

## SPECIMEN ACQUISITION POLICY

The Peabody Museum acquires for its collections specimens that fall within its mission as a research and educational institution, within the limits of feasibility and responsible collections growth. Priorities of collection growth are to strengthen areas in which divisions have recognized historical interest and areas of present or projected research, to broaden the comparative base of the Museum's established collection areas, and to accept voucher specimens. Each division is responsible for overseeing and guiding the growth of its collections.

Specimens are acquired by field collection, exchange, gift, purchase, bequest, and other appropriate means, but the Museum is under no obligation to accept all materials offered.

Acquisitions or portions of acquisitions that are not intended for the permanent collections may be retained by the Museum for use as teaching material or exhibit props, or for sale, exchange or auction. All specimens acquired for the permanent collections shall be accessioned in a timely fashion according to the Museum's accession procedures. All acquisitions are accessioned at the recommendation of the appropriate curator or curatorial designee and with the approval of the Director.

### **Conditions for Acquisition**

1. Specimens must be relevant to, and consistent with, the mission and activities of the Peabody Museum, and should be accompanied by such documentation as the curator deems necessary (i.e. field notes, maps, photographs and other records).

2. The Museum adheres to the CITES conventions and follows pertinent federal regulations. It is the responsibility of the Museum's curators and staff to inform themselves of and comply with all pertinent laws with regard to transfer and acquisition, and to insure that specimens acquired by the Museum have been collected and/or imported in full compliance with the laws and regulations of individual states, the United States, and foreign countries. Where appropriate, specimens should be documented with the necessary permits and/or licenses.

If a specimen that is found to have been illegally obtained is brought to the Museum, the specimen may be provisionally accepted for safekeeping. Further action will be carried out after consultation with the Director and legal counsel.

3. Title to all specimens acquired for the collections should be obtained free and clear, without restrictions as to use or future disposition. The Museum cannot

guarantee that specimens donated will be placed on long-term exhibition or that they will be exhibited or stored as a single collection. The Peabody Museum does not accept specimens on permanent loan.

4. Adequate conditions should exist for the storage, protection and preservation of the specimens under conditions that insure their availability for Museum purposes and in keeping with professionally accepted standards. Before any sizeable collection or specimen with special needs can be acquired, the appropriate curator(s) and the Director must approve the curatorial time, budget, and space that will be required.

### **Commencement of Ownership**

The time at which the Museum is considered to take possession and legally own a specimen varies with the method of acquisition. The following definitions set forth the time when Museum ownership commences:

1. Field Collection. Unless other institutional or governmental agreements pertain, ownership of a specimen commences with its collection. Specimens collected in the field by Museum curators, staff members, and students affiliated with curators during Museum- or university-sponsored trips, and including collections obtained under grant funding, and their associated documentation, are the property of the Museum.
2. Gifts/Bequests. The Museum is considered to own a specimen when the terms of the gift have been documented, normally when a Deed of Gift is signed.
3. Purchase. Ownership commences when the Museum has rendered payment for the specimen, subject to any conditions of delivery.
4. Exchange. Ownership commences when all specimens involved have entered the respective institutions and have been accepted by them.
5. Abandonment. In the event that specimens are left unclaimed at the Museum, ownership commences in accordance with the Museum's written guidelines on abandonment. The Museum will be guided by the advice and recommendations of the Legal Counsel of Yale University in any abandonment proceedings.

### **Appraisals for Acquisitions**

Whenever the Museum receives a non-cash donation for the collections, a Deed of Gift form should be issued. When the gift is intended to be claimed as a tax

deduction, it is the responsibility of the donor to consult appropriate Internal Revenue Service regulations, and to have the material appraised by a recognized independent appraiser. If the appraised value of the donation is \$500 or more, the donor must fill out the appropriate IRS form (Form 8283). The division receiving the donation must then have this form signed by the University Controller or the Associate Vice President for Finance. Copies of the Deed of Gift form and IRS Form 8283 should be given to the University Controller and the Director's Office, as well as being filed in the division.

*Approved, Board of Curators, September 11, 1995*