

Revised March 1, 2017

POLICIES AND PROCEDURES OF THE PREHISTORIC MUSEUM

Ratification of the Utah State University Eastern Prehistoric Museum revised Policies and Procedures.

These revised policies and procedures set forth guidelines for the operation of the Prehistoric Museum as required by the American Alliance of Museums accreditation. They are accepted by the Advisory Board of the USU Eastern Prehistoric Museum.

For the Museum:



Dr. Kenneth Carpenter
Director

April 5, 2017

Date

For the Advisory Board



Kenneth Fleck
Chair, Advisory Board

APRIL 5, 2017

Date

For Utah State University Eastern



Dr. Joseph Peterson
Chancellor

Apr. 5, 2017

Date

PREFACE

This manual is designed to establish policies and procedures that govern the daily operations of the USU Eastern Prehistoric Museum, and its collections. This manual does not supersede any policy of Utah State University (<https://hr.usu.edu/policies/index>), but rather supplements them owing to the unique operating environment of the Prehistoric Museum in the USU system. This edition replaces all previously issued editions.

EXECUTIVE SUMMARY

Part I. Basic Operation

The mission of the Prehistoric Museum is to promote understanding and appreciation of natural and cultural processes that formed the geologic, fossil, and prehistoric human records found in Eastern Utah.

The Museum Director, with advice from the Advisory Board and Chancellor of USU Eastern, ultimately bears the public trust responsibility for the Museum. The Director is aided by permanent staff in this obligation. The Museum staff is guided by the American Alliance of Museums, the Society for the Preservation of National History Collections, the Association of Academic Museums and Galleries, the Utah Museum Association, and Utah State University policies, and all the ethics codes of pertinent disciplines in carrying out their responsibilities to the Museum, its collections, and to the public trust.

As of 2017, the museum staff (some with dual roles) consists of the Director (& Curator of Paleontology), Administrative Assistant, Curator of Archaeology, Curator of Collections, Chief Preparator, Head of Exhibits, Gift Shop Manager, part-time Gift Shop Clerks, and Maintenance. Unfilled positions include Director of Education, and Marketing-Public Relations. The museum also has volunteers and interns.

Procedures are presented for the operation of the gift shop, public relations, marketing, advertising, volunteer oversight, temporary exhibits, and use of the multipurpose room.

Part II. Collections

The Prehistoric Museum is a state and federal repository and all policies conform to established state and federal guidelines, as well as those of the American Alliance of Museums, Utah Division of Museums and Arts, and The Society for the Preservation of Natural History Collections. The collections at the Prehistoric Museum comprise five major categories focused on eastern Utah: archaeology, paleontology, geology, archives (photographs and documents pertaining to the museum), and art. The Curators of Archaeology and Paleontology are ultimately responsible for the collections under their care, including cataloging, inventory, access to outside researchers, and in-coming and outgoing research loans. The Director will be responsible for art and archives. Collection management may be delegated by the two curators to the Curator of Collections.

The collections represent a crucial part of the museum's mission. The policies and procedures ensure the best care and use of collections to aid researchers, conserve objects, and support exhibits.

The policies also apply to acquiring, processing, as well as caring for collections objects, and conform to the USU Ethical Conduct and the museum's mission.

Detailed procedures are presented for the repositing materials at the Prehistoric Museum.

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Part 1. Basic Operations

1. GUIDING PRINCIPLES

1. Our Mission

The Prehistoric Museum promotes understanding and appreciation of natural and cultural processes that formed the geologic, fossil, and prehistoric human records of Eastern Utah.

2. Our Vision

The museum seeks to share Eastern Utah's unique prehistory with the global community.

3. Our Core Values

- 3.1. Professionalism – foster trust, promote integrity, courteousness, responsiveness, and accessibility
- 3.2. Research/Scholarship – encourage creativity, rigorous inquiry, analysis, documentation, communication, and uphold ethical standards
- 3.3. Stewardship – encourage legal, ethical, and fiscal responsibilities; accountability, institutional continuity
- 3.4. Community – Outreach to the local, regional, and global communities
- 3.5. Life Long Learning – promote curiosity, discovery, and teaching

4. Our Core Strengths

- 4.1. Location – the museum's location is key because most of the collections come from the surrounding region
- 4.2. Collections – the large collection consists of many irreplaceable artifacts and specimens
- 4.3. Partnerships – the museum collaborates with USU, professionals, institutions, as well as state and federal agencies
- 4.4. Staff – staff and volunteers are knowledgeable, experienced, and dedicated to the museum's mission

2. THE MUSEUM'S SPHERE OF OPERATION

The Guiding Principles (Section I) state that the Prehistoric Museum's emphasis is "Eastern Utah." This area is defined as the area east of the axis of the mountains that defines the Colorado Plateau along its west margin (Wasatch Plateau), the Wyoming border to the north, the Colorado border to the east, and the Arizona border to the south. See Figure 1. It is this region that most of the Prehistoric Museum's collections are from and research is conducted.

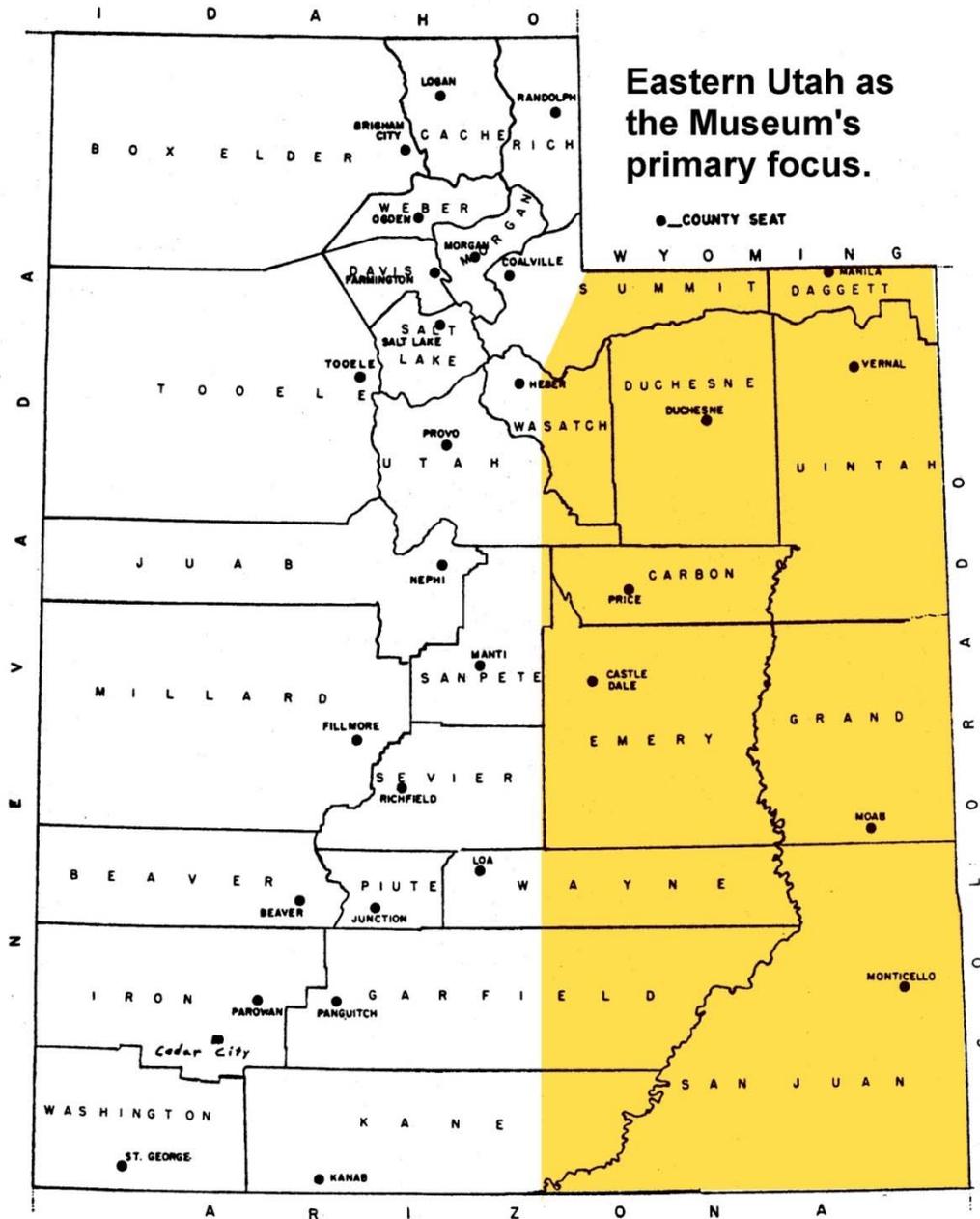


Figure 1. Map showing the area defined as eastern Utah for purposes of museum operation.

