

Appendix E: Scope of Collection Statement

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Appendix E: Scope of Collection Statement

A. Overview

1. *What information will I find in this appendix?*

You will find a Scope of Collection Statement checklist that you can use to review a draft or approved Scope of Collection Statement (SOCS). You also will find a sample completed SOCS. This appendix is a supplement to Chapter 2: Scope of Museum Collections.
2. *Who can assist me in writing or revising my park's Scope of Collection Statement?*

Contact your regional/SO curator for examples of approved SOCS that show how different parks have written their statement. If you have questions about what types of collections to include in the Types of Collections section, contact your park's interpretive staff, resource management staff, and other subject matter experts, as well as your regional/SO curator and other regional/SO discipline specialists.
3. *Are there any other resources that can help me prepare or revise my park's Scope of Collection Statement?*

Yes. Figure E.1 includes an example Scope of Collection Statement and Figure E.2 includes an example Scope of Collection Summary. These documents are available in electronic format. Contact your regional/SO curator to obtain copies that you can use as templates when developing or revising your park's Scope of Collection Statement and Scope of Collection Summary.

Refer to Chapter 2: Scope of Museum Collections, the resources listed in the bibliography of Chapter 2, and your regional/SO curator for additional information.

B. Evaluating Your Scope of Collection Statement

1. *How do I evaluate a Scope of Collection Statement?*

Use the Scope of Collection Statement checklist included in Figure E.3 to review a draft or approved SOCS.
2. *How do I use the Scope of Collection Statement Checklist?*

To use the Scope of Collection Statement checklist:

 - Enter the unit's complete name. A unit is a park, center, or office with a museum collection. Place an "X" in either the draft or approved block. Enter the date (month, day, and year) of the draft or approved document. Enter the name of the reviewer and date reviewed.
 - Place a checkmark in the "YES" column to indicate that the required wording is in the SOCS, that the wording is accurate, and that it is in the appropriate section.
 - Place a checkmark in the "NO" column to indicate that the required statement does not appear in the SOCS.
 - Place a checkmark in the "N/A" column to indicate that the question is not applicable to the SOCS.
 - Place an "X" in the "Note" column to indicate that there is an attached note pertaining to this question.

- There may be times when the reviewer cannot determine the answer to a specific checklist question. If this is the case, print “ND” meaning “Not Determined” in the “YES” column.

3. *Where do I find the Scope of Collection Statement Checklist?*

See Figure E.3 for the checklist. An unpunched full size checklist accompanies this appendix. Keep the full size checklist as a master and make copies for your use.

C. List of Figures

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- Figure E.1 Example Approved Scope of Collection Statement
Figure E.2 Example Scope of Collection Summary
Figure E.3 Checklist for Evaluating Scope of Collection Statements

DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
LEWIS MOUNTAINS NATIONAL PARK

Scope of Collection Statement

Prepared/Recommended by: _____

Museum Curator

Date

Concurred by: _____

Chief of Resource Management

Date

Approved by: _____

Superintendent

Date

Figure E.1. Example Approved Scope of Collection Statement

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I. INTRODUCTION

A. Executive Summary

The park's museum collection includes both natural history and cultural collections. The park's natural history collection includes: mammal and bird collections; the herbarium, which includes nearly all species of vascular plants that occur in the park; paleontological collections from the Bear Valley Shale Formation; geological specimens from the Bear Valley Shale and Lewis Granite Formations; associated project documentation and reports. Other natural history collections within the museum collection include: fungi; reptiles and amphibians; fish; insects and arachnids. At present, these collections are relatively small, as little research pertaining to these disciplines has been conducted in the park to date.

The cultural collection includes: archeological materials systematically excavated from within the park's boundaries and associated field records (circa 1000 BCE – circa 1940); an ethnology collection of Paiute and Shoshone basketry, watercolors, beadwork, and textiles; historic objects associated with the area's 19th century miners, railroad workers, and homesteaders, and items related to the Civilian Conservation Corps and President Franklin D. Roosevelt's 1938 park vacation; archival and manuscript collections such as the Joseph Jakes papers, oral histories, photographs, and scientific and resource management records.

B. Purpose of the Scope of Collection Statement

This Scope of Collection Statement defines the scope of present and future museum collection holdings of Lewis Mountains National Park that contribute directly to the understanding and interpretation of the park's purpose, themes and resources, as well as those objects that the Service is legally mandated to preserve. It is designed to ensure that the museum collection is clearly relevant to the park.

C. Legislation Related to National Park Service Museum Collections

The National Park Service's (NPS) legal mandate for acquiring and preserving museum collections is contained in the Antiquities Act of 1906 (16 USC 431-433); the Organic Act of 1916 (16 USC 1 et. seq.); the Historic Sites Act of 1935 (16 USC 461-467); the Management of Museum Properties Act of 1955, as amended (16 USC 18f); the Reservoir Salvage Act of 1960, as amended (16 USC 469-469c); the National Historic Preservation Act of 1966, as amended (16 USC 470 et seq.); the Archeological and Historic Preservation Act of 1974, as amended (16 USC 469-4691-2); the Archaeological Resources Protection Act of 1979, as amended (16 USC 470aa-mm); the National Parks Omnibus Management Act of 1998 (16 USC 5901).

D. Park History, Significance, Purpose, Themes, and Goals

The enabling legislation (45 Stat. 616) which established Lewis Mountains National Park on June 12, 1928, states that the park was established to "...preserve from injury or spoliation the Lewis Mountains, Bear Valley, and Shawnee Lake..." as well as "...the structures, other works, and relics of prehistoric cultures contained therein..."

The Bear Valley Lodge, constructed by the Union Pacific Railroad in 1920, was acquired by the park in 1962 through the Mountain Foundation. Additional lands from the adjoining Lewis National Forest were added to the park in 1964 to "...preserve the historical, paleontological, and geological resources of the Buffalo Valley" (63 Stat. 981).

Figure E.1. Example Approved Scope of Collection Statement (continued)

Efforts to assemble a museum collection within the park began in 1929 when Superintendent Charles Jackson established a small museum within one room of the ranger station. The museum was very popular with visitors, and the collection quickly grew due to local donations of Native American, ranching, mining, and other “pioneer” materials as well as natural history specimens collected by the park staff. It was soon apparent that a separate museum building was needed to house this growing collection, and in 1934 the Civilian Conservation Corps (CCC) constructed the Bear Valley Museum.

In 1969, the Henderson Visitor Center (which includes museum exhibit galleries and collection storage space) was completed and the museum collection was moved to that building. Additional exhibit and collection storage space was added to the structure in 1992. Native American history exhibits that were determined through consultation to be offensive to traditionally associated groups (including NAGPRA-identified items) were removed from the museum in 1993. A new permanent exhibit focusing on Paiute and Shoshone tribal culture was developed in consultation with the two tribes and opened in 1995.

In 1988, the park hosted its first annual CCC Reunion. In the years since, the park has received numerous donations of park-related CCC museum objects. In 1998, these collections were moved to the newly renovated Bear Valley Museum, which reopened to the public as a CCC museum and reference library.

The park’s natural history collection originally included the herbarium, mammal, and bird collections. The majority of these specimens were collected in the 1930s, 1940s, and 1950s. A limited number of specimens were added to the collection over the next twenty years, primarily herbarium specimens collected by researchers from Boise State University. Since 1992, the natural history collection has experienced tremendous growth, a result of various resource management projects conducted within the park. These include inventory and monitoring, fire effects studies, ethnobotanical studies, historic landscape reports, and studies conducted by researchers from Boise State University, Oregon State University, the Smithsonian Institution, Stanford University, and the University of Utah. It is anticipated that this collection will continue to grow due to park resource management activities, the Inventory and Monitoring program, and other scientific research activities.

