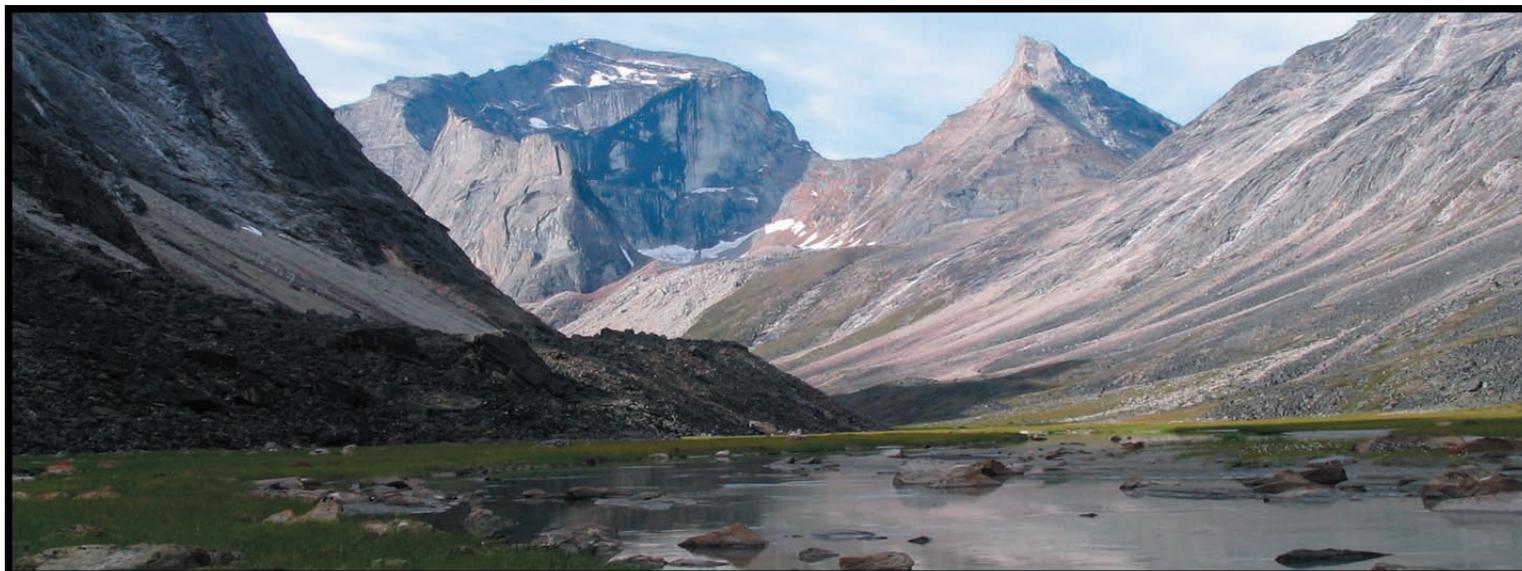




Curatorial Responsibilities for Researchers



Introduction

If you are issued a research permit that allows collecting on National Park Service (NPS) lands, your signature on the permit indicates that you agree to comply with the NPS policies as well as park- and project-specific conditions of your research permit. One Service-wide stipulation for researchers is that they follow standard protocols for the curation of collections generated during research on park lands. Any collections from park lands that are not destroyed during analysis, regardless of where they are stored, are the property of the NPS and subject to NPS regulations. This document is a checklist that can lead you through the processing of collections. If you find that you will have trouble meeting the listed deadlines, or if you have any questions during the process, call or write the museum staff at the above address and number.

Your application:

Before your research begins, describe in your application and study plan the kind of collections

you would like to make (be specific about size or number of specimens to be collected).

If specimens will be permanently stored or temporarily reside in a place other than a National Park Service facility:

- ✘ Arrange for short- or long-term loan to another institution (even for just during your study)
- ✘ Contact the other institution and discuss the loan with that institution's museum curator or person in a similar role
- ✘ Print a copy of your NPS research application (at

the bottom is a signature line that needs to be signed by the curator of the institution agreeing to the curatorial responsibility while the specimens are on loan)

- ✘ Return the signed copy to the park Research Administrator.