3. PERSONNEL RESPONSIBILITIES

The success of the Prehistoric Museum is very dependent on its staff, as well as the Public's perception of the staff. The following are the major positions in the museum, some of which are filled by the same person.

Attire: A professional image must be maintained to instill confidence in the minds of our visitors, which helps ensure our success. Therefore, personal appearance, hygiene, and attire by staff and volunteers are very important. For safety, open toed shoes and sandals should not be worn in any of the labs.

1. Administration

1.1 Director (USU Associate Vice-Chancellor)

The Director serves as the Chief Executive Officer of the Prehistoric Museum, responsible for day-to-day operations. The Director is responsible for strategic planning for the museum and for all Prehistoric Museum financial management operations. The Director oversees accreditation activities. The Director is responsible for coordinating Prehistoric Museum activities with USU, Price City and Carbon County leaders. The Museum Director utilizes an advisory board of highly respected individuals from the community and state. The Director answers directly to the Chancellor, and all museum staff answer directly or indirectly to the Director.

1.2 Administrative Assistant (USU Staff Assistant III)

The Administrative Assistant receives and screens visitors and telephone calls, providing information, which may require the use of judgment and interpretation of policies and procedures. Schedules appointment for the Director; make travel and lodging arrangements for museum staff; reconcile and submits travel reimbursements. Initiate Advisory Board agenda development along with notice of meetings. Financial responsibilities include deposit of museum gift shop-admission funds on campus; reconcile P-card transactions; use of Banner to initiate purchases, and track orders for equipment or materials. Serve as administrative support to the Museum's Advisory Board, as well as or staff meetings; maintain schedule for events or bookings for the museum; sort and distribute incoming and outgoing mail; maintain visitor and other museum statistics; monitor office equipment maintenance. Coordinate meeting logistics, collects timesheets for hourly employees for submission into to Banner. Coordinate community events. Because this position operates under limited supervision/guidance in the museum's administrative office, at least three years of prior experience is required.

2. Curatorial Staff – Archaeology & Paleontology(USU Curator III)

The museum's discipline curators consist of a Curator of Archaeology and a Curator of Paleontology to cover both of the museum's main mission areas. Curators shall have a Ph.D in their respective field. The curators shall oversee the care and maintenance of their respective collections, develop active field and collections-based research projects with emphasis directly or indirectly on Eastern Utah. The curators shall provide educational

inreach and outreach through lectures, one-on-one with visitors, students and colleagues, and through museum exhibits. Curators are responsible for exhibit content, including drafts of exhibit labels and objects.

3. Curator of Collections (USU Curator III)

The Curator of Collections works under the direction of the Curators of Archaeology and Paleontology, and is responsible for cataloging and conservation of the museum's collections and archives. They are also responsible for keeping records of loans and all research that utilizes the collections. They are responsible for accommodating visiting researchers. As the liaison between the department and research collaborators, the Curator of Collections balances security and accessibility in accordance with the Museum's mission. Baseline data, images, and access to specimens comprise research services provided by the Curator. A Master's Degree in Museum Studies, Conservation, or related with a minimum of two years, five years preferred, of collection management experience is required for this position.

4. Chief Preparator (USU Curator II)

The Chief Preparator oversees day-to-day operations of the fossil preparation lab and field site. The Chief Preparator answers to the Curator of Paleontology, but otherwise works largely independently and assumes responsibility for complex tasks. The Chief Preparator is aided in their responsibilities by volunteer preparators. The Chief Preparator oversees the maintenance and repair of tools and equipment; insures safe workplace practices/procedures in work spaces. The Chief Preparator should have a Master's degree in biology, geology, or paleontology, plus four years of lab and field experience, or Bachelor's degree in biology, geology, or paleontology with six years of lab and field experience.

5. Educational Staff (USU Program Coordinator II)

The Education Department staff provides educational opportunities for the public and schools who visit the museum; this person is charged with designing and implementing educational programs that are carried out at the museum and outreach to the schools and communities of eastern Utah.

Museum programs will utilize state-mandated common core curriculum standards where appropriate. Other responsibilities include conducting tours as requested by visitors, interacting with museum visitors on a one-to-one basis. The Director of the educational staff should have a Master's Degree in education or a field related to the museum's mission.

6. Public Relations & Marketing (USU Marketer I)

Public Relations and marketing of the museum go hand-in-hand. All press releases of discoveries, events, exhibit openings, and other announcements about the Prehistoric Museum must be dispersed by Public Relations. It is up to the Director of Public Relations to document, research, and validate all information before any release is distributed. Director of Public Relations will work closely with the Museum Director and Curators to

ensure that items are released in a timely manner. Marketing promotes the museum through a variety of publications and advertising created in-house. Therefore, the position requires proficiency in digital design and able to navigate through applicable programs. They must understand the processes, formats, and specifications required by printing companies. The marketer produces a quarterly publication for museum members, the "Raptor Review", and is responsible for the cell phone tours, online promotions and print and television ads. The marketer works closely with the university's webmaster to update, revise, create, and govern all aspects of the museum's website, including constant updates of educational information, events, and happenings. This position is also responsible for maintenance of accounts on social media platforms (e.g., Facebook, Twitter, Flickr, Blogger, Yelp, and Trip Advisor). This position requires at least 3 years PR and/or marketing experience.

7. Head of Exhibits (USU Curator III)

Design and coordinate plans for new exhibits or improvements to existing exhibits. Train and supervise volunteers in exhibit techniques; fabricate exhibits and help write exhibit script. Schedule and install temporary exhibits, fabricate labels, and coordinate exhibit openings. Maintain a record of all temporary exhibits. They will work closely with the curatorial and collections staff in developing new or updated exhibits and finding the artifacts best used for these exhibits. The exhibit designer must have a minimum of 2 years' experience in exhibit design and production, preferably more.

8. Gift Shop Manager (USU Customer Service Coordinator I)

The Gift Shop Manager hires and supervises student employees, and is also responsible for training, scheduling and team building. The manager controls stock and inventory, places orders, and sees paperwork through from creation to payment and tracks all documents and wages. The manager is responsible for the yearly inventory, and decisions on stock and sales. Financial responsibilities include tracking gift shop accounts for deposits, purchases and wages. Track admissions statistics and report such information in staff meetings. This position requires at least three years prior merchandizing experience.

9. Gift Shop Clerks (part-time)

Gift shop clerks represent the face of the museum to the visitor. Their duties include taking admissions, keeping daily tally of visitors, restocking merchandise, and completing visitor gift shop purchases. Preference is given to USU students when students are available. Training will be provided by the Gift Shop Manager.

10. Maintenance (USU Facilities Service Rep II)

The Maintenance personnel will be responsible for the Prehistoric Museum maintenance. This includes maintenance and inventory of all janitorial supplies, scheduling all janitorial tasks, and responding to problems. In addition, this person must working with curators on appropriate cleaning schedule and chemicals to use within collections.

11. Volunteers

Volunteers are individuals who work in a variety of tasks at a museum for no payment of money, including docents and interns. Volunteer positions are not created to replace paid staff jobs; rather they support and augment the work of staff. Therefore, they are an important asset that the museum should cultivate because it allows the museum to accomplish more than what is possible with its staff level. Volunteers are responsible to a curator or other staff for whom they are working and will need to undergo a background check before starting. Volunteers are to be recognized and rewarded for their work (commitment of time, quality, and quantity of work, etc.).

4. AREA SPECIFIC PROCEDURES

1. Gift Shop

The museum gift shop shall be a member of the AAM Museum Store Association, and shall adopt the Museum Store Association Code of Ethics. The museum gift shop will not sell actual archaeological specimens and only those paleontological specimens without restriction under federal or state laws. In this as in other areas, strict control must be maintained for public awareness. The gift shop will not sell replicas misrepresented as original material. Replicas must be clearly and indelibly marked as such. The museum gift shop will not sell craft items of misleading or dubious origin.

2. Public Relations and Marketing

2.1 Public Relations

The museum's Public Relations staff will inform and educate the public about the museum, giving the Prehistoric Museum a high profile. Beyond the traditional press release, which is dispersed electronically, these announcements can take place through social media, museum's webpage, and email. Public Relations shall act as point of contact with the public, answering questions, requests and being a liaison between the public and the various departments of the museum is crucial. Assisting people in making the proper connections to obtain answers plays a key role in procuring public favor and support. Personalized interactions and events offered to the public allow the public to experience a sense of ownership in the museum and a vested interest which promotes long-standing, repeat visits, and promotion of the museum via word-of-mouth, strengthening the museum's reputation.

