

Former Appendix G: Protection of National Park Service Museum Collections

Page

A. Overview	1
B. NPS Standards for Security	1
What general standards do I need to meet?	1
What security standards do I need to meet?	1
C. Museum Security Survey	3
What are the subjects that I need to address in a security survey?	3
Where can I obtain a sample scope of work for a security survey?.....	6
D. Park Museum Standard Operating Procedures and Agreements	6
How do I organize museum standard operating procedures?	6
Where do I find sample museum standard operating procedures and agreements?	7
Where do I find additional help with preparing access policies and procedures?	7
Where do I find a sample visitor log?	7
Where do I find conditions for access to museum collections?	8
E. Glossary	9
F. List of Figures	14

See also *Museum Handbook*, Part I, [Chapter 9](#): Museum Fire Protection (2019) and [Chapter 10](#): Emergency Planning (2019) for additional information.

FORMER APPENDIX G: PROTECTION OF NATIONAL PARK SERVICE MUSEUM COLLECTIONS

A. Overview

This appendix contains information that supports the guidance provided in *NPS Museum Handbook*, Part I, Chapter 14: Museum Security. In this appendix you will find:

- NPS standards for security
- Definitions of security terms
- Sample statements of work for a security survey
- Sample standard operating procedures and agreements

B. NPS Standards for Security

1. *What general standards do I need to meet?*

-
- Identify all threats that may affect the museum collection and take steps to counter those threats.
 - Ensure that the park's museum protection program applies to everyone on the staff.
 - Ensure that systems for detecting and controlling access meet Underwriters Laboratories (UL) standards.
 - Establish a process for evaluating plans for building and exhibit construction and rehabilitation to ensure that security objectives will be met.

The NPS Checklist for Preservation and Protection of Museum Collections (1996) includes mandatory standards for museum security. See *MH-I*, Appendix F: NPS Museum Collections Management Checklists, Section A for guidance.

2. *What security standards do I need to meet?*

- Issue keys to storage rooms and exhibit cases only to those employees who have a frequently (at least daily) recurring need for direct, unaccompanied access to collections.
- Control the issuing of keys strictly by using signed hand receipts (Form DI-105, "Receipt for Property" or its equivalent).
- Write and implement procedures for access to museum collections.
- Ensure that researchers or qualified visitors entering a space housing museum objects are accompanied at all times by someone on the park museum staff.
- Maintain a visitor log to record non-museum staff entries into museum storage and work areas.
- Write and implement opening and closing procedures for museum exhibit, storage, research and work spaces.

- Equip museum storage rooms with secure metal or solid-core wooden doors in substantial frames. Equip those doors with deadbolt locks and other appropriate security hardware, such as non-removable pin hinges.
- Install and maintain intrusion detection systems appropriate to the nature of the facility, the nature and value of the collection, and to the known threats.
- Ensure that intrusion detection systems are inspected and maintained on a regular schedule.
- House highly sensitive and valuable objects (such as firearms) in storage cabinets of an appropriate design with keyed or combination locks.
- Protect irreplaceable or particularly sensitive or valuable objects on exhibit by using appropriate mounts, cases, or security electronics (or some combination of the three) or by other means that will protect them from theft or vandalism without making curatorial access or visitor viewing impractical or difficult.
- Give museum objects, especially those on exhibit, additional protection at times of high risk, such as during special events or when exhibit galleries are particularly crowded, or when uniquely threatened, such as by terrorist threats or attack or during times of civil unrest.

C. Museum Security Survey

1. *What are the subjects that I need to address in a security survey?*

The outline below lists subjects that may be addressed during a protection survey.

- The Park or Facility
 - Name or other identifier
 - Function or purpose
 - Location (including proximity to other facilities and communities)
 - Physical nature of the facility and its surroundings
 - Climate
 - Staffing (including nature and size of staff, hours, seasonal variations)
 - Visitor access (including visitor use characteristics, numbers of visitors, hours, seasonal variations)
 - The law enforcement situation (including type of jurisdiction, reaction/response times)
 - Site loss history (including nature/impact of past criminal

activity, nature/impact of other loss events, subsequent mitigating/preventive actions, current loss control policies, programs, procedures)