The park’s purpose, identified in the General Management Plan (1998) is to:

1. Preserve and protect the scenic beauty and unique geologic features of the Lewis Mountains and Bear Valley: jagged mountain peaks; alpine lakes and meadows; remarkable canyons; volcanic phenomena; fossiliferous deposits; rare sedimentation.
2. Preserve and protect the rare paleontological resources of the Buffalo Valley.
3. Preserve the archeological features that pertain to the prehistoric inhabitants of America and the ancestral Native American tribes.
4. Preserve the entire area intact for the purpose of scientific research.
5. Provide a variety of opportunities for visitors to learn about and enjoy the resources without degrading those resources.

The park’s General Management Plan (1998), Long-Range Interpretive Plan (1999), and Resource Management Plan (1998) state that the purpose of the park’s museum collection is to:

1. Increase knowledge, inspiration, and an awareness of preservation and stewardship among present and future generations through the effective use of exhibits, research, programs, and publications that are related to the park’s interpretive themes and resource management objectives and goals.

Figure E.1. Example Approved Scope Collection Statement (continued)

2. Support scientific research and resource management.
3. Assist in the establishment of a permanent database of all organisms found in the park.
4. Preserve important or locally significant species collected in response to specific research or interpretive needs.
5. Guarantee the protection of objects whose in-situ preservation cannot be assured.

The park's museum collection should also support the park's interpretive themes, identified in the Long-Range Interpretive Plan (1999):

1. Human Use

- a. Past Human Use: prehistoric and historic North American native cultures including Paleo and Archaic Indian, Shoshone, and Paiute (to 1928); Euro-American trappers, traders, and immigrants (1820–1928), Union Pacific Railroad (1870-1955); early National Park Service (1928-1940).
- b. Contemporary Human Use: a sanctuary with provisions for scientific use and controlled pursuits compatible with the park's purpose and significance.
- c. Desired Future Use: a sanctuary, but with an increased awareness on the part of citizens of their share in the responsibility of such protection. Future improvements to park infrastructure will serve as examples of sustainable design and construction.

2. Geologic History

Park geology and morphology span the last 250 million years: deposition, the uplift of the Lewis Mountains, creation of the Bear and Buffalo Valleys, lava flows during the past one million years (that created Shawnee Lake), and earthquakes.

3. Paleontological History

Within its many geologic formations, the park hides evidence of past life: from mountaintop fossilized seashells to dinosaur bones and footprints along the Buffalo River, from single ferns to petrified logjams.

4. Biological Diversity, Natural Processes, and Wilderness

- a. The park contains many diverse organisms. It preserves ongoing natural processes: geological and biological, which we deem inherently valuable.
- b. The park's many diverse and scientifically valuable resources are located in a wild land with few modern, man-made improvements. As such, they provide outstanding opportunities for preservation, study, and enjoyment.
- c. Wilderness is its own reason for existence. It provides a time capsule of processes and resources which should, to the greatest degree possible, be managed and preserved unencumbered by human intervention.

Figure E.1. Example Approved Scope Collection Statement (continued)

The park's Resource Management Plan (1998) identifies the following resource management objectives and goals:

Management Objectives

1. The park's resources and natural processes are defined, inventoried, and understood by park staff and form a basis for management strategies to fulfill the park's mission.
2. The public and visitor understand and support the missions of the park and the National Park Service. They are advocates of the goals to preserve the nation's heritage and enhance environmental citizenship.
3. The park is managed to assure long-term protection of cultural and natural resources. This includes monitoring impacts of human use in and around the park.
4. The park is managed as a part of a greater regional ecosystem and recognizes the needs of the park, other land management agencies, and private landowners.
5. Management of all park resources, including employees, visitors, and natural resources is recognized and valued worldwide and is a model for national and international managers.

Management Goals:

1. Identify, inventory, and assess the park's natural and cultural resources and natural processes in order to form the basis for management strategies.
2. Manage park resources through a regional ecosystem approach and through cultural contexts.
3. Identify and evaluate the effects of human-caused impacts to park resources to form the basis for implementing management strategies.
4. Based on management strategies, provide a variety of visitor experiences compatible with resource protection.

E. Laws, Regulations, and Conventions Related to Museum Collections

Archeological collections, except inalienable and communal property (as defined by the Native American Graves Protection and Repatriation Act of 1990 [25 USC 3001-13]), recovered from within park boundaries through systematic collection are Federal property and must be retained in the park's museum collection in accordance with 43 CFR 7.13 and NPS *Management Policies* (2001).

In accordance with the NPS Research Permit and Reporting System, permits to collect natural resource specimens state that retained specimens remain Federal property, are incorporated into the park museum collection and, as required by 36 CFR 2.5g, must bear official National Park Service museum labels and their catalog numbers will be registered in the National Park Service National Catalog.

Other laws, regulations, directives and conventions pertinent to the acquisition of museum collections at the park include: the Lacey Act of 1900 (18 USC 43-44); the Migratory Bird Treaty Act of 1918 (16 USC 703-711); the Bald Eagle Protection Act of 1940, as amended (16 USC 668-668d); the Federal Property and Administrative Services Act of 1949, as amended (40 USC 483[b]); the Federal Records Act of 1950, as

Figure E.1. Example Approved Scope Collection Statement (continued)

amended (“Records Management by Federal Agencies” [44 USC 3101 et. seq.]); the Freedom of Information Act of 1966, as amended (5 USC 552); the Marine Mammal Protection Act of 1972 (16 USC 1361-1407); the Endangered Species Act of 1973, as amended (16 USC 1531-1543); the Privacy Act of 1974 (5 USC 552a); the Copyright Act of 1976 (17 USC 101 et seq. [1988 & Supp. V 1993]); the American Indian Religious Freedom Act of 1978 (42 USC 1996); the Native American Graves Protection and Repatriation Act of 1990 (NAGPRA) (25 USC 3001-3013); Federal Property Management Regulations (FPMR), 41 CFR 101; 410 Departmental Manual, Interior Property Management Regulations (IPMR); 411 Departmental Manual, “Managing Museum Property,” Chapters 1-3; “Curation of Federally-Owned and Administered Archeological Collections,” 36 CFR 79; NAGPRA Final Regulations, 43 CFR 10; “Disposition of Federal Records,” 36 CFR 1228; “Protection of Archeological Resources”, 43 CFR 7; “Preservation of American Antiquities”, 43 CFR 3; “Preservation, Arrangement, Duplication, Exhibition of Records” (44 USC 2109); “Disposal of Records” (44 USC 3301 et seq.); Director’s Order #19: Records Management; Director’s Order #24: NPS Museum Collections Management; Director’s Order #28: Cultural Resource Management; Director’s Order #44: Personal Property Management; the 1983 Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES); the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property (implemented in the United States by P.L. 97-446 in 1983, 19 USC 2601).

F. Structures, Landmarks, and Other Park Resources Listed on National or International Registries

Historic resources within the park listed on the National Register of Historic Places include: Buffalo Valley Archeological District; Shawnee Lake Rendezvous Site; Lewis Mountain Railroad Tunnel; Shawnee Lake Mine Historic District; Bear Valley Lodge; Bear Valley Ranger Station, Museum, Maintenance Facility, Ranger’s Residence, Comfort Station, and Amphitheater; East Entrance Sign, Checking Station, and Ranger’s Residence; Lewis Mountain Highway and Tunnel.

The park was designated a Biosphere Reserve in 1984.

II. TYPES OF COLLECTIONS

The interpretive themes and resource management goals and objectives stated in the introduction provide direction for the acquisition of museum objects. The following guidelines will prevent arbitrary and excessive growth of the collection, while ensuring that it remains relevant to the park’s mission.