2.2 Marketing

Marketing seeks to promote the museum in order to bring both local and non-local visitors to the museum. A part of that aspect is branding, which creates a readily identifiable appearance for the museum's messages and advertising. Any changes to branding must be approved by the Public Relations and Marketing Department of USU.

The means by which the Prehistoric Museum encourages the public to patronize the museum is through marketing efforts, which should include a combination of strategically placed advertisements, "advertorials", banners, billboards, live presence at select events, print ads, online avenues, etc. Both no-cost and paid advertising should be used. The museum should have a strong online presence through various social media and travel review websites. The museum should maintain a presence with pertinent state and county tourism websites such as the Utah Office of Tourism, Utah's Castle Country, etc.

Marketing staff will create and regularly update advertisements and various marketing materials through digital design and graphic design computer programs for the Director's approval. Weekly, if not daily, updates are necessary to maintain a strong online presence. Marketing staff will create all museum-specific promotional items.

2.3 Advertising

A variety of media should be used to promote the Prehistoric Museum, including but not limited to print, radio, television, etc. The museum's website and other social media or travel review websites should be used to effectively promote the museum. Proper processes, formatting, and specifications of printing companies must be maintained to create appropriate advertisements and other promotional material. Based on the annual budget, the Marketer must decide which advertisements will yield the largest return for the money. Call to actions should be placed on all advertisements to allow tracking of ROI (return on investments). All advertisements should follow pre-approved branding to maintain consistency in promotional materials. The Marketer will consult with the Director on all major advertisement campaigns.

3. Volunteers

Anyone seeking to be a volunteer at the Prehistoric Museum must petition the appropriate curator or staff of the section in which they wish to work. It will be the responsibility of the curator or staff to interview and accept or not accept the applicant. Volunteers accepted to work within the museum must undergo a background check paid for by the museum. Volunteers must read and sign a code of ethics before they are allowed to begin volunteering.

Volunteers will be given verbal instructions or position-specific training that will provide all necessary content, skills, and knowledge to successfully complete tasks. The supervising staff, other museum staff or volunteers, or content experts can conduct this training. Customer service training is provided for volunteers who work with visitors. This training may include how to interact with a large group of visitors (example: school groups), how to handle a dissatisfied visitor or a missing child, etc. Safety training is provided for those working in the labs.

Volunteers are expected to keep a record of their time in the museum as well as during museum sponsored field work. Time starts at the beginning of the work and ends at the completion of the work day. Travel time does not count towards volunteer time, except for field work. A record of volunteer time will be gathered each month by the Administrative Assistant.

Volunteers are representatives of the Prehistoric Museum and are expected to dress and conduct themselves professionally. Volunteers may not present themselves as museum staff, nor give that impression. All concepts for products created by or resulting from work performed as a volunteer of the museum including artworks, and all rights pertaining thereto, remain the property of the museum unless specifically released.

Volunteers are prohibited from adding to their personal collections, objects, or specimens obtained as a result of their connection with the museum except through purchases at the museum Gift Shop.

4. Temporary Exhibits

Temporary exhibits are those exhibits that are on display for a limited time; these have a

start and end time. The Temporary Exhibits Gallery usually features art shows. The artist is responsible for their works and should insure their pieces on their own. The museum is not responsible for insuring temporary exhibits.

Gift shop clerks must contact full-time staff on duty for artists to pick up or drop-off their artwork for a temporary gallery exhibit. The artist must sign and date a temporary exhibit agreement form to drop-off and pick up works in the presence of the full-time staff. There must be a written record of all temporary exhibits, even if an artist wants to swap displayed art during the show in order to prevent theft or fraudulent insurance claims. The temporary exhibit agreement form will include the name of the temporary exhibit, define why the work is there, the temporary exhibit's duration, and when the artist plans to pick up their work at the end of the show. If an object in a temporary exhibit is not picked up within fifteen days after the end of the show, then the object is considered a donation to the Prehistoric Museum and may be disposed of without notification of the artist. The property will not be considered abandoned property because the artist must sign a temporary exhibit agreement form.

5. Multipurpose Room and Museum Space Use

The museum makes available its spaces for use by non-museum groups. This includes gratis use of the multipurpose room for monthly meetings of the Castle Valley Archaeological Society. In addition, the multipurpose room or temporary gallery space is rented for various functions, such as birthday parties, meetings, etc. Requests for museum space use are made through the Administrative Assistant, who collects fees and maintains a calendar of events. Fees may be waived by the Director. Food and drinks are restricted to the multipurpose room and temporary gallery.

5. CODE OF ETHICS

1. General

The museum is a member of the American Alliance of Museums, the Society for the Preservation of National History Collections, the Association of Academic Museums and Galleries, the Utah Museum Association, and Utah State University. The museum and its staff follow the respective code of ethics of these organizations. The primary ethical duty of the museum is to maintain the integrity of its collections in perpetuity. The museum must be in control of its collections and know the location and condition of the objects that it holds.

To the public, the museum's staff is never wholly separable from the institution. The reputation and name of the museum are highly visible to the public and should not be exploited either for personal advantage or the advantage of any other person or entity.

Personnel should keep confidential museum business out of social conversation. Such affairs of the museum are not proper subjects for out of museum discussions.

The USU ethics policy may be found at:

http://www.usu.edu/provost/faculty/professional_conduct/code_of_conduct/)

Conflict of Interest is governed by USU Policies 307 and 310.

2. Appraisal and Restoration Services

Museum staff are not allowed to conduct appraisals or restorations either as a representative of the museum or as an independent contractor to avoid all appearance of impropriety or conflict of interest. Donors requesting appraisals or restorations should be referred to other sources. The related areas of identification, authentication, and description for museum visitors is the duty of the Curators, but must not be pursued for personal profit.

3. Commercial Use of Scientific Objects

Curators, in consultation with the Director, should carefully evaluate proposals to replicate collection objects for commercial use. The safety of the original object must not be threatened, and inaccurate copies and inappropriate uses must be forbidden. Objects from all sources, including those from public lands, must only be replicated with the approval of the proper agency or entity. Proof of this approval must be kept on file at the museum. If the Curator and Director agree that it is in the best interest of the Museum to accept a replication proposal, a contract spelling out the details, including the percentage royalties and dates of payment to the museum, will be created.

4. Truth of Presentation

All museum representatives are responsible for the accuracy of their research, public interpretation, and for the content of written descriptions and documentation of the collections under their jurisdiction, whether prepared by themselves or by others. Exhibits and programs will provide factual and meaningful views and will not perpetuate myths or stereotypes. All educational information and materials should be approved by the

appropriate Curator. Replicas and reproductions will be identified as such.

Plagiarism of unpublished ideas, data, or research pertaining to the museum's collections will not be tolerated. Published research and the contributions of collaborators must be properly cited.

5. Field Notes and Materials Related to Museum Collections

Curators hired to research and interpret the collections in their care must leave copies of all notes and associated materials that result from their work with the museum. All original artwork created in the course of museum research or exhibits remain the property of the museum.

6. Use of Collections

Staff members may not use any item that is part of the museum's collections or is loaned to the museum for any personal purpose.

7. Gifts, Favors, Discounts, or Dispensations

See USU Policy 505 for the museum's stance on gifts, favors, discounts, or dispensations.

6. VEHICLE USAGE AND FIELD EQUIPMENT

1. Museum Vehicle Policy

The museum follows USU policies for vehicle use and passenger safety. (See USU policy 514 for further details.) Museum vehicles can only be used for museum business.

Museum vehicles need to be cleaned inside and out after use by the staff member who used the vehicle, especially after going into the field. Oil should be changed once a year if vehicles are not regularly used. Air filters and tire rotation should be checked once a year.

Staff will check out museum vehicles using the sign-out sheet. Staff will log trip information (trip date, purpose of trip, location, starting mileage, and ending mileage) at the start and end of each trip in the log located in each vehicle. Staff will follow the university's gas card policies and procedures to fill the museum vehicle with gasoline when needed. (Gas card policies and procedures can be found at http://parking.usu.edu/htm/fleet-operations/fleetfaq/faq_t=375).

2. Field Equipment

Each section (archaeology or paleontology) maintains its own field equipment and is under the responsibility of the Curator. Equipment may be shared between sections, but only upon consultation with other curator. Curators should create a written inventory of their own field equipment.

If equipment breaks, it is the responsibility of the curator to notify the director to replace it as soon as possible.