- Perimeter Security (External)
 - Perimeter barriers and access points: nature and effectiveness (including fences, natural barriers, clear zones, underground passages)
 - Cover (such as vegetation) for possible illegal activity
 - Lighting (including nature, location and areas of coverage, maintenance and testing, power supply, circuit, and switching reliability, tamper resistance, operation)
 - Access points (including controls such as gates, locks, and surveillance)
 - Patrols (including nature, frequency, and seasonal variations)
 - Intrusion detection system (including type of system, power supply, tamper resistance, signal transmission method(s) and supervision)
 - Inspection, testing, and maintenance, operating procedures and instructions, and monitoring of alarms
- The Structure Housing Museum Collections
 - Perimeter security (such as doors, windows, loading docks, walls, roofs, floors, basements, attics, and underground tunnels)
 - Interior security (such as connecting doors and pass-throughs, walls and interior windows, ceilings and spaces above them, floors and crawl spaces, duct work, storerooms, closets, utility rooms, vaults, storage cabinets, elevators and stairwells, and hiding places)
 - Locks and related hardware (including types, mounting, and cylinders and keys)
 - Interior lighting (including security, emergency types, mounting, and cylinders and keys, lighting reliability)
 - Intrusion detection system (including detectors, controls, tamper resistance of wiring and components, alarm transmission methods and supervision, inspection, testing, and maintenance, operating procedures and instructions, monitoring of alarms)
 - Safes, vaults, and media containers (including type, location, capacity, and use)
- Procedures
 - Key and combination control (including policies and

procedures, documentation/records, and security of keys and cores)

- Building opening and closing (including policies and procedures, checklists, and monitoring by management)
- Housekeeping practices
- Employee screening, investigation, and identification
- Package and material control
- Visitor control (including control of visitors to staff-only areas, passes, records of visits, and ID's for contractors, tradesmen, utility workers)
- Visitor surveillance and inspection
- Protection of administrative records
- Security of cash and valuables
- Control of access to restricted areas or facilities (including museum and non-museum staff)
- Property inventory and control
- Security communications (including methods, reliability, back-up power, employee operation, and efficiency and speed)
- Incident reporting (including timeliness, accuracy, and records creation and maintenance)
- Individual Object Protection
 - Storage spaces (including physical construction, access control, housekeeping practices, storage cabinets and shelves, inventory and material movement, and intrusion detection systems)
 - Exhibit spaces (including case construction and object mounting, lighting of space and cases, surveillance by the staff, intrusion and tamper detection systems, inventory, and object removal/movement procedures)
 - Furnished rooms (including access control, intrusion detection systems, housekeeping practices, and inventory)

2. *Where can I obtain a sample scope of work for a security survey?*

Figures G.1 and G.2 provide suggested language for a scope of work (SOW) statement for a security survey. When contracting for a combined security and fire protection survey, the two documents can be merged and redundant language eliminated. In the sample SOWs, the square brackets [] denote alternative words or phrases, one of which must be chosen and the other deleted, depending upon the situation. Square brackets also mark off optional words and phrases that may be applicable.

D. Park Museum Protection Standard Operating Procedures and Agreements

1. *How do I organize museum standard operating procedures?*

In preparing park-level policy statements and procedures, it is important to distinguish between policies and procedures. Policies express what is allowed and not allowed. Procedures express how to carry out the policies (how, when, by whom, and under what circumstances you put the policies into effect.)

Museum facility standard operating procedures (SOPs) share certain common elements with all standard operating procedures. They all include the following information:

- **Why** the required actions should be performed. When the purposes for having the SOP are made clear, and when the responsible staff fully understand why they must do certain things, the procedures become more valuable.
- **Who** is to perform the required actions. Depending on the circumstances, the SOP may indicate responsibility by name or by position title. The SOP will say that the procedures are to be followed by staff who have the duty by virtue of some roster or work schedule (which you must identify in the SOP). Regardless of how it is done, it is essential that the SOP assign specific responsibility.
- **When** the required actions are to be performed. Usually, specific times are given for either initiating or completing the procedures. The times may vary seasonally or according to the day of the week. It may not be necessary to set a specific time for initiating each action. Simply setting a time to begin the procedures or a time by which they are to be completed will suffice.
- **Where** the required actions are to be performed. For example, an opening SOP might designate which building entrance is to be opened first, indicate where the intrusion detection system keypad and light switches are located, direct the sequential unlocking of specific emergency exit or other doors, specify where items needed during the procedure, such as flags, are to be found, and indicate which exhibit cases are to be checked.
- **How** the required actions must be performed or, as appropriate, may be performed. Unless there is a clear need for an action to be performed in a certain way, however, it is best to allow the responsible persons flexibility in how they carry out their tasks. When an action must be performed in a certain way, as with operating an intrusion detection system or certain high-security locks, the SOP then should be as specific and detailed as necessary to ensure that it is done that way.
- **What** the results of the actions should be. For example, it is not sufficient to say something like "Check all exhibit cases." Instead, the SOP should say "Visually examine exhibit cases 4-13 for evidence of burglary or tampering during the night and for objects and graphics that might have fallen or come loose from their mounts. Inspect exhibit case access doors to ensure

that they are still locked and that the locks are in good condition."