A. Cultural Collection

The purpose of this collection is to increase knowledge and inspiration among present and future generations through exhibits, research, and interpretive programs; support research, resource management and education; provide baseline data of park cultural resources; document changes these resources are undergoing because of internal park conditions and external effects; to guarantee the protection of important objects whose in-situ preservation cannot be assured.

Objects and archival collections with a direct association to the park are more desirable for inclusion within the collection than similar items without such primary significance. The cultural collection is subdivided into four disciplines: archeology, ethnology, history, and archives and manuscripts. The following list identifies, by discipline, object types appropriate to the park’s museum collection and, as needed, notes current representation.

Figure E.1. Example Approved Scope Collection Statement (continued)

The cultural collection must support these goals. This will ensure that only relevant objects and archival materials are accessioned into the collection. Future growth of the collection should be restricted to items related to:

1. Interpretive and/or research needs identified in the park's General Management Plan (1998), Resource Management Plan (1998), Long-Range Interpretive Plan (1999), historic furnishings reports, exhibit plans, and other applicable park planning documents and resource studies.
2. Enhancing understanding of and promoting increased stewardship of the park's cultural resources.
3. Cultural resources baselines/inventorying and monitoring activities.
4. Regulatory and compliance activities such as those mandated by the National Historic Preservation Act of 1966, as amended and the Archaeological Resources Protection Act of 1979 (ARPA).

1. Archeology Collection

Archeological collections are generated in response to cultural resource management requirements related to legal mandates, to development of park facilities, to preservation-related activities, to research requirements, and to interpretive needs. The archeological collection includes artifacts, human remains, and other materials obtained using archeological methods.

As per 43 CFR Part 7, any archeological materials discovered within the park (except inalienable and communal property, as defined by NAGPRA) are the property of the United States and will be maintained as a part of the park's museum collection.

a. Artifacts and Specimens

Archeological research projects within the park may result in the collection of artifacts, ecofacts, or other data.

Park staff and visitors should be discouraged from picking up surface artifacts. It is preferred that surface artifacts be left in-situ and their location documented. If materials are collected and brought to park staff, appropriate measures must be taken to ensure that the visitor collects no more material, that precise provenience information is recorded, if possible, and that the objects/data are promptly given to the curatorial staff upon receipt by staff members.

The park's archeology collection includes:

- 1) **Prehistoric Material.** The collection contains 2000 prehistoric Native American items (projectile points, flaked stone, ground stone, and pottery sherds), including twenty items associated with Paleo and Archaic Indian sites within the park.
- 2) **Historic Material.** The collection contains material from sites related to the settlement of the lands within the park during the historic period (through 1942), and sites associated with early park development, from circa 1920 through 1942. Materials from both Native American sites and Euro-American sites are included in this category. This collection consists of over 4,000 artifacts, including knives, projectile points, flaked stone, ground stone, pottery, household items, tools, glass, porcelain and ceramic sherds, objects related to mining and railroads, and other items.

Figure E.1. Example Approved Scope Collection Statement (continued)

3) **Confiscated Archeological Objects.** These are objects recovered from unauthorized and illegal activities. They might include unearthed artifacts, ecofacts, and human remains illegally excavated or uncontrolled surface collecting by unauthorized individuals within the park boundaries. The museum curator should be consulted as soon as possible to ensure proper handling and transportation of these materials. Such objects might be held temporarily as evidence if legal action is to be taken, but should be formally turned over to the museum curator as soon as possible. Once all legal questions are resolved, the objects and all associated documentation will be added to the museum collection.

b. Associated Field Records

All records associated with archeological collections are retained as part of the museum collection. These records include field notes and catalogs, daily journals, drawings and maps, photographs and negatives, slides, sound recordings, raw data sheets, instrument charts, remote sensing materials, collection inventories, analytical study data, conservation treatment records, computer documentation and data, as well as any other documents generated through archeological activity.

2. Ethnology Collection

The park has important ties to both the Paiute and Shoshone tribes. The ethnology collection is an important component of the park's interpretive and resource management programs and furthers the park's mission. The collection is noted in the Long-Range Interpretive Plan (1999) and is an important element of the plan's Human Use section. The collection's importance is also noted in the General Management Plan (1998), especially concerning tribal consultation and traditional uses of park resources by tribal members.

a. Objects. Acquired, mostly through gifts between 1928 and 1976, the ethnology collection presently includes examples of Native American material culture from the Great Basin, Northwest, and adjacent culture areas. These artifacts illustrate the cultural continuity of the Native American cultures of the area, as well as their cultural adaptation and change as seen through their material culture. They also illustrate Native American artistic traditions in the vicinity and provide examples of the arts and crafts of groups with whom the park has been associated.

The collection consists primarily of Paiute basketry, watercolors, beadwork, and textiles. There are also several fine examples of Shoshone basketry, beadwork, and textiles, most notably the Lillian Wood Collection, acquired by loan in 1976.

b. Associated Records. All records associated with ethnographic collections are retained as part of the museum collection. These records may include field notes; interview schedules, tapes (video and audio), interview transcripts; negatives, prints and slides; data sheets (all subject to restrictions of confidentiality, if any); artifact inventories; analytical study data; computer documentation and data; reports generated by ethnographic investigations; as well as any other documents generated through ethnographic field work.

c. Future Collections Activity. The park will continue to acquire ethnographic material from the Paiute and Shoshone tribes, as well as other Native American groups that have aboriginal, historic, or religious ties to park lands, if such collections will address an interpretive and/or research need identified in the Ethnographic Overview and Assessment (1996), Long-Range

Figure E.1. Example Approved Scope Collection Statement (continued)

Interpretive Plan (1999), Resource Management Plan (1998), cultural affiliation studies, exhibit plans, or other park planning documents. All such future collections activities will proceed in close cooperation with Paiute and Shoshone tribal councils, cultural resource management officers, and councils of Elders.

1) **Lillian Wood Collection**

The entire collection of Shoshone material culture items consists of the Lillian Wood Collection, which is on loan to the park. This collection is a superb representation of the area's Shoshone culture, circa 1840-1950, and is a vital component of the park's interpretive and research programs. Mrs. Wood's estate is committed to the collection remaining at the park, and the Shoshone tribe and Council of Elders concur. However, the park may be required to purchase the items in order to ensure that they remain at the park. To this end, the park's cooperating association, the Lewis Mountains Association and the Friends of the Lewis Mountains have established a fund-raising campaign to enable the park to purchase the collection outright.

2) **Modern Works**

During the General Management Plan process, the park and its stakeholders determined that the then-current ethnology collection did not include more recent representations of the area's Paiute and Shoshone material cultures. In response, both the General Management Plan (1998) and Long-Range Interpretive Plan (1999) stress the importance of acquiring a limited number of modern works "...to illustrate the endurance of the area's original Native Peoples, and the continuation and evolution of their culture, arts, and livelihoods through to the present era." The park has since acquired three modern Paiute baskets and two paintings in consultation with Paiute tribal authorities and Elders. Recent consultations with Shoshone Elders determined the need to obtain modern Shoshone textiles and paintings to address these interpretive deficiencies.

3. **History**

The history collection is an important component of the interpretive and resource management programs and supports the mission of the park. The collection's importance is noted in the Human Use section of the Long-Range Interpretive Plan (1999). The General Management Plan (1998) states that the collection is a "vital element in the interpretation and resource management of historic structures, sites, and other indicators of human use within the present boundaries of the park."