7. APPENDICES FOR PART I

Appendix A. Museum History

- Summer, 1960. Lee Stokes (University of Utah) and Eldon Dorman (amateur archaeologist, Price), discuss Price City acquiring an *Allosaurus* skeleton as a tourist draw.
- September, 1960. Special presentation to the Price Chamber of Commerce on “Dinosaur Land” to develop tourism in northeastern Utah. This builds on the discussion Dorman (who is a Chamber member) had with Stokes.
- December, 1960. Letters go out from the Chamber of Commerce to various furniture stores seeking display cases for the Prehistoric Museum, which is on the second floor of the Price Municipal Building
- January 16, 1961. The Chamber of Commerce authorizes \$2,250.00 to purchase an *Allosaurus* skeleton.
- January 23, 1961. Carbon College, a branch of the University of Utah, accepts responsibility to develop a new museum. Don Burge (geology faculty) and students brainstorm a new museum. However, the local community continues to drive its development. Don Burge becomes the de facto director.
- February 13, 1961. Dr. Claude Burtenshaw, Director of Carbon College, presents to the Board of Regents, of the University of Utah, a proposal to establish a geological museum.
- May 8, 1961. University of Utah Board of Regents meet in Price and vote to officially accept the local community’s museum project as “the Carbon College Prehistoric Museum.”
- June 3, 1961. The museum opens in a 1500 sq. ft. converted conference room on the second floor of the Price City Municipal Building. It features artifacts and fossils donated or loaned by the community. It also featured a large mural of Jurassic dinosaurs by the Carbon Art League freely modeled on Rudolph Zallinger’s “The Age of Reptiles” featured in Life Magazine, September 7, 1953.
- 1963. “A”, the *Allosaurus* goes on display in the hallway outside the museum.
- October 14, 1963. County Commissioners discuss a new home for the Museum.
- 1964. Carbon College becomes the College of Eastern Utah, but remains a part of UU until 1969, when it becomes an independent community college.
- December 14, 1970. Proposal made by City Councilman Fausett for the Museum to move into the unused city gymnasium.
- March 1, 1971. City and the College of Eastern Utah sign a Lease and Agreement giving the gymnasium to the museum for ten years. The College begins renovations a few months later.
- Spring 1973 Museum moves into the new facility.
- December 14, 1987. The lease for the gymnasium is extended through December 2013.
- March 1988. The City and College partner for funding from the Economic Development Agency and Community Impact Board to build a new wing.
- 1988 Construction begins.

- April 13, 1990. The new Hall of Dinosaurs and Traveling Exhibition Gallery open.
- June 1, 1991. Renovated Hall of Man opens (in the gymnasium section) .
- 1991. The museum receives the basement of the former Carbon County Hospital for a fossil preparation lab and collections storage.
- 1992. Museum is accredited by the American Association of Museums (AAM).
- 1992. Museum becomes a State and Federal repository of archaeological and paleontological materials.
- 1997. The Museum is reaccredited by the AAM.
- 2003. Museum exhausts available space for exhibits, specimen/artifact preparation, and storage. Reese Barrick is appointed director.
- January 31, 2004. One millionth visitor [in reality, the attendance records are so poor, the announcement was a publicity stunt]
- 2004. Museum explores expansion with a new wing.
- 2006. Museum considers relocation as the best alternative.
- June 2007. Museum is donated land upon which to build a new museum near the County fairgrounds. The plans call for a new museum building and an attached enclosed botanical garden. The land was returned to the donor in 2013 for noncompliance of a MOU.
- 2008. The Museum is reaccredited by the AAM.
- July 2010. The Museum becomes a part of Utah State University. Kenneth Carpenter is appointed director.
- 2010. The new Museum project is scaled back to just a new museum.
- 2011. A push is made to revise exhibits so as to show people what the new museum could be like.
- 2013. Chancellor Peterson commissions a feasibility study of what the new museum might look like.
- 2016. Major turn over in the staff and the hiring of a Curator of Collections and Head of Exhibits.

Appendix B. Constitution Of Utah State University Eastern Prehistoric Museum (Revised 2015)

PREAMBLE

WHEREAS, the controlling body of Utah State University Eastern Prehistoric Museum is assisted by an Advisory Board having representatives of the Administration and student body of Utah State University Eastern (hereafter USU Eastern), and the general public.

THEREFORE, BE IT RESOLVED: That the Prehistoric Museum is hereby reaffirmed as a department of USU Eastern.

ARTICLE I. NAME AND PURPOSE

Section 1. NAME: The name of this organization shall be Utah State University Eastern Prehistoric Museum, hereinafter designated and referred to in this Constitution and in the By-Laws as the "Prehistoric Museum."

Section 2. PURPOSE:

I.2.1. To establish and maintain exhibits on paleontology, archaeology, and geology pertaining to Eastern Utah.

I.2.2. To participate in the acquisition of specimens, artifacts, and other materials consistent with the Museum's mission.

I.2.3. To serve as a center of education for individuals interested in geology, archaeology, paleontology, anthropology, and related sciences.

I.2.4. To provide a center of cultural and educational enrichment relating to eastern Utah.

Section 3. ETHICS: The Prehistoric Museum shall comply with professional ethical standards and operate within current state and federal antiquities laws applicable to the acquisition of specimens and investigation of sites.

ARTICLE II. ADVISORY BOARD

Section 1. NUMBER: The Advisory Board shall be thirteen in number.

Section 2. REPRESENTATION OF THE ADVISORY BOARD: The Advisory Board shall include members of the general public, the Chancellor of USU Eastern or a designated representative, the museum director, and a full time student of USU Eastern shall serve as ex-officio members with full voting rights.

Section 3. MANNER OF SELECTION: Members of the Advisory Board from the general public shall be nominated by members of the Board. If the nominee receives a majority vote by voting members of the Board, it will be communicated to the nominee by the Chair. Members of the staff of the Museum other than the director are not eligible for membership on the Board.

The Board may recruit, appoint and retain any additional ex-officio advisors as it may find helpful. Each ex-officio advisor position has no voting rights.

Section 4. TENURE: Members serve at the will of the Chair. Vacancies arising from resignation or removal may be filled by the recommendation of the Board. Members may be removed by a majority of the Board for failure to comply with attendance regulations, for violation of the museum policies, ethics, or violation of by-laws.

Section 5. FUNCTIONS AND POWERS: The functions and powers of the Prehistoric Museum Advisory Board shall be:

II.5.1. To meet on monthly, September through May, to advise the director in matters pertaining to the Museum (e.g., planning, finance, programs and activities, personnel matters, facilities improvements).

Section 6. QUORUM: A quorum shall be a simple majority of total members of the Advisory Board.

Section 7. VACANCIES: In the event of the death, disability, or removal of any member of the Advisory Board, a successor shall be promptly appointed by the Chair of the Board as prescribed in Sections 3 and 4 of Article II.

ARTICLE III. OFFICERS AND STAFF

Section 1. NUMBER: The officers of the Advisory Board shall be a Chairman and Vice-Chairman.

Section 2. THE CHAIRMAN: The Chairman and Vice-Chairman shall be elected by the Advisory Board from its membership.

Section 3. THE SECRETARY: The museum's Administrative Assistant shall function as the Board secretary.

Section 4. COMPENSATION: All officers of the Advisory Board shall serve without compensation. While performing the work of the Board, members shall be considered Museum Volunteers with the associated responsibilities and benefits of volunteer status.

Section 5. STAFF: The Chancellor of USU Eastern and a museum hiring committee shall hire a director of the Prehistoric Museum. The director shall answer directory to the Chancellor. The director shall have broad powers, and operating under policies established by the USU Eastern, shall serve as the Chief Executive Officer of the Prehistoric Museum. The director shall hire other staff members to assist with the operation of the Museum and its programs. Positions shall include but not be limited to subject matter curators, exhibit designers and artists, education staff, clerical and support staff and custodians and maintenance personnel. All hiring, including the director position, shall follow affirmative action equal opportunity guidelines and shall comply with procedures prescribed by USU hiring policies (Policy 303, 323, 385-399).

ARTICLE IV. FINANCES

Museum finances shall be the responsibility of the Director or his appointed representation.

Section 1. SOLICITATIONS: Contributions and gifts may be solicited only for the purpose of development and maintenance of the Museum.

Section 2. CONTRIBUTIONS: All contributions shall be trust property to be held by the Business Office of USU Eastern in trust for the Prehistoric Museum.

Section 3. DEPOSITING CONTRIBUTIONS: All contributions received by the Prehistoric Museum shall be received and held by the USU Eastern Advancement Office and shall be expended in accordance with the decisions of the Director.

Section 4. USES OF FINANCIAL CONTRIBUTIONS: The limitations and restrictions upon any gift, donation, bequest, or devise shall be observed in perpetuity, unless it shall be determined:

IV.4.1 That changed conditions or other reasons shall have rendered the application for the purposes provided illegal, unnecessary, or impractical and are subject to change.