2. *Where do I find sample museum standard operating procedures and agreements?*

Figures G.3 through G.8 provide suggested format and language for park collection opening and closing procedures, access policies and procedures, and an agreement with a fire department. The sample documents are designed to cover all elements that normally need to be considered in most parks. You generally should follow the sample formats. However, the language may vary depending on your park's specific requirements and problems. Contact parks for copies of their SOPs.

3. *Where do I find additional help with preparing access policies and procedures?*

- MH-II, [Appendix D](#), Museum Archives and Manuscript Collections
 - Section U. Access.
 - Section W. Use-Reference
 - Figure D.8. Researcher Registration Form (Sample)

4. *Where do I find a sample visitor log?*

See Figure G.6 for a sample visitor log. An unpunched, full size visitor log accompanies this appendix. Keep the full size visitor log as a master and make copies for your use.

5. *Where do I find conditions for access to museum collections?*

See Figure G.7 for conditions for access to museum collections. An unpunched full size conditions for access to museum collections accompanies this appendix. Keep the full size document as a master and make copies for your use.

E. Glossary

- **Barriers:** Tools for physical security designed to prevent, restrict, or delay access to a protected area or object.
- **Burglary:** Breaking and entering with the intent to commit a felony, usually theft, although vandalism also is common.
- **Capacitance Motion Detector:** A motion detector designed to detect motion close to a protected object, generally used to detect and discourage touching of high value exhibits, such as wall hangings or paintings. The device generates a capacitance field 4-6" from the protected object that detects any electrical conductor that enters the field.
- **Central Station:** A privately owned alarm monitoring system monitored by personnel who will report alarms to the police or fire department and to designated members of the staff of the protected site. A central station may be owned by the protected site (proprietary) or by a commercial business (commercial central station).
- **Civil Disturbances:** Disturbance of civil order and the peace. This activity may be organized or spontaneous; may be indiscriminate, involving the park as a consequence of its location, or discriminate, involving the park as a planned target; and may be a prelude to other criminal activity, especially vandalism and larceny and possibly robbery and assault.
- **Contact Switch:** A normally open or normally closed electrical switch that triggers an alarm when the switch changes position. Examples include magnetic door and window contacts, plunger switches, and roller or ball switches.
- **Crime Prevention:** Anticipating, recognizing, and appraising the risk of a crime and initiating actions to remove or reduce the risk.

