

THE MAMMOTH SITE OF HOT SPRINGS SD INC.

**COLLECTIONS
MANAGEMENT
POLICIES**

**Approved by the Collections Committee:
October 25th, 2012**

**Approved by The Board of Directors:
November 20th, 2012**

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I. MISSION STATEMENT:

Our mission is the preservation, research and interpretation of the Mammoth Site of Hot Springs, South Dakota and the promotion of understanding and appreciation of natural history regionally and internationally, with an emphasis on the late Pleistocene.

II. CODE OF ETHICS:

Activities that conflict with staff responsibilities or cause staff members to favor outside interest over those of their institution must be avoided. Since the prime responsibility of the Mammoth Site is to maintain objects in the public trust, the Mammoth Site requires its staff:

1. To act ethically and legally in collecting, acquiring, reproducing, lending, and disposing of objects;
2. To discourage unethical, illegal, and destructive practices with respect to collecting, acquiring, storing, reproducing, displaying, transporting, and trafficking in objects;
3. To refrain from providing donors with appraisals for any gift or bequest;
4. To abide by the recommendations set forth in the Museum Ethics Report published by the American Association of Museums in 1993, the Conflict of Interest Code adopted by UNESCO Convention of 1971.

III. NATURE OF THE COLLECTIONS

A. The collections of The Mammoth Site are here defined as the paleontological, geological, biological, and archaeological objects acquired and conserved because of their scientific significance and educational value. As used in this document, the term "object" shall pertain to all collection materials including, but not restricted to: specimens, artifacts, photographs, paintings, drawings, archival and library material, field records and exhibits, as they pertain to the Mission Statement.

B. Collections are managed by staff members who are specialists in a field related to the collection in their care and are responsible for all aspects of curation and maintenance of that collection, including acquisition, disposal, conservation, interpretation, exhibition, access, research and publication.

IV. THE MAMMOTH SITE COLLECTIONS COMMITTEE

The Mammoth Site Collections Committee was formed in the spring 2005. The goals of the group are to:

- Serve as a resource for collections staff at the Mammoth Site
- Oversee the future development and care of the collections
- Develop of and update consistent policies and procedures, approve short-term and long-term collection and conservation plans; to delegate the collections care-related duties, and inform the staff and the Mammoth Site members through the Newsletters
- Discuss collections-related issues
- Support collaboration among staff

The Collections Committee decisions and recommendations are to be approved by the Board of Directors, which has its regular meetings every month (third Tuesday). The Collections Committee meetings are scheduled on needed basis, but not less frequent than once a year.

The current Collections Committee comprises:

<i>Role/Constituency</i>	<i>Person</i>	<i>Institution/MS affiliation</i>	<i>Contact info</i>
Chair	Dr. Michael Leite	Department of Physical & Life Science Chadron State College, Chadron, NE MS Board Member	Email: mleite@csc.edu office (308) 432-6377
Member	Dr. Larry Agenbroad	Site Director Mammoth Site of Hot Springs, SD, Inc.	Email: larrya@mammothsite.org office (605) 745-6017 ext. 21
Member	Linda Stoll	The President MS Board Member Mammoth Site of Hot Springs, SD, Inc.	Email: ringo@gwtc.net phone (605)745-7986
Member	Joe Muller	Business Manager/COO Mammoth Site of Hot Springs, SD, Inc.	Email: joem@mammothsite.org office (605) 745-6017 ext. 15

<i>Role/Constituency</i>	<i>Person</i>	<i>Institution/MS affiliation</i>	<i>Contact info</i>
Member	Olga Potapova	Collections Manager Mammoth Site of Hot Springs, SD, Inc.	Email: olgap@mammothsites.org office (605) 745-6017 ext. 27
Member	Justin Wilkins	Bone Bed Curator/Educator Mammoth Site of Hot Springs, SD, Inc.	justinw@goldenwest.net office (605) 745-6017 ext. 17
Member	Monica Bugbee	Preparator Mammoth Site of Hot Springs, SD, Inc.	Email: monicab@mammothsites.org Office (605) 745-5347
Member	Mary Terrones	Interpreter II/Librarian Mammoth Site of Hot Springs, SD, Inc.	Email: interp@mammothsites.org Office (605) 745-6017 ext.
Member	Luke Pulscher	MS Board member	email luke.pulscher@nmfm.com phone 391-9192
Consultant	Dr. H. Gregory McDonald	Senior Curator of Natural History National Park Service Fort Collins, CO	Greg_Mcdonald@nps.gov (970) 267-21670
Consultant	Gregory W. Brown	Chief Preparator Division of Vertebrate Paleontology University of Nebraska State Museum; Lincoln, NE	gbrown@unl.edu Vertebrate Paleontology Lab Office (402) 472-2657
Consultant	Sally Shelton	Collections Manager; School of Mines and Technology	sally.shelton@sdsmt.edu Office (605) 394-2487

V. COLLECTING POLICY

In accordance with its mission statement, Mammoth Site Museum maintains permanent collections in the general fields of geology, paleontology, anthropology and biology.

Conceptual scope: Collections are not acquired randomly and must fall within the general framework of existing collections, or must otherwise enhance the exhibits, education and research.

Geographical scope: Collections follow general geographic priorities: first of all, the American West with particular emphasis on South Dakota and adjacent states. The following regions will be North America and the Northern Hemisphere. Depending on exhibit, educational and research goals relevant to the Mammoth Site, collections from other continents may be added on an as needed basis.

Collections Priorities:

- A. Long-term care, curation, preservation and maintenance of existing collections.
- B. Continue collecting and obtaining items relevant to the Mammoth Site mission.
- C. Broaden the comparative base of the discovered Pleistocene fauna at the Mammoth Site.

VI. MAMMOTH SITE COLLECTION CATEGORIES AND ENTITIES

The collections categories are defined on the historical basis of the Museum. The assignment of the collections to different categories and entities allows determining their short-term and long-term care, educational programs and exhibit planning.

