

COLLECTIONS MANAGEMENT POLICY

Museum of Science & History of Jacksonville, Inc. (MOSH)

1025 Museum Circle

Jacksonville, Florida 32207

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TABLE OF CONTENTS

STATEMENT OF PURPOSE	5
MISSION OF THE MUSEUM OF SCIENCE & HISTORY.....	5
RESPONSIBILITY AND AUTHORITY FOR MOSH COLLECTIONS.....	6
Code of Ethics	6
Appraisals.....	7
Special Events	7
Collections Volunteer and Intern Policy	7
RISK MANAGEMENT.....	8
Emergency Preparedness	8
Security	8
Access.....	8
Visual Monitoring.....	9
Internal Control.....	9
Insurance.....	9
HISTORY OF THE MUSEUM AND COLLECTIONS.....	10
SCOPE OF MOSH COLLECTIONS	11
LIVING COLLECTION MANAGEMENT	12
Description of the Living Collection	12
Acquisition Policy	12
Acquisition through Reproduction Policy	13
Deaccession Policy	13
Loan Policy	14
Using the Living Collection for Educational Outreach	14
Inventory Procedures.....	14
Management of Living Collection Records	15
Permit Requirements.....	15
Living Collection Care	16
Living Collection Access	16
HISTORY AND NATURAL SCIENCE COLLECTIONS MANAGEMENT	17
Description of the History Collection.....	17

Description of the Natural Science Collection	17
Acquisition Policy	17
Deaccession Policy	18
NAGPRA Policy	19
Loan Policy	19
Temporary Custody.....	21
Inventory Procedures.....	21
Internal Loan Policy.....	22
Found in Collection Object Policy	22
Management of History and Natural Science Collection Records	23
Permit Requirements	23
History and Natural Science Collection Care and Conservation	23
Collection Storage Room Access.....	25
Photography Policy	26
Sampling and Destructive Testing Policy	26
TEACHING COLLECTION MANAGEMENT	26
Description of the Teaching Collection	27
Management of the Teaching Collection.....	27
MOSH ARCHIVE COLLECTION MANAGEMENT	28
Description of the MOSH Archive Collection	28
Management of the MOSH Archive Collection.....	28
LIBRARY COLLECTION MANAGEMENT	28
Description of the Library Collection	29
Management of the Library Collection	29
APPENDICES	29
A. Deed of Gift.....	31
B. Record of Accession	32
C. Deaccession Record	33
D. Incoming Loan Agreement	34
E. Outgoing Loan Agreement	36
F. Standard Facility Report.....	38
G. Collections Access Application	40

H. Publication Agreement 41

I. Florida Statute 265.565..... 42

J. MOSH Code of Ethics 45

K. Temporary Custody Receipt..... 51

L. Internal Loan Form 52

M. Report of Injury or Death..... 53

N. Damage, Recovery, and Salvage Report..... 54

O. Condition Report 55

P. Outgoing Loan Condition Report 56

STATEMENT OF PURPOSE

The purpose of this policy is to identify how the collections of the Museum of Science & History (MOSH) will be managed. The policy is intended to serve as a guide to the development, management, and care of the collections to achieve the overall mission of the Museum. This policy will identify the duties and responsibilities of the Curatorial staff, the Museum staff in general, and the Museum's governing body. Review of the Collection Management Policy is necessary to maintain its validity and usefulness as a guide for the Museum staff and Board of Trustees. The Curator will identify when a formal Collection Management Policy review and revision is warranted - usually every three to five years. Working with the appropriate staff, trustees, and outside experts as needed, the Curator will submit proposed revisions to the Executive Director for presentation to the Board of Trustees for final approval.

MISSION OF THE MUSEUM OF SCIENCE & HISTORY

The mission of the Museum of Science & History, adopted by the Board of Trustees in December 2010 is:

The Museum of Science & History of Jacksonville (MOSH) inspires the joy of lifelong learning by bringing to life the sciences and regional history.

The mission of MOSH compels the institution's service to both the City of Jacksonville and Northeast Florida as a center for the collection and interpretation of science and regional history. In this role, the Museum has three essential responsibilities: to collect and exhibit the highest quality objects and specimens, to preserve those objects and specimens for future generations, and to interpret them for our audiences. Accredited by the American Alliance (formerly Association) of Museums in 1983 and subsequently in 1997 and 2011, MOSH adheres to collections best practices to achieve the highest level of care and management of the objects and specimens in its collections.

RESPONSIBILITY AND AUTHORITY FOR MOSH COLLECTIONS

As the ultimate legal entity and governing body for the Museum of Science & History, protecting the public trust as well as the Museum's interests, the Board of Trustees is responsible for the Museum's mission, policies, assets, and operations. Members of the Board of Trustees are bound to the Museum by duties of loyalty and care. They must ensure the highest professional standards in the management, maintenance, and conservation of the collections entrusted to their care, especially through physical protection, record keeping and financial resources.

Within the Board of Trustees, the Organizational Advancement Committee is specifically charged with overseeing the alignment of the Museum's mission with its exhibits and programming and overseeing collections management policy and recommending significant accessions and deaccessions. The committee also works with Museum staff to ensure implementation and evaluation of the Museum's institutional planning.

The Board of Trustees charges the Executive Director with the administration of the collection management policies in the Museum's day-to-day operations. The Executive Director delegates the execution of collections management duties to the Curator. The Curator works in concert with other professional staff and contract conservators to fulfill the Museum's primary responsibility to maintain the objects and specimens entrusted to its care. The Collection Management Policy sets forth the manner in which the Curator exercises prudent and effective stewardship of the Museum's collections.

The successful execution of such duties may be achieved only through a broad-based understanding and implementation of preservation and risk management measures particular to museum industry standards and the creative interpretation and application of those standards in particular settings. Thus, it is presumed that the realization of mission goals – especially those in the arena of collections care and management – occurs through the combined efforts of board committees, staff departments, and individual staff members.

Code of Ethics

The Museum's Code of Ethics (Appendix J) was adopted in 1983, revised in 1994, 2006, and 2010. The original document and the revised code have borrowed heavily from the codes of ethics of both the American Alliance of Museums and the American Association for State and Local History. As a member of each, the Museum subscribes to the codes of both organizations.

Appraisals

To avoid any conflict of interest, or the appearance thereof, MOSH employees and board members may at no time provide appraisals acting as either a representative of MOSH or independently, with or without compensation.

Special Events

Special events taking place at the Museum will not imperil or damage the Collections in any way. For specific details refer to the Facilities Use Contract maintained by the Retail and Special Events Manager.

Collections Volunteer and Intern Policy

All Curatorial volunteers and interns are expected to abide by the Museum's background check policy and Volunteer manual. The following additional restrictions will apply; this list is not to be considered exhaustive. Volunteers and interns may not use ladders. Volunteers and interns will not be allowed to perform any testing on collections unless authorized by the Curator or Collections Manager/Registrar.

Living Collection Volunteers and Interns

Interns must be at least 16 years old to work with the Living Collection. Volunteers must be at least 18 years old. All interns and volunteers must receive additional training on handling and care of the specimens in the Living Collection. This training will be scheduled with the Registrar/Collections Manager. All Living Collection volunteers and interns will abide by the procedures laid out in the Living Collection Procedure Manual which is kept in MOSH's Florida Naturalist Center.

Volunteers and Interns working with other collections

Volunteers and Interns must be at least 18 years old to work with the Museum's non-living Collections. Additional training on object handling and use of Past Perfect Museum Software must be completed by all volunteers and interns. Typically, this training will be scheduled with the Collections Manager/Registrar. After 500 hours of service, volunteers will become eligible to receive an access fob for the History Collection door; this privilege will be afforded at the discretion of the Curator.

RISK MANAGEMENT

The Museum understands that prudent management of the collections requires the identification and mitigation of certain risks.

Emergency Preparedness

Certain risks, though rare in occurrence, can cause catastrophic damage to the collections. The Museum has established the MOSH Safety and Emergency Action Plan to address these issues. A copy of this document is found in each department as well as on the Museum's server.

Security

Beyond planning for emergencies, security is one of the most important factors in preventing loss or damage of the collections. Security systems are comprised of both human and equipment components. There are three main factors that affect and determine museum security: access control, visual monitoring and internal control.

Access

On a building-wide scale, control is achieved through limiting the times and areas the public can access. Access to the building during non-business hours can only be accomplished using key fobs which are assigned to employees and security alarm codes which are provided to only those employees who will open or close the building or hold a leadership position.

Access to collections is further controlled in various ways depending on the location of the object.

The History Collection room is secured with a magnetic lock that is opened using key fobs. Only the key fobs of the Curatorial staff, Deputy Director, Executive Director, Director of Exhibits, Planetarium Manager, and Technical Services department will allow access to the storage room. If the magnetic lock fails, there is a back-up physical lock. Only the Deputy Director, Curator, Collections Manager/Registrar, and Technical Services Manager hold the key to the History Collection door.

The Natural Science Collection room is secured with a physical lock. The key is held by the Deputy Director, Curator, Collections Manager/Registrar, and the Technical Services department.

During business hours the *Florida Naturalist's Center* is open to the public. All cages are individually locked during this time. During non-business hours the room is locked and alarmed. Keys to the *Florida Naturalist's Center* are held by the Naturalist Center staff, Collections

Manager/Registrar, Deputy Director, and Technical Services staff. The alarm for the Naturalist Center is a separate partition, so the room is secured even when the rest of the building is open for a special event.

All exhibit cases are secured with locks or security screws. Only the Curatorial staff is authorized to open exhibit cases.

Visual Monitoring

Monitoring of collections includes inspections for loss or damage as well as monitoring for potential hazards to the collection such as water leaks. The Living Collection and those non-living collections on exhibit are inspected daily by the Naturalist Center and Curatorial staff. These objects and specimens are further monitored by periodic walk-throughs of staff during open hours. The collection storage rooms are monitored daily by the Curatorial Staff.

Internal Control

Internal controls such as inventory and object tracking are described in the individual collections management sections.

Insurance

While prevention is the preferred way to deal with risk to the collection, insurance provides a way to recover from loss or damage to the collections. The Museum currently self-insures its Collections. MOSH's fine arts policy covers all incoming loan objects and specimens housed in the museum. Collections objects and specimens on loan to other institutions are not covered. Therefore, MOSH requires borrowing institutions to provide insurance for loaned objects and specimens. MOSH has a separate general liability policy that covers traveling exhibits.