Section 5. FUNDS FOR OPERATING EXPENSES: Expenses of operation of the Prehistoric Museum shall be defrayed by funds from the following sources:

V.5.1 Direct contributions from Utah State University Eastern to the Prehistoric Museum made specifically for the operating expenses of the Museum.

V.5.2 Profits from operation of educational activities such as memberships, or proceeds from the Museum store or admissions.

Section 6. DISBURSEMENTS: Disbursements from any and all funds received by the Prehistoric Museum and deposited with the USU Eastern Advancement Office are the responsibility of the Prehistoric Museum Director or his appointed representation.

ARTICLE V. AMENDMENTS AND BY-LAWS

Section 1. AMENDMENTS: This Constitution may be amended at any regular meeting of the Advisory Board, provided that the substance of the proposed amendment is made known to the members of the Advisory Board by way of a written notice of the meeting at least ten days before the regular meeting.

Quorum vote of the members in attendance shall be necessary to pass an amendment.

Section 2. BY-LAWS: By-Laws not in conflict with this Constitution may be adopted, amended, or repealed by a majority vote of the Advisory Board.

ARTICLE VI. RATIFICATION

This Constitution is accepted by the members of the Advisory Board of the Prehistoric Museum on the following date: (enter date accepted here).

Part 2. Policies Governing Collections

1. INTRODUCTION

The Prehistoric Museum collections are permanent records of the archaeological and paleontological history of eastern Utah that scientists can examine repeatedly, applying new analytical techniques and testing new hypotheses. In addition, the collections are used in exhibits to illustrate the 4.6-billion-year history of the Earth. For these reasons, the museum has an obligation to provide the highest possible standard of care. The Prehistoric Museum is a state and federal repository and this collection stewardship policy conforms to established state and federal guidelines (Department of Interior - Museum Property Handbook, DM 411), as well as those of the American Alliance of Museums, Utah Division of Museums and Arts, and The Society for the Preservation of Natural History Collections.

The collections at the Prehistoric Museum comprise four major categories:

- anthropology
- natural history
- archives
- art

The anthropological collections encompass archaeological specimens from eastern Utah as well as ethnographic materials. The natural history collections encompass paleontological, geological, and zoological (mostly osteological) specimens primarily from eastern Utah. Archive collection includes photographs and documents. Art collection includes both 2D and 3D art works.

The Collections Policy here applies to acquiring, processing, and care of collection objects. The policy conforms to the USU Ethical Conduct policy and the museum's mission.

Insurance on the Prehistoric Museum and its collections is managed by the State of Utah Office of Risk Management.

2. ACQUISITIONS

2.1 Acquisitions Policy

The Museum's object acquisition decisions are guided by the following precepts:

1. Collection objects should support the Museum's mission and be consistent with its ongoing research, exhibition, and educational programs.
2. Collection objects should be appropriately documented, strengthen and broaden existing collections, provide a unique perspective on existing collections, fit the broad interests of the Museum, and/or add to the documentation of the Museum's specimens.
3. The Museum should be able to provide proper space, financial resources, and staff for curation, collection management, conservation, and preservation of collection objects. Indiscriminate growth of collections is neither feasible nor responsible.

Because of its fiduciary responsibility to maintain and preserve objects in perpetuity, the Prehistoric Museum will accept and acquire only those objects and specimens for which it can provide proper care, conservation and storage, and which fulfill the museum's mission statement. The Museum acquires objects for its collections through field work by staff, volunteers, cultural resource management (CRM) companies, private donations, purchases, and from federal and state archaeologists and paleontologists. For its collections, the museum only accepts unconditional donations. Purchases must fulfill a specific need, be unobtainable through donation or other means, come through legal venues, and meet all the stipulations of USU Ethical Conduct Policy. The decision to accept any object or collection is the prerogative of the appropriate curator (see VI.2.2).

Due diligence will be pursued to ensure that items considered for acquisition:

- A. were legally acquired,
- B. are pertinent to the mission of the Museum,
- C. adequate conditions exist for the long-term storage, protection and preservation of the specimens under conditions that insure their availability for Museum purposes and in keeping with professionally accepted standards,
- D. the donor or repository has the right to pass them on to the museum,
- E. the transfer does not violate any federal, state, and international laws and regulations,
- F. relevant documentation accompanies the accession in the event of future legal challenge.

The Museum may accept objects that have been confiscated and offered to the Museum by government authorities. The Museum may accept collections from CRM companies, provided these have been properly and legally collected; procedures for these collections are set forth in a separate document available through the museum's web site for CRM companies: <http://144.39.2.208/museum/about/documents/Curation>

Guidelines2014-final.pdf. Such repository collections will be accessioned and maintained as part of the permanent collection.

Donations to the museum will involve the USU Eastern Advancement Office because donations are potentially tax deductible. Donors are encouraged to seek counsel from a qualified accountant or certified appraiser. Free and clear title will be required for all objects and specimens without restrictions as to use, exhibition, loan, dispersal, or future disposition. A legal instrument of conveyance will be required for gifts, purchases, or bequests and must consist of one of the following: Deed of Gift (see example in Appendix), Bill of Sale, Decree of Distribution, or a Last Will and Testament. The documentation will include a description the object(s) or specimen(s) and will be kept in the accession files. The Museum cannot guarantee that the object donated will be placed on long-term exhibition or that they will be exhibited as a single collection.

2.2 Curator Responsibilities

The decision to accept any object or collection is the prerogative of the appropriate curator (Archaeology or Paleontology) provided that the objects meet the conditions set forth in the Accessions Policy. That curator also has ultimate responsibility for their collections, although daily management may be delegated to the Curator of Collections. Curator of Archaeology is responsible for archaeological and ethnographical collections. The Curator of Paleontology is primarily responsible for paleontological collections, and secondarily for geological and osteological collections. The Director will be responsible for the museum's archives and art collections.

2.3 Commencement Of Ownership

The time at which the Museum is considered to take possession and legally own a specimen varies with the method of acquisition. The following definitions set forth the time when Museum ownership commences:

2.3.1. Field Collection. Unless other institutional or governmental agreements pertain, ownership of a specimen commences with its collection. Specimens and their associated documentation, including collections obtained under grant funding, collected in the field by Museum curators, staff members, and students affiliated with curators during Museum-sponsored trips, are the property of the Museum (See Appendix II, this document Utah Code 9-8-803 *Ownership of repositied materials*)

2.3.2. Gifts/Bequests. The Museum is considered to own a specimen when the terms of the gift have been documented, normally when a Deed of Gift is signed.

2.3.3. Purchase. Ownership commences when the Museum has rendered payment for the specimen, subject to any conditions of delivery.

2.3.4. Exchange. Ownership commences when all specimens involved have entered the respective institutions and have been accepted by them.

2.3.5. Abandonment. In the event that specimens are left unclaimed at the Museum, ownership is determined by Utah Code 9-8-804 *Statute of limitations for claiming repositied materials from a collecting institution* (see Appendix *, this document)

2.4 Acquisition

2.4.1. Accessioning. Accessioning is the formal act, or transaction, of legally accepting an object or objects for incorporation into the permanent collections that the Prehistoric Museum holds in public trust. All objects or collections to be repositied at the museum (curator collected, donations, CRM reposit, etc.) will receive an accession number that is tied to the record of ownership. For that reason, accession numbers are not to be preassigned before receipt of the object(s) at the Museum, nor should objects, including art, that are displayed temporarily (e.g., annual community art show) to the museum.

2.4.2. Accessioning procedure:

A. A new accession record is created in the Museum's accession ring binder and the accession form filled out, so that information pertinent to the acquisition event and the material can be tracked. An electronic version of the accession form may be used, but a hardcopy must be added to the ring binder as a permanent, easily accessible copy. Accession numbers begin with the four-digit year, followed by a consecutive number regardless of whether the collection is archaeological or paleontological. A single accession number may be assigned for a bulk collection (multiple items) or single item, provided the objects are received at the museum at the same time from the same source. Objects received at different times (e.g., different parts of a vertebrate skeleton collected over several field seasons) are given different accession numbers, even if from the same source.

B. During the accession and registration process, a condition report will be completed as needed for incoming specimens.

C. The filled form is kept in the Accession ring binder in the cataloging room.

D. For paleontology, a temporary accession card should accompany the specimen(s) until preparation is completed and specimen(s) cataloged.

2.4.3 Cataloging. Objects in the museum's permanent collections will have their own unique identification number that is linked to its record (object identity, collecting site, age, location in museum, etc.).

