

## SPECIMEN ACCESSION PROCEDURES

Accessioning is the process by which the Museum formally declares its title to a specimen or a collection of specimens for incorporation into its permanent collections.

When material is being considered for accession, all pertinent documentation should first be assembled by a division. This should include, but is not limited to, the license or permits to collect specimens, export and import permits, and CITES documentation. Associated data including field notes, maps, copies of relevant correspondence and a Deed of Gift, bill of sale, or other transfer of title may also be produced at this time.

All accessioning is conducted using the Museum's computerized database. Paper copies of certain records are filed with the Director's Office, Museum Archives, with the Assistant Director for Conservation and Collections, and within the division, as described below.

The following procedures should be followed in the accessioning process:

1. A new database record for the acquisition is established in the Museum's registrarial system so that information pertinent to the acquisition event and the material can be tracked.
2. The initiating division completes additional tasks, as applicable:
  - a. Sending a divisional acknowledgement letter
  - b. Requesting an acknowledgment letter from the Director
  - c. Establishing a file folder for supporting documentation
  - d. Documenting costs incurred by the Museum in the acquisition
  - e. Conducting any other divisional procedures relating to the acquisition
3. When the division finishes these steps and wishes to proceed with the accessioning process, an archival-quality copy of an Accession Form is submitted for signature by the curator or curatorial designee of a division and the Director.
4. The Director's Office retains the original Accession Form and sends copies to the division and the Assistant Director for Conservation and Collections' office for filing.
5. Periodically, the Director's Office has Accession Forms bound, and the bound volumes are transferred to the Museum Archives.

In general, the above steps should be completed as soon as feasible after the material arrives at the Museum. In the event that material has arrived, but significant additional time is needed to establish formal title, to assemble pertinent documentation, or to sort a collection, the initiating division should complete steps one and two above and annotate the database record as referring to an acquisition whose potential accession is still under study. The status of such material should be noted by each division in its Annual Report.