HISTORY OF THE MUSEUM AND COLLECTIONS

The Museum of Science & History's collections initially began in 1941 with the chartering of the Jacksonville Children's Museum. The museum began its collections with the motto "Curiosity is the Beginning of Wisdom," an enthusiasm for the sciences, and a global focus on historical objects, with a secondary interest in ethnographic material for cultural comparisons. Over the course of the Museum's history, the focus of the collections has changed as the Museum has refined its purpose and name.

In 1977, the Museum became the Jacksonville Museum of Arts and Sciences in order to address a wider audience within the community. At this time, objects and specimens were accepted into the collections for the purpose of expanding existing categories only. Private donations remained the bulk of acquisitions, with some active purchasing in the areas of Americana and local history. In 1986, the Museum updated its statement of purpose to focus the collections growth more heavily on general Americana, local pre-Columbian and historical artifacts, contemporary Florida Native American artifacts, local regional natural science specimens, and live animals. At this point, active collecting in other areas was curtailed. In 1988, the Museum's name changed to Museum of Science & History (MOSH). This change reflected a need in the community for local history and left interpretation of the arts to two local art museums as more logical bodies to fill that need in the community. In 1989, a new Collections Policy was approved by the board in order to bring the collection more in line with MOSH's statement of purpose as a regional museum. At this time, the majority of the Eskimo and African Collections were deaccessioned and transferred to institutions that could better utilize them.

The Museum's current policy reflects a similar push to focus collecting on local history and natural sciences and remove from its collections those more global items that do not serve a comparative study purpose.

SCOPE OF MOSH COLLECTIONS

The Museum currently holds six distinct collections within the institution. These are the Living Collection, History Collection, Natural Science Collection, MOSH Archive Collection, Teaching Collection, and Library Collection.

The Living Collection consists of live specimens that have been acquired by the Museum for study and exhibition purposes in fulfillment of the Museum's mission statement. The highest degree of care and documentation is given to the specimens, and the highest degree of accountability is attached to this collection. Only those specimens deemed suitable for acquisition into the Museum's Living Collection are accessioned.

The History Collection consists of objects that have been acquired by the Museum for preservation, study, and exhibition purposes in fulfillment of the Museum's mission statement. The highest degree of care and documentation is given to the objects, and the highest degree of accountability is attached to this collection. Only those objects deemed suitable for acquisition into the Museum's History Collection are accessioned.

The Natural Science Collection consists of non-living specimens that have been acquired by the Museum for preservation, study and exhibition purposes in fulfillment of the Museum's mission statement. The highest degree of care and documentation is given to the specimens, and the highest degree of accountability is attached to this collection. Only those specimens deemed suitable for acquisition into the Museum's Natural Science Collection are accessioned.

The MOSH Archive Collection consists of materials, transferred to the Curatorial department from other departments within the Museum that document the Museum's activities since its opening. A high degree of care and documentation is given to the objects. Only those items deemed suitable are accessioned into the MOSH Archive Collection.

The Teaching Collection consists of materials that have been acquired for use in the Museum's hands-on educational programming and require limited curation and no documentation. Materials are not accessioned and may be added to or removed from the Teaching Collection at the discretion of the Education Department.

The Library Collection consists of reference materials that have been acquired by the Museum for reference and research purposes. These materials are not accessioned. No documentation and limited curation are required. Materials may be added to and removed from the Library Collection at the discretion of the Curator.

LIVING COLLECTION MANAGEMENT

Description of the Living Collection

The Living Collection has intrinsic value to the study and interpretation of science, which supports MOSH's mission and is held and curated on a permanent basis. The Living Collection consists of more than 100 live zoological specimens which are cared for and exhibited on a permanent basis. The Living Collection is made up primarily of specimens that are indigenous to Northeast Florida. Also, the collection includes several invasive and non-native species for comparative purposes. The collection includes mammals, birds, reptiles, amphibians, fish, and invertebrates. The Museum works closely with local wildlife enforcement, zoos, and rehabilitation centers.

Acquisition Policy

The Museum seeks acquisitions to strengthen and broaden its existing Living Collection through gift, purchase, exchange, field find, and catch and release. All living specimens accepted into the Living Collection become the Museum's exclusive property. Living specimens are accepted into the collection using the following criteria:

- Ownership of the specimen will not conflict with any applicable local, state, or federal laws.
- There should be a clear relationship between the specimen and the overall mission of the Museum.
- The specimen will not be an unnecessary duplicate of specimens already in the collection.
- The specimen will be of such size and condition that the Museum can provide it with proper care without undue expense or drain of the Museum's resources.

The Curator will accession specimens into the Living Collection in accordance with the following procedures:

- Approval from the Executive Director will be sought for specimens that require a large or unusual expense for care.
- A Record of Accession (Appendix B) will be created.
- A Deed of Gift form (Appendix A) will accompany the accession record for any specimens acquired through gift or exchange.
- A Bill of Sale will accompany the accession record for specimens acquired through purchase.
- All Living Collection accession records will be stored in the registration cabinet located in the History Collection storage room on the third floor of the Museum and filed in order of accession number.
- A digital record will be created in the Collection database.

Acquisition through Reproduction Policy

Due to the nature of this collection, occasionally reproduction will occur. As it is outside of the Museum's mission, breeding within the Living Collection will be prevented whenever possible. When applicable, a program of spaying or neutering will be followed for mammals. When feasible, reptiles, amphibians, and birds will be housed separately by sex during breeding season. If eggs are laid, the Florida Naturalist Center staff will remove them as quickly as possible.

If, despite the efforts of the Naturalist Center staff, babies are produced, the Registrar/Collections Manager will make a recommendation to the Curator to either accession the animal or transfer it to a qualified institution or individual. Only those with appropriate permitting will be considered when transferring specimens.

Deaccession Policy

In the event of the death of a living specimen, the Curator must adhere to the following procedures:

- A Living Collection Report of Injury or Death Form (Appendix M) will be created by the Registrar/Collections Manager and signed by the Registrar/Collections Manager, the Curator, and the Executive Director. The record will be filed with the corresponding accession record in the registration cabinet.
- The specimen will be permanently disposed of in one of the following ways. Specimens that are euthanized at the veterinarian's office will be disposed of through their office. If a specimen expires at the Museum, it will be securely bagged and marked for disposal. Specimens for disposal will be stored in the non-living collection room freezer. Once a year the deceased specimens will be collected and destroyed by a professional hazardous materials contractor.
- The digital accession record in the Collection database will be updated with deaccession information.

In the event of a lost or stolen living specimen, a Deaccession Record (Appendix C) will be completed. The record will be filed with the corresponding accession record in the registration cabinet, and the digital accession record will be updated. In addition, a Damage, Recovery and Salvage Report (Appendix N) will be created by the Registrar/Collections Manager. The record will be filed with the corresponding accession record. A copy of the report will be filed with the Director of Finance and Administration.

In rare cases, a living specimen that has not been lost or has not expired may be deaccessioned from the Living collection. This action may only be carried out if the specimen falls outside of the Museum's mission, care of the specimen has created an undue drain on the Museum's resources, or the needs of the specimen can no longer be met. In this case a Deaccession Record (Appendix C) will be completed and signed by the Curator and Executive Director. The record will be filed with the corresponding accession record in the registration cabinet, and the digital accession record will be updated. The specimen may be transferred to an organization or individual possessing the appropriate permits at the discretion of the Curator.

Loan Policy

Incoming Loans

Only one incoming loan of American Alligator hatchlings from Goodwin's Gatorland is currently authorized for the Living Collection. The loan is documented by the Curator with an Incoming Loan Agreement (Appendix D).

Outgoing Loans

Specimens from the Living Collection will not be loaned under any circumstances.

Using the Living Collection for Educational Outreach

Specimens from the Living Collection are used periodically for educational outreaches to schools and other organizations in an effort to raise awareness about Florida wildlife. Outreaches will be conducted in accordance with the following guidelines:

- Specimens will be chosen for use in outreaches at the discretion of the Registrar/Collections Manager.
- Outreaches will neither interrupt feeding and care schedules nor compromise the health of the specimen in any way.
- Only trained staff and volunteers will be authorized to transport the specimens to and from the outreach location.
- Specimens will remain under the close supervision of a trained staff member or volunteer at all times.
- Permits issued by the Florida Fish and Wildlife Conservation Commission will accompany the staff member or volunteer while away from the Museum.

Inventory Procedures

Developing and maintaining an accurate inventory of the Living Collection is the responsibility of the Collections Manager/Registrar. Each specimen- or groups of specimens- in the collection is given a unique catalog number and storage location.

The Registrar/Collections Manager and his/her staff will conduct an inventory of the Living Collection on a daily basis as part of the feeding and care schedule. Status, storage location, and care records will be updated accordingly as changes occur.

Management of Living Collection Records

Professional management of the Living Collection relies heavily upon the development and maintenance of records. The Collections Manager/Registrar are responsible for obtaining, creating and maintaining up-to-date records consisting of, but not limited to, the following: documents recording the legal status of specimens (bill of sale, deed of gift, etc.); local, state, and federal permits; detailed care and veterinary records; documents regarding deaccession; and any other records of a living specimen's use and movement within the building.

Living Collection paper records will be stored in a registration cabinet located in the History Collection Room on the third floor of the Museum. Digital collection records will be stored in the Collection database. Digital records will be backed up nightly and stored on the Museum's server. A manual backup of digital Living Collection records is completed monthly and stored off site in a bank safety deposit box.

Permit Requirements

The Museum strictly adheres to all permit requirements set forth by the United States Federal Government and the State of Florida for wildlife possession, exhibition, and transport. It is the responsibility of the Registrar/Collections Manager to obtain, manage, and maintain proper permitting for specimens in the Living Collection. Past and current permits will be stored in the Naturalist's Center office on the first floor. A digital copy of all permits will be stored on the Museum's servers.

Migratory Bird Letter of Exemption

The Museum has received a MBLOE from the Federal government. The letter is stored in the Naturalist's Center office on the first floor. A digital copy of the letter is stored on the Museum's server. Under the Migratory Bird Treaty Act, the Museum must still receive

permission for possession of migratory birds from the state of Florida under the Protected/Listed Species permit (formerly called Wildlife Possession/Institutional Permit).

Protected/Listed Species Permits

The Museum is required to have an up-to-date permit for migratory birds, endangered species, threatened species and species of concern as listed by the Florida Fish and Wildlife Conservation Commission.