The Category "Exhibits, Research and Education"

A. The Main Mammoth Site Paleontological Collection. The collection consists of fossils belonging to 85 species uncovered from the Mammoth Site sinkhole, "in-situ" bonebed. The bonebed stores about 2,800 recorded "in situ" bones and footprints. The other part of the collection that includes vertebrates (about 2,500 specimens), microfauna (over 2,000 specimens), and trace fossils (bird feather imprints) is removed from the bonebed during the excavations. The collection has a unique catalogue coding system that keeps it separate from the other collection categories for scientific research, preparation and conservation planning and collection management.

B. The Miscellaneous Paleontological collection. It includes donated items of vertebrate fossils (mostly mammals) that have been used, or are used in the Museum's exhibit hall.

C. The Geological (Rock) collection. Comprises rocks (agates, etc.) donated to the Museum and used for exhibits.

D. Comparative osteological collection. Composed of several dozens of vertebrates (mostly mammals) that were collected and/or donated by private individuals and different organizations. Some specimens remain on permanent loan from the SD Game, Fish and Parks Department. The collection is used for identification of the non-mammoth specimens recovered from the site.

E. Archaeological Collection. Part of this collection consists of several dozen Paleo-Indian artifacts on long-term loan agreement from the Les Ferguson family (Hot Springs, SD). The collection is currently exhibited in the Museum. Another part is the artifacts are created for the Mammoth Site by Dr. Bruce Bradley and is used for replication.

F. Scientific Library. It comprises over 20,000 publications in digital format and about 24,000 printed and media items that include rare, antique, modern collectibles and modern printed materials.

Category "Educational Collection"

G. Educational Collection. It includes about 500 paleontological specimens ranging from Paleozoic to Cenozoic eras, and belonging to plants, fish, mammals and birds (reptiles and birds). This collection is acquired through donations.

VII. DOCUMENTATION/REGISTRATION

1. Accessioning

A permanent accession number (a unique control number) is assigned to collection item(s) from the same source at the same time, and for which the Mammoth Site has custody, right or title. The accession record includes: accession number, date and nature of acquisition (field collection, donation/gift, purchase, etc.), item's identification (or brief description), its condition, provenance (if available), and name(s) of staff member recording (Appendix II).

When accessioning is complete, the copies of the accession records will be filed into the Accession Journal (fire proof cabinet in Bone Storage) and in the Donor Journal/Database.

The accession records will have the information of the acquisition types:

a. Field collecting. The Bonebed Curator keeps all records of the recovered objects from the Mammoth Site sinkhole during the excavations. Upon completion of the season/year he/she submits the records to Collections Manager for assigning it to the single accession number. Museum staff responsible for the field collecting on property not owned by the Mammoth Site must obtain and maintain on file all applicable permits and any landowner permission records (if applicable) and provides copies to Collections Manager.

b. Donations/Gifts. Gifts to the Mammoth Site are documented by a Deed of Gift (Appendix I)

c. Purchases. Requisitions documenting purchase(s) will be placed in the Donation Journal/Database.

Conditions of acquisition

Objects shall not be accepted or acquired for The Mammoth Site collections unless:

- The objects are consistent with the Mission Statement of the Mammoth Site;
- The Mammoth Site can provide for the storage, protection, and preservation of the objects under conditions that insure their availability in keeping with professional standards;
- It is intended that the objects shall remain in the collections as long as they remain useful for the purposes of the Mammoth Site. The Mammoth Site will accept collections of fossils with the understanding, conveyed to the donor, that part of the collection may be expendable. A typical example is when an amateur collector (or family of a deceased collector) wishes to donate a collection, only part of which is scientifically important. In this case we accept the entire collection in order to acquire the important material. Unimportant material, which would typically comprise (a) specimens with no locality data or (b) specimens that cannot be identified to a "useful" taxonomic rank, is not accessioned but the donors are given acknowledgment that said material was turned over to the Mammoth Site;

- The Mammoth Site can acquire valid and legal title to them effective in the United States and in the country of origin, if different. Legal title to fossils collected under permit on federal and state lands cannot be transferred to the Mammoth site, but such specimens may be repositioned at the Mammoth Site by agreement with these organizations. They are subject to the requirements of the Federal and State Law, or otherwise treated as permanent specimens in the Mammoth Site collections;
- Mammoth Site accept items originating from another country, the export of the specimens must comply with that country's patrimony laws governing the export of fossils or other natural history specimens;
- The Mammoth Site can be assured that the objects were not collected or recovered under circumstances that would support or encourage irresponsible damage to, or destruction of, biota, collecting sites, cultural monuments, or human burial places. (The Mammoth Site may accept objects that have been confiscated by governmental authorities and subsequently offered to the Mammoth Site.)
- Free and clear title, without restrictions as to use or future disposition can be obtained and a legal instrument of conveyance, setting forth an adequate description of the objects and the precise conditions of transfer, signed by the donor or seller and by an authorized Mammoth Site representative, can be placed on file in the Mammoth Site Collections Manager's office. (If under rare conditions objects are accepted with restrictions or limitations, such conditions must be approved by the Board of Directors, must be stated clearly in the instrument of conveyance to be made part of the accession records for the objects and shall be strictly observed by the Mammoth Site).
- When considering receipt of a gift or purchase, the circumstances of the transaction, the reputation of the seller or donor, and the available knowledge of the object's origin shall leave no doubt that valid and legal title can be transferred to the Mammoth Site. In complying with these provision, employees should consult with colleagues in their own institution and discipline to the degree advisable based on the significance of the acquisition and the circumstances of the transaction. In doubtful cases, employees will abide by the advice of the Mammoth Site's legal counsel.
- All objects acquired for the collections shall be documented in the Museum's register using standards that are normal to the pertinent discipline. These records shall include the evidence that has been gathered to establish the appropriateness of the acquisition within the context of the above.
- Copies of original material acquired for display or research purposes shall not be acquired or reproduced without the sanction of the institution in which the original material is housed.
- All objects/specimens acquired through donations, field trips or exchanges should be assigned an in-house insurance value to ensure adequate documentation in the event of theft, damage, or other loss. Items that are purchased will be insured at the purchase price unless a higher insurance value is assigned by a Curator.