Only historic material that has a direct association with the park is included in the museum collection. When a large quantity of an object type is available, priority is given to acquiring the best-preserved examples. The history collection is based on the park's themes used to establish the following collecting categories:

- a. **Historic Era: Native American Inhabitants, Euro-American Exploration, Fur Trade, Railroad, Mining, and Homesteading (Pre-1920).** There are few objects directly associated with historic era Native American inhabitants, Euro-American exploration, and the fur trade in the collection. It is unlikely that such material of this type will become available, however

Figure E.1. Example Approved Scope Collection Statement (continued)

the park should attempt to obtain an early 19th Century beaver trap to fulfill a deficiency noted in the Henderson Visitor Center Exhibit Plan (1992).

The collection includes several outstanding examples of excavation equipment, tools, and other items associated with the area's 19th century miners, railroad workers, and homesteaders, including the Jakes Collection (first family of homesteaders in the area, now part of the park).

- b. Early Park Development (1920-1940).** Material in this category includes a Union Pacific/Bear Valley Lodge bus, historic furnishings, staff personal items (e.g., Superintendent Jackson's badge, 1928-35). The park will continue to collect staff members' personal items, furnishings, and other materials that address an interpretive and/or research need identified in an interpretive plan, exhibit plan, or other park planning document.
- c. Civilian Conservation Corps (CCC, 1933-1942).** The CCC played an important role in the development of the park and in the preservation of its resources. Items in the museum collection from this period include: historic furnishings, copies of administrative records, construction drawings, photographic documentation of projects, tools, artwork (exhibition illustrations, personal sketches and watercolors), and architectural features. If additional material documenting park CCC activities becomes available, it should be collected when it does not duplicate what is presently available. Areas where documentation is incomplete include camp life, identification of personnel in the photographic records on hand, and copies of camp publications such as the *Bear Valley Camp News*.

Many of the park's administrative, maintenance, and residential buildings were either constructed or significantly modified during the CCC period, and are listed on the National Register of Historic Places.

Some works of art, created as exhibition illustrations, have been included in the museum collection. Other important examples remain in the exhibits and these, along with some individual exhibits (dioramas in the Bear Valley Museum) should become part of the museum collection.

- d. Commemorative Events.** Memorabilia from important current or commemorative events are included in the museum collection. Materials related to President Franklin D. Roosevelt's 1938 park vacation and the park's 75th anniversary have been included. Materials from these types of important park activities will continue to be preserved as they become available.
- e. Historic Fabric.** When original fabric is removed from a historic structure during a preservation or repair project, a representative portion of the fabric will be preserved and accessioned into the museum collection, along with any associated documentation.
- f. Future Collections Activity.** Future collections activity in this area will concentrate on the acquisition of outstanding examples of objects currently not represented in the collection, which meet the criteria referenced above and clearly correct an interpretive or research deficiency noted in the park's General Management Plan (1998), Long-Range Interpretive Plan (1999), future exhibit plans, or other planning documents. This will ensure that the history collection is relevant to the interpretive and research needs of the park.

Figure E.1. Example Approved Scope Collection Statement (continued)

4. Archival and Manuscript Collection

The park's archival collection includes oral histories with local residents (including oral histories conducted in 1955 with Mrs. Elsie Johnson and other tribal elders); duplicate copies of administrative records such as Superintendent's Reports and Chief Naturalist's Reports; photographic prints, negatives, and slides; photographs, blueprints, specifications and other items documenting facility development; materials related to scientific studies and resource management activities (Peregrine Falcon studies, mine preservation studies, wilderness areas, etc.); the Josiah Jakes Papers (personal papers of the first Euro-American homesteader in Bear Valley).

Policy and procedures for archival collections and records management are outlined in NPS *Management Policies* (2001), Director's Order #19: Records Management (2001), the *Museum Handbook*, Part II, Appendix D: Archives and Manuscript Collections, and the NPS *Records Disposition Schedule* (1986).

Library Materials

A small number of library materials (e.g., rare books and manuscripts) are included in the museum collection. The park library contains other rare books (e.g., Jonas Fredericson's 1881 publication *Travels Through the Lewis Mountains*) that should also be included in the museum collection. Rare books and original manuscripts, having direct association with the park will continue to be included in the museum collection.

The park's library includes a large number of books that are out of print, technical references, and administrative documents. This material, though valuable, will not be included in the museum collection and will continue to be managed under the park's library management plan. The library and printed matter in the museum collection both support the park's research, interpretive, and resource management programs.

Future Collections Activity

In accordance with Director's Order #19: Records Management (2001) and the NPS *Records Disposition Schedule* (1986), the park Records Management Committee examines all current park files before they are transferred to the National Archives and Records Administration or disposed of, to ensure the retention of copies of important official records in the park. Other materials to be retained include materials related to scientific studies and resource management activities; oral histories, historic resource studies, and similar reports; photographs, blueprints, specifications and other items documenting facility development. Retained materials are managed as part of the museum collection.

In 2002, park staff learned of the existence of two diaries and several letters (circa 1860) kept by Betsy Jakes, niece of Josiah Jakes. These items are currently in the possession of Mrs. Dorothy Samuels of Santa Barbara, California. As these materials document many previously unknown aspects of the area's Euro-American settlement, acquisition of them by the park would constitute an important addition to the collection. The park recently obtained copies of these materials, and Mrs. Samuels has expressed willingness to bequeath the originals to the park. Obtaining these items is a high priority and park staff will continue to work with Mrs. Samuels in this regard.

Figure E.1. Example Approved Scope Collection Statement (continued)

B. Natural History Collection

Purpose

The purpose of this collection is to support scientific research, resource management and education; provide baseline data of park natural resources; document changes these resources are undergoing because of internal park conditions and external effects; provide a database for researchers concerned with resources use by the park's prehistoric occupants; preserve important or locally significant species collected in response to specific research or interpretive needs; to guarantee the protection of important paleontological specimens whose in-situ preservation cannot be assured.

The natural history collection must support these goals. This will ensure that only well-documented and appropriate specimens are retained. Future growth of the collection should be restricted to specimens and associated records generated through:

1. Authorized scholarly research and selective acquisition based on:
 - Needs identified in the park's General Management Plan (1998), Resource Management Plan (1998), and other applicable park planning documents and resource studies
 - Servicewide initiatives such as the Natural Resource Challenge
 - Enhancing understanding of and promoting increased stewardship of the park's ecosystem
2. Inventorying and Monitoring Activities
3. Regulatory and compliance activities such as those mandated by the National Environmental Policy Act of 1969 (NEPA), as amended

Scholarly research may be conducted by park or non-park scientists. All collecting activities must be in compliance with 36 CFR 2.5, the Research Permit and Reporting System, Director's Order #77: Natural Resource Protection (under development), and NPS *Natural Resources Management Guideline* (1991). All researchers must comply with applicable state and Federal laws regulating collecting, documenting collections, and other associated activities. No collector (including park staff) can work in the park without first obtaining a signed permit. The collections section of the permit application must be completed, documenting where collections of specimens and associated records will be housed. Questions related to collecting within the park should be addressed to the park's research coordinator.

Three separate areas of the park, with a total of 8,100 acres, were designated as wilderness in 1973. Alpine Meadow received designation as a "Research Natural Area" in 1969. All collecting of natural resource specimens that impacts these areas must take into consideration restrictions in effect because of these special designations.

Natural resource specimens collected outside the park boundaries will not be included in the collection unless the specimens are required to illustrate interpretive exhibits, to augment specific park-related research projects, or to demonstrate effects on park resources. Written permission from landowners or appropriate officials is obtained when collecting occurs on their land. This documentation or copies must become part of the museum collection's accession file.

Figure E.1. Example Approved Scope Collection Statement (continued)

Taxidermy “mounts” and freeze-dried specimens will be obtained only when a specific need (such as for an exhibit) is identified. Specialty collections such as frozen or other types of tissue samples are beyond the capability of the park to preserve. If they are collected and held by other repositories, they will be accessioned and cataloged in the park’s collection. Archived soils and other strictly environmental monitoring samples will only be collected as part of authorized research projects.