Class I & II Wildlife Permit

The Museum is required to have an up-to date permit for the exhibition of Class II wildlife as listed by the Florida Fish and Wildlife Conservation Commission.

Class III Wildlife Permit

The Museum is required to have an up-to-date permit for the exhibition of Class III Wildlife including amphibians, birds, and reptiles as listed by the Florida Fish and Wildlife Conservation Commission.

USDA Animal Exhibitor License

The Museum is required to have an up-to-date license for the exhibition of mammals.

[Living Collection Care](#)

Immediate care of the specimens in the Living Collection is the responsibility of the Registrar/Collections Manager and other trained staff. A Living Collection Procedure Manual has been developed to aid in the care of the specimens and is located in the Naturalist's Center office on the first floor. The Procedure Manual is updated by the staff as needed in accordance with best practices.

[Living Collection Access](#)

Only the Curator, Registrar/Collections Manager, and trained staff and volunteers are authorized to feed, care for, and move specimens in the Living Collection. However, untrained staff and public visitors will be allowed to handle and touch specimens under the close supervision of a trained staff member or volunteer at the Registrar/Collections Manager's discretion.

HISTORY AND NATURAL SCIENCE COLLECTIONS MANAGEMENT

Description of the History Collection

The History Collection has intrinsic value to the study and interpretation of regional history in support of MOSH's mission. The collection is held and curated on a permanent basis and consists of approximately 21,000 objects. The collection contains authentic exhibit quality objects that relate to, and can be used to interpret, the peoples, cultures, and important events of Northeast Florida, dating from pre-history to the present. Also contained in the History Collection are objects of a more global focus. Some of these non-regional items are held for comparative purposes; others may be eligible for deaccession.

While the majority of the Museum's History Collection was built through small individual donations, the archaeology and anthropology sub-collections were expanded greatly with several large donations. In 1966, the Museum acquired the Whitman P. Garrett Collection of Pre-Columbian artifacts. In 1968, the Museum was gifted a collection of South American artifacts by Mr. T. S. Baker. In 1976, the Museum purchased the collection of local amateur archaeologist Bunnie Hall. In 1988, the Museum received a donation from the Northeast Florida Anthropological Society of their Dent Mound holdings. The most recent large addition to the Museum's archaeology holdings was the donation in 1994 of the Thomas H. Gouchnour (Mayport Mound) Collection. These additions have helped to greatly enhance the collection while furthering the Museum's mission to bring local history to life.

Description of the Natural Science Collection

The Natural Science Collection has intrinsic value to the study and interpretation of science, which supports MOSH's mission. The collection consists of over 10,300 non-living zoological, botanical, paleontological, and geological specimens mostly indigenous to Northeast Florida. The specimens are of exhibit quality and typically prepared according to standard museum preservation practices. The Collection also contains a minority of non-regional specimens of exhibit quality for the purpose of comparative study and display.

Acquisition Policy

The Museum seeks acquisitions to strengthen and broaden its existing Collections through gift, bequest, purchase, exchange, or any other transaction by which title to an object passes to the Museum. All objects and specimens accepted into the History and Natural Science Collections become the Museum's exclusive property and may be displayed, loaned, retained, or disposed of in the best interests of the Museum and the public it serves.

Objects and specimens are accepted into the permanent collection in accordance with the following criteria:

- There will be a clear relationship between the object and the overall mission of the Museum.
- The object will not be an unnecessary duplicate of objects or specimens already in the Collection.
- The object will be of such size and condition that the Museum can provide it with proper care and handling without undue expense or drain of the Museum's resources while on display or in storage.
- The objects and specimens will only be accepted on an unrestricted basis in terms of ownership or with an explanation of the status of any potential use restrictions (such as copyrights, patents, and trademarks).
- The Museum will not accept Native American human remains or grave goods subject to repatriation.
- There will be no question as to the origin or legal status of the object.

The Curator will accession objects and specimens that meet the above criteria and guidelines into the collection in accordance with the following procedures:

- Approval from the Executive Director will be sought for accessions that require a large or unusual expense for care and storage.
- A Record of Accession (Appendix B) will be created.
- A Deed of Gift record (Appendix A) will accompany the accession record for any object acquired through gift, bequest, or exchange.
- A Bill of Sale will accompany the Record of Accession for objects or specimens acquired through purchase.
- All Collection accession records will be stored in the registration cabinet located in the History Collection storage room and filed in order of accession number.
- A digital record will be created in the Collection database.

Deaccession Policy

The decision to deaccession an object in the Museum's History Collection will be made with great care, taking into consideration the interests of the Museum and the public it serves. The process of deaccessioning is designed to keep the Museum's identity clear, focused, and consistent with its mission. To prevent legal and ethical issues no object that has been in the collections less than three years is eligible for deaccession.

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

- The object has no clear relationship with the overall mission of the Museum.

- The object is an unnecessary duplicate of objects or specimens already in the Collection.
- The object is of such size or condition that the Museum cannot provide it with proper care or storage.
- The opportunity exists to acquire a more relevant object of a similar nature through gift, exchange or purchase.
- The object has been stolen.

The Curator is responsible for determining when deaccession is necessary and will adhere to the following procedures:

- The Curator, through the Director, will recommend to the Board of Trustees the removal of an object from the Collection and the preferred method of disposition (transfer to teaching collection, scholarly exchange, donation, sale, or permanent destruction). All methods of disposition will comply with applicable laws and permits for the objects or specimens. Methods of disposal that do not meet the Museum's ethical standards, such as transfer of items to employees or board members, yard sales, etc., will not be considered.
- A Deaccession and Disposal Record (Appendix C) will be filed with the corresponding accession record in the registration cabinet.
- Digital collection records will be updated in the Collection database.
- Funds realized from the sale of deaccessioned objects or specimens will be used for one purpose only: to acquire other objects or specimens for the Collection.

NAGPRA Policy

It is MOSH's policy to comply with the Native American Graves Protection and Repatriation Act (NAGPRA) of 1990 and subsequent amendments. Collection objects subject to repatriation under NAGPRA include: Native American human remains, associated and unassociated funerary objects, sacred objects, and objects of cultural patrimony. Museum staff will not intentionally collect Native American human remains or objects specified under the Act unless written permission has been granted by the appropriate Native American tribe or corporation.

MOSH's current collection of Native American objects is in full compliance with all provisions of NAGPRA. Inventories and summaries of the collection were submitted to, and processed by, the National Park Service per NAGPRA regulations in 1994 and 2009. Copies of these inventories are stored in the Curatorial office and as digital records on the Museum's server.

Loan Policy

MOSH participates in a loan program to provide public access to objects or specimens that are not in the Museum's Collection and to extend the availability of the Museum's Collections to others. These loans will be consistent with long-term conservation of the objects and specimens and the needs of the Museum's exhibition and educational program schedule.

Incoming Loans

In order to enhance or improve the exhibition of the Collections, the Museum will borrow, from other institutions and individuals, objects and specimens to be displayed in its exhibits. The object must add depth to an area or improve the quality of the exhibition of the Collections. Long-term loan requests are considered on an individual basis. Long-term loans are defined as those with a term of longer than one year. Typically, long term loans will only be granted to government entities and other accredited museums. Long-term loans from businesses and individuals will be considered, but a yearly review of loan terms will be required. In the event that the object is subsequently gifted or otherwise acquired by the Museum, the procedures for acquisition will be applicable.

The entire loan will be documented with an Incoming Loan Agreement (Appendix D), and for each item in the loan a Condition Report (Appendix O) will be issued by the Collections Manager/Registrar. All incoming loans are handled and installed in the same manner as the Museum's permanent collection, and the utmost care is taken to comply with all the lender's requirements. When the loan has expired, the Curator will contact the lender to arrange a timely return or negotiate extension of the loan.

The Curator will approve all loans made to MOSH. If a large or unusual expense is necessary for the transport or care of the loan, approval from the Executive Director will be sought.

Incoming loans that remain unclaimed five years after the termination date of the loan agreement will be processed according to the regulations set forth in *Florida Statute 265.565 Property Loaned to Museums; Obligations to Lenders; Notice; Loan Termination; Acquisition of Title; Liens; Conservation or Disposal* (Appendix I).

Outgoing Loans

The Curator will review all requests for outgoing loans. Only exhibitions of scholarly merit with an underlying importance of public education will be considered. The exhibition must be in accordance with the Museum's educational, research and exhibitions standards as indicated in its mission statement. Individuals, including Museum staff and Board members, are not eligible to receive loans.

A Standard Facility Report (Appendix F) will be submitted to the Curator at the time of request; this document is an essential part of the application process and will be reviewed carefully to ensure the borrower follows best practices. The borrower must adhere to all parameters set forth in this History Collection Management Policy, including but not limited to those associated with handling, display, and security.

Loan requests will be reviewed with the following considerations: the physical condition and nature of the object to be borrowed, applicable permitting, its ability to travel, appropriate insurance coverage, and the borrower's ability to care for the object while it is in their possession.

If all the above criteria are met, the loan will be approved by the Curator and documented with an Outgoing Loan Agreement Form (Appendix E).

If the object(s) is on loan for a period longer than a year, the borrower will be required to report on the use of the object(s) and complete a condition report for each item annually.

Temporary Custody

Occasionally objects or specimens brought into the museum will not fall under the categories of loan or gifted object. When this is the case, a Temporary Custody Receipt (Appendix K) will be filled out, and a digital record will be created. Objects and specimens that fall into this category include but are not limited to: objects or specimens brought in for display during a special event, objects or specimens left at the museum for identification, objects or specimens left at the museum for potential use in exhibits that have not yet been formally loaned to the museum. All activities that require a Temporary Custody Receipt must be completed within two weeks, or an Incoming Loan form must be completed. Approval must be given by the Curator before any objects or specimens in this category may be brought into the Museum. All items will receive a TR (Temporary Receipt) number. The TR numbering system will follow the same model of numbering system used elsewhere in the collection (e.g. TR2013.02.01). Once the object(s) have been returned or processed for a loan, the Temporary Custody Receipt will be permanently retained with the other records stored in the History Collection storage room.

Inventory Procedures

Developing and maintaining an accurate inventory of the History and Natural Science Collections is the responsibility of the Collections Manager/Registrar. Each object in the collection is given a unique catalog number and storage location.