2. Cataloguing

Cataloguing involves assigning the collected items with the unique Mammoth Site number. It reflects the sequential number of the accessioned items of the collections and contains relevant to the item information. The following catalogue indexes are assigned to the collections:

1. MSL – Main Paleontological Collection (the Mammoth Site sinkhole fossils with field numbers: XXHSXXX – identifiable element, XXFGXXX – un-identifiable fragment; XXCOXXX – coprolite, etc.)
2. Ed – Educational collection
3. GEO – The Geological Collection
4. MPC – Miscellaneous Paleontological Collection
5. MSCC – Comparative Collection
6. ARC – Archeological Collection
7. LIB - Research Library. Cataloguing follows Library of Congress standards.

3. Inventorying

A full collection inventory is conducted on an as needed basis to verify and confirm presence of the records and physical location of the objects. This process reveals the potential needs in documentation, curation and care of the collection.

4. De-accession and Disposal of the Collection Items

a. De-accessioning of objects may be considered when they are no longer relevant and useful to the purposes and activities of the Mammoth Site and if they can be properly stored, preserved and used (Appendix III).

b. Accessioned objects in the collections may be de-accessioned only with the approval of the curator, upon the subsequent approval of the Director and in accordance with policies approved by the board of directors.

c. When disposing of de-accessioned objects, the Mammoth Site shall insure that the manner of disposition is in the best interest of the Mammoth Site, the public it serves, the public trust it represents in maintaining the collections, and the scholarly or cultural communities of which it forms a part.

- Consideration will be given to returning to the community, state or nation objects that are part of the historical, cultural or scientific heritage of that community, state or nation.
- Consideration will be given to placing the objects, through loan or exchange, in another institution wherein they may serve the purpose for which they initially were acquired.
- No gifts shall be made of property held in the public trust.
- No exchanges shall be made with individuals.
- Sales of catalogued objects can be made with the condition that the funds will be used for: acquisition of new collections, conservation treatment of collections,

direct care, preservation, and non-salary operating budget purchases directly related to collections care (archival materials and supplies, etc.).

d. Before disposing of any objects from the collections, reasonable efforts will be made to ascertain that the Mammoth Site is free to do so. Where restrictions as to use or disposition of the objects under question are found to apply, the Mammoth Site shall act as follows;

- Mandatory restriction shall be observed strictly unless deviation from their terms is authorized by a court of competent jurisdiction; and,
- If there is any question as to the intent or force of restrictions, the Mammoth Site shall seek the advice of legal counsel.

e. A record of the conditions and circumstances under which objects are de-accessioned and disposed of shall be made and retained as part of the Mammoth Site's permanent register. Due record shall also be kept in the pertinent section catalogue.

5. Lending/Borrowing

Lending/Borrowing is a form of contract between the lender and borrower, which specifies the terms and conditions of the loan and identifies the responsibilities of each party.

Lending/Borrowing is a common practice of the museums, with the purposes as follows (including but not restricted to):

- a. Exhibition
- b. Education
- c. Scientific research

A. Incoming Loans

Incoming loans (Appendix IV) shall be accepted only for purposes of exhibition or current research. Materials lent to the Mammoth Site on the understanding that they will ultimately be donated to the collections must be accompanied by a written declaration of the lender's intent to this effect. Should the lender decide not to act in accordance with this declaration, the cost of insurance and storage during the loan period must be borne by the legal owner. Paragraphs 1, 2, and 5 in Section IV. A. Above regarding legal and ethical acquisitions policies shall apply to all incoming loans.

B. Outgoing Loans

The Mammoth Site encourages original research and therefore has an open-door policy for qualified researchers to use the Mammoth Site collections (Appendix V).

The following shall pertain to all loaned collection items of the Mammoth Site:

- Holotypes will not be loaned. The *in-situ* specimens will not be excavated or removed from their context to facilitate a loan request. Some cataloged specimens are too large to be shipped or are deemed too valuable to be sent via mail. Such specimens can be examined by

obtaining prior written permission from the Curator to view them on-location at the Mammoth Site. *In-situ* specimens - will not be loaned; Published specimens - 6 months; unpublished material - 1 year; all subject to written extension. The Mammoth Site will regularly follow up all overdue loans. If no response is forthcoming, said loans would be recalled.

- All loans are the responsibility of the borrowing institution and the permanent staff member who signs for the loan. Only permanent staff members may borrow specimens for students or associates. Objects requested by students or associates will require faculty or institutional endorsement and will be considered the direct responsibility of the faculty member or institutional representative endorsing the request.
- Objects will not be lent to individuals except under special circumstances and with the approval of the Director.
- Unless special prior arrangements are made, borrowed materials are not to be retained for general instructional use or other purposes (including molding and casting). A specimen no longer in use in research projects should be promptly returned.
- Loans will not be transferred by the borrower to any other institution or individual without prior approval.
- The maximum duration of any loan shall be one year but shall be subject to renewal.
- Loans for destructive analyses should be approved by the Site Director with consultation with curatorial staff. The Institution and person in charge of the analyses must demonstrate essential expertise, commitment and ability to carry out the study. The decision for permitting destructive analyses will be made on the basis of the research importance, rarity of the object, the benefits of the proposed analyses and significance of the obtained results.
- Mailing of Loans: the Mammoth Site first class, return-receipt, and insured would ship specimens. The borrower is expected to return the specimens (within one year, or as stipulated in the loan agreement) in the same or better mailing container and to pay for first class mailing, return receipt, and insurance at the same level as when it was sent by the Mammoth Site.
- Materials placed on loan by the Mammoth Site will be assigned an insurance value prior to shipment.
- Molding of the borrowed collection items is prohibited without prior consent. If permission is granted, the molds must be returned with the original specimen. The Mammoth Site will retain the right of distribution of all molds of our specimens. Requests to mold specimens should be directed to the Site Director. The decision will be made based on consultation with the Mammoth Site staff.