2.4.4 Cataloging procedure:

A. Use of a worksheet is optional, except for CRM collections, which may be submitted as hardcopy and electronically as an Excel spreadsheet. Catalog data may be directly entered into the archaeology or paleontology collection database (the museum currently

uses *Re:Discovery* by Proficio). As of 2010, archaeology and paleontology maintain separate databases because of the difference in data. Catalog numbers progress sequentially for both archaeology and paleontology.

B. Each object should have its own unique catalog number, except when large numbers of the *same* type of object have the same data. Specimens of different species (paleontology), localities, stratigraphic units, collection dates, collectors, etc., should not be combined under a single catalog number. In paleontology, different numbers should not be assigned to different parts of the same individual. It is important to ensure that cataloging is completed as thoroughly and comprehensively as possible. Future users will assume that the catalog record represents the best data available on the provenance of a specimen or object. Numbers assigned to lost or deaccessioned specimens should be retired, not re-used, and the catalog updated to reflect this information. Molds should have the same number as the original; if the museum holds the original specimen, then casts should have the same number. Casts of non-Prehistoric Museum specimens should be treated the same as an original fossil.

C. Catalog numbers should be written in permanent ink on each item so that the identifier is never separated from the object (exceptions are made for specimens too small, in which case numbers can be written on the closed container, e.g., plastic box or vial). The number should be small, unobtrusive, and easily found; it should be sealed when dry to resist wear with clear Acryloid B-72. For paleontology, the number should be written on a small white acrylic bar for contrast; the bar and number should be large enough to be legible. For archaeological perishable objects (e.g., leather or textiles, etc.), numbers may be written on small acid-free tags tied with cotton string to items. For archive paper documents, use soft lead pencil (not ink) to write number in upper right corner (if possible).

D. A paper label with catalog number and specimen identification must accompany each specimen. For bulk specimens, the total number of specimens should be written on the label as well.

E. Other documentation concerning special care or extraordinary circumstances, health hazards, processes or substances applied, or other updated information should be also added as needed.

3. DEACCESSION

3.1 Deaccessioning is the formal removal of objects or specimens from the Museum's permanent collection, with transfer of title where appropriate. The Prehistoric Museum recognizes the following reasons to deaccession:

- The object(s) has/have no further use for museum research, interpretation, or exhibition.
- The object(s) is/are determined to be outside the Museum's designated subjects or geographical areas of collection.
- The object(s) has/have deteriorated or been damaged beyond usefulness or repair.
- The object(s) is/are hazardous and/or may affect the stability of other collections or personnel.
- The object(s) is/are redundant to the Museum's collections.
- The object(s) cannot be properly cared for, conserved, or preserved.
- Successful claim under NAGPRA.
- Specimen lacks minimum data and has no intrinsic value.

3.2 Deaccessioned objects may never, under any circumstances, be offered for sale in the museum Gift Shop. To avoid the appearance of conflict of interest, items deaccessioned may not become the property by gift or sale to anyone affiliated with the museum (staff or advisory board) or their immediate family. Proceeds from any sale should be used for collections acquisitions or for direct management, care, or preservation of the collections (Curation Account); sale proceeds should not be applied toward the museum's operating budget.

3.3 Non-renewable cultural resources and fossils protected under local, state, or federal laws will be disposed of in strict observance of all laws governing their care and disposition. Type specimens and significant specimens that have been figured, photographed, or described in scientific or professional publications will not be removed from the public trust by sale or any other means under any conditions.

3.4 If the items under consideration are judged to have no value to the museum, consideration will be given to exchange or sell the items to another tax exempt museum or other educational institution, where they may serve an appropriate exhibit, educational, or research purpose.

3.5 Deaccession Procedures:

A. Curators, in consultation with the director, must make the case for deaccessioning items. Accession files must be studied and any mandatory restrictions imposed at the time of acquisition of the object must be carefully observed. The deaccession form must be filled out stating the reason for the deaccession and the final disposition of the item (e.g., transfer, destruction, etc.).

B. All distinguishing marks of museum ownership must be removed. In the event of sale

or transfer, copies of documentation should accompany the specimen.

4. COLLECTION DOCUMENTATION

4.1 The written and photographic records of a specimen or object are its permanent record. These documents are part of the museum's archives. The following constitutes documentation:

- field notes
- maps (quarry maps, site maps, quadrant maps with localities plotted, etc.)
- drawings made in the field
- photographs
- reports submitted to state and federal agencies issuing permits
- data

Some of this information will be entered into the catalog database.

4.2 An object's condition should be reassessed periodically and any changes noted in addenda to be filed with the original documentation. Inventory will consist of matching catalog numbers to their objects. All objects in collections will be checked against catalog records at least once every decade. Any discrepancies will be noted and updated in the inventory record. Objects will also be evaluated for condition during inventory.

5. STORAGE

Collections are housed in dedicated secure storage spaces that can be accessed only by the director, curators, preparator, and the collection manager. Collections subject to NAGPRA need to be treated with great sensitivity because of their cultural significance, sacred importance, and the fact that many of these materials were collected without the consent of descendants, tribal leaders, elders, or traditional religious leaders. Certain sacred objects may not be stored with or near human remains.

5.1 Storage procedures:

A. Large objects and large boxes of objects should be stored on shelving, preferably made of steel.

B. Smaller items should be stored in drawered steel cabinets. Individual items should be stored in archival (acid-free and buffered) boxes and trays to minimize contact damage. Such storage containers provide a buffer between the object and its immediate environment. Padding, cotton or extruded, closed cell polyethylene foam (a.k.a. Ethafoam™) should be used to cushion delicate objects and/or to keep the object from moving when the cabinet drawer is opened. Polyethylene foams are also used to create cradle mounts; these mounts are used to support structurally weak objects in order to alleviate stress on the weakest points. The foam is cut to the shape of the object and gives it a secured base to rest on.

C. Paleontological collections should be arranged stratigraphically with specimens from rocks of the same formation housed together. Within each stratigraphic formation, specimens should then be grouped by taxonomy. This has the advantage that it is easier to study taxonomically diverse members of the same fauna or all of the members of a taxonomic group that existed at the same time or place.

D. Polyethylene interlocking “zipper” seal bags can be used to house archeological materials and other small artifacts for storage in archival boxes and cabinets.

E. Archived documents should be stored in acid-free, buffered cardstock folders. Photographs should be stored in acid-free unbuffered paper, either sleeve type (sealed on three sides) or folding type (4 fold). Maps and large documents should be stored flat in the map cabinets. Photographs, maps and other inactive documents should be stored in the archives storeroom.

6. EXHIBITED SPECIMENS

Specimens used in exhibits should have this information noted in the database. Specimens from paleontology should have a specimen removed label in the collections stating that it is on display.

Displayed objects on exhibit require constant monitoring. Temperature and light levels in the museum's exhibit halls are set to levels appropriate to the integrity of exhibited objects. Regular visual inspections should be accompanied by spot checks to ensure adequate object care, especially where textiles or organic constituent materials are involved.

Actual human remains may not be exhibited.

7. LOAN POLICY

7.1 Outgoing loans. There are two different types of outgoing loans: research loans and exhibit loans. All loans must be approved by the appropriate curator, who will determine appropriate researchers or institutions. Exhibit loans are only granted to institutions. Written requests for outgoing loans must include intent of loan, description of analysis, and date of return (except for destructive analysis). Any subsampling of an object, such as slides, etc., must be returned with all specimens, except for duplicates made. Destructive analysis must be pre-approved, including with the appropriate federal or state agency. Original archival material and other curatorial documents cannot be loaned, but copies may be created, if safe to do so.

If objects on loan from the museum are used in exhibit or mentioned in publications, appropriate recognition of the museum must be made, including catalog number and museum name. Objects may not be borrowed for exhibit in personal homes.

Objects on loan from the museum may not be reproduced by casting, copying, or other methods, for sale or other use, without the express written permission of the curator.

7.2 Incoming loans. Curators may borrow specimens for research but such objects must be left at the museum. They may not be taken home.

The museum may borrow objects for display on a temporary basis. Following AAM policy, loans from private individuals are no longer permitted.

If objects cannot be returned and are not reclaimed within a period of 25 years, the museum has the right to assume and claim ownership as outlined in Utah's "Preservation of Heritage Act".

8. ACCESS TO COLLECTIONS

The Museum will make every effort to give reasonable access to museum collections to researchers, whenever such work does not affect the integrity of the collections themselves. Assistance will be limited only by space, time, the established care, and security needs of the museum.

8.1 All requests to access collections must be made through the appropriate curator with the intent of the access clearly stated.

8.2 Researchers will credit the Prehistoric Museum for any research assistance provided by the museum when such information is used in print.