Only the Curator has the authority to move Collection objects or specimens on exhibit. The Curator may be assisted by staff members and volunteers who have appropriate training in museum standards for handling. Storage locations for each object are maintained in the Collections database. The database will be updated as objects or specimens are moved, so that

the most up-to-date information is available at all times. In addition, the Collections Manager/Registrar will conduct a wall-to-wall inventory of the Collection every third year.

Internal Loan Policy

Occasionally the Museum's education programming will benefit from the use of accessioned collection materials. In such cases, Museum Educators wishing to use specimens or objects from the collections will submit an Internal Loan form (Appendix L) to the Curator before materials may be removed from the storage room. The Curator will review all requests to sign out specimens and objects, keeping in mind the physical condition and nature of the object to be borrowed, applicable permitting, its ability to travel, and the type of use the educator intends. Items will only be loaned out to museum educators who have been trained in Museum handling procedures.

Found in Collection Object Policy

When unnumbered objects or specimens are discovered in the collection, a search of the catalogs will be performed in an attempt to reconcile the item with its original accession number. If no matching catalog number can be discovered in this initial search, the object will be issued a Found in Collection (FIC) accession number that denotes the year in which this initial search was made (e.g. 2013.FIC.01). Objects or specimens with a FIC number may be used in exhibitions but not removed from the Museum or loaned to other institutions.

All Found in Collection objects or specimens are considered by the Museum to be previously accessioned objects or specimens that have lost their identifying marks. As such, the museum considers all undocumented objects and specimens to be property of the museum from the time they are found.

Once the object has been assigned an accession number and object ID, a digital catalog record will be created with as much identifying information as possible including a photograph of the object and unique identifying features. A complete record will allow further attempts to be made to locate the original accession record. If the original accession record is discovered, the object will be permanently marked with its original catalog number, and the FIC number will be recorded in the old number section of the object or specimen's catalog record and then retired.

As the Museum considers Found in Collection objects and specimens to be property of the Museum, if the decision is made to deaccession a FIC object or specimen, the Curator and Board members will follow the established collections deaccession process with the following modifications. Found in Collection items must be held in the collections for five years before

they are eligible for deaccessioning. Transfer to the Teaching Collection or donation to another institution will be the preferred method of disposition if the object is in good condition. Donation or sale of the object or specimen will be accompanied by a notice of flawed title.

Management of History and Natural Science Collection Records

Professional management of the Collections relies heavily upon the development and maintenance of records. The Collections Manager/Registrar is responsible for obtaining, creating, and maintaining up-to-date records consisting of, but not limited to, the following: documents recording the legal status of objects and specimens (bill of sale, deed of gift, etc.); descriptive and historical context data; condition reports and conservation history; correspondence regarding acquisition; documents regarding deaccession; exhibition and publication histories; photographic documentation (when available); and any other records of an object's use and movement within the building or while on loan.

History and Natural Science Collection paper records will be stored in a registration cabinet located in the History Collection storage room on the third floor. Digital collection records will be stored in the Collection database. Digital records will be backed up nightly and stored on the Museum's server. A manual back-up of digital History Collection records is performed monthly and stored off-site in a bank safety deposit box.

Permit Requirements

The Museum strictly adheres to all permit requirements set forth by the United States Federal Government and the State of Florida. It is the responsibility of the Collections Manager/Registrar to obtain, manage, and maintain proper permitting for specimens in the Natural Science Collection. Past and current permits will be stored in the Curator's office and a digital copy will be stored on the Museum's servers.

History and Natural Science Collection Care and Conservation

Care of the Collections is a continuing responsibility accepted by MOSH on behalf of the general public. Therefore the Museum will carry out the legal, ethical, and professional responsibilities required to provide necessary care for all collections objects and specimens owned or borrowed.

Environmental Controls

For the History and Natural Science Collections, a relative humidity of 45% +/- 5% is considered safe. The optimum temperature range is 68° – 72°F with 2° - 3°F fluctuations within 24 hours. Changes in both temperature and RH may occur gradually as the seasons change.

To control the damaging effects of UV light, LED lighting will be used in areas where Collections objects and specimens are stored and exhibited.

Pests, such as insects and rodents, feed on the organic constituents of objects and specimens, their documentation, and their storage materials. Pest activity is monitored by visual inspection. The Collections Manager/Registrar is responsible for monitoring pest activity in collection storage areas. The Facility Manager, Director of Exhibits, maintenance staff, Visitor Services staff, and curatorial staff all work together in monitoring pest activity in exhibits. The Director of Exhibits manages the building pest control program and in conjunction with the Curator manages collection storage and exhibit spaces. The Exhibits Director is responsible for necessary building improvements.

Exhibition Guidelines

To ensure the preservation of Collections objects and specimens, the following guidelines will be implemented for objects and specimens on display:

Lighting

- Highly light-sensitive materials, such as textiles, photographs, documents, and organic materials will be rotated on and off exhibit to avoid prolonged exposure.
- Whenever possible, reproductions of photographs and documents made from digital scans will be used rather than originals.
- All electric lights in exhibition areas will be turned off every night at closing.
- All electric lights in exhibition areas will be LED lamps or will be fitted with UV filters.
- All windows in exhibition areas are fitted with UV filtering glass.

Housekeeping

- Exterior of display cases will be cleaned regularly to remove dust.
- Interior of display cases will be dusted and vacuumed by trained curatorial staff as needed.

Display

- Collections objects and specimens will be exhibited using mounting equipment appropriate to each individual object to create a stable and secure display.
- All mounting materials and exhibition labels will be made of acid-free materials.

Security

- All display cases will be secured with locks or museum screws and accessible only by curatorial staff.

- Curatorial staff will close areas to the public when working in an open display case.

Preventative Care and Conservation

The objects and specimens in the History and Natural Science Collections are made of varying materials that all require specific methods of care and conservation. The Curator will use professional care and conservation methods as described in the *National Park Service Museum Handbook, Part I Museum Collections Appendices*, located in the Curatorial office.

Collection Storage Room Access

Staff Access

Only the Curator, Collections Manager/Registrar, trained curatorial volunteers, Technical Services Manager, Director of Exhibits, and Executive Director are authorized to access the secured Collection storage areas. Other staff members, volunteers, or contractors needing access to the Collection storage areas will be accompanied at all times by an authorized staff member.

Public Access

Public access to the Collections Storage rooms is restricted to two types of use, special-audience tours and researchers. Tours are designed to enhance awareness of the Museum's collections holdings and preservation needs. All tours will be conducted by a member of the Curatorial Department. The Collections are accessible for research to serious students and scholars contingent upon staff availability and consistent with accepted security and preservation practices. Procedures for researcher access to the Collections are as follows:

- Individuals seeking access to the collections and records will seek approval from the Curator by completing a Collections Access Application form (Appendix G).
- Access will be coordinated with the Curator and will be given or denied by that Curator.
- Individuals will be accompanied by a curatorial staff member at all times while in the collection.
- Individuals granted access will be instructed by curatorial staff in proper handling procedures. Access will only be granted during normal business hours, Monday through Friday.
- Objects and specimens on exhibit will not be available for study or research, unless permission is otherwise granted by Curator.

Photography Policy

Researchers may take photographs of objects and specimens in the Collection for personal use. Researchers wishing to take photographs of objects or specimens for publication purposes must complete a Publication Agreement form (Appendix H) and be granted approval from the Curator.

Sampling and Destructive Testing Policy

Sampling and destructive testing is the permanent alteration, removal, and/or destruction of part or all of an object in the course of scientific research. Requests by researchers for sampling or testing will be taken into consideration on a case-by-case basis and must be approved in writing by the Curator, Executive Director and Board of Trustees.

TEACHING COLLECTION MANAGEMENT

Description of the Teaching Collection

The Teaching Collection serves as an integral supplement to demonstrations, programs, classes, and outreach pertaining to the Museum's mission. The collection is made up of easily replaceable objects capable of being handled.

Management of the Teaching Collection

The Teaching Collection is non-permanent and requires limited curation. All objects are marked with an object identification number beginning with TC to distinguish them from accessioned museum objects. Objects may be added to and removed from the collection at the discretion of the Education department. Teaching Collection objects are stored throughout the Museum in areas used for public education, but may not be stored in any Collections areas.

Acquisition

Objects may be acquired for the Teaching Collection in the following manner; transfer from the History or Natural Science Collections, gift, and purchase. A record of acquisition will be stored in registration cabinet in the History Collection storage room. A file containing the records of all non-accessioned acquisitions will be kept for each calendar year.

MOSH ARCHIVE COLLECTION MANAGEMENT

Description of the MOSH Archive Collection

The MOSH Archive Collection consists of materials transferred to the Curatorial department from other departments within the museum that document the museum's activities since its opening.

Management of the MOSH Archive Collection

The MOSH Archive Collection is curated in the same manner as the History and Natural Science Collections. The materials will be inventoried during the collections inventory every third year.

Acquisition, Accession, and Deaccessioning

Materials in this collection are acquired by transfer from other Museum departments. Only those items deemed relevant to the history of the Museum will be accessioned. Materials in this collection will not be deaccessioned unless they are in such a condition that they are no longer useful.

LIBRARY COLLECTION MANAGEMENT

Description of the Library Collection

The Library Collection consists of reference materials that have been acquired by the Museum for reference and research purposes. The collection is made up of books, journals, and articles that pertain to the care and understanding of the collections.

Management of the Library Collection

The Library Collection is not accessioned and requires limited curation. All objects are marked with an object identification number using the Library of Congress Classification system. Objects may be added to and removed from the collection at the discretion of the Curator. Library Collection objects are stored in the Curatorial office, the Natural Science Collection room, and the Florida Naturalist Center depending on the subject matter of the item.

Acquisition

Objects may be acquired for the Library Collection through gift or purchase. If the item is a gift, the Deed of Gift will be stored in registration cabinet in the History Collection storage room. A file containing the records of all non-accessioned acquisitions will be kept for each year.