VIII. COLLECTIONS CARE

A. Conservation and preservation Practices

The Mammoth Site collection represents a unique setting where fossils have been collected since its discovery in 1974. Its collections are acquired in accordance with the ability to provide appropriate documentation and conservation and preservation care.

Care of collections is responsibility of the Curator in charge of the particular collection, or collection area. Curators must ensure that all records of the collection items are maintained systematically and are secured.

Collection care includes but not limited to: documentation of acquisition, proper documentation of curation, monitoring environmental conditions, and adequate storage of the items.

The following procedures are regularly performed:

1. Curators/preparators of the assigned submit monthly reports to the Board on the collections conservation, preservation and documentation.
2. Conservation, preservation and documentation of the collection items are followed recommendations of the 2005 CAP and 2005 MAP consultants. The treatment priorities of the objects will be in place after 20011-2012 CPS IMLS Grant is completed (June 30, 2013).
3. Condition Reports are filled out routinely for every significant (and preserved) element on the bonebed, and prepared in laboratory.
3. Environmental Monitoring is performed on constant basis. The dataloggers are downloaded and analyzed monthly and controls are adjusted on a needed basis to comply with the natural history museum standards.
4. Conservation (CAP) and Museum (MAP) Assessment Programs are performed through IMLS every five to ten years.

Preventive care of collections:

The Mammoth Site museum goal is to provide and ensure the safe conditions for the collections in care. The curatorial staff is committed to:

- Provide safe and secure storage for permanent and borrowed collections
- Provide stable environment for the collections at all times
- Handle collections and train seasonal employees to handle collections safely
- Ensure that museum activities do not jeopardize the collection
- Ensure that new acquisitions do not threaten the existing collection
- Ensure that the loaned specimens are in safe and stable environment
- Not pursue any procedures and techniques in the care of collections that may present a health and safety hazard to the staff and volunteers

B. Emergency Operation Plan

The Mammoth Site has had an EOP in place since 2008, which is updated on yearly basis.

C. Integrated Pest Management

Regular (several times per month) inspection of the collections storages, exhibit hall and bonebed is performed by the curators of assigned collections. Infestation is extremely rare, but if/when identified; it is treated with the safest manner possible.

D. Security

All the collections at the Mammoth Site are in secured areas that are supervised by staff, interpreters III, interpreters II and interpreters I. The collections in the storage areas (library, Bone Storage, laboratory, etc.) are monitored by curatorial staff on daily basis. Security cameras are in installed in all the collections areas.

Loaned specimens are stored in the Exhibit hall and/or bone storage. The loaned specimens in the Exhibit hall are stored in a secured case armed 24/7.

E. Collection Insurance

The Mammoth Site insures all the collections in permanent care through the RLI Company, with the coverage based on the market value of the items similar to the Mammoth Site Museum collection items. The insurance is renewable in yearly basis since 2010.

IX. USE OF COLLECTIONS

A. Physical Access to Collections

The Mammoth Site Museum welcomes researchers, students, school groups and general public to view all the collections on the display. The collections stored in the Bone Storage, Library, and other areas are not opened for the public for the security reasons. Upon the legitimate requests from the public to access the collections, only the Site Director can grant this access. The following categories of visitors may have the access (under the Mammoth Site staff supervision) to the collections stored in the secured/not available to the general public areas:

- Invited by the Mammoth Site Museum scientists (special instruction/handling of collections items is provided by curatorial staff)
- Students/ Scientists received the approval from the Site Director (special instruction/handling of collections items is provided by curatorial staff)
- Special “Behind-the Scenes” tour groups upon arrangement of special the reservations
- Other individuals/Institutional representatives/Donors provided tours upon approval by the Site Director and/or COO

Smoking, food, beverages, and plants will not be permitted in all areas of the collection storages, displays. Exceptions can be made for special events, with the approval of the Site Director and COO.

B. Exhibitions

The Mammoth Site places original, reconstructed (reproductions shall be identified as such, not presented as being the original) and duplicated objects from the collections on public exhibition. These objects remain the responsibility of the Curatorial discipline from which they originated and are treated in a manner consistent with the policies stated above. Objects may be removed from exhibition only upon approval of the Site Director.

C. Educational Use of Objects

At the discretion of the curator, collections can be made available for educational movies, filmstrips, electronic media, or still photography for scholarly publications. Copyright for reproduction of Mammoth Site collection objects will remain the property of the Mammoth Site.

D. Research

Research of the Mammoth Site collections is part of the Museum's mission and provides valuable information on the Pleistocene fauna, geology and ecology of the region. However, the research should preserve the integrity of the collections.

Destructive sampling. Sampling practice for studies, especially with analytic methods developed in last decades (microelements, isotopes, etc.), require removal and destruction of a part of specimen, yielding results that cannot be obtained by other methods. Such practice can potentially decrease the future scientific value of the specimen. A written proposal with justification of the analyses should be submitted to the curators and Site Director for approval. If approved, the appropriate documentation should be filed by Collections Manager.

E. Commercial Use of Objects

The Mammoth Site discourages the use of objects in a commercial, non-educational context. However, at the discretion of the curator and with administrative approval, objects may be made available for reproduction for commercial sale. The curator and other professionals as conditions may dictate shall be the judge of quality control, selection and marketing with the approval of the Site Director/COO. Such commercial use shall be consistent with this collections policy.

