- All practices and procedures with regard to outside employment are outlined in the Employee Handbook of the Denver Museum of Nature & Science.
- Activities that conflict with curatorial or other staff responsibilities or that could cause staff to favor personal or outside interests over those of the Museum must be avoided.
- All work created by any employee in the course of his or her employment at DMNS constitutes works made for hire and is the physical and intellectual property of DMNS unless otherwise governed by contract, publication agreement, employee agreement, or law.

Gifts, favors, discounts and dispensations

- Staff should be permitted to retain gifts of trifling value (less than $50) from associates, the public, and constituents, when acceptance does not impair their judgment or otherwise influence decisions. Meals, accommodations and travel services while on official business may be accepted if clearly in the interest of the Museum.
- Museum employees have the right to accept and retain gifts that originate purely from personal or family relationships. It must be recognized that genuine personal gifts may originate from individuals who have a potentially beneficial relationship with the Museum. In such cases the staff members are obligated to protect both themselves and the Museum by fully disclosing the circumstances to the Museum President or designee.

Museum Governance

The governing body of the Museum, the Board of Trustees, serves the public interest as it relates to the Museum, and must consider itself accountable to the public as well as to the institution. In all cases, the Board acts as the ultimate legal authority for the Museum, and stands responsible for the formulation and maintenance of its general overall policies and standards. The Board is responsible for the following:

- Establishing the vision, mission and strategic direction, and approving the strategic plan, objectives and budget.
- Empowering the President to fulfill and manage the day-to-day operations of the Museum.
- Conducting Museum business as a board, committee, or subcommittee or otherwise in conformance with the bylaws or applicable resolutions.
- Filing with the Board a statement disclosing personal, business or organizational interests and affiliations and those of persons close to them that could be construed as creating conflicts of interest.
- Disclosing situations that arise for action by the Board where there is a possible conflict or appearance of a conflict of interest. In those cases where the Trustee is present when a vote is taken in connection with such a question, he or she must abstain. In some circumstances Trustees should avoid discussing any planned actions, formally or informally, from which they might appear to benefit.
- Taking no advantage of information they receive during their service to the institution if their personal use of such information could be detrimental to the Museum.
- Ensuring sufficient funding for protection of the Museum's assets and delivery of its programs and services.
- Ensuring no policies or activities jeopardize the Museum's non-profit status.
- Providing financial protection for trustees, staff, and volunteers for liabilities resulting from Museum activities.

Collaborations and Fundraising

The Museum adheres to the following precepts with respect to collaborations and fundraising:

- The Museum welcomes appropriate cooperation with similar organizations to further its preservation, research, and educational goals.
- The Museum is in ultimate control of educational content in exhibits and programs. The recognition of external donors or sponsors is secondary.
- The Museum will acknowledge corporate support but will not specifically endorse any corporation, its products or services.
- The Museum's reputation is one of its most precious assets and in no way shall any sponsorship diminish that reputation. In the case of some breach of morals, the sponsorship shall be dissolved.
- Those involved in fundraising must do so with honesty as to need and must use funds for a donor's intended purposes. Opportunities and advantages shall be promised to donors equally.
- All donor-related records and documents shall be confidential, except as required by law.
- The Museum shall keep standard accounting records.
- Those authorized to spend funds must do so with impartiality, honesty, and in the Museum's best interest.