APPENDICES

- A. Deed of Gift
- B. Record of Accession
- C. Deaccession and Disposal Record
- D. Incoming Loan Agreement
- E. Outgoing Loan Agreement
- F. Standard Facility Report
- G. Collections Access Application
- H. Publication Agreement
- I. Florida Statute 265.565
- J. MOSH Code of Ethics
- K. Temporary Custody Receipt
- L. Internal Loan Form
- M. Report of Injury or Death
- N. Damage, Recovery, and Salvage
- O. Condition Report
- P. Outgoing Loan Condition Report

A. Deed of Gift



DEED OF GIFT

DONOR NAME: _____ **DATE:** _____

ADDRESS: _____

TELEPHONE: _____ **FAX:** _____ **EMAIL:** _____

DESCRIPTION OF GIFT: _____

CONDITIONS GOVERNING GIFTS:

This donation has been received by the Museum of Science & History as a gift, and the owner or his/her agent with full authority, desiring to absolutely transfer full title by signing below, hereby gives, assigns, and conveys finally and completely, and without any limitation or reservation, the property described above to the Museum of Science & History and its successors and assigns permanently and forever, together with (when applicable) any copyrights therein and the right to copyright the same.

The Donor warrants that he/she is the sole owner of the gift and certifies that to the best of the Donor's knowledge, the subject of this gift is free and clear of all encumbrances and restrictions.

The Museum accepts as donation only those objects/specimens which can be categorized as either: additions to the Permanent Collection deemed relevant to the interpretive goals of the Museum, or expendable gifts that cannot be justly classified as a part of the Permanent Collections, but can be used in the Teaching Collection.

Objects/specimens in the Permanent Collection will be retained permanently if they continue to be relevant and useful to the purposes and activities of the Museum, and they can be properly stored, preserved and used. Deaccessioning or disposal of objects/specimens may be considered when these conditions no longer prevail, or in the interest of improving the Permanent Collection for the Museum's purposes.

Because of limited exhibition space, the Museum cannot promise permanent exhibition of any object/specimen.

All donations to the Museum of Science & History are tax deductible; however, staff is not permitted to appraise donations.

AUTHORIZED AND APPROVED BY:

Signature of Authorized Donor Date

Signature of Authorized MOSH Employee Date

1025 Museum Circle, Jacksonville, Florida, (904) 396-7062

B. Record of Accession

Accession

Museum of Science and History

Accession # _____ Other # _____ Date received _____
Source _____ Received by _____
Address _____ Accessioned by _____
Date accessioned _____
Acknowledged by Registrar Yes ☐ No ☐
Received as _____ Purchase price or value \$ _____

Object ID	Object name ---- Description

Total Objects: _____

Restrictions:

--

Accession# _____

C. Deaccession Record



DEACCESSION RECORD

OBJECT/SPECIMEN DESCRIPTION:

Accession Number: _____

Catalog Number: _____

Object/Specimen Name: _____

DOCUMENTATION:

Original Type of Acquisition: _____

Source of Acquisition: _____

CONDITION & VALUE: (for non-living objects only)

Overall Condition: _____

Current Value: _____

Does the object have future value? _____

When was the object last exhibited? _____

DEACCESSION & DISPOSAL:

Reason for Deaccession: _____

Method of Disposal:

- ☐ Donation to _____
- ☐ Exchange with _____
- ☐ Sold to _____
- ☐ Transfer to MOSH Teaching Collection
- ☐ Permanent Destruction

AUTHORIZED AND APPROVED BY:

Curator of Collections Date

Executive Director Date

Board of Trustees (for non-living objects only) Date

1025 Museum Circle, Jacksonville, Florida, (904) 396-7062

D. Incoming Loan Agreement



INCOMING LOAN AGREEMENT

LENDER NAME (full name):

DATE:

ADDRESS:

TELEPHONE:

FAX:

EMAIL:

In accordance with the conditions printed in this document, the objects listed below are borrowed for the following purpose(s) only:

For the period of:

Location of object(s) while on loan:

Museum of Science & History
1025 Museum Circle
Jacksonville, Florida 32207

Catalogue No.	Detailed Description	Lender Provided Insurance Value
---------------	----------------------	---------------------------------

Total:

INSURANCE:

To be carried by:

- ☐ Lender ()
- ☐ Borrower (Museum of Science & History)
- ☐ Other ()

SHIPPING AND PACKING:

Object(s) will be packed by:

Charges to borrower: Yes No

All items will be shipped to:

Shipment to be via:

Outgoing:

Incoming:

CREDIT LINE:

Loan No.

Page 1 of 2

CONDITIONS FOR INCOMING LOANS

By accepting the object(s) described in this document the Museum of Science & History (MOSH) agrees to the following conditions:

1. PROTECTION

- a) MOSH agrees to assume full responsibility for the safety of the borrowed object(s) during the period of the loan and to return the object(s) in the same condition as received.
- b) Objects will be exhibited in an adequately guarded space and protected from handling, damage, and theft with appropriate display cases and/or other means.
- c) Any damage, loss, or theft will be reported immediately to the lender.
- d) No cleaning, repair work, reframing, or other physical treatment will be done without permission of the lender.
- e) Lender catalog numbers or tags will not be removed. MOSH loan numbers will be carefully placed (with non-permanent materials) so as not to damage or alter the object(s) in any way.
- f) All objects will remain in the possession of MOSH until returned to the lender.
- g) Objects will be maintained in a building equipped to protect objects from fire, smoke, or flood damage and protected from extreme temperatures and humidity, excessive light, and from insects, vermin, dirt or other environmental hazards.

2. TRANSPORTATION AND PACKING

Delivery and return of the borrowed object(s) are subject to prior approval from the lender.

3. INSURANCE

Insurance in the amount of the value determined by the Lender will be placed on all loans and carried in force by MOSH from the time the object(s) are removed from the Lender until the object(s) are returned to the Lender in satisfactory condition. Coverage will be approved by the lender and MOSH will be required to show written proof of coverage, upon request, for loans whose total value is over \$500.00.

4. EXTENSIONS, TERMINATION, OR CANCELLATION

- a) Any extension of the loan period will be requested at least two weeks prior to the termination date of the loan.
- b) If MOSH ceases to use the object(s) prior to the ending date of the loan, the lender will be notified, and the object(s) returned as soon as possible.
- c) Loans that remain unclaimed for at least five years following the termination date of the loan will be processed according to Florida statute 265.565. A copy of the statute will be provided upon request.

5. PHOTOGRAPHY AND PUBLICATION

MOSH assumes that photography and publication of photographs of loaned objects is permitted unless otherwise prohibited in writing by the lender.

6. SPECIFICS TO THIS LOAN:

Only trained curatorial staff will handle loan object(s).

Loan authorized and approved by:

Lender Signature

Date

Borrower (Museum of Science & History) Signature

Date

All of the above objects were RETURNED in good condition.

Lender Signature

Date

Loan No. _____

Page 2 of 2

E. Outgoing Loan Agreement



OUTGOING LOAN AGREEMENT

BORROWER NAME (full name):

DATE:

ADDRESS:

TELEPHONE:

FAX:

EMAIL:

In accordance with the conditions printed in this document, the objects listed below are borrowed for the following purpose(s) only:

For the period of:

Location of object(s) while on loan:

Catalogue No.	Description	Lender Provided Insurance Value

Total Lender Provided Insurance Value:

INSURANCE:

To be carried by: ☐ Lender (Museum of Science & History)
☐ Borrower ()
☐ Other ()

CREDIT LINE: "Courtesy of the Museum of Science & History, Jacksonville, Florida"

Loan No.

Page 1 of 2

CONDITIONS FOR OUTGOING LOANS

By accepting the object(s) described in this document the borrower agrees to the following conditions:

1. PROTECTION

- a) The borrower agrees to assume full responsibility for the safety of the borrowed object(s) during the period of the loan and to return the object(s) in the same condition as received.
- b) Objects must be exhibited in an adequately guarded space and protected from handling, damage, and theft with appropriate display cases and/or other means.
- c) Any damage, loss, or theft must be reported immediately to the lender.
- d) No cleaning, repair work, reframing, or other physical treatment will be done without permission of the lender.
- e) MOSH catalog numbers or tags must not be removed. Borrower's loan numbers should be carefully placed (with non-permanent materials) so as not to damage or alter the object(s) in any way.
- f) All objects must remain in the possession of the borrower until returned to the lender.
- g) Objects must be maintained in a building equipped to protect objects from fire, smoke, or flood damage and protected from extreme temperatures and humidity, excessive light, and from insects, vermin, dirt or other environmental hazards.

2. TRANSPORTATION AND PACKING

Delivery and return of the borrowed object(s) are subject to prior approval from the lender. Packing and transportation will be paid by the borrower.

3. INSURANCE

Insurance in the amount of the value determined by MOSH must be placed on all loans and carried in force by the borrower from the time the artifacts are removed from MOSH until the artifacts are returned in satisfactory condition. Coverage must be approved by the lender and the borrower will be required to show written proof of coverage for loans whose total value is over \$500.00.

4. EXTENSIONS, TERMINATION, OR CANCELLATION

- a) Any extension of the loan period should be requested at least two weeks prior to the termination date of the loan.
- b) If the borrower ceases to use the object(s) prior to the ending date of the loan, the lender should be notified, and the object(s) returned as soon as possible.
- c) MOSH reserves the right to withdraw the loan at any time in the case of negligent handling by the borrower.
- d) If a loan is extended beyond one year the borrower must complete a yearly condition and use report for each object.

5. PHOTOGRAPHY AND PUBLICATION

Photography and publication of photographs of loaned objects is permitted unless otherwise prohibited in writing by the lender.

6. SPECIFICS TO THIS LOAN:

- Only collections staff may handle these objects

Authorized and approved by:

Lender (Museum of Science & History) Signature

Date

Borrower Signature

Date

All of the above objects were RETURNED in good condition.

Lender (Museum of Science & History) Signature

Date

Loan No.