F. Photographic and digital image regulations

The Mammoth Site museum complies with U.S. Copyright Law in its photographic services and activities.

Exhibits

- The visiting public is permitted and encouraged to take "snapshots" or video of the museum exhibits for their personal use. Items will not be removed from exhibit for those purposes.
- If photography requires special equipment, such as accessories including (but not limited to) lights, reflectors, access to electric outlets, etc., permission must be requested in advance from the COO.

Non-public areas (collection storage, lab, library, offices, etc.).

- Permission to photograph objects not on display must be received in advance from the assigned collection curator and/or Site Director.
- The photography of the object must be supervised by curatorial staff.
- The photography must be performed during regular museum hours, unless special arrangements are made.
- Under no circumstances should the object be removed from the Mammoth Site property.

X. PUBLICATION POLICY

A. Research Publication

The Mammoth Site wishes to contribute to scientific knowledge by promoting publication of scientific research conducted at the site. The Mammoth Site encourages researchers using our specimens to visit with the Director in regards to the Mammoth Site's handling of publication of their research findings.

The Mammoth Site specimens may have two (or more) numbers on them. It is important that specimens be correctly cited in publications. Specimens are usually properly annotated before lending, but any questions should be directed to curatorial staff.

Access to The Mammoth Site collections shall be contingent upon the researcher's consent to depositing one or more copies of their published or unpublished report into The Mammoth Site's Research Library.

B. Commercial and Promotional Publication

The Mammoth Site recognizes the importance of allowing professional photographers, journalists and writers access to the site to promote interest in science, education, and tourism.

- Copyright of the objects in our collections is the property of The Mammoth Site.
- Permission to reproduce items in the Museum in print, film, or other media must be requested in advance. Slides, pictures, and/or video provided by the Mammoth Site shall be given proper credit, and shall remain the property of the Mammoth Site. A publication fee may be required for each approved image to be published.
- The Mammoth Site curators or management personnel will allow access to the bone bed area during normal business hours; access will be only with direct supervision, so as not to damage specimens left in-situ. After the hours access can be permitted with the request made in advance, with the approval of the Site Director and/or COO, with notification to the security company.
- The Mammoth Site reserves the right to review and evaluate pre-publication copy. Complimentary copies of published pictures, video, and articles shall be furnished free to the Mammoth Site for their archives.

APPENDICES

APPENDIX I



Mammoth Site of Hot Springs, SD, Inc.
1800 Hwy 18 Bypass, Hot Springs, SD., 57747

**DEED OF GIFT
(Donation Record)**

Donation Record # _____
(mm/dd/yyyy- #)
Accession # _____

Date: _____

Donor's Name: _____

Address: _____ City, State, Zip: _____

Telephone: _____ E-mail: _____

DESCRIPTION OF PROPERTY

Donor hereby transfers and assigns without condition or restriction all right, title, and interest free of restrictions or encumbrances in the tangible personal property listed below and all rights (including trademarks and copyrights) associated with it (the "Rights") to the MAMMOTH SITE existing under the laws of the State of South Dakota for use and disposition by the MAMMOTH SITE.

Donor warrants and represents that Donor has the full power and authority to transfer the property described below to the MAMMOTH SITE.

Donated objects will be treated in accordance with the accepted policies and procedures of the Mammoth Site, which may include acceptance into the Site's collections or other appropriate methods of disposition.

Donor certifies that to the best of the Donor's knowledge, the property has not been exported from its country of origin in violation of the Laws of that country in effect at the time of the export, nor imported into the United States in violation of United States laws and treaties.

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

Donor: _____ (signature) Date _____

Accepted for the MAMMOTH SITE

Director: _____ (signature) Date _____

TERMS & CONDITIONS

This deed of gift represents an agreement between the MAMMOTH SITE and the donor(s) named on the face hereof. Any variation in the terms noted must be in writing on the face of this form and approved in writing by both parties.

Gifts to the MAMMOTH SITE are deductible from taxable income in accordance with the provisions of Federal income tax law. Museum employees cannot, in their official capacity, give appraisals for the purpose of establishing the tax deductible value of donated items. Evaluations must be secured by the donor at his/her/their expense.

The donor received no goods or services in consideration of this gift.

Limited gallery space and the policy of changing exhibitions do not allow the Museum to promise the permanent exhibition of any object.

If property is accepted for the Education Collection, that property may be incorporated in traveling exhibits, lent to teachers, or used to instruct adults and children. These items will be physically more accessible than property accessioned into research collections.

It is understood that the MAMMOTH SITE has full powers of management, display, conservation, and disposition of the donated property including the power to transfer the property to another institution for use in its exhibits, collections, or programs, or otherwise provide appropriately for the material in the event that it should at some later date be deemed inappropriate for retention at the MAMMOTH SITE.

APPENDIX II



Mammoth Site of Hot Springs, SD, Inc.
1800 Hwy 18 Bypass, Hot Springs, SD., 57747

RECORD OF ACCESSION

Accession # _____
Assigned Catalogue # _____

____ Donation (Annual Report _____ Anonymous _____ Yes _____ No)
____ Field Collection/Salvage (PI: _____ Permit Agency: _____)
____ Purchase (Funding Source: _____ Invoice # _____
Method of Payment: purchase card (attach statement) _____
Other Reference ## _____
____ Transfer (Annual Report _____ Yes _____ No)
____ Exchange (the Mammoth Site exchanged object de-accession # _____)
____ Other _____

Restrictions: _____ Restriction End Date: _____

Received from: _____

Address: _____

Phone _____ (work) _____ (home)

Email: _____

Description: _____

Locality information: _____

General Condition: _____

(Damage, instability, or evidence of infestation may require further examination by a conservator)

Comments/Notes:

Approvals:

Curator/Collection's Manager _____ Date _____

Chief Scientist _____ Date _____

President/COO _____ Date _____

Chair, Board of Trustees _____ Date _____

APPENDIX III



Mammoth Site of Hot Springs, SD, Inc.
1800 Hwy 18 Bypass, Hot Springs, SD., 57747

DEACCESSION FORM

A. Recommendation

Deaccession # _____

Date reviewed by Collections Committee: _____ (mm/dd/yyyy)

Object Accession Number: _____

Object Description: Catalogue # /Field # _____

Species/Object ID _____ Element _____

Other info _____

Provenance/Locality: _____

Source of the Object:

Purchase _____ Field Collection _____ Transfer _____ Abandoned Property _____

Gift _____ (Donor's Name: _____ Address _____)

Statement of Legal Title (attach document copies): _____ (pages)

Reason for Deaccession: (Check all that apply)

- Lack of significance, relevance or usefulness to the MAMMOTH SITE research, education, or exhibition mission and goals.
- Opportunity to upgrade or reduce redundancy in a collection.
- Deterioration, damage, or alteration beyond repair/requiring excessive resources to repair.
- Proper preservation within the Mammoth Site facilities and/or resources is not possible.
- Inadequate provenance documentation that significantly reduces usefulness.
- Authenticity has been discredited.
- Legality of ownership is challenged after further investigation.
- Hazardous conditions that may threaten stability of other collections and/or health of personnel.
- Curator has approved destructive sampling procedures for research which will render the object useless for other purposes.
- Return to a previous holder is legally required.
- Legitimate repatriation claim.
- Other reason.

Specific Reasons for Deaccession: _____

Prepared by Curator/Coll. Manager _____ Date: _____

Curatorial Approval: _____ **Date:** _____

Collections Committee _____ **Date:** _____

B. Record of Final Disposition

Accession Number: _____

Final Disposition:

- Exchange or transfer to another internal MAMMOTH SITE collection
- Exchange or transfer to another museum or educational institution:
- Discard or destruction
- Repatriation
- Return to donor or prior owner
- Public sale
- Other: _____

- Retain in MAMMOTH SITE collection

Justification: _____

Approved:

Signature Site Director Date

Deaccessioning Committee Members:

Signature Title Date

Signature Title Date

Signature Title Date

The MAMMOTH SITE grants title to the objects listed above to the party listed below. Signature acknowledges receipt of object(s).

Institution: _____

Contact: _____ **Title:** _____

Address: _____

City, State, Zip: _____ Email: _____ Phone: _____ Fax: _____

Acknowledgement of Receipt of Object(s):

Signature	Title	Date
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C. Record of Final Disposition

Deaccession Date: _____

Accession Number: _____

Other Associated Numbers: _____

Object Description/ID:

The object(s) listed above was/were destroyed on _____ (mm/dd/yyyy)_

by means of _____

Signatures below attest to the final and permanent removal of the object(s) from the Museum collections and the completion of the destruction of the object(s). This action was supervised by the Curator/Collections Manager and Site Director/COO/Business Manager.

Curator/Collections Manager: _____ Date: _____

Site Director/COO/Business Manager _____ Date: _____

APPENDIX IV



Mammoth Site of Hot Springs, SD, Inc.
 1800 HWY 18 BYPASS, Hot Springs, SD 57747 USA

INCOMING LOAN AGREEMENT

Incoming Loan # _____
 (mm/dd/yyyy - #)

Date _____

Lender/Owner Name _____
 Institution _____
 Address _____

 City/State/Zip _____ Phone _____
 Fax _____ E-mail _____

Loan Period From _____ To _____ (Date Returned) _____

Reason for Loan _____ Potential Donation to MAMMOTH SITE Permanent Collection
 _____ Potential Purchase by MAMMOTH SITE _____ Research _____ Publication
 _____ Exhibition _____ Education _____ Artistic Reference _____ Other
 (describe) _____

Credit Line/Courtesy _____

Insurance Total value provided by Lender \$ _____
 Insurance provided by _____ MAMMOTH SITE _____ Lender
 Certificate of Insurance required _____ Yes _____ No

Shipping Delivery via _____ Paid by _____
 Return via _____ Paid by _____

Object Condition Incoming condition _____ By: _____
 Outgoing condition _____ By: _____
 (Damage, instability, or evidence of infestation may require further examination by Conservator)
 Condition Report required: _____ Yes _____ No

Environmental requirements requested: _____ Yes _____ No

Objects _____ List attached

List Name: _____

Object #	Description	Notes

**Incoming Loan Agreement
MAMMOTH SITE OF HOT SPRINGS, SD, INC.**

1. MAMMOTH SITE exercises the same care of loaned property as it does of comparable property of its own.
2. Unless otherwise noted, MAMMOTH SITE responsibility begins on the date on which MAMMOTH SITE receives physical custody and control of the loaned objects and ends when the objects are received back into the physical custody and control of the Lender or its representative(s). MAMMOTH SITE reserves the right to terminate a loan at any time before its expiration with reasonable notice to the borrower.
3. If the lender elects to maintain its own insurance, the MAMMOTH SITE may request a certificate of insurance naming MAMMOTH SITE as an additional insured. If insurance is waived by the lender, this constitutes an agreement by the lender to release and hold harmless the Idaho Museum of Natural History from any liability for damages to or loss of the loan property.
4. The lender agrees that in the event of loss or damage to its loaned property while in MAMMOTH SITE's custody and control, recovery against MAMMOTH SITE, if any, shall be limited to such amount as may be paid by MAMMOTH SITE's insurer. By signing this agreement, the lender releases MAMMOTH SITE, its trustees, officers, employees, independent contractors, volunteers, representatives, and agents from liability for any and all claims arising out of such loss or damage.
5. The MAMMOTH SITE staff members will not give appraisals or in any way discuss the monetary value of objects on incoming loan.
6. If damage or deterioration is noted during the loan, the lender will be notified at once. Should damage occur in transit, the carrier will also be notified and all packing materials will be saved for inspection.
7. Loaned objects shall be maintained in the condition in which they are received unless otherwise noted. They will not be cleaned, repaired, or transported in damaged condition, except with the express permission of the lender, confirmed in writing, or when the safety of the object makes such action imperative.
8. Objects will be returned via the same method of shipment as they were sent unless other arrangements are agreed to in writing.
9. Unless MAMMOTH SITE is notified in writing to the contrary, it is understood that loaned objects may be photographed and reproduced in MAMMOTH SITE publications and for publicity and development purposes.
10. It is the responsibility of the lender, or his or her assigns, to notify MAMMOTH SITE of changes in ownership of any loaned objects or of a change in return shipping address. Any failure to do so which results in MAMMOTH SITE's inability to return objects at the end of the loan period, may be cause to consider such objects abandoned. Abandoned materials become the property of the MAMMOTH SITE in accordance with State Law of South Dakota (Codified Laws of South Dakota 43-41B-2).
11. The lender represents and warrants that he/she has good title to the objects described in this Agreement, has the authority to lend them, and that they were collected or acquired legally. The lender agrees to indemnify and hold MAMMOTH SITE harmless from all claims arising out of a breach of such representation and warranty.