This collection is divided into three disciplines: biology, geology, and paleontology. The following list identifies the categories of specimens that are to be included in the museum collection and notes their current representation.

1. Biology

- a. **Flora.** Major herbarium collections of vascular plants were made in the 1940s and 1960s. Thus, nearly all species are represented in the herbarium. The non-vascular flora are not well represented in the herbarium. One research project has been conducted in this area; a lichen study was conducted in 1981. Specimens from this project are stored in the park’s herbarium. Duplicate specimens are on a repository loan to the University of Utah. It is anticipated that the herbarium collection will continue to grow as a result of park resource management activities (inventory and monitoring, fire effects, etc.) and authorized scholarly research.

Two state-listed rare plant species have been identified in the park: *Spiranthes diluvialis* and *Astragalus aquilonius* (Barneby) Barneby. Researchers must comply with all regulations governing these species.

Note: A teaching collection of herbarium specimens has been developed by the park’s interpretive staff. This collection consists of specimens located in the park’s Discovery Center, the Environmental Education Center, and additional specimens used for interpretive programs. This collection is managed for consumptive use by the Division of Interpretation; it is not part of the museum collection.

- b. **Fungi.** The fungi collection currently consists of fifty-two specimens collected in 1998 by a researcher from Stanford University. These specimens are currently housed at Stanford University. It is anticipated the fungi collection will continue to grow in the future, as a result of inventory and monitoring, other park resource management activities, and authorized scholarly research.
- c. **Mammals.** The majority of the mammal specimens in the collection were collected in the 1930s. Not all species found in the park are represented. A major research study of small mammals was conducted from 1989-1994. The study included the collection and preservation of small mammal species found in the park. It is anticipated the collection will continue to grow in the future, as a result of inventory and monitoring, other park resource management activities, and authorized scholarly research. The mammal collection is housed at the park.

No known endangered, threatened, or rare species are known in the park.

Note: A teaching collection of mammal specimens has been developed by the park’s interpretive staff. These specimens include animals accidentally killed on nearby roads, seizures of illegal game by the state Department of Fish and Game and U.S. Fish and Wildlife Service, and skeletal materials. The collection consists of specimens located in the park’s

Figure E.1. Example Approved Scope Collection Statement (continued)

Discovery Center, the Environmental Education Center, and additional specimens used for interpretive programs. This collection is managed for consumptive use by the Division of Interpretation; it is not part of the museum collection.

- d. **Birds.** The majority of the bird specimens presently in the collection were collected in the 1930s. Not all species found in the park are represented. It is anticipated the collection will continue to grow in the future, as a result of inventory and monitoring, other park resource management activities, and authorized scholarly research.

Two threatened, endangered, or rare species have been recorded in the park. These are: *Haliaeetus leucocephalus* and *Falco peregrinus*. Researchers must comply with all regulations governing these species.

Note: A teaching collection of bird specimens has been developed by the park's interpretive staff. These specimens include animals found dead, specimens seized by the state Department of Fish and Game and U.S. Fish and Wildlife Service, abandoned eggs and nests, and skeletal materials. The collection consists of specimens located in the park's Discovery Center, the Environmental Education Center, and additional specimens used for interpretive programs. The collection includes two examples of *Haliaeetus leucocephalus* and one *Aquila chrysaetos*. This collection is managed for consumptive use by the Division of Interpretation; it is not part of the museum collection. All required permits are maintained by the Division of Interpretation.

- e. **Reptiles and Amphibians.** Few species of reptiles and amphibians are currently represented in the museum collection. No major scientific studies involving reptiles and amphibians in the park have been undertaken to date. It is anticipated this collection will grow in the future, as a result of inventory and monitoring, other park resource management activities, and authorized scholarly research.

No known threatened, endangered, or rare species are found in the park.

- f. **Fish.** The Bear River flows through the central portion of the park. Other bodies of water in the park include Shawnee Lake and numerous other small lakes and streams. The aquatic life found in these bodies of water in the park have not been studied to date. It is anticipated this collection will grow in the future, as a result of inventory and monitoring, other park resource management activities, and authorized scholarly research.

- g. **Insects and Arachnids.** The park's insect collection dates from the 1970s. It is a fairly extensive collection resulting from a cooperative agreement with Oregon State University. The collection also includes insect larvae and soft-bodied arachnids preserved in 70% ethanol.

It is anticipated that this collection will grow in the future, as a result of inventory and monitoring, other park resource management activities, and authorized scholarly research. Species of importance in park management (such as parasites, museum pests, and others potentially requiring control measures) should be similarly represented. This collection is stored at the park.

No known rare, threatened, or endangered species are found in the park.

Figure E.1. Example Approved Scope Collection Statement (continued)

Note: A teaching collection of insect specimens has been developed by the park's interpretive staff. These specimens include those located in the park's Discovery Center, the Environmental Education Center, and additional specimens used for interpretive programs. This collection is managed for consumptive use by the Division of Interpretation; it is not part of the museum collection.

- h. Other Invertebrates.** Invertebrates other than those referred to above, both aquatic and terrestrial, are not well documented in the park. A small collection of dried land snail shells was made in the 1930s. It is anticipated that this collection may grow in the future, as a result of inventory and monitoring, other park resource management activities, and authorized scholarly research.
- i. Associated Records.** All records associated with specimens collected in conjunction with biological research are retained in addition to the specimens as part of the museum collection. Archival collections supplement future researchers' understanding of these collected specimens. These records include field notes; daily journals; maps and drawings; photographic negatives, prints, and slides; videotapes; sound recordings; raw data sheets; remote sensing data; copies of contracts; correspondence; repository agreements; specialists' reports and analyses; reports and manuscripts; specimens inventories and field catalogs; analytical study data; computer documentation and data; tabulations and lists; reports on all scientific samples lost through destructive analysis.

2. Geology

- a. Rocks and Minerals.** The collection contains a number of hand specimens, soil specimens, and mineral specimens that document the major rock types, formations, soils, and minerals found in the park. Additional specimens may be added to the collection as a result of resource management activities or other authorized scientific research.

Note: A small teaching collection of rock and mineral hand specimens has been developed by the park's interpretive staff. These specimens include those located in the park's Discovery Center, the Environmental Education Center, and additional specimens used for interpretive programs. This collection is managed for consumptive use by the Division of Interpretation; it is not part of the museum collection.

- b. Associated Records.** All records associated with specimens collected in conjunction with geological research are retained in addition to the specimens as part of the museum collection. Archival collections supplement future researchers' understanding of these collected specimens. These records include field notes; daily journals; maps and drawings; photographic negatives, prints, and slides; videotapes; sound recordings; raw data sheets; remote sensing data; copies of contracts; correspondence; repository agreements; specialists' reports and analyses; reports and manuscripts; specimen inventories and field catalogs; analytical study data; computer documentation and data; tabulations and lists; reports on all scientific samples lost through destructive analysis.

3. Paleontology

Uncontrolled surface collecting by visitors and park staff is prohibited. Fossils found on the surface by visitors should not be removed from their original location by the finder. They should be reported to park staff. If materials are turned in to park staff, appropriate measures must be

Figure E.1. Example Approved Scope Collection Statement (continued)

taken to ensure that the visitor collects no more material, that precise provenience information is recorded, if possible, and that the objects/data are promptly given to the museum curator upon receipt by staff members.