Page 2 of 2

F. Standard Facility Report



Museum of Science & History
1025 Museum Circle
Jacksonville, FL 32207
(904) 396-7062
(904) 396-7093
www.themosh.org

FACILITY REPORT

Facility:	_____
Address:	_____
Phone:	_____
Contact:	_____

1. Building General

Date Built:	_____
Type of Temperature and Humidity Control:	_____
How is it monitored?	_____
What kind of pest control in building?	_____
How frequently?	_____

2. Building Security

Who has access to the building after hours?	_____
How are keys stored?	_____
Number of windows/Type of locks:	_____
Number of doors/Type of locks:	_____
Other possible entrances:	_____
Are there alarms at all entrances?	_____
What kind of alarms?	_____
How are alarms monitored during open hours?	_____
How are alarms monitored after hours?	_____
Is a guard force used?	_____
When?	_____

3. Fire Prevention

Is building constructed of fireproof materials?	_____
What are the materials?	_____
Is the building protected by a fire alarm system?	_____
What kind of fire alarms?	_____
How are alarms monitored during open hours?	_____
How are alarms monitored after hours?	_____
Distance in miles to nearest fire house?	_____
Is the building equipped with automatic fire suppression system? If so, what kind?	_____
Does your facility conduct regular fire drills?	_____
Are personnel trained in procedures and equipment use?	_____

4. Display/Gallery Area	
Size of gallery/square footage: _____	
Ceiling height: _____	
Who has access to gallery/exhibit cases? _____	
Are there alarms in the gallery? If so, what kind? _____	
Who monitors gallery alarms? _____	
Are guards used in gallery area? _____	
Describe gallery/exhibit cases (materials, locks, etc.): _____	
Are there alarms on the cases? If so, what kind? _____	
Are the cases ventilated? _____	
Describe the gallery lighting system: _____	
Describe internal case lighting, if any: _____	
Are ultraviolet filters used on UV sources? _____	
Estimated footcandles of light: _____	
5. Storage Area	
Is storage area locked? _____	
Are there alarms in storage area? If so, what kind? _____	
Who monitors storage area alarms? _____	
How will objects be stored when not on exhibit? _____	
Describe storage equipment: _____	
Describe storage area ventilation: _____	
Are carts, dollies, etc. available? _____	
6. Shipping and Receiving	
Is there a loading dock? _____	
If no, how are trucks unloaded? _____	
Largest crate you can receive, handle and store: _____	
Is the shipping and receiving area secure? Describe: _____	
Are artifacts ever left in the shipping area? If so, how are they secured? _____	
7. Personnel	
Who handles artifacts in receiving and storage? _____	
Who installs artifacts in exhibits? _____	
Who monitors the ongoing condition of artifacts? _____	
Prepared by:	
Name: _____	Title: _____
Signature: _____	Date: _____

G. Collections Access Application



HISTORY COLLECTION

1025 Museum Circle
Jacksonville, FL 32207
(904) 396-7062

Collections Access Application

MOSH makes its collections accessible only to serious students and scholars for research, contingent upon staff availability and consistent with accepted security and preservation practices. Procedures for the access to Collections are as follows:

- Individuals seeking access to the collection and records must seek approval from Curator of Collections by completing this Collections Access Application form.
- Access must be coordinated with the Curator of Collections and will be given or denied by that Curator.
- Individuals must be accompanied by a collections staff member at all times while in the collection.
- Individuals granted access will be instructed by collections staff in proper handling procedures.
- Objects/specimens are only available during normal business hours, Monday through Friday.
- Objects/specimens on display are not available for study or research unless permission is otherwise granted by Curator of Collections.
- Researchers may take photographs of objects/specimens in MOSH's collection for personal use. Researchers wishing to take photographs of objects/specimens for publication purposes must have prior written approval from the Curator of Collections.
- Requests for sampling or testing will be taken into consideration on a case by case basis and must be approved in writing by Curator of Collections, Director, and Board of Trustees.
- Completed research, whether published or unpublished, must be submitted to MOSH.

Applicant Information

Name: _____
Address: _____
City: _____ State: _____ Zip: _____ Country: _____
Phone: _____ Email: _____
Affiliation (University or Research Organization): _____

To which object, specimen and/or collection would you like access? _____

What is the exact nature of your research and why do you require access to the object, specimen, or collection?

Do you plan to photograph objects? _____ If yes, will the photographs be published, and where?

Do you plan to seek authorization for sampling or testing? _____

If so, please explain: _____

Created, Feb 2009

MCSH
MUSEUM OF SCIENCE & HISTORY

PUBLICATION AGREEMENT

Description of how photographs will be used: _____

Name	Organization	Date
------	--------------	------

Curator	Date
---------	------

[illegible]

41

I. Florida Statute 265.565

2013 Florida Statutes
Title XVIII PUBLIC LANDS AND PROPERTY
Chapter 265 MEMORIALS, MUSEUMS, AND ARTS AND CULTURE
SECTION 565

265.565 Property loaned to museums; obligations to lenders; notice; loan termination; acquisition of title; liens; conservation or disposal.—

(1) **LEGISLATIVE FINDINGS.**—The people of Florida benefit from having property of artistic, historic, cultural, or scientific value loaned to museums in this state. Loans of such property are made to these museums for study or display in furtherance of their educational purposes. However, problems arise in relation to loans for indefinite or long terms when museums and lenders fail to maintain contact. Museums routinely store and care for loaned property long after loan periods have expired or should reasonably be deemed expired. In such circumstances, museums have limited rights to the use and treatment of unclaimed loan property, while at the same time they bear substantial unreimbursed expenses, including, but not limited to, costs related to storage, recordkeeping, climate control, security, periodic inspection, insurance, conservation, and general overhead. The Legislature finds and declares that it is in the public interest to establish uniform procedures governing the disposition of unclaimed property on loan to museums in the state and, more particularly, to encourage museums and their lenders to exercise due diligence in monitoring loans, to allocate fairly responsibilities between lenders and borrowing museums, to establish procedures for lenders to preserve their interests in property loaned to museums for indefinite or long terms, and to resolve expeditiously the title to unclaimed loans left in the custody of museums.

(2) **DEFINITIONS.**—

(a) “Lender” means an individual, corporation, partnership, trust estate, or other organization or entity whose name appears in the records of the museum as the entity legally entitled to control property on loan to the museum.

(b) “Loans,” “loaned,” or “on loan” refers to property in possession of the museum not accompanied by a transfer of title to the property or accompanied by evidence that the lender intended to retain title to the property and to return to take physical possession of the property in the future.

(c) “Museum” means a public or private not-for-profit agency or institution located in Florida and organized on a permanent basis for primarily educational, scientific, or aesthetic purposes, which owns or utilizes tangible objects, cares for them, and exhibits them to the public on a regular basis.

(d) “Property” means all tangible objects in the custody of a museum which have intrinsic historical, artistic, scientific, or cultural value.

(e) “Records” or “museum records” means documents created or held by a museum in its regular course of business.

(f) “Unclaimed property” means property which is on loan to the museum and in regard to which the lender, or anyone acting legitimately on the lender’s behalf, has not contacted the museum for at least 25 years from the date of the beginning of the loan, if the loan was for an indefinite or undetermined period, or for at least 5 years after the date upon which the loan for a definite period expired.

(3) **OBLIGATIONS OF MUSEUMS TO LENDERS.**—

(a) For property loaned to a museum after the effective date of this act, the museum shall:

1. Make and retain a written record containing, at a minimum, the lender’s name, address, and telephone number, a description of the property loaned in sufficient detail for clear identification, including a description of the general condition of the property at the time of the loan, the beginning date of the loan, and the expiration date of the loan.
2. Provide the lender with a signed receipt or loan agreement containing, at a minimum, the record set forth in subparagraph 1.

3. Inform the lender of the existence of the provisions of this act and provide the lender with a copy of the provisions of this act upon the lender's request.

(b) Regardless of the date of a loan of property, the museum shall:

1. Update its records if a lender informs the museum of a change of address or change in ownership of property loaned, or if the lender and museum negotiate a change in the duration of the loan.

2. Inform the lender of the existence of the provisions of this act when renewing or updating the records of an existing loan and provide the lender with a copy of the provisions of this act upon the lender's request.

(c) A museum shall give a lender prompt notice of any known injury to or loss of property on loan.

(4) LENDER'S NOTICE.—

(a) It is the responsibility of the owner of property on loan to a museum to notify the museum promptly in writing of any change in the lender's address or change in ownership of the property.

Failure to notify the museum of these changes may result in the owner's loss of rights to the property.

(b) It is the responsibility of a successor of a lender to document passage of rights of control of the property in the custody of a museum.

1. Unless there is evidence of bad faith or gross negligence, no museum shall be prejudiced by reason of any failure to deal with the true owner of any loaned property.

2. In cases of disputed ownership of loaned property, a museum shall not be held liable for its refusal to surrender loaned property in its possession except in reliance upon a court order or judgment.

(5) TERMINATION OF LOANS.—

(a) A museum may terminate a loan for unclaimed property in its possession by making a good faith and reasonable search for the identity and last known address of the lender from the museum records and other records reasonably available to museum staff. If the museum is able to identify the lender and the lender's last known address, the museum shall give notice to the lender that the loan is terminated pursuant to paragraph (b). If the identity or last known address of the lender remains unknown after a good faith and reasonable search, the museum shall give notice by publication pursuant to paragraph (c).

(b) A museum shall provide notice of termination of a loan of unclaimed property by sending a letter by certified mail to the lender at the lender's last known address giving notice of termination of the loan, which shall include the date of notice of termination, the name of the lender, a description of the property sufficient in detail for ready identification, the beginning date of the loan, if known, the termination date of the loan, if applicable, the name and address of the appropriate museum official to be contacted regarding the loan, and a statement that within 90 days of the date of the notice of termination, the lender is required to remove the property from the museum or contact the designated official in the museum to preserve the lender's interests in the property. Failure to provide such notice will result in the loss of all rights in the property pursuant to subsection (6).

(c) If the museum is unable to identify sufficient information to send notice pursuant to paragraph (b), or if a signed return receipt of a notice sent by certified mail pursuant to paragraph (b) is not received by the museum within 30 days after the notice is mailed, the museum shall publish the notice of termination of loan containing all the information available to the museum provided in paragraph (b) at least twice, 60 or more days apart, in a publication of general circulation in the county in which the museum is located and the county of the lender's last known address, if known.

(6) MUSEUM GAINING TITLE TO PROPERTY; CONDITIONS.—As of the effective date of this act, a museum acquires title to unclaimed property under any of the following circumstances:

(a) For property for which a museum provides notice to a lender in accordance with paragraph (5)(b) and a signed receipt is received, if the lender of the property does not contact the museum within 90 days after the date notice was received.