This agreement may be executed in counterparts. Each counterpart when so executed shall be deemed to be an original and all of which together shall constitute one and the same agreement. The parties agree that faxed or scanned signatures shall be legally binding and of the same force and effect as original signatures.

The undersigned is an authorized agent of the lender/owner. Signature acknowledges acceptance of the terms listed above.

Lender/Owner _____ Date ____

Curator/Coll. Manager _____ Date ____

Site Director _____ Date ____

President & CEO _____ Date ____

APPENDIX V



Mammoth Site of Hot Springs, SD, Inc.
1800 Hwy 18 Bypass, Hot Springs, SD., 57747

OUTGOING LOAN AGREEMENT

Outgoing Loan # _____
Catalogue # _____

BORROWER	Organization:	
	Contact name:	
	Address:	
	Telephone	FAX
	Email	Web

LENDER	Organization: Mammoth Site of Hot Springs, SD., Inc.	
	Contact name:	
	Address: 1800 Hwy 18 Bypass, Hot Springs, SD., 57747, USA	
	Telephone (605)745-6017 Ext. #	FAX (605)745-3038
	Email	Web: www.mammothsite.org

In accordance with the Terms and Conditions (see below), the item(s) the listed items are borrowed for the period:

From: _____ To: _____

Borrower Purpose of the Loan:

- | | |
|---|---|
| <input type="checkbox"/> Research | <input type="checkbox"/> Casting |
| <input type="checkbox"/> Identification | <input type="checkbox"/> Potential Gift |
| <input type="checkbox"/> Teaching | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Destructive Sampling | |
| <input type="checkbox"/> Exhibition | |
| <input type="checkbox"/> Photography | |

Catalogue # /MSL #/ Field #	Item ID/Species	Element ID/Other ID	Condition	Photo #
Shipping and packaging (arrangements will be as follows):				
Credit Line: Mammoth Site of Hot Springs, SD., Inc.				

Insurance: Total value \$ _____
Insurance Company _____ Contact # _____
Insurance provided by _____ Borrower _____ Lender
Certificate of Insurance required ___ Yes ___ No

Shipping: Delivery via: _____ Paid by ___ Borrower ___ Lender
Return via _____ Paid by ___ Borrower ___ Lender

Object Condition: Outgoing condition: _____ By: _____
Incoming condition: _____ By: _____
(Damage, instability, or evidence of infestation requires further examination by Conservator)
Condition Report required: ___ Yes ___ No
Environmental Requirements requested: ___ Yes ___ No

We hereby attest by our signatures that we understand and agree to the purposes of this loan:

<i>Signature of Lender</i>	<i>Date</i>	<i>Signature of Borrower</i>	<i>Date</i>
<i>Title</i>		<i>Title</i>	

The borrower hereby warrants that he/she has the full right, power and authority to enter into this agreement.

Receipt Acknowledgement by Borrower:
Borrower acknowledges receipt of object(s) listed above and agrees to abide by all conditions printed in this form. *Sign and return to Mammoth Site at address above.*

Received condition: in good condition
 except as noted _____

Signature title

printed name date

Return Receipt by Lender:
It is hereby acknowledged by Mammoth Site that all objects listed above or on any attached sheets have been received back in good/satisfactory condition: _____
except as noted: _____

signature title

printed name date

Photo of the borrowed object(s)/collection item(s) before shipment
Date of the photo: _____(mm//dd//yyyy)

Please paste photo(s) here
(Use more pages if needed. Label the pages 35b, 35c, etc.)

Mammoth Site of Hot Springs, SD., Inc Terms and Conditions for Outgoing Loan Agreement

MAMMOTH SITE reserves the right to set conditions in addition to those listed below, or restrictions related to the packing, shipping, insurance, exhibition installation, storage, handling, environmental controls and security of the loan objects which it deems necessary. All conditions and restrictions shall be made in writing and attached to this Agreement prior to approval of the loan.

A. LENDER'S TERMS

Address/Location

- It is the responsibility of the lender or his/her agent to notify the borrower promptly in writing if there is any change in ownership of the items or if there is a change in the identity or address of the lender.

Loan period/Extension/Cancellation

- Loans will normally be made for a period of one year or less. If extensions to the initial period are requested, they must be reviewed by the appropriate curator and written documentation of the extension provided. MAMMOTH SITE reserves the right to terminate a loan at any time before its expiration with reasonable notice to the borrower.
- MAMMOTH SITE may recall a loan if care and exhibition of items do not meet the conditions of the loan.
- When the purposes for which the loan was made have been completed, the materials should be returned immediately to the MAMMOTH SITE regardless of the expiration date of the loan.
- Copies of any catalog or other material bearing descriptions or images of the items will be sent to the lender as a courtesy.

