

COLLECTIONS USE AND ACCESS

It is the policy of the Peabody Museum of Natural History to encourage use of its collections for research, publication, exhibition, education and other purposes. The nature and conditions of such use must be consistent with the Museum's responsibility to care for and preserve its collections. Access to fragile or culturally sensitive materials may be restricted.

Access to collections can normally be granted only by a curator or curatorial designee of a division. The granting of access to a user does not carry with it the right for the user to give others access to the collections. Access to collections may be denied (or the right of access revoked) if any person abuses this privilege, mishandles specimens, or has a poor record of returning borrowed specimens.

The Peabody Museum should receive credit in publications based on the use of specimens from its collections. The acronym "YPM" should be used to cite the Museum's specimens (unless otherwise specified by a division). Authors are asked to send two reprints of any publication based in whole or in part on material belonging to the Museum.

Procedures

Collections are normally available during Museum office hours, subject to the availability of study space, of facilities, and of appropriate curatorial staff. If the user requires any special services such as preparation, heavy lifting, access to exhibits, or special equipment, this need should be indicated in advance. Users from outside the University are normally required to make an appointment in advance, stating their reason for using the collections. Some divisions may require application in writing. Users are required to demonstrate competence in handling specimens and willingness to comply with security arrangements and other regulations.

Each division is encouraged to formulate a set of guidelines for use and access of collections to distribute to visitors and students, and to file a copy of these guidelines with the office of the Assistant Director for Conservation and Collections.

Each division should keep a record of users including name, date, institution affiliation, and purpose of visit.

Access to Records

The Museum reserves the right to restrict access to sensitive information such as identity of donors, valuations, storage locations, or locality data.

The Museum reserves the right to restrict use or publication of images of specimens or Museum documentation.

Approved, Board of Curators, May 6, 1996