

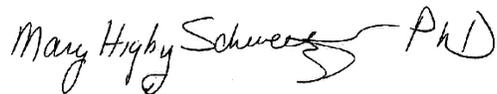
**RESEARCH & COLLECTIONS SECTION:
PALEONTOLOGY SPECIFIC COLLECTIONS POLICY**

**North Carolina Museum of Natural Sciences
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Raleigh, NC 27601-1029**

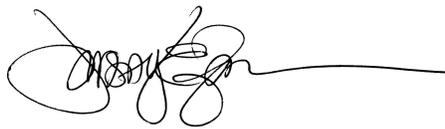
Approved and adopted by the
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PALEONTOLOGY SPECIFIC COLLECTIONS POLICY NORTH CAROLINA MUSEUM OF NATURAL SCIENCES (NCSM)

I. INTRODUCTION

In keeping with the overall collections policies and the mission of the North Carolina Museum of Natural Sciences (NCSM), the paleontology unit hereby establishes these unit specific policies.

II. ACCESS

Access to the NCSM Paleontology Collections and NEC Preparation Facilities are primarily reserved for examination and study by the scientific community, but can include supervised tours of the collections for educational purposes. In general:

- Unsupervised access to the NCSM Research Collections is restricted to:
 - R&C Paleontology Section: Curators, Collections Managers, staff of the Paleontology & Geology Research Lab, and support staff and/or volunteers approved for access by the curatorial staff.
 - Approval for unsupervised access may be granted to *resident* students, postdocs, volunteers, or research affiliates at the discretion of the curatorial staff; however, these individuals must sign in to the collections visitor log upon each visit.
- Supervised access to the NCSM Research Collections is granted to users with legitimate scientific needs by appointment during established business hours 9:00 am to 4:30 pm Monday through Friday.
 - Requests for access will be evaluated based on the merit of the proposed visit, the qualifications of the applicant, and existing priorities and availability of the relevant curatorial staff.
 - Requests for specimen access by external researchers or research affiliates must include a taxonomic list of materials to be studied and/or photographed.

Access to the NRC Paleontology & Geology Research Lab (PGL) is normally restricted to the scientific community, however the PGL also conducts supervised tours for educational purposes. The PGL is an active research lab and high-security area and visitations are subject to additional considerations. In general:

- Unsupervised access to the PGL is restricted to:
 - R&C Section: Curators, Collections Managers, staff of the Paleontology & Geology Research Lab, and support staff approved for access by the curatorial staff.
 - Approval for unsupervised access may be granted to *resident* students, postdocs, or research affiliates at the discretion of the curatorial staff. *Non-resident* student, postdocs, and research affiliates must sign in to the visitor log upon each visit.
- Supervised research access to the PGL is granted to users with legitimate scientific needs during established business hours 9:00 am to 4:30 pm Monday through Saturday (or by appointment pre-arranged with the curatorial staff).
 - Requests for access will be evaluated based on the merit of the proposed visit, the qualifications of the applicant, and existing priorities and availability of the relevant curatorial staff.
- Supervised tours are granted at the discretion of the curatorial staff. Requests will be

evaluated based on their educational and scientific impact, preexisting obligations of the PGL staff, and research in progress within the lab. All visitors must sign into the log upon each visit.

Access to Holotype or Exhibition Specimens is subject to additional considerations:

- Requests to access specimens on exhibition requires a minimum of four weeks advance notice; specimens on exhibition may not be available. Four weeks of advance notice does not guarantee a specimen on exhibition can be accessed within this time frame.
- Access to holotype specimens, unpublished specimens, or specimens under active research is at the discretion of the curatorial staff and may require additional lead time. Please consider additional advanced notice for access to these specimens.

III. DESTRUCTIVE ANALYSIS

In general, destructive analysis of specimens is not permitted. However, appropriate use of NCSM paleontology specimens may sometimes require irreversible alteration or consumptive destruction (e.g., histological sampling, chemical analyses). Destructive use must be balanced by the intellectual merit of information gained. Paleontology curatorial staff will consider the impact of the proposed uses and may grant approval for destructive analysis in exceptional circumstances. In general:

- A Destructive Sampling Request (DSR) form and accompanying research proposal are required for destructive sampling of paleontological specimens. This includes R&C staff.
- The destructive sampling request form includes instructions for writing proposals and should accompany the written proposal as a cover letter. Research proposals must include a detailed methodology, PDF copies of publications using the proposed protocol (if available), and an explanation of the scientific knowledge that may be gained by destructively sampling the specimens. The Destructive Sampling Request form is made accessible to researchers online at www.naturalsciences.org. Curatorial staff will consider the impact of proposed uses and make decisions accordingly. Researchers making requests must receive a signed copy of the DSR before conducting destructive analysis.
- It is the responsibility of the borrower to follow any mandatory protocols stipulated in the DSR form.
- In general, all specimens must be photographed prior to destructive sampling and where possible, molds and casts of the original specimen should be made. Borrowers must cover the cost of these procedures.
- When approved, destructive analyses should be conducted to be minimally destructive. Curatorial staff may request that the analyses are first conducted on a subsample of approved specimens as proof of concept before granting additional permissions.
- All data generated from destructive sampling including slides, section blocks, residues, etc... remain the property of the NCSM. These items and any remaining portions of the specimen, as well as copies of notes about processes and materials used, must be returned to the NCSM paleontology curatorial staff correctly labeled with information on original orientation.

