



## **CAS/PNNM Collections Management Policy**

### **Use of Collections**

Access to CAS/PNNM's collection is integral to its mission but must be balanced with the institution's stewardship responsibilities to the collections. Collections staff will seek ways to enable broad access to the collections while at the same time safeguarding these valuable materials.

#### **A. Loans**

Materials from the collection may be loaned for the purpose of research, education, and/or exhibition. The loans will be designated as "outgoing" when objects from the collection are being loaned to other departments or outside entities and "incoming" when objects are borrowed from other institutions or organizations. These requests may originate "in-house" from other departments or be "external" from other museums, universities, and/or public institutions.

- A record of all loans shall be permanently maintained by Collections staff.
- Insurance on loans will be handled according to the standards of the scientific discipline represented.
- Loans of specimens covered by CITES (the Convention on International Trade in Endangered Species of Wild Fauna and Flora) and certain other species designated by Collections staff members are made only in accordance with the relevant legislation.
- "Type" specimens are not available for loan but are accessible to researchers through on-site visits.
- It is the policy of CAS/PNNM not to make or accept permanent loans, i.e. loans with no specific end date.

#### **1. Outgoing Loans**

All outgoing loans are subject to the following terms:

- Requests for collections objects from other departments must be made in writing and submitted with enough advance notice for Collections staff to assess and process the loan request before the requested start date.
- Collections staff will evaluate each loan request to ascertain the availability, suitability, and condition of the requested materials as well as the intended display and security of the materials while on loan.
- All loans will be made for, at most, one year at time. Loans can be extended or renewed beyond the initial year deadline, but requests must be made in writing to the Collections Manager, updated loan forms must be signed, and the condition of loaned materials reviewed.
- The specimen/ object may not be altered in any way, even temporarily, without the approval of the Collections Manager or Curator. This includes but is not limited to: re-framing, removal of specimens or

artifacts from original mounts or bases; removal of specimen tags; cleaning, retouching, repairs, or conservation.

- Loan requests for purposes of public display will only be made if the materials will be displayed in enclosed case/vitrine. Possible exceptions will be considered on a case-by-case basis.
- Objects on loan shall be given special care at all times to insure against loss, damage, or deterioration. The Borrower shall exercise reasonable efforts to protect objects on loan from fire, smoke, or flood damage; extreme temperature and humidity or excessive light; pests, dirt, food, or other pollutants. Objects must be handled only by experienced personnel and be secured from physical damage and theft. If damage or a condition change occurs to an object while on loan, the Collections Manager is to be notified immediately.
- Loaned materials are to be returned in their original shipping containers. Shipping methods are to be approved by Collections staff. Shipping costs are the responsibility of the Borrower.
- Institutional credit for collections utilized in publications or exhibitions should be cited as "From the collection of the Chicago Academy of Sciences/Peggy Notebaert Nature Museum". Specimens, artifacts, and other materials may need to include institutional identifiers, such as catalogue numbers. Standardized codes for institutions may vary by discipline. It is the responsibility of the Borrower to verify the appropriate code for the specific field of study.

In-House Loans: In-house/ internal loans are subject to these additional terms:

- Collections staff will oversee the transport method of collections materials, and will install and de-install collections items for approved requests.
- Objects on display may be temporarily removed for research purposes, to address condition changes, or to respond to other immediate hazards affecting the object. Collections staff will notify the appropriate member of the Exhibits team of the situation.

External Loans: External loans are subject to these additional terms:

- It is the policy of CAS/PNNM not to loan materials to individuals without affiliation with a recognized institution. Possible exceptions to this policy may be considered on a case-by-case basis.
- Loaned objects are not transferrable to another party or institution without prior written approval by the Collections Manager.
- The Borrower assumes liability for loss or damage that occurs to the specimen during the period of the loan except under the following circumstances: damage caused by normal wear and tear, gradual deterioration, or inherent qualities; repairs approved by CAS/PNNM or carried out in the event of an emergency situation; confiscation by order of government; or natural disasters.
- Typically there is no fee for loans to institutions. However, CAS/PNNM reserves the right to charge the Borrower for fees incurred for objects that are oversized or require unusual packaging, for specialized processing, as well as requests made with short notice.
- Commercial loans will be charged a service fee of a minimum of \$100 per object.
- Additional fees will be assessed based on the nature of the request. Shipping, packaging, couriers, and other expenses will incur additional cost. Payments are due at the time of the loan and are non-refundable.
- Two copies of each published paper or one copy of each book or exhibition catalogue that utilizes objects from CAS/PNNM collections will be provided to the Collections Manager.