When you are collecting:

- ✘ The following information are required fields in the NPS collections database and need to be recorded for each specimen collected (in addition to any other information you wish to document):
 - Classification
 - Formation (for geology)
 - Collector
 - Identified By and Date
 - Collection Date
 - Period/System (geology & paleontology)

- Collection Method (Shovel, hand, etc)
- Preservation and/or preparation
- Collection Number
- Quantity or item count
- Collection Site
- Specimen name (scientific and common)
- Condition
- T/R/S or UTM or Lat./Long.
- Description
- Type (if designated)

Labeling Specimens

- ✘ Accession number and Catalog number will be provided by the park curator.
- ✘ **Specimens must be labeled with NPS accession and catalog numbers**, either directly on the specimen or on a label that can be reliably associated with a specimen. If you use ANCS+ labels can be generated electronically.
- ✘ Labels should be printed on archival quality (acid-free) paper or Tyvek using permanent ink. Laserjet printing is recommended. All labels must contain park accession and catalog numbers in permanent ink. Archival ink and labeling materials may be obtained from the park.
- ✘ Gates of the Arctic numbers begin with GAAR and Yukon-Charley numbers begin with YUCH, as in the following example:
 - YUCH-1234 [for the accession number—please note the hyphen]
 - YUCH 99999 [for the catalog number]
 - The hyphen placement is necessary to distinguish the accession number from the catalog number. Do not use leading zeros.

When you are finished collecting and before you leave the park:

- ✘ Obtain an accession number for your collection from the park curator (see above). This accession number must eventually appear on the label of each specimen collected. **Specimens may not leave the park/headquarters until they are accessioned and park staff record the accession number**. Please plan sufficient time to complete this step. If you cannot meet this requirement, please call the park curator at (907) 455-0632 to make other arrangements for getting accession numbers.
- ✘ Report to park staff the number (or approximate number) of specimens that were collected. Museum staff will assign you a block of catalog numbers—one number for each specimen that will be permanently retained (not destroyed).
- ✘ Obtain an NPS Outgoing Loan Agreement form, to be signed by the individual responsible for the loan. (All specimens, as well as their derivatives and byproducts, remain the property of the United States). NPS policy requires that long-term loans be renewed every 10 years.
- ✘ Obtain from park staff:
 - Cataloging instructions (including the list of required fields and the proper format)
 - Blank and sample catalog worksheets (if needed)
 - Automated National Catalog System (ANCS+) software that can be used to enter catalog data and generate NPS specimen labels. This is optional-- Other spreadsheet or database software can be used for cataloging and generating labels and data can later be imported into ANCS+.

Soon after leaving the park:

- ✘ Call in your specimen count to the Park Museum Program staff (if you did not know this when you left the park), so you can get your catalog numbers over the phone. When you call, please have the following information ready:
 - your permit number and accession number
 - dates collecting began and ended
 - number of specimens collected (estimates are acceptable for large collections)
 - the name of the repository/institution in which the specimens will be housed, and the name and title of the individual who will be responsible for the specimens

As soon as practical:

- ✘ Submit any specimens along with your labels and associated documentation to the park (if they are to be permanently retained there) or to the repository where they are to be stored (on loan). Specimens that are consumed in the course of research need not be cataloged.

Within one year of the final date of collecting:

- ✘ Submit at least one of the following to the park curator:
 - Completed NPS cataloging worksheets and/or an electronic copy of your ANCS+ database
 - A printout of your institution's catalog records, including fields showing park accession and catalog numbers; and the institution's catalog or tracking number.
- ✘ If requested as part of your permit, please send copies of all of project field records (notes, maps, recordings, etc.) to the park at the address below. Please copy notes, maps and other written or printed matter onto acid-free paper. This requirement is a safeguard, in case original materials are accidentally destroyed or lost in the future