IV. IMAGING

Photography of NCSM paleontological specimens is unrestricted for individuals with approved unsupervised access. All other individuals should limit photography to those specimens in their approved access request, approved loan form, or destructive analysis form:

- Researchers must seek approval before conducting imaging that alters the specimen in any way.
- Should the imaging process require coating or whitening the specimen or mounting the specimen with any substance (e.g., clay, epoxy, Plasti-tack) that might leave a chemical residue, researchers must first obtain written permission of the paleontology curatorial staff. Records of substances used should be kept and provided to the paleontology curatorial staff.
- Photographing of NCSM Paleontology specimens for commercial purposes requires written permission of the curatorial staff and may require additional permission from the Director of Research & Collections, the Director of NCSM and possibly other entities.
- Photography for commercial purposes may require a fee be paid to NCSM.

Other types of 2D and 3D rendering including X-ray computed tomography, radiographs, electron microscopy, and 3D surface laser scanning of paleontological specimens is subject to additional considerations:

- An Imaging Request (**IR**) form is required for rendering of paleontological specimens, with the exception of photography. This includes R&C staff.
- The Image Request form must include a detailed methodology and an explanation of the scientific knowledge that may be gained from 2D or 3D rendering of the specimens. The Image Request form is made accessible to researchers online at www.naturalsciences.org/research-collections/research-specialties/paleontology.
- Curatorial staff will consider the scientific and educational merit of proposed uses and make decisions accordingly. Researchers making requests must receive a signed copy of the IR before conducting analysis.
- It is the responsibility of the borrower to follow any mandatory stipulations noted on the IR and report any unexpected deviations from approved protocol immediately.
- Copies of all images of the specimen used in publications, as well as notes about processes and materials used, must be provided to the NCSM paleontology curatorial staff upon completion of research.

V. SPECIMEN REPRODUCTION

NCSM material may not be reproduced in any form without written permission from the paleontology curatorial staff. Reproduction includes molding, casting, and 3D printing. Decisions on whether to permit molding and casting of specimens are based on the potential for specimen damage and the merit of the request. Decisions to permit reproduction will be made by the curatorial staff in consultation with the chief preparator. In general:

- Researchers must obtain written permission from the curatorial staff to mold, cast, or print 3D copies of NCSM specimens. Copies of specimens are to be made for research or educational purposes only and may not be distributed without permission.
- In the event of molding, all molds must be returned, along with any notes about materials used (e.g., release agents), with the specimens to NCSM.

- Remolding of casts of NCSM specimens is prohibited without written permission of the curatorial staff.
- Casts of NCSM specimens may not be distributed to other individuals or institutions without consent of NCSM.
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- The original NCSM specimen number should be written or embedded directly on casts and molds.
- Reproduction for commercial purposes may require a fee be paid to NCSM.

VI. LOANS AND SPECIMEN TRACKING

External Loans of materials for scholarly research, exhibition, and/or education are subject to the following policies and practices:

- All loans require written agreement between borrower and NCSM.
- The NCSM will cover the cost of loan shipping; however, return shipping is the responsibility of the borrower.
- A loan form is required if a specimen is to be removed from the museum campus for any length of time for any purpose.
- Researcher will not clean, repair, restore, or alter in any way objects it has received on loan without written approval of the paleontology curatorial staff.
- Loans requested by students require faculty or curatorial signature or other institutional endorsement.
- Loans preferentially are made to qualified institutions. Loans are made to individuals only under special circumstances, and only with prior approval from curatorial staff. Before lending to an individual, NCSM representatives and potential borrowers must make every effort to seek institutional affiliation or endorsement. When affiliation is not possible to establish, then a written explanation for deviation from policy must be included with the loan documentation.
- If the researcher moves to a new institution the loan needs to be returned or updated (in writing) prior to moving.
- Non-permanent loans will be for a specified period of time, typically not to exceed one year. Loan periods may be extended only with approval.
- Researchers may not transfer possession of NCSM paleontological specimens to others.
- The loan agreement will stipulate physical conditions for the appropriate storage of specimens and/or objects, as set forth by the curatorial staff. It is the responsibility of the borrower to adhere to these stipulations.

Loan of Holotype or Exhibition Specimens is subject to additional considerations:

- A research proposal and a facilities statement that details access, care, and security of the specimen where housed at the loaning institution must accompany requests for the loan of holotype fossils or specimens on exhibition.
- Some holotype and exhibit specimens may require that the specimen be hand carried.
- Some holotype and exhibit specimens may be too delicate for external use. In this case researchers are requested to make arrangements with the Paleontology Curatorial Staff to visit NCMNS.

Internal Loans by a NCSM staff member in any museum section other than paleontology must be approved and documented as any other loan.

However specimen use by the paleontology staff (incl. resident graduate students and postdoctoral fellows) within paleontology spaces (PGL, level-A lab) does not require documentation as a loan. In these circumstances, the Paleontology collections staff must be notified of the whereabouts of the specimen as soon as possible and this information must be recorded in the database.

VII. ACKNOWLEDGEMENTS

- Copies of all publication photographs and any publications including reference to NCSM specimens must be provided to the NCSM.
- The cooperation of NCSM will be acknowledged in any publication resulting from specimen study. The NCSM number (including NCSM acronym) must accompany material used in publications. The researcher should provide to the NCSM Paleontology curatorial staff a copy of resulting publications and a list of any public database identifiers based on loaned materials.