## 2. Incoming Loans

- All loans will be accepted for, at most, one year at a time.
- Loans for the purpose of scientific study may be requested independently by a curator or Collections staff. The Collections Manager will provide oversight for the processing of loan materials and their subsequent return. All documents supporting an incoming loan transaction will be maintained in the collections records by the Collections Manager.
- Loans for exhibition purposes will be handled jointly by Collections and Exhibits staff. These staff will work together on proper loan documentation and monitoring the condition of loaned items while they are in the possession of CAS/PNNM. Copies of loan documents will be maintained by both Exhibits and Collections staff.
- CAS/PNNM will exercise the same care with respect to loaned objects as it does with comparable property of its own. In no event shall CAS/PNNM be liable for damage to loaned objects caused by normal wear and tear, gradual deterioration, or inherent qualities; repairs approved by the Lender or carried out in the event of an emergency situation; confiscation by order of government; or natural disasters.
- To safeguard CAS/PNNM's own collection, items will be inspected upon entry into CAS/PNNM facilities and during the course of the loan period. If at any time during the loan period an item is damaged or deemed immediately hazardous to other collection materials, staff, or the public, the Lender will be notified immediately of the situation. CAS/PNNM has the right under the Illinois State Museum Disposition of Property Act (see Appendices, section B) to immediately address the problem, including removing affected specimens from exhibit and application of museum protocols and treatments.
- If any object is labeled for display or publication, it will be credited as directed by the Lender. CAS/PNNM may display, reproduce, and distribute the credit line in all media forms for purposes of the exhibition. To the extent such rights are held by the Lender, the Lender grants to CAS/PNNM for museum purposes (a) the right to display the objects, (b) the right to reproduce the object (including in all media now known or later developed, digital or otherwise, and including the Internet and The World Wide Web), (c) the right to reproduce the object in catalog and in other educational publications, and (d) the right to display and distribute reproductions of the object. These rights shall be royalty-free, unrestricted, non-exclusive, and permanent. The objects may be photographed by the public while on exhibition.
- It is the responsibility of the Lender or his agent to notify CAS/PNNM promptly in writing if there is any change in ownership of the objects or if there is a change in the identity or address of the Lender. If the legal ownership of the objects should change during the period of the loan, prior to the return of the objects, the owner will be required to establish his/her legal right to receive the object by proof satisfactory to CAS/PNNM. If the return address changes during the duration of the loan, the Lender (or new owner) will be required to pay any difference in the charges for the delivery of the objects or for storage, customs, packing and/or shipping charges incurred in connection with or caused by the sale or change in address.
- If CAS/PNNM, after making reasonable efforts and through no fault of its own, is unable to return the loaned objects to the Lender within one month following the close of the loan period, then the loaned objects will be placed in storage at the Lender's risk and expense.