- (b) For property for which notice by publication is made pursuant to paragraph (5)(c), if the lender or anyone claiming a legal interest in the property does not contact the museum within 90 days after the date of the second publication.
- (7) CONTRACTUAL OBLIGATIONS.—Notwithstanding the provisions of this act, a lender and museum can bind themselves to different loan provisions by written contract.
- (8) EFFECT ON OTHER RIGHTS.—
- (a) Property on loan to a museum shall not escheat to the state under any state escheat law but shall pass to the museum under the provisions of subsection (6).
- (b) Property interests other than those specifically addressed in this act are not altered by this act.
- (9) TITLE OF PROPERTY ACQUIRED FROM A MUSEUM.—A museum which acquires title to property under this act passes good title to another when transferring such property with the intent to pass title.
- (10) MUSEUM LIEN FOR EXPENSES OF EXPIRED LOANS.—As of the effective date of this act, a museum shall have a lien for expenses for reasonable care of loaned property unclaimed after the expiration date of the loan.
- (11) CONSERVATION OR DISPOSAL OF LOANED PROPERTY.—Unless there is a written loan agreement to the contrary, a museum may apply conservation measures to or dispose of a loaned property without a lender's permission if:
- (a) Immediate action is required to protect the property on loan or to protect other property in the custody of the museum, or because the property on loan has become a hazard to the health and safety of the public or the museum's staff and:
1. The museum is unable to reach the lender at the lender's last address of record, so that the museum and the lender can promptly agree upon a solution; or
 2. The lender will not agree to the protective measures the museum recommends yet is unwilling or unable to terminate the loan and retrieve the property.
- (b) In the case of a lender who cannot be contacted in person, the museum publishes a notice of its intent to apply conservation measures or dispose of the property on loan in a publication of general circulation in the county in which the museum is located and the county of the lender's last known address, if known, and there is no response for 60 days. Such a notice shall also contain the lender's name, the lender's address, if known, the date of the loan, and the name, address, and telephone number of the appropriate museum office to be contacted for information regarding the property on loan.
- (12) If a museum applies conservation measures to or disposes of a property pursuant to subsection (11), the museum shall have a lien on the property and on the proceeds from any disposition thereof for the costs incurred by the museum, and the museum shall not be liable for injury to or loss of the property if:
- (a) The museum had a reasonable belief at the time the action was taken that the action was necessary to protect the property on loan or other property in the custody of the museum, or that the property on loan constituted a hazard to the health and safety of the public or the museum's staff.
- (b) The museum exercised reasonable care in the choice and application of conservation measures.
- History.—s. 1, ch. 97-267.

CODE OF ETHICS



Adopted: January 13, 1983,
Revised January 13, 1994; June 22, 2006; April 22, 2010; September 9, 2010

The Museum of Science and History of Jacksonville, Inc. (also known as MOSH and the Museum) holds in trust the natural and cultural heritage of Northeast Florida. As a steward of that wealth, it is incumbent upon MOSH to preserve our area's inheritance for posterity. The Museum is also charged with the responsibility of advancing an understanding of the sciences and the human experience in the region.

In discharging its duties, the Museum is compelled to take affirmative steps to maintain a high standard of integrity which warrants public trust. All Museum activities will comply with applicable local, state, and federal laws and international convention, as well as with the specific legal standards governing trust responsibilities. However, MOSH, and those responsible for the institution, must do more than avoid legal liability. The board of trustees, administration, staff and volunteers must act not only legally, but also ethically. This Code of Ethics for the Museum of Science and History therefore outlines ethical standards that frequently exceed legal minimums.

While it is recognized that every individual is entitled to a measure of personal independence and has a right to a private life independent of the Museum, it is also recognized that to the public, a MOSH trustee, employee, or volunteer is never wholly separable from the institution. Therefore, there must be not only honest and ethical behavior by those in service to the Museum, but also the complete absence of any appearance of dishonesty, collusion, or betrayal of the public trust. Trustees, administration, staff members, and volunteers are expected to avoid situations which are at odds with or appear to violate the Code of Ethics and any other Museum policies.

By subscribing to and promulgating this Code of Ethics, the board of trustees, administration, staff, and volunteers affirm their commitment to strengthen the Museum's work and the contributions of the Museum to our society, present and future.

Board of Trustees

The Museum's governance has a public trust responsibility for the institution's service to society. The board makes certain that physical, human, and financial resources support the mission of MOSH.

Thus the board ensures that:

- Trustees shall understand and support the mission of MOSH.
- Trustees shall understand and fulfill their public trust responsibilities and act corporately, not as individuals.
- Public good rather than financial gain shall be promoted.
- The Museum's collections and programs and its physical, human, and financial resources shall be protected, maintained, and developed in support of the Museum's mission.

- A relationship is maintained with staff in which shared roles are recognized and separate responsibilities are respected. The board ensures that policies are formulated and articulated and prudent oversight is practiced, while operational responsibility rests with the museum president and CEO.
- Working relationships among trustees, employees, and volunteers shall be based in equity and mutual respect.

Administration

The Museum's administration is a link between policy, as determined by the board, and the application of policy to the daily work of the institution – collecting, preserving, and interpreting. The administration is also charged with the responsibility of remaining informed of current professional standards and practices in the museum field, as well as any laws or regulations pertaining to all facets of museum operations, and advising the board of trustees of those museum standards and practices and general regulations as they formulate policy.

Thus the president and CEO ensure that:

- Prudent oversight of the application of policies shall be practiced.
- Professional standards and practices shall guide museum operations.
- The responsibility for employment, discipline, and release of other staff, subject to established personnel policies, rests with the president and CEO.
- Financial records from which accurate information can be generated to manage the Museum in a fiscally sound manner as a matter of public trust shall be maintained.
- The Museum president and CEO shall be considered the official spokesperson for MOSH unless another spokesperson has been delegated by the board executive committee or the president. No individual may presume to represent the Museum or respond to media inquiries without permission of the president or the board executive committee.

Management Practices

Management practices will comply with applicable local, state, and federal laws and international convention, support and strengthen the Museum's mission, and reflect well on the reputation of MOSH.

Thus the Museum ensures that:

- In all business dealings, the Museum's trustees and staff will conduct themselves in a manner which is honest and ethical.
- MOSH will seek out and respond positively to opportunities to work with other museums, educational institutions, and nonprofit organizations with allied interests to further the Museum's goals.
- MOSH will maintain a written Human Resource Policies Manual.
- MOSH will retain all financial and personnel records in compliance with Federal and State requirements. In accordance with the Sarbanes-Oxley Act of 2002, MOSH, its trustees, and its

staff, will not alter, cover up, falsify or destroy any document, real or electronic, or persuade someone else to do so, to prevent use of such documents in an official proceeding.

Revenue Producing Activities

Activities which involve fundraising, and the marketing and sale of products, programs, services, and facilities are acceptable ways to produce support revenues and increase public awareness of and participation in Museum activities. While engaging in fundraising and/or revenue producing activities, those responsible for MOSH must never lose sight of the institution's public role.

Thus the Museum ensures that:

- No activities to raise funds or earn revenue shall be undertaken which violate or compromise the integrity of the Museum's mission or the ability of the institution or individuals responsible for the institution to meet professional standards.

Conflicts of Interest

Effective Museum trustees, employees, and volunteers are well-rounded, accomplished individuals whose intellectual growth, spiritual growth, community service, and physical and social health are to be encouraged. MOSH supports the rights of those responsible for the institution to their beliefs, and their right to pursue their interests. However, The Museum exists to serve the public interest and must always studiously avoid conflicts of interest. Conflicts of interest can be defined as any activity in which personal gain or private interest competes with the purpose of MOSH.

Thus the Museum ensures that:

- The Museum facility, name, logo, or reputation may not be used to support political, religious, or other causes.
- Nepotism policy states (1) Board members and their immediate family members (as defined in #3) will be excluded from consideration for employment by the organization. (2) Employees shall not hold a position with the organization while they or members of their immediate family (as defined in #3) serve on the board of trustees or any committee of the board. (3) Employees may not hold a job over which a member of their immediate family exercises supervisory authority. In this section and sections 1 and 2 above, immediate family includes the following: husband, wife, son, son-in-law, daughter, daughter-in-law, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, grandparents and grandchildren.
- No trustee, employee, or volunteer may represent the Museum as taking a position with respect to an issue or cause unless that position has been adopted by the board and the trustee, employee, or volunteer has been designated as the MOSH representative.
- Museum equipment, supplies, and logos may not be used for personal activities or for the pursuit of personal causes.

- All trustees, administration, staff, and volunteers shall avoid carefully the reality and the appearance of using their positions or the information and access gained from their positions for personal gain.
- As detailed in the MOSH Human Resource Policy Manual's Proprietary Information Agreement, Museum trustees, staff or volunteers may not make personal use of any information, data, or products produced for the benefit of the Museum.
- Staff may volunteer for or serve on boards of other organizations so long as that activity does not conflict with the Museum's interests nor interfere with duties and obligations to MOSH. Staff members should make such affiliations known to the president.
- Trustees, administration, staff and volunteers shall refrain from personal collecting in any manner that conflicts with the interests or credibility of MOSH.
- Trustees, administration, staff and volunteers shall not attempt to intercept a donation to MOSH in order to divert it to another collection, public or private.
- Every reasonable effort must be made to give MOSH the first opportunity, or right of refusal, to purchase any available, mission relevant artifact or specimen before it is obtained personally.
- Those who actively collect should keep a current inventory and documentation of their collections for their personal protection.
- Dealing in artifacts and/or specimens by those responsible for MOSH is prohibited.
- MOSH employees may at no time provide appraisals acting as either a representative of MOSH or independently, with or without compensation.
- At no time shall trustees, staff, or volunteers accept payment, gifts, or favors for making a referral or endorsement associated with MOSH or its business.
- Collections shall not be made available to any individual on any basis for personal use, either on or off the premises, or for any purpose contrary to the adopted collections policy.
- Museum employees may not receive compensation for published articles or for presenting a lecture or program which would normally be within the scope of their position or which has been prepared or delivered on Museum time.
- Employees may receive compensation for published articles or for presenting a lecture or program which falls outside the scope of their position provided the article, lecture, or program has been entirely produced on free time without using Museum resources, the activity poses no conflict of interest with the Museum, and that employee has received permission from the president. In the case of the president, full written disclosure of income from such sources must be made to the Board.
- Employees consulting for a fee may do so only with prior approval from the president. In the case of the president, all such consulting is to be fully disclosed to the board in advance.

Gifts and Favors

Museums have high public visibility and those associated with them enjoy a generous measure of public esteem. To the public the action by the individual may reflect on the Museum or be attributed to it. MOSH trustees, staff, or volunteers should never abuse their official positions or their contacts within the community or bring discredit or embarrassment to the Museum or to the profession in any activity, museum related or not.