- a. **Fossil Specimens.** The collection contains a representative and well-documented collection of invertebrates, mainly from the Bear Valley Shale Formation that were collected in the 1950s and 1960s. An additional twenty-nine specimens were collected in 1992, and are located at Boise State University. It is anticipated that this collection may grow in the future, as a result of park resource management activities and authorized scholarly research.
- b. **Associated Records.** All records associated with specimens collected in conjunction with paleontological research are retained in addition to the specimens as part of the museum collection. Archival collections supplement future researchers' understanding of these collected specimens. These records include field notes; daily journals; maps and drawings; photographic negatives, prints, and slides; videotapes; sound recordings; raw data sheets; remote sensing data; copies of contracts; correspondence; repository agreements; specialists reports and analyses; reports and manuscripts; specimen inventories and field catalogs; analytical study data; computer documentation and data; tabulations and lists; reports on all scientific samples lost through destructive analysis.

III. MUSEUM COLLECTIONS SUBJECT TO THE NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT OF 1990

The Native American Graves Protection and Repatriation Act of 1990 (NAGPRA), 25 USC 3001-13, requires, in addition to other actions, a written summary of unassociated funerary objects, sacred objects, and objects of cultural patrimony. The park's holdings that fall into these NAGPRA categories are listed in a Servicewide summary that was distributed to all Indian Tribes, Alaska Native villages, and Native Hawaiian organizations on October 27, 1993. An updated copy of this summary is on file at the park.

NAGPRA requires a written, item-by-item inventory of human remains and associated funerary objects to be completed no later than November 16, 1995. The park has human remains and associated funerary objects subject to NAGPRA in its museum collection. A detailed listing of these items is contained in the park's NAGPRA Inventory, completed October 10, 1995. An updated copy of this inventory is on file at the park.

IV. ACQUISITION

The park acquires objects for its museum collections by gift, purchase, exchange, transfer, field collection, and loan. Museum objects must be acquired, accessioned, and cataloged in accordance with *Museum Handbook*, Part II, Museum Records. Acquisition of museum objects are governed by the park's ability to manage, preserve, and provide access to them according to *NPS Management Policies* (2001), Chapter 5; the standards for managing museum objects in Director's Order #28: Cultural Resource Management (1998), *Cultural Resource Management Guideline* (1997), and Director's Order #24: NPS Museum Collections Management; the *NPS Museum Handbook*, Part I, Museum Collections and Part III, Access and Use.

In accordance with NPS policy, the park will prohibit the acquisition of gifts with restrictions or limiting conditions. Such restrictions include copyrights; the park will acquire copyrights to all incoming accessions. Incoming loans will be acquired only for a particular purpose such as research or exhibition,

Figure E.1. Example Approved Scope Collection Statement (continued)

and for a specified period of time. Museum objects are acquired, accessioned, and cataloged in accordance with the NPS *Museum Handbook*, Part II, Museum Records.

The park will not be a partner to, or encourage in any way, the trafficking in illicitly collected materials. All acquisitions must be collected, exported, imported, transported, or otherwise obtained and possessed in full compliance with the laws and regulations of the country of origin, the United States federal government (including NAGPRA), and the individual states of the United States.

The acquisition of firearms included on the Bureau of Alcohol, Tobacco, and Firearms (ATF) list of prohibited/restricted weapons requires concurrent review by the regional/SO curator and the regional/SO law enforcement specialist.

The park superintendent, by delegation, represents the Director of the National Park Service and the Secretary of the Interior in accepting title to and responsibility for museum objects. The superintendent will ensure that all collections acquired are in keeping with this Scope of Collection Statement before accepting the items as part of the permanent collection. The superintendent bears the ultimate responsibility for the acquisition and proper care and management of the museum collection. The superintendent has delegated the day-to-day care of the collection to the museum curator.

All acquisitions must receive formal approval from the superintendent before they can be accepted into the museum collection. Upon receipt, all newly acquired objects and related documentation must be turned over to the museum curator. The museum curator prepares, for the superintendent's signature, all instruments of conveyance, and letters of thanks, acceptance, or rejection, and transmits them as appropriate, to the donor, lender, vendor, or other source of acquisition.

V. USES OF COLLECTIONS

The park's museum collection may be used for exhibits, interpretive programs, research, publications, or other interpretive media. The primary considerations for the use of museum objects are the preservation of each object in question and of the collection as a whole, and accurate interpretation.

In accordance with NPS *Management Policies* (2001), Chapters 5 and 7, the park will not exhibit Native American human remains or photographs of those remains. Drawings, renderings, or casts of such remains will not be displayed without the consent of culturally affiliated Indian tribes and Native Hawaiian organizations. The park will consult with culturally affiliated or traditionally associated peoples to determine the religious status of any object whose sacred nature is suspected but not confirmed. These consultations will occur before such an object is exhibited or any action is taken that may have an adverse effect on its religious qualities.

Researchers and other specialists may examine objects and archival materials under the conditions and procedures outlined in Director's Order #24: NPS Museum Collections Management, Director's Order #28: Cultural Resource Management (1998), Cultural Resource Management Guideline (1997), and in the park's written "Museum Collections Access Procedures." Outside researchers must submit a research proposal to the superintendent for review by the park's Research Coordinator and other staff as appropriate. If applicable, the research proposal may be presented for review during consultation with the Paiute and Shoshone tribes before access to certain items in the collection is granted.

Any interpretive use defined as consumptive must be authorized in advance, as outlined in Director's Order #24: NPS Museum Collections Management, Director's Order #28: Cultural Resource Management (1998), *Cultural Resource Management Guideline* (1997), and Director's Order #6: Interpretation and Education (Draft, 2002). The use of reproductions is preferred to the consumptive use of original objects.

Figure E.1. Example Approved Scope Collection Statement (continued)

Destructive analysis is a legitimate use of museum collections for approved research purposes when the impact is minor or when the object is common, in which case approval by the superintendent is required. If an object is rare or significant, a request for destructive analysis should be reviewed by the regional/SO curator and may be approved only by the regional director, as outlined in Director's Order #24: NPS Museum Collections Management, Director's Order #28: Cultural Resource Management (1998) and *Cultural Resource Management Guideline* (1997).

Objects may be loaned out to qualified institutions for approved purposes in accordance with NPS *Museum Handbook*, Part II, Chapter 5: Outgoing Loans. Institutions must meet accepted museum standards for security, handling, and exhibition of NPS museum objects. Sensitive materials may require additional conditions prior to a loan commitment. Expenses related to loans of museum objects, including shipping and insurance, will normally be assumed by the borrower.

Photographs of museum objects are made available to the public to provide an indirect use of the museum collection through publications and exhibits (including exhibits on the park website). Many of the park's artifacts have been illustrated in publications.

All exhibits containing museum objects must have proper security, appropriate environmental controls, and proper mounts to ensure the long-term preservation and protection of the objects.

VI. RESTRICTIONS

Restrictions in addition to those applying to the use of the museum collection outlined in Section IV of this statement are as follows:

In accordance with NPS *Management Policies* (2001) 7.5.5. "Consultation" and 5.3.5.5 "Museum Collections," and DO #24: NPS Museum Collections Management, curatorial staff should consult with traditionally associated peoples and other cultural and community groups for whom the collection has significance. Archeological objects in the museum collection shall be made available to persons for use in religious rituals or spiritual activities in accordance with 36 CFR 79, Section 79.10(c), "Curation of Federally-owned and Administered Archeological Collections." Requests to borrow non-archeological material for religious ritual or spiritual activities will be addressed on a case-by-case basis.

The park will not approve research on human remains and associated funerary objects without the consent of the affected group(s).

In accordance with the National Historic Preservation Act of 1966, as amended (16 USC 470 et seq.), the Archaeological Resources Protection Act of 1979, as amended (16 USC 470aa-mm), the National Parks Omnibus Management Act of 1998 (16 USC 5937), and NPS *Management Policies* (2001) 4.1.2. "Natural Resource Information" and 5.2.3 "Confidentiality," the park may withhold from the public sensitive information concerning: rare, threatened, or endangered species; commercially valuable resources; minerals; paleontological resources; archeological and other cultural resources; objects of cultural patrimony and sensitive ethnographic information; information provided by individuals who wish the information to remain confidential; the identities of individuals who wish to remain anonymous. Inquiries of this nature will be referred to the regional Freedom of Information Act (FOIA) and Privacy Act Officer for consultation and possible review.

