

## **X. APPENDIX II. JODA MUSEUM COLLECTIONS ACCESS POLICY**

John Day Fossil Beds National Monument Division of Paleontology  
Museum Collections and Laboratory Access

Access to all museum collection and laboratory areas is restricted to individuals that have requested access in advance and have a legitimate curatorial or professional reason be in those places. This includes access to the museum collections and accession room, paleontology lab, as well as the museum gallery during non-public admission hours. The legitimate reasons to be in most areas of the Thomas Condon Paleontology Center and Cant Ranch, especially the offices, are many and need not be specifically addressed. The policy regarding access to the museum collection areas and paleontology laboratory requires specific clarification.

The museum collections and paleontology laboratory are professional work areas that were designed for specific uses. It is expected that appropriate professionals will be responsible for the areas. Responsibility for all of the paleontology areas (including the laboratory, collections storage, museum gallery during non-public admission hours, accessions storage, and paleontology offices) is ultimately the responsibility monument Superintendent, delegated to the Museum Curator / Paleontologist. Day-to-day operation of the paleontology laboratory is the primary responsibility of the JODA Fossil Preparator. Day-to-day operation of the museum collections is the primary responsibility of the JODA Collections Manager.

Access to the museum collections and the paleontology laboratory must meet all of the following criteria:

1. Access to the space must be for a reason that is consistent with the intended use of the space (this may include reasons of curation, research, education, maintenance, safety, resource management, or administration that have direct relevance to the space or the personnel that work in the space).
2. Must be supervised by a NPS/JODA curatorial staff member at all times.
3. Non-NPS access **MUST** be requested in writing, approved, and scheduled at least one week in advance by a curatorial staff member. Requests a month in advance are preferred, as this will facilitate scheduling by curatorial staff.

In addition, access for research or educational purposes must be supported with a written research application that identifies specific specimens, taxonomic groups, geological strata, or items that would be studied. This allows equipment to be set up (such as microscopes, photo mounts, and work areas) and specimens to be located in advance. The research application and guidelines for access to museum collections will be provided to all individuals requesting access. Access for commercial purposes (including filming and professional photography) must be coordinated with a NPS commercial permit.

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Scope of Collections Statement (2010)

Due to the difficulty of monitoring individuals and risks involved, group tours of the museum collections and paleontology laboratory are generally discouraged. Some professional organizations and university classes may have research or educational interests that relate directly to museum collections, specifically including information that is not available in the museum exhibits. These groups should submit an application, in lieu of a research application, that justifies access to the collections. Such groups should be limited to less than 10 individuals at a time, so they can be properly supervised by curatorial staff. In lieu of tours of the museum collections and paleontology laboratory, requests can be made to curatorial or interpretive staff to

speaking to groups in the museum lobby and exhibits.

Access to certain museum spaces puts museum objects at risk of breakage, deterioration, and theft. Therefore, unnecessary access to these spaces will be denied. The intention of this policy is not to prevent access to the curatorial spaces, but to ensure the best protection of the NPS property that is housed in these spaces.