8.3 Where destructive techniques are required in a research protocol, consideration will be given to the request only if the process will result in a meaningful increase in scientific knowledge and will yield significantly more data than non-destructive techniques. As with other modifying processes, destructive analysis of repositied objects must be expressly approved by the governing agency, as well as the respective curator. Proposals for destructive analysis must be submitted to the appropriate curator in writing.

9. APPENDICES FOR PART II.

Appendix A. GLOSSARY OF TERMS

Accessioning: The creation of an immediate, brief, and permanent record utilizing a control number for an object or group of objects added to the collection from the same source at the same time, and for which the museum has custody, right, or title. Customarily, an accession record includes, among other data, the accession number; date and nature of acquisition (gift, excavation, expedition, purchase, bequest, etc); source; brief description; condition; provenance; value; and name of staff member recording the accession (AAM; Bellardo, Lewis J. and Lynn Lady Bellardo. A Glossary for Archivists, Manuscript Curators, and Records Managers. Society of American Archivists. 1992. Pg. 1.).

Agents of Deterioration: Agents of deterioration are those conditions and forces, both inherent to the structure of an object, whether naturally occurring or introduced in the manufacturing process, and those external to an object, which threaten that objects physical or chemical integrity and hasten the inevitable deterioration of the object (based on the Framework for Preservation of Museum Collections wall chart published by the Canadian Conservation Institute).

The ten commonly recognized categories of Agents of Deterioration are:

1. **Physical Force:**
 - Immediate damage from forces such as shock, pressure, vibration, abrasion, etc. due to acute mishandling or catastrophic events.
 - Gradual damage from the cumulative effects of applied forces such as gravity or other external pressure over time, due to inadequate storage and display support.
2. **Thieves Vandals and Displacers:**
 - Intentional (Criminals): The theft, or willful destruction of collections.
 - Unintentional (staff, users): The loss or misplacement of collections.
3. **Fire:** Can destroy, scorch, chemically alter, physically distort, and visually degrade collections through heat and smoke damage.
4. **Water:** Can cause swelling/shrinkage, staining, dissolution of materials, warping and other distortions of physical and visual form. May induce microbial growth.
5. **Biological agents:** Cause both physical and chemical deterioration of collections. These agents include insects, rodents, molds, bacteria, etc.
6. **Contaminants:** Disintegrate, discolor, and corrode sensitive materials
 - Gasses: (E.g., oxygen/ozone, volatile organic acids).

- Liquids (E.g., cleaning agents finger oils migrating plasticizers/reactive compounds from unstable case and storage materials)
 - Solids (E.g., dust, salts).
7. **Radiation:** Activates and accelerates chemical deterioration causing fading, darkening, embrittlement, photo-oxidation/reduction, and the deterioration of magnetic media, etc. Forms of radiation include, ultraviolet, visible and infra-red light, as well as, forms of electromagnetic radiation that degrade magnetic media collections.
 8. **Temperature:** High temperatures accelerate chemical deterioration. Low temperatures cause embrittlement, which increases risks related to handling. Excessive/rapid fluctuations in temperature cause expansion and contraction of materials, which leads to various forms of physical deterioration.
 9. **Relative Humidity:** Excessive humidity will increase biological activity, swell organic and hydrophilic materials. Insufficient humidity causes desiccation, embrittlement, and shrinkage. Excessive/rapid swings in RH lead to various forms of physical damage.
 10. **Custodial Neglect:** Mislabeling, misplacement, and loss of associated collection documentation can cause virtual or actual losses to collections.

Cataloging: The creation of a full record, in complete descriptive detail, of all information about an object, assembly, or lot, cross-referenced to other records, files, and often containing a photograph, sketch, film, sound, or other electronic data. Catalog data is usually in the form of cards, sheets, or automated data (AAM).

Collections Management: The process by which objects are inventoried, tracked, and moved within the collection.

Collection Database: Software used to track collection management activities. The collection management system also includes electronic catalog records for the Museum's **collections**.

Collections: Any object(s) owned or created by the Museum or under trusteeship from federal and state agencies for the purposes of study, preservation, exhibition, and education. All collections support the mission of the Museum.

Conservation: The actions taken aimed at safeguarding the collection, including, but not limited to examination, documentation, preservation, and restoration.

Deaccessioning: Removing an accessioned object or group of objects from the Museum's permanent or education collection through a formal process with documentation (AAM).

Inventorying: The creation of an itemized list of objects, assemblies, and lots that identifies each object's or lot's physical location (AAM).

Mission Statement: Articulates the fundamental reasons why the Museum exists.

Modes of acquisition: channels through which the Museum receives objects include:

- **Field collection:** specimens collection in the field by Museum staff or other non-staff researchers.
- **Donation:** objects or specimens given to the Museum during the owner's lifetime (gift)
- or after the donor's death (bequest).
- **Purchase:** specimens or objects acquired in exchange for money.
- **Exchange:** a reciprocal transfer of objects between the Museum and another educational institution.
- **Transfer:** movement of objects or specimens to the Museum from another educational institution or from the Museum to another educational institution.
- **Abandonment:** unclaimed objects left at the Museum acquired by state laws or other written agreements with object owners.
- **Government deposit:** the Museum may serve as a repository for confiscated objects and specimens or objects and specimens from a federal, state, or local agency.

Museum Conservation: The primary goal of museum conservation is the preservation of museum collections for their scientific, cultural, historic, and artistic value in accordance with the code of ethics, and the guidelines for practice set forth by the American Institute for Conservation of Historic and Artistic Works (AIC) [Adapted from the AIC Code of Ethics and Standards for practice (revised 1994)].

Permanent collections: Collections that are held in perpetuity for use in scientific research, education, and exhibitions.

Preparation: The process of making a specimen into a preserved or otherwise stable condition for research, education, or exhibit. For paleontology, this often includes removal of encasing rock.

Appendix B. International, Federal and State Laws, Regulations, And Guidelines.

The Museum maintains its collections in accordance with international, national, state, and local laws, regulations, and guidelines.

I. International laws, regulations, and guidelines

1. Protection of objects of archaeological, historical, and ethnological interest is addressed by Section 4.4 of the International Council of Museums Code of Ethics for Museums (2001) http://palimpsest.stanford.edu/icom/ethics_rev_engl.html, and by ICOM Measures Concerning the Fight Against the Illicit Traffic of Cultural Property (2001) <http://palimpsest.stanford.edu/icom/measure.html>

2. The Museum observes the UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property (1970) http://www.unesco.org/culture/laws/1970/html_eng/page1.shtml and the Convention for the Protection of Cultural Property in the Event of Armed Conflict (The Hague Convention, 1954) <http://www.icomos.org/hague/>

II. Federal laws and regulations

1. Antiquities Act (1906) protecting cultural and scientific objects
16 USC 431-433; 18 CFR 6; 43 CFR 2300

2. Archaeological Resources Protection Act (1979) to protect archaeological resources on federal lands (16 U.S.C. 470aa-470mm; Public Law 96-95)

3. Native American Graves Protection and Repatriation Act (NAGPRA) (1990) to protect and repatriate Native American burial sites, human remains, and artifacts either associated with burials, sacred, or of cultural patrimony. 25 USC 3001; 43 CFR 1

4. Omnibus Public Land Management Act, Paleontological Resources Preservation (1 Subtitle (16 U.S.C. 470)

III. State laws and regulations:

1. Native American Grave Protection and Repatriation Act - state version of the federal NAGPRA, which provides protection for Native American burials and associated material (Utah Code 9-9-4)

2. Antiquities on State Lands (Utah Code 9-8-3)

3. Paleontological Resources on State Lands (Utah Code 79-3-5).

Appendix C. Forms used by the museum.