Restrictions may be placed on the publication of images or manuscripts in the museum collection if these materials are subject to copyright, and the National Park Service does not hold the copyright.

Figure E.1. Example Approved Scope Collection Statement (continued)

All endangered, threatened, or rare plants and vertebrate and invertebrate animals will be collected only when accidentally killed or when dead from natural causes. The collection of threatened, endangered, or rare plant and animal species will comply with NPS *Management Policies* (2001), be in accordance with the provisions of the Endangered Species Act of 1973, as amended, and will be strictly limited according to the applicable rules of the U.S. Fish and Wildlife Service.

Final disposition of type specimens will be determined at the Servicewide level and will adhere to recognized conventions established for specific disciplines.

The park will not knowingly be a partner to or encourage in any way the trafficking in illicitly collected materials.

VII. MANAGEMENT ACTIONS

This Scope of Collection Statement must be reviewed every five years, and be revised when necessary, to remain supportive of and consistent with any changes in the park's mission. Any revision to this document requires the approval of the superintendent.

The park has an approved Collection Management Plan. The plan was approved on August 2, 1996.

A number of objects from the collection are housed at repositories outside of the park:

1. 493 nitrate film negatives are stored at the Western Archeological and Conservation Center in Tucson, Arizona.
2. Twenty-nine paleontological specimens are located at Boise State University in Boise, Idaho.
3. Ninety-one mammal specimens (collected at the park in the 1930s and 1950s) are housed at the Utah Museum of Natural History, University of Utah, in Salt Lake City.
4. 200 lichen specimens collected in 1981 are stored at the Utah Museum of Natural History, University of Utah, in Salt Lake City.
5. Fifty-two fungi specimens collected in 1998 are housed at Stanford University, in Stanford, California.

The park staff is compiling data on collections in other institutions that were removed from sites within the park. Natural history collections and archeological materials were removed from sites presently within the park boundaries before its creation in 1928 and during the first two decades of the park's existence. The list of institutions in the United States that have important collections from the park include: the Idaho Museum of Natural History in Pocatello, the Smithsonian Institution, the University of Colorado in Boulder, and the University of Utah in Salt Lake City. These collections still contain a wealth of information that has not been fully analyzed to date.

Recall of objects loaned to the park is a possibility. The park needs to seek replacements for exhibited objects on long-term loan in order to prevent potential disruption of exhibits.

Figure E.1. Example Approved Scope Collection Statement (continued)



National Park Service
U.S. Department of the Interior

Lewis Mountains
National Park

PO Box 100
Bear Valley, Idaho 83301
(208) 555-8142 phone
(208) 555-1767 fax

Lewis Mountains National Park

Scope of Collection Summary

The park's museum collection includes both natural history and cultural collections. The park's natural history collection includes: mammal and bird collections; the herbarium, which includes nearly all species of vascular plants that occur in the park; paleontological collections from the Bear Valley Shale Formation; geological specimens from the Bear Valley Shale and Lewis Granite Formations. Other natural history collections within the museum collection include: fungi; reptiles and amphibians; fish; insects and arachnids. At present, these collections are relatively small, as little research pertaining to these disciplines has been conducted in the park to date.

The cultural collection includes: archeological materials systematically excavated from within the park's boundaries and associated field records (circa 1000 BCE – circa 1940); an ethnology collection of Paiute and Shoshone basketry, watercolors, beadwork, and textiles; historic objects associated with the area's 19th century miners, railroad workers, and homesteaders, and items related to the Civilian Conservation Corps and President Franklin D. Roosevelt's 1938 park vacation; archival and manuscript collections such as the Joseph Jakes papers, oral histories, photographs, and scientific and resource management records.

For additional information on the museum collection contact:

Museum Curator
Lewis Mountains National Park
PO Box 100
Bear Valley, Idaho 83301
(208) 555-8142 phone
(208) 555-1767 fax
lemo_curator@nps.gov

EXPERIENCE YOUR AMERICA

The National Park Service cares for special places saved by the American people so that all may experience our heritage.

Figure E.2. Example Scope of Collection Summary



**National Park Service
U.S. Department of the Interior**

CHECKLIST FOR EVALUATING SCOPE OF COLLECTION STATEMENTS

Unit's Name: _____

Draft _____ Approved _____ Date: _____

Reviewed by: _____ Date: _____

	Name	Title	YES	NO	NA	Note*
A. Does the SOCS have TITLE PAGE?			_____	_____	_____	_____
1. Is Title Page format correct?			_____	_____	_____	_____
2. Does Title Page include all required signatures and dates?			_____	_____	_____	_____
B. Does the SOCS have INTRODUCTION section?			_____	_____	_____	_____
1. Does SOCS have an Executive Summary?			_____	_____	_____	_____
2. Is purpose of SOCS stated?			_____	_____	_____	_____
3. Are NPS legal authorities (laws) to acquire and preserve museum objects cited?			_____	_____	_____	_____
4. a. Is unit's mission stated?			_____	_____	_____	_____
b. Is unit's enabling legislation cited?			_____	_____	_____	_____
c. If applicable, is subsequent legislation cited?			_____	_____	_____	_____
5. If applicable, is there a statement indicating that a museum collection is mandated by the unit's enabling or subsequent legislation?			_____	_____	_____	_____
6. Unit's Interpretive Themes:			_____	_____	_____	_____
a. Are interpretive themes listed?			_____	_____	_____	_____
b. Are interpretive periods listed?			_____	_____	_____	_____
c. If available, are appropriate planning documents (title/date) cited?			_____	_____	_____	_____
7. Unit's Resource Management Goals and Objectives:			_____	_____	_____	_____
a. Are pertinent cultural and natural resource management goals and objectives listed?			_____	_____	_____	_____
b. Are planning documents (title/date) cited?			_____	_____	_____	_____
8. Mandated Collections:			_____	_____	_____	_____
a. Is statement, citing 43 CFR 7.13 and NPS <i>Management Policies</i> (2001), made that archeological collections are managed as part of the unit's museum collection?			_____	_____	_____	_____
b. Is there a statement citing permit conditions and curatorial requirements pertaining to 36 CFR 2.5g?			_____	_____	_____	_____
9. Is there a discussion of the significance and history of the collection?			_____	_____	_____	_____

*See additional notes pertaining to this question on attached pages.