## 3. Destructive Sampling

- Requests for samples from study skin specimens from CAS/PNNM's collections for the purposes of destructive analysis are approved at the discretion of CAS/PNNM Collections staff for use in scientific studies only. It is the policy of CAS/PNNM not to loan materials to individuals without an affiliation with a recognized institution. Both the institution and the individual working with the samples are charged with adherence to terms set by CAS/PNNM. Violation of these terms may result in the permanent loss of borrowing privileges.
- Requests must be submitted in writing and are reviewed and require approval by the Curator and Collections Manager. Requests must include a "Description of Research" that includes a summary of the research project and reasons as to why physical samples of museum specimens for destructive analysis are needed. The request must include the preferred method by which a sample is obtained. Collections staff will collect samples unless other arrangements have been approved.
- Samples may not be given, transferred, or lent to a third party, including other researchers, without prior written approval of the Curator and Collections Manager.
- Samples will be used only for the purposes stated in the "Description of Research." The description may not be amended nor may the material be used for other purposes without the express written consent of the Curator and Collections Manager.
- No commercial use will be made of, nor license or patent applied for on the samples or any information or data derived from them without written consent from CAS/PNNM. In some cases, commercial or restrictive use of the samples would violate terms of the permits under which they were collected.
- Unused portions of samples will be returned to CAS/PNNM for storage in the collection where they may be made available to other researchers.
- Specimens in CAS/PNNM's collection are held in the public trust. Data resulting from the use of these specimens should be contributed to a publicly accessible genetics database, such as GenBank. Relevant identification numbers must be reported to the Collections Manager. This data will be amended to the original specimen's permanent data record.
- Two copies of each published paper or one copy of each book including results from CAS/PNNM samples will be provided to the Collections Manager.
- Institutional credit for collections utilized in publications or exhibitions will be required as "From the collection of the Chicago Academy of Sciences/Peggy Notebaert Nature Museum". Specimens, artifacts, and other materials may need to include institutional identifiers, such as catalogue numbers. Standardized codes for institutions may vary by discipline. It is the responsibility of the Borrower to verify the appropriate code for the specific field of study.
- Samples will be packaged and shipping methods approved by Collections staff. Unused portions of samples are to be returned to CAS/PNNM in similar packaging. All shipping costs are the responsibility of the Borrower.
- Typically there is no fee for loans to institutions. However, CAS/PNNM reserves the right to charge the Borrower for fees incurred for objects that are oversized or require unusual packaging, for specialized processing, as well as requests made with short notice. Additional fees will be assessed based on the nature of the request.
- Shipping, packaging, couriers, and other expenses will incur additional cost. Payments are due at the time of the loan and are non-refundable.

## **B. Abandoned Property**

Occasionally, CAS/PNNM has in its possession unclaimed loans and/or undocumented property defined as objects within its collection for which no provenance or legal record can be established. These objects are classified as “abandoned property.” As such, CAS/PNNM will use the provisions in the Illinois State Statute “765 ILCS 1033/ Museum Disposition of Property Act” (see Appendices, section B) to obtain legal title to the aforementioned objects.

Collections staff will initiate and oversee the legally appropriate course of action to resolve issues surrounding abandoned property by either safely returning the objects to the lender or their descendants or acquiring legal title, following Illinois State Statute procedures. Once legal title is acquired, the object may be used, accessioned, or deaccessioned according to CAS/PNNM policy.

For objects in CAS/PNNM’s possession, but where the owner is unknown or unable to be determined, CAS/PNNM will follow directives in found in the Illinois State Statute stating that CAS/PNNM will have legal title to those objects if within 7 years after documenting possession no person comes forward to claim that property.

### **C. Access to Collection Information**

Access to collection information, through information requests, will be available to the public on a case-by-case basis and is provided at the discretion of the Collections staff. These requests may turn into loans of objects or specimens, at which point the guidelines for loans will be followed. In an effort to protect sensitive species or heritage sites, or to protect the privacy of a donor, CAS/PNNM reserves the right to keep confidential some types of information held in its records.

### **D. Public Access**

Public access to collections stored at the collections facility is offered on an appointment basis for the purposes of research and study during working hours. Access may also be provided in the form of group tours. Requests for tours will be considered on a case-by-case basis and are dependent on the availability of Collections staff. A flat fee of \$50.00 will be charged to outside groups wishing to book a collections tour for up to 12 visitors. The number of visitors is capped for safety and security reasons.

### **E. Rights and Reproduction**

Requests for use of images from the collection, images of objects in the collection, or copies of CAS/PNNM publications will be submitted to and processed by Collections staff. Applicable fees will be charged based on size, format, labor, and intended use. Exclusive and serial rights are not granted. CAS/PNNM does not supply photographs, transparencies, or other photographic materials to individuals or companies operating a rental and/or sales service. Please see the “Rights and Reproduction Fee Schedule” generated and maintained by Collections staff for the current fee structure.