Media/Lenders' copyright

- Objects covered in this Agreement may be photographed only for record and publicity purposes, reproduction in an exhibition catalog, or for research/scholarly publications, unless different permissions are attached in writing. A copy of any publication must be provided to MAMMOTH SITE without cost and full credit must be given. Notice of copyright in MAMMOTH SITE will be prominent on any such publication if copyrighted works are included. Notice shall also indicate that the objects are on loan from MAMMOTH SITE. The borrower assumes full legal responsibility for any infringement of literary, copyright or publication rights.
- The borrower will not reproduce loaned objects in any media now known or developed in the future for commercial purposes.
- No object, exhibit or reproduction of an object or exhibit will be used in the promotion of a product or service for any purposes which imply the endorsement of the said service or product by MAMMOTH SITE. Any request for use of an object or exhibit for promotional purposes will be reviewed and approved in writing by MAMMOTH SITE.

Signatures and Legal Jurisdiction

- This agreement shall be signed by an officer or staff member of the Borrower authorized to do so and returned to MAMMOTH SITE. The Borrower, in signing this agreement, promises to observe these conditions, which shall take precedence over any other loan agreement made between the borrower and MAMMOTH SITE with regard to this loan.
- This Loan Agreement shall be construed and enforced in accordance with the laws of the State of South Dakota. The Borrower, in signing this agreement, submits to the jurisdiction of the courts of the State of South Dakota for the resolution of any claims or disputes arising from this agreement.

B. BORROWER RESPONSIBILITIES

Address/Location

- It is the responsibility of the borrower or his/her agent to notify the lender promptly in writing if there is a change in the identity or address of the borrower.
- Loans shall not be transferred by the borrower to another institution without written permission of MAMMOTH SITE.

Financial responsibility

Unless otherwise noted, the borrower agrees to assume financial responsibility for all objects on loan from MAMMOTH SITE if lost or damaged. Borrower responsibility begins on the date the objects leave the physical custody and control of MAMMOTH SITE and ends when the objects are received back into the physical custody and control of MAMMOTH SITE.

Insurance

- All loan material will have insurance coverage in accordance with accepted MAMMOTH SITE policy.
- Insurance should be provided by the exhibitor in an amount that the MAMMOTH SITE and the insurance carrier agree is a fair market value, consistent with historic and financial value and sufficient to encourage vigilance. A certificate of insurance shall be furnished to MAMMOTH SITE.
- Unless otherwise noted, all costs of wall-to wall insurance, packing and transportation shall be borne by the borrower, as well as any additional charges which may be incurred through necessary conservation or appraisal naming it as an additional insured. Borrower's insurance shall be considered the primary insurance in the event of any loss or damage.

Shipment terms

- Objects will be returned via the same method of shipment as they were sent unless other arrangements are agreed to in writing. The loaned items will be packaged by the MAMMOTH SITE staff in a container(s) that provides adequate physical support and protection. They should be returned in the original, equivalent, or better packing material, containers, and methods used by the MAMMOTH SITE to return the loan upon its completion.
- A transportation plan must be submitted to the lender before final approval can be granted. A detailed itinerary is required prior to the release of material. Items should be protected from undue environmental fluctuations during transport and storage. Loaned items may be handled as necessary by authorized staff only. Authorized staff should be experienced, responsible individuals, whose work is supervised by the Exhibit Supervisor or his/her agent.
- MAMMOTH SITE may also require, at the expense of the borrower, loan objects be accompanied by a member of its staff who will supervise the care and handling, both outgoing and incoming.

Security

- Borrowed objects must be provided maximum security at all times during borrowing period.
- The borrowing institution must demonstrate the ability to adequately protect the loaned items from theft, vandalism, fire, and other disasters (fire protection detection and suppression/extinction systems) while they are in its custody. The number of security personnel and their equipment and training must be appropriate to the facility and potential risk. An appropriate back-up system to security personnel, such as television monitoring and alarms, should be functioning at all times.
- The exhibitor may be required to provide a detailed security plan as part of the loan application. The borrowing institution must have written disaster preparedness and recovery plans.

Handling of the borrowed material

- Object stability will be assessed before leaving and upon return to MAMMOTH SITE. When the loan is returned, a receipt form will be completed and returned promptly to the borrower. If the lender does not sign and return the form within 30 days after mailing, the borrower will not be responsible for any damage or loss.
- MAMMOTH SITE expects that borrowers will treat loaned objects with the highest standards of care. The environment (temperature, humidity and radiant light intensity and their daily variations) in the collections storage or exhibit area in which the loaned item is housed should correspond to the environmental standards

determined for the natural history collections storage.

- Loan objects may not be cleaned, repaired, retouched or altered in any way except with the written permission of MAMMOTH SITE. MAMMOTH SITE's identifying marks on the objects will not be removed without written permission of MAMMOTH SITE.
- Damages, whether in transit or on the borrower's premises and regardless of cause, shall be immediately reported to the borrower's insurer and MAMMOTH SITE.
- The loaned objects will not be subjected to technical examination of any type involving risk of their physical change (consumptive/destructive use/analyses) without written permission of MAMMOTH SITE.

This agreement may be executed in counterparts. Each counterpart when so executed shall be deemed to be an original and all of which together shall constitute one and the same agreement. The parties agree that faxed or scanned signatures shall be legally binding and of the same force and effect as original signatures.

***The undersigned is an authorized agent of the borrower
Signature acknowledges acceptance of the terms listed above***

Borrower's Signature _____ **Print Name** _____
Title _____ **Date** _____
Organization _____

PLEASE SIGN AND RETURN A COPY TO THE MAMMOTH SITE COLLECTION MANAGER. A COUNTERSIGNED COPY WILL BE RETURNED TO YOU FOR YOUR RECORDS.