Accession

Deaccession

Donation

Loan Out

Loan Return

Paleontology Catalog Worksheet

Paleontology Locality

Photo Use

Transfer

Accession #
(starts with year)

Record of Accession

Collection: Archaeology Paleontology Other

Collection Source:

Donation Field Col. Dates of Trip: _____ PI: _____

Permit Agency: _____ Permit #: _____

Purchase: Funding Source: _____ Invoice #: _____ PO #: _____
(non-Museum)

Transfer: Exchange: Objects exchanged out: _____

Other: _____

Restrictions: _____ End Date: _____

Received from: _____ Date Received: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Object Description(s): _____

Locality information/Locality number: _____

General condition: _____

Comments/Notes: _____

Approvals

Curator Signature _____ Date _____

Director Signature _____ Date _____

(value \$2000 or more)

Chancellor Signature _____ Date _____

(value \$10,000 or more)

Deaccession Number

(starts with year)

Record of Deaccession

Object Catalog/Accession Number:

Object Description:

Provenance/Locality:

Donor/Heir:

Address:

Statement of Legal Title if Applicable (attach document copies):

Reason for Deaccession: (Check all that apply)

- The object(s) has/have no further use for museum research, interpretation, or exhibition.
- The object(s) is/are determined to be outside the Museum's designated areas of collection.
- The object(s) has/have deteriorated or been damaged beyond usefulness or repair.
- The object(s) is/are hazardous and/or may affect the stability of other collections or personnel.
- The object(s) is/are redundant to the Museum's collections.
- The object(s) cannot be properly cared for, conserved, or preserved.
- Successful claim under NAGPRA.
- Specimen lacks minimum data and has no intrinsic value.
- Other

Justification Statement:

Disposition:

Prepared by:

Date:

Curator Signature

Date:

Director Signature

Date

(for object value >\$2000)

DONATION RECORD (Deed of Gift)

Donor _____ Donation Date _____

Address _____

Phone _____ email _____

ACCEPTANCE CONDITIONS

Donations become the full legal property of the USUEastern Prehistoric Museum (hereafter the Prehistoric Museum). Any accompanying copyrights and/or literary property rights are conveyed to the Prehistoric Museum, except as noted below. It should be noted that restrictions are not encouraged and may be cause for refusal. In no case will restrictions be accepted without a termination date. Any materials described below which are found to be inappropriate to the Prehistoric Museum holdings may be subject to disposition in keeping with the Prehistoric Museum's accepted policies and procedures. The Prehistoric Museum will accept no items in violation of national and international regulations.

The donor is advised that the Prehistoric Museum is required under the provisions of the Native American Graves Protection and Repatriation Act of 1990 to notify appropriate Native American groups of any relevant acquisitions by the Museum. Human remains, associated and unassociated funerary objects, sacred objects and objects of cultural patrimony fall within the categories subject to repatriation to an affiliated tribe or direct lineal descendant following a process of notification and consultation.

The Internal Revenue Service has determined that the USU Eastern Prehistoric Museum is a qualified non-profit corporation under the Internal Revenue code section 501(C)(3) and as such is entitled to receive tax deductible donations. Donors are encouraged to obtain counsel from a qualified accountant before claiming tax deductions under the laws of the State of Utah and the United States. The donor has not been provided with any goods or services in exchange for the donation(s) described below.

By affixing his/her signature to this document, the donor(s) warrants that he/she has full and clear title and the legal capacity to convey the property and any accompanying rights to the USUEastern Prehistoric Museum, and has read and agrees to the conditions listed above.

Restrictions/Exceptions: _____ End Date: _____

Donor _____ Date _____

Curator _____ Date _____

Director _____ Date _____

DESCRIPTION OF DONATED ITEMS:

sign both copies, return one to Prehistoric Museum, 155 East Main St., Price, UT 84501

Prehistoric Museum Outgoing Loan

Loan# (starts with year) _____

Date: _____

Borrower Name and Address:

Phone: _____ E-mail: _____

Loan Period: From: _____ To: _____ Date Returned: _____

Reason for Loan: Research Exhibit Other

Certificate of Insurance required: Yes No Insurance: Total Value \$ _____

Shipping via: _____ Paid by: _____

Return via: _____ Paid by: _____

Outgoing condition: _____ Inspector: _____

Incoming condition: _____ Inspector: _____

Please refer to scientific specimens in publications as CEUM. **Destructive analysis will require written permission of any government agency** (append to this form).

Catalog Number: Description:

-Loan Conditions-

- Loans will normally be made for a period of one year or less. Loan extensions must be made in writing or email by the Curator of Archaeology or Paleontology.
- Loans are generally not made to students, but to their faculty advisor or to their institutions.
- Loans shall not be transferred by the borrower to another institution without written permission of the Archaeology or Paleontology Curator of the Prehistoric Museum. This is to insure that the location of the specimen is known at all times by the Prehistoric Museum.
- Loan items may not be cleaned, repaired, retouched, altered (including removal of the Prehistoric Museum's identifying marks), replicated (mold and cast) without prior written permission by the Curator of Archaeology or Paleontology.
- The borrower agrees to assume financial responsibility for all materials on loan from the Prehistoric Museum if lost or damaged.
- All loan material will have insurance coverage in accordance with accepted Museum policy. Unless otherwise noted, all costs of insurance, packing and transportation shall be borne by the borrower, as well as any additional charges which may be incurred through necessary conservation or appraisal. A certificate of insurance, if required, will be furnished to the Prehistoric Museum.
- Objects will be returned via the same method of shipment as they were sent unless other arrangements are agreed to in writing.
- Damages, whether in transit or on the borrower's premises and regardless of cause, shall be immediately reported to the Prehistoric Museum.
- The borrower will not reproduce the loaned items in any media (including photographs) for purposes of sale, except in scholarly publications, and the items will not be subjected to technical examination of any type involving risk of their physical change (including destructive analysis) without written permission of the Curator of Archaeology or Paleontology.
- Items placed on public exhibit must be in locked or otherwise secure cases. Large objects must be displayed so as to provide maximum security. Objects not on display must be stored in a secure area.
- No object, exhibit or reproduction of an object (including photograph), or exhibit may be used in the promotion of a product or service which implies the endorsement of the said service or product by the Prehistoric Museum. Any request for use of an object, photograph or exhibit for promotional purposes will be reviewed and approved in writing by the Director of the Prehistoric Museum.
- The Prehistoric Museum reserves the right to set any additional conditions or restrictions related to the packing, shipping, insurance, exhibition installation, storage, handling, environmental controls and security of the loan items which it deems necessary. The Prehistoric Museum may also require, at the expense of the borrower, loan items be accompanied by a member of its staff who will supervise the care and handling, both outgoing and incoming. All conditions and restrictions shall be made in writing and attached to this Agreement prior to approval of the loan.
- Object stability will be assessed before leaving and upon return to the Prehistoric Museum. The Prehistoric Museum expects that borrowers will treat loaned objects with the highest standards of care.

Borrower Signature

Date

Prehistoric Museum Curator

Date

PLEASE SIGN BOTH COPIES AND RETURN ONE

Return of Loan Acknowledgment

(for use when no return of loan document is provided by borrower)

Date:

Originating Loan Number

Loan returned to (Name and Address):

Phone:

E-mail:

Object Condition:

By:

Catalog Number:

Description:

Received by: _____ Date: _____

please return signed form to the Prehistoric Museum, 155 East Main St., Price, UT 84501

PALEONTOLOGY CATALOG WORK SHEET

Kingdom:	Animalia/Plantae
Phylum/Division	Chordata for vertebrates
Class:	Reptilia/Mammalia/Magnoliopsida/etc.
Family:	Family
Scientific name:	Genus & species (indet if genus unknown; sp.if species unknown)
Catalog#: CEUM	CEUM#
Accession #:	Year - #
Location:	Storeroom. cabinet #, shelf
Object status:	Storage/exhibit
Status date:	Year put in storage or collection
Itemcount:	# objects/pieces assigned to catalog #
Description:	Name of object (rib/shell/leaf, etc.)
Collector:	Person or CEUM crew
Collection #:	Field #
Collection Date:	Date collected or field season interval
Condition:	Complete/ fragment/ excellent/ good/ fair/ poor
Cataloger:	Your name
Catalog date	Date
Identified by:	Person qualified to identify
Locality:	Locality name / number
Lat/Long:	Latitude & Longitude
Period:	Geochronological age
Formation& member:	Name of strata

Paleontological Locality Form

1. Locality #: CEUM Loc. Plant Vertebrate Invertebrate
Other:
2. Locality Name:
3. Material collected:
4. Landowner Permit #
Private landowner contact information:
5. Accn.#: CEUM
6. Formation/member/bed:
7. Age:
8. County:
9. Map name & size (attached photocopy of area):
10. Map edition:
11. Latitude (deg., min., sec. N):
12. Longitude (deg., min., sec. W):
13. Survey (Sec., T & R):
14. Collector:
15. Date:
16. Description of site & remarks:

17. Recorded by:

Date:

COMMERCIAL USE OF IMAGE

Name: _____

Address: _____

Phone: _____ Email: _____

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For print media, please provide publisher: _____

By signing, I accept the Usage Terms and Conditions on the second page.

Signature: _____ Date: _____

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- This Agreement must be signed and returned prior to the use of any Image(s).
- Credit will be given as follows: Courtesy Prehistoric Museum, USU Eastern.
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TRANSFER AGREEMENT

Date: _____ Deaccession Number if applicable _____

Name and address of receiving institution:

The receiving institution gains unrestricted legal title to property received from the Prehistoric Museum.

Description of material transferred:

Signature acknowledges the transfer of material described:

Signature of USU-CEUM Representative

Date

Signature of Receiving Institution's Representative

Date