Thus, the Museum ensures that:

- Tips, rebates, gifts, and/or favors intended to influence a Museum purchase or policy decision, or which appears to be so intended, are not to be accepted by trustees, employees, or volunteers. Any gifts of value that may be given are considered to have been given to the “office” of the recipient and, therefore, should be turned over to the Museum. If there is any question as to the intent of the gift or its possible misinterpretation, the matter should be discussed with the president or the board.
- Museum employees may not accept gratuities for performing any of the duties performed as an employee.
- Staff members should not seek favors or attempt to ingratiate themselves with MOSH trustees and patrons.
- MOSH trustees should not expect favors of the Museum or its employees not accorded to all members of the public, except those necessary to carry out their duties as board members.

Collections

The distinctive character of MOSH derives from the ownership, care, and use of objects, specimens, and living collections representing the region’s natural and cultural common wealth. The stewardship of collections entails the highest public trust and carries with it the presumption of rightful ownership, permanence, care, documentation, accessibility, and responsible disposal. The Museum’s obligation to the collections is paramount.

Thus the Museum ensures that:

- Collections in the custody of MOSH shall support its mission and public trust responsibilities.
- MOSH shall maintain and abide by a comprehensive collection policy officially adopted by the board.
- Acquisition, disposal, and loan activities shall conform to mission and public trust responsibilities.
- Acquisition, disposal, and loan activities shall be conducted in a manner that respects the protection and preservation of natural and cultural resources and discourages illicit trade in such materials.
- Collections shall be acquired, cared for, and interpreted with sensitivity to their cultural origins.
- Collections in the custody of MOSH shall be accounted for and documented.
- Collections shall be protected, secure, unencumbered, cared for, and preserved.
- Access to the collections and related information shall be regulated.
- Collections shall not be capitalized or treated as financial assets.
- Disposal of collections through sale or trade is solely for the advancement of the Museum’s mission. Proceeds from the sale of collections are to be used consistent with the established standards of the Museum’s disciplines, but in no way shall they be used for anything other than acquisitions of other items for the collection.
- Human remains from burial sites will not be acquired.
- Collection related activities shall promote the public good rather than individual financial gain.

Interpretation

The Museum serves its audience primarily by advancing an understanding and appreciation of the region's science and history through exhibitions, educational activities, research, and publications. Interpretation furthers the Museum's mission and is responsive to the concerns, interests, and needs of society.

Thus the Museum ensures that:

- Interpretation shall support the mission and public trust responsibilities.
- Interpretation shall be founded on scholarship, accurately reflecting the facts as they have been documented and shall be marked by intellectual integrity.
- Interpretation must take special care not to dilute or ignore accuracy and inclusiveness for the sake of public entertainment or popularity.
- Interpretation must accurately reflect the context of the subject matter.
- Interpretation shall be accessible and participation of the widest possible audience consistent with mission and resources is encouraged.
- Interpretation shall respect pluralistic values, traditions, and concerns.
- Interpretation shall promote the public good rather than individual financial gain.

Social Responsibility

The Museum shall actively ensure that the variety of cultural experiences in all programmatic and operational activities is accurately represented. The Museum will strive to be representative of our diverse society through equity in staffing, training, collecting, programming, and marketing. All MOSH activities, products, and services will be provided in such a way as to maximize access to all people.

Intellectual Freedom

Scholarship and interpretation demand intellectual freedom. MOSH will refrain from any activity that willfully restricts or discredits free and open exploration and interpretation of the sciences or the human experience.

This Code of Ethics was adopted by the Museum in 1983, revised in 1994, 2006, and 2010. The original document and the revised code have borrowed heavily from the codes of ethics of both the American Association of Museums and the American Association for State and Local History. The Museum subscribes to the codes of both organizations.

K. Temporary Custody Receipt



TEMPORARY CUSTODY RECEIPT

OWNER NAME (full name):

DATE:

ADDRESS:

TELEPHONE:

FAX:

EMAIL:

The objects listed below are in the temporary custody of the Museum for the following purpose(s) only:

For the period of (not more than two weeks):

Catalogue No.	Detailed Description	Condition Notes

CONDITIONS FOR TEMPORARY CUSTODY

By accepting the object(s) described in this document the Museum of Science & History (MOSH) and the object(s) Owner agree to the following conditions:

RESPONSIBILITY:

The objects listed above were left in the Museum's custody at the owner's risk. It is understood that while the Museum will provide reasonable care for the object(s), the Museum is not responsible for the object. Insurance will be provided by the object's owner unless otherwise noted.

EXTENSIONS AND TERMINATION:

- a) Any extension of the custody period beyond two weeks from the initial receipt date will require an Incoming Loan Form be completed.
- b) Objects that remain unclaimed after the end of the Temporary Custody Receipt terms will be forfeited to the Museum.

Loan authorized and approved by:

Owner Signature

Date

Museum of Science & History Authorized Signature

Date

All of the above objects were RETURNED.

Owner Signature

Date

Temporary Receipt No.

Page 1 of 1

L. Internal Loan Form



INTERNAL LOAN FORM

Employee Name:

Date:

Have you completed Collections Handling training?:

Which Collections object(s) do you wish to use?:

What program will you be using the object(s) for?:

What date(s) will you need the object(s)? (Please allow two weeks for review):

How do you intend to use the items? (Display? Hands on? Off site?):

To be filled out by Curatorial Department:

Object ID	Object Name	Notes	General Condition	Special Permitting
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Authorized and approved by:

Curatorial Department Signature

Date

Borrower Signature

Date

All of the above objects were RETURNED in good condition.

Curatorial Department Signature

Date

M. Report of Injury or Death



LIVING COLLECTION

1025 Museum Circle
Jacksonville, FL 32207
(904) 396-7062

REPORT OF INJURY OR DEATH

Specimen Name:
Accession Number:
Catalog Number:
Home Location:

Person Reporting:
Date of Report:
Site of Incident:

Description of Incident:

Signatures:

Naturalist _____ Date _____

Curator _____ Date _____

Executive Director _____ Date _____

Created 12/2009

N. Damage, Recovery, and Salvage Report



Curatorial Department

1025 Museum Circle
Jacksonville, FL 32207
(904) 396-7062

DAMAGE, RECOVERY AND SALVAGE REPORT

Object Name: _____ Person Reporting : _____
Catalog Number: _____ Title: _____
Accession Number: _____ Date of Report: _____
Storage/Exhibit Location: _____ Site of Damage: _____

Description of incident that caused damage: _____

Damage due to (check all that apply):

- ☐ Accident
- ☐ Vandalism
- ☐ Deterioration/Corrosion
- ☐ Improper Handling
- ☐ Water
- ☐ Fire
- ☐ Smoke/Soot/Ash
- ☐ Pests
- ☐ Mold/Mildew
- ☐ Chemical/Hazardous Materials
- ☐ Mud/Dirt
- ☐ Bleeding Dyes
- ☐ Extreme Environmental Conditions
- ☐ Other: _____

Suggested treatment (check all that apply):

- ☐ Air-drying
- ☐ Interleaving
- ☐ Freezing
- ☐ Rinsing
- ☐ Vacuuming
- ☐ Wiping
- ☐ Reconstruction
- ☐ On-site Dehumidification
- ☐ Consult Professional Conservator
- ☐ Commercial Vacuum Freeze-drying
- ☐ Commercial Vacuum or Thermal drying
- ☐ No treatment
- ☐ Permanent Disposal
- ☐ Other: _____

Summary of current condition (check all that apply):

- ☐ Broken
- ☐ Unstable
- ☐ Stable
- ☐ Disfigured
- ☐ Incomplete
- ☐ Missing/Lost
- ☐ Pieces Missing
- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Status of object when damage occurred:

- ☐ On Exhibit
- ☐ In Storage
- ☐ In Transport
- ☐ On Loan
- ☐ Other: _____

Additional Details: _____

Please attach photographic documentation of damage.

Be sure to record the date and time photograph was taken and use a scale for size, if possible.

Revised August 2012

O. Condition Report



HISTORY COLLECTION

1025 Museum Circle
Jacksonville, FL 32207
(904) 396-7062

CONDITION REPORT

Object: _____ Person Reporting: _____
Accession/Loan Number: _____ Date of Report: _____
Catalog Number: _____ Storage Location: _____

General Condition: ____ Excellent ____ Good ____ Fair ____ Poor ____ Stable ____ Unstable

Physical description of object: _____

Previous repairs/alterations: _____

Structure

- ◇ Glass
- ◇ Ceramic
- ◇ Metal
- ◇ Wood
- ◇ Textile
- ◇ Basket
- ◇ Paper
- ◇ Leather
- ◇ Other: _____

Surface

- ◇ Unfinished
- ◇ Varnished
- ◇ Painted
- ◇ Patina
- ◇ Veneer
- ◇ Glazed
- ◇ Unglazed
- ◇ Oiled
- ◇ Other: _____

Condition:

- ◇ Dirt/grime
- ◇ Worn
- ◇ Abrasions
- ◇ Scratches
- ◇ Stained
- ◇ Corrosion
- ◇ Tarnish
- ◇ Warping
- ◇ Shrinking
- ◇ Flaking
- ◇ Holes
- ◇ Tears
- ◇ Cracked
- ◇ Rotted
- ◇ Insects/rodents
- ◇ Mold/mildew
- ◇ Moisture damage
- ◇ Other: _____

Degree (slight, minor, major):

Location:

Revised, May 2006

P. Outgoing Loan Condition Report



HISTORY COLLECTION

1025 Museum Circle
Jacksonville, FL 32207
(904) 396-7062

OUTGOING LOAN CONDITION REPORT

Object: _____ Person Reporting: _____
Accession/Loan Number: _____ Date of Report: _____
Catalog Number: _____ Exhibit Name/Location: _____

General Condition: ____ Excellent ____ Good ____ Fair ____ Poor ____ Stable ____ Unstable

Physical description of object: _____

Previous repairs/alterations: _____

Damage:
(mark all that apply)

Degree (slight, minor, major):

Location:

◇ Dirt/grime	_____	_____
◇ Worn	_____	_____
◇ Abrasions	_____	_____
◇ Scratches	_____	_____
◇ Stained	_____	_____
◇ Corrosion	_____	_____
◇ Tarnish	_____	_____
◇ Warping	_____	_____
◇ Shrinking	_____	_____
◇ Flaking	_____	_____
◇ Holes	_____	_____
◇ Tears	_____	_____
◇ Cracked	_____	_____
◇ Rotted	_____	_____
◇ Insects/rodents	_____	_____
◇ Mold/mildew	_____	_____
◇ Moisture damage	_____	_____
◇ Other: _____	_____	_____

Revised, August 2013