

Oklahoma State University Policy and Procedures

THE OKLAHOMA STATE UNIVERSITY MUSEUM

1-0119
GENERAL UNIVERSITY
SEPTEMBER 1, 1977

GENERAL POLICY

1.01 The Museum exists to facilitate and enhance the teaching, research, and extension programs of the University. Its responsibility is to assist, when requested and appropriately budgeted, in collecting, cataloging, and maintaining objects that either serve as teaching resources for departments or as the basis for original studies. It also has the function of maintaining exhibits and conducting extramural programs. Separate policy and procedural statements follow for each of these principal functions.

1.02 The Museum may provide services to any administrative unit of the University. It is primarily concerned with objects rather than books, but otherwise its mission is similar to that of the Library, in that it maintains its holdings in an orderly array so that they may easily be retrieved for scholarly use.

1.03 The Museum will serve as the University's official repository for materials of permanent scientific or cultural value. University properties within the sense of this definition that are acquired by any of the means listed in 2.01 below shall be accessioned into the Museum's records and suitably marked for identification.

1.04 Only members of the faculty, whose specific interests and expertise warrant their being given responsibility for particular collections, shall be appointed as curators.

PROCEDURE

2.01 Acquisitions. Specimens shall be acquired through:

a. Field Work

- (1) Organized museum expeditions
- (2) Deposit of materials acquired through projects of University personnel
- (3) Field work by regularly scheduled classes

b. Other Sources

(1) Donations

(2) Museum purchases

(3) University purchases

2.02 Donations. Gifts to the Museum shall be as follows:

a. All monetary donations shall be made through the Development Foundation.

b. Nonmonetary donations may be made either through the Development Foundation or directly to the Museum.

c. Disposition of all donations shall be solely at the discretion of the Museum, except when specific restrictions are negotiated at the time of donation and are agreed to in writing by both parties.

2.03 Loans. Specimens loaned to the Museum may be displayed, stored, or otherwise used by the Museum and its authorized personnel, subject to the same degree of care in use and security as is customary for specimens owned outright. Insurance may be purchased for the duration of a loan, if appropriate.

2.04 Inventory and Services. Materials defined in Policy 1.03 above, even if owned and displayed by a department or other division of the University, are considered to be a part of the holdings of the University Museum. The Museum shall maintain an inventory and catalog of such collections, and its facilities shall be available for their maintenance and repair.

2.05 Exchanges. Specimens owned by the Museum may be exchanged for other objects which will enhance the functions of the Museum (subject to limitations in 2.02c above, and any limitations of law).

2.06 Cataloging. Complete cataloging of all items will be maintained by Museum personnel for the purpose of recording identification of objects and to facilitate retrieval from storage for purposes of research, teaching, exhibit, trade, or loan.

2.07 Curation. Proper care of objects is a prime responsibility of the Museum. This shall include cleaning, repairing, fumigating, climate control, safeguarding from insects and other deterioration, and security. Materials shall be stored for easy

retrieval. Curators will make policy decisions concerning the care of the collections for which they are responsible. They will determine preservation techniques and cataloging systems and approve loans, gifts, and exchanges, but the execution of these is the responsibility of the Museum staff.

2.08 Training. Training of professional Museum workers shall become a function of the Museum as the need arises. Basic training in the essentials of cataloging and preserving specimens and in preparing exhibits can be accomplished through Museum assistantships and student grants-in-aid.

2.09 Desiderata. The need of departments shall be the most important factor in determining the areas in which the Museum will grow. These needs will be met by:

- a. Negotiating the acquisition of collections needed by departments, either as donations or purchases (see 2.01b and 2.02a above).
- b. By participating in or equipping field work from which the collections may be expected to profit.

RESEARCH POLICY

3.01 The Museum will be available to faculty and graduate students whose research work requires use of the Museum's collections.

3.02 The Museum will cooperate with other institutions or individuals in the conduct of research.

PROCEDURE

4.0 Responsibility. The Museum's responsibility is to collect and curate natural and cultural history specimens within the Museum's recognized fields of interest in order for these to serve as the basis for original studies.

4.02 Use Limitations. Use of items from the collections for research will be limited to procedures that will not damage or destroy the specimens. Should dissection or other destructive procedures be desired by a researcher, prior consent in writing must be secured from the curator of the collection, and appropriate notation entered in the catalog.

4.03 Research Materials. Collections acquired during the course of a research project by either staff or students shall be deposited in the Museum when the study is

completed. Availability for future comparison, re-evaluation, or restudy will thereby be assured.

4.04 Research Loans. Loans of materials to other institutions or individual researchers is a proper function of the Museum. Loans shall be for a specified time, subject to renewal. Materials in current use will not be loaned. All loans shall be subject to the approval of the appropriate curator.

4.05 Research Priority. University personnel will have the first opportunity to study and publish on new acquisitions.

4.06 Research Associates. A person of scientific reputation in a field where the Museum has a substantial collection may, with the approval of the Board of Regents, be designated a Research Associate of the Museum. Such recognition implies freedom to use the collections, to have access to space and facilities available for research, and to use the mailing service of the Museum for shipping and receiving specimens and for correspondence.

INSTRUCTION POLICY

5.01 The Museum will provide the use of specimens and facilities as appropriate in resident instruction.

PROCEDURE

6.01 Teaching Materials. Subject to available means, the Museum will seek to acquire collections of items for which a need has been expressed by the teaching faculty.

6.02 Teaching Space. The Museum, when adequately housed, will maintain teaching space near the collections since it is safer and more economical to assemble classes among the collections than to transport collections to distant classrooms.

6.03 Study Materials. Study materials may be checked out for use in laboratory exercises or for demonstration before a class.

6.04 Corrolary Exhibits. Permanent or semipermanent exhibits may be prepared at the request of a faculty member as a visual supplement to a course, provided that materials are available, sufficient lead time is allowed for preparation, and there are sufficient budgetary resources.

6.05 Use Limitations. Museum specimens used in teaching must be used in a manner that will not result in deterioration, degradation, or loss.

EXTENSION POLICY

7.01 The Museum will engage in activities designed to stimulate and inform the University community, visitors, prospective students, and the general public within its spheres of expertise by developing exhibits, publications, and noncredit extension educational programs.

PROCEDURE

8.01

- a. Exhibits. Exhibits will be maintained in exhibit halls which may be made available from time to time and over which the Museum has supervision and control. These will be attractive, information, and timely and will be rotated or replaced at intervals.
- b. Upon request the Museum will arrange and maintain exhibits in cases belonging to academic departments.

8.02 Publications. When funding is available, the Museum may issue publications. Manuscripts must be based, at least in part, on studies of the Museum's collections.

8.03

- a. Extramural Programs. The Museum shall provide, through the appropriate college extension offices, service to schools, other agencies, and individuals.
- b. The Museum will participate actively in state, regional, and national museum activities both in its own interest and as a service to the profession.

Effective October 1976