Page 1 of 5

Figure E.3. Checklist for Evaluating Scope of Collection Statements

	<u>YES</u>	<u>NO</u>	<u>NA</u>	<u>Note*</u>
10. Are other laws, regulations, conventions, and special directives relevant to acquisition of museum objects cited?	_____	_____	_____	_____
11. If applicable, are any special unit designations (e.g., Biosphere Reserve, National Historic Landmark, World Heritage Site) that may be pertinent to museum collection cited?	_____	_____	_____	_____
C. Does the SOCS have TYPES OF COLLECTIONS section?	_____	_____	_____	_____
1. Is there a brief profile of the unit's museum collection?	_____	_____	_____	_____
2. Is there an introductory statement indicating that the INTRODUCTION section states the purpose of collection?	_____	_____	_____	_____
3. Is section divided into two major categories: Natural History Collection and Cultural Collection?	_____	_____	_____	_____
4. Natural History Collection Category:				
a. If appropriate, is there a statement that the unit does not collect/maintain a natural history collection for its own purposes?	_____	_____	_____	_____
b. If unit collects/maintains a natural history collection is there an introductory paragraph that briefly outlines the purpose of this collection?	_____	_____	_____	_____
c. Is major category subdivided into disciplines (Biology, Geology, Paleontology) pertinent to unit?	_____	_____	_____	_____
d. Is each discipline subdivided into collecting categories that reflect unit's purpose for collection?	_____	_____	_____	_____
e. If appropriate, under each collecting category:				
1) Is current representation of object types described?	_____	_____	_____	_____
2) Are priorities established to fill identified deficiencies (gaps) in existing collection?	_____	_____	_____	_____
3) Are limits (quantities) defined?	_____	_____	_____	_____
f. Is there a collecting category for "associated records" under each discipline?	_____	_____	_____	_____
g. Does paleontology discipline include a statement relevant to uncontrolled surface collecting?	_____	_____	_____	_____
5. Cultural Collection Category:				
a. Does introductory paragraph include a statement that describes the purpose of this collection?	_____	_____	_____	_____
*See additional notes pertaining to this question on attached pages.				
NPS Checklist for Evaluating Scope of Collection Statements				Page 2 of 5

Figure E.3. Checklist for Evaluating Scope of Collection Statements (continued)

	<u>YES</u>	<u>NO</u>	<u>NA</u>	<u>Note*</u>
b. Does introductory paragraph state that an object or archival/manuscript collection from site or directly associated to person(s) or event(s) commemorated by the unit is more desirable than a similar object without such primary association?	_____	_____	_____	_____
c. Is major category subdivided into disciplines pertinent to the unit (Archeology, Ethnology, History, Archives)?	_____	_____	_____	_____
d. Is each discipline subdivided into collecting categories that reflect the unit's purpose for collection?	_____	_____	_____	_____
e. If appropriate, under each collecting category:				
1) Is current representation of object or archival types described?	_____	_____	_____	_____
2) Are priorities established to fill identified deficiencies (gaps) in existing collection?	_____	_____	_____	_____
3) Are limits (quantities) defined?	_____	_____	_____	_____
f. Does archeology discipline include collecting categories for "artifacts and specimens" and "associated records"?	_____	_____	_____	_____
g. Does archeology discipline include a statement relevant to uncontrolled surface collecting?	_____	_____	_____	_____
D. Does the SOCS have MUSEUM COLLECTIONS SUBJECT TO THE NATIVE AMERICAN GRAVES PROTECTION & REPATRIATION ACT OF 1990 section?	_____	_____	_____	_____
1. Does section contain appropriate statement regarding the required summary of unassociated funerary objects, sacred objects, and objects of cultural patrimony?	_____	_____	_____	_____
2. Does section contain appropriate statement regarding the required inventory of human remains and associated funerary objects?	_____	_____	_____	_____
E. Does the SOCS have ACQUISITION section?	_____	_____	_____	_____
1. Is there a statement describing types of potential acquisition sources?	_____	_____	_____	_____
2. Does section include statement that acquisition of objects is governed by the unit's capability to preserve its museum collection in accordance with NPS <i>Management Policies</i> (2001), DO #28, and the NPS <i>Museum Handbook</i> , Part I?	_____	_____	_____	_____
3. Is there a statement that prohibits gifts with restrictions or limiting conditions?	_____	_____	_____	_____
*See additional notes pertaining to this question on attached pages.				
NPS Checklist for Evaluating Scope of Collection Statements				Page 3 of 5

Figure E.3. Checklist for Evaluating Scope of Collection Statements (continued)

	<u>YES</u>	<u>NO</u>	<u>NA</u>	<u>Note*</u>
4. Does section state that acquisition of firearms included on the Bureau of Alcohol, Tobacco, & Firearms (ATF) list of prohibited and restricted weapons requires concurrent review prior to acceptance by regional/SO curator and regional/SO law enforcement specialist?	_____	_____	_____	_____
5. Does section state that museum objects must be acquired, accessioned, and cataloged in accordance with NPS <i>Museum Handbook</i> , Part II?	_____	_____	_____	_____
6. Is there a statement regarding delegation of authority to the unit's superintendent to accept title to and responsibility for museum collections?	_____	_____	_____	_____
7. Does this section outline any park-specific acquisition procedures that supplement NPS policies?	_____	_____	_____	_____
F. Does the SOCS have USES OF COLLECTIONS section?	_____	_____	_____	_____
1. Is there a description of desired and acceptable uses?	_____	_____	_____	_____
2. Is there a statement regarding conservation as a primary consideration when determining uses?	_____	_____	_____	_____
3. In accordance with the NPS <i>Management Policies</i> (2001), Chapter 7, does section state that unit shall not place skeletal or mummified human remains, photographs of skeletal or mummified human remains, grave goods, or other objects considered sacred on display?	_____	_____	_____	_____
4. Is there a statement regarding access to museum collection?	_____	_____	_____	_____
5. Does section reference DO-24, DO-28, and DO-6 relevant to potentially consumptive uses of museum objects?	_____	_____	_____	_____
6. Does section reference DO-24, DO-28, and <i>Cultural Resource Management Guideline</i> relevant to research/destructive analysis of museum objects?	_____	_____	_____	_____
G. Does the SOCS have RESTRICTIONS section?	_____	_____	_____	_____
1. Does section include a statement regarding consultation with tribal governments, Native Hawaiian organizations, Alaskan Native Corporations, and traditional religious leaders?	_____	_____	_____	_____
2. Does section state NPS policy relevant to disclosure of information on location, nature, and character of cultural resources?	_____	_____	_____	_____
*See additional notes pertaining to this question on attached pages.				
NPS Checklist for Evaluating Scope of Collection Statements				Page 4 of 5

Figure E.3. Checklist for Evaluating Scope of Collection Statements (continued)

	<u>YES</u>	<u>NO</u>	<u>NA</u>	<u>Note*</u>
3. Does section state NPS policy relevant to keeping confidential identities of community consultants and information about sacred and other culturally sensitive places and practices?	_____	_____	_____	_____
4. Is there a statement regarding use of objects subject to copyright?	_____	_____	_____	_____
5. If appropriate, is there a statement relevant to the collecting of endangered, threatened, or rare species?	_____	_____	_____	_____
6. Is there a statement concerning the disposition of type specimens?	_____	_____	_____	_____
7. Does section identify any legal restrictions on disposition or uses of the unit's museum collection?	_____	_____	_____	_____
H. Does the SOCS have a MANAGEMENT ACTIONS section?	_____	_____	_____	_____
1. Are there statements that require the following:				
a. Periodic review of SOCS?	_____	_____	_____	_____
b. SOCS remains supportive of and consistent with unit's mission?	_____	_____	_____	_____
c. Unit superintendent's approval of any revisions to SOCS?	_____	_____	_____	_____
2. Does section document existence of or need for a Collection Management Plan?	_____	_____	_____	_____
3. If any collections are located outside the unit's boundaries, is a brief description of each collection and name and location of each repository identified?	_____	_____	_____	_____
I. Comments/Recommendations (If needed, attach additional pages.):				
_____ See attached copy of unit's approved or draft Scope of Collection Statement for editorial comments.				
_____ Revise the SOCS to correct the deficiencies noted on this checklist. See NPS <i>Museum Handbook</i> , Part I, (MH-I) Chapter 2, Scope of Museum Collections (2003), Sections D-J, for guidance on writing a Scope of Collection Statement. You can also consult the sample Scope of Collection Statement in <i>MH-I</i> , Appendix E, Scope of Collection Statement (2003) for additional assistance.				
_____ See additional notes on attached pages.				
*See additional notes pertaining to this question on attached pages.				
NPS Checklist for Evaluating Scope of Collection Statements				Page 5 of 5

Figure E.3. Checklist for Evaluating Scope of Collection Statements (continued)