- **Dual Technology Motion Detector:** A motion detector that combines two detection technologies (such as microwave/passive infrared or ultrasonic/passive infrared) to minimize unwanted alarms. Both technologies must detect motion before the device signals an alarm.
- **Duress Alarm:** A personal protection device (also known as a panic or hold-up alarm) consisting of a manually operated switch that triggers a local or remotely monitored alarm to summon assistance.
- **Embezzlement:** Appropriating fraudulently to one's own use or benefit property entrusted to one's care. The property stolen might be sold (fenced) or retained for the personal use of the embezzler.
- **Glass Break Detector:** Device that detects breaking glass. There are two types: frequency discriminators and metallic foil or wire. Frequency Discriminators detect the high frequency sounds generated when glass breaks. Metallic Foil or Wire is a ribbon of lead foil or small wire that carries an electrical current. It is attached to the glass around the perimeter of a window so when the glass breaks, the foil or wire breaks, breaking the electrical circuit, causing an alarm.
- **Larceny:** Unlawful taking or stealing of property or articles of value without the use of violence or fraud. There is a presumption that the property was not entrusted to the care of the person committing the theft. A presumption of theft also can be raised by possession of recently stolen property.
- **Local Alarm System:** A fire or intrusion detection system that causes an audible or visual alarm at the protected site, but which is not monitored off-site.
- **Magnetic Contact:** A detection device that uses a magnet mounted on a movable surface to open or close a contact switch mounted on a fixed surface.
- **Microwave Motion Detector:** A device that transmits electromagnetic energy in the microwave range (radar). The device measures the amount of energy reflected back to it and detects motion based on the doppler effect (a frequency shift that occurs as an object moves toward or away from the detector).
- **Passive Audio or Sonic Sensors:** Audio and sonic sensors detect sound. An Audio Sensor is a sound activated microphone that transmits sounds from the protected space to a loud speaker in the monitoring station so the person monitoring the sensor hears what is going on in the protected space. Sonic Sensors are frequency discriminators that detect sound in the frequency range associated with movement.
- **Passive Infrared Motion Detector (PIR):** A device sensitive to infrared heat in the range generated by the average human body. The detector transmits no energy, but uses a series of heat sensitive elements to cover the protected area in a pattern of zones resembling the fingers on a hand. The device detects motion when a heat source moves from one detection zone to another. Everything has an infrared signature, and many mimic that of the human body (for example, a large animal or a radiant heater).
- **Photoelectric Beam Motion Detector:** A device with a transmitter that projects a beam of infrared light across an open space to a receiver. The receiver may be located directly across from the transmitter, or the light beam can be directed around the room with a series of small mirrors. Photoelectric beam devices may use just one beam or, to minimize unwanted alarms, several beams (stacked array).
- **Photoelectric Detector:** A device that detects large combustion particles in visible smoke.
- **Physical Security:** All measures intended to prevent acts of violence against persons and destructive or unauthorized access to, or removal of, property.
- **Pressure Mat:** A pressure-sensitive mat, usually placed under a rug or carpet, to detect an intruder stepping into the protected space.
- **Probability:** The likelihood of a threat becoming an actual loss event.
- **Risk:**
 - **Conventional Risk:** A condition that entails both the possibility of loss and gain, such as investing in the stock market.
 - **Pure Risk:** A condition that is loss-only oriented. Among the pure risks that threaten park assets are crimes, natural disasters, civil unrest, and accidents.
- **Risk Assumption:** Using existing resources to absorb losses as and when they occur.
- **Risk Management:** The process of identifying, evaluating, and eliminating as many risks as possible by selecting and implementing effective countermeasures.

- **Risk Transfer:** The process of transferring a risk to another entity for a fee. A known cost, such as an insurance premium, may be substituted for the chance of a greater loss.
- **Robbery:** Theft by violence or threat of violence to one's person. Also included under this heading is the taking of a hostage to force someone on the museum staff to open the building or a secure area within the building.
- **Security:** Security includes all techniques, procedures, equipment and planning intended to prevent loss of or damage to collection objects from criminal activity, negligence, fire, or other catastrophic events.
- **Security Survey:** The National Institute of Law Enforcement and Criminal Justice describes the security survey as "a critical on-site examination and analysis of an industrial plant, business or home, public or private institution to ascertain the present security status; to identify deficiencies or excesses; to determine the protection needed; and to make recommendation to improve the security."
- **Severity:** The impact or effect upon the assets or upon the organization if a loss does occur.
- **Shoplifting:** A specific type of larceny that involves theft of merchandise for sale. This threat is a concern when there are sales operations within the park.
- **Strain Sensor:** A device that detects the distortion that occurs on the under side of a joist, floor, or platform when weight is applied to the top surface.
- **Threat:** A potential to inflict harm or cause damage or loss.
- **Ultrasonic Motion Detector:** Similar to the microwave motion detector, except the device uses high frequency acoustic (sound) energy that will not penetrate solids.
- **Vandalism:** Willful or malicious destruction or defacement of objects, exhibits, or structures. This crime may be random and indiscriminate or directed toward a particular object, building, or exhibit. Vandalism is called sabotage if committed to hinder operations.
- **Vibration or Shock Detector:** A device that attaches directly to a protected object, an exhibit platform, or the structure of an exhibit case, which detects vibration, such as might occur when someone moves the protected object or strikes the protected exhibit case.
- **Warded Lock:** A lock with gates to which the correct key aligns to allow movement of the bolt and with internal wards, or obstructions, that block the entry or turning of an incorrect key.

F. List of Figures

Figure G.1	Sample Scope of Work for a Security Survey.....	15
Figure G.3	Sample Furnished Historic Structure Opening and Closing Procedures	25
Figure G.4	Sample Museum Collections Storage Opening and Closing Procedures	28
Figure G.5	Sample Park Museum Collection Access Policy and Procedures	29
Figure G.6	Sample Visitor Log	32
Figure G.7	Conditions for Access to Museum Collections	33

See also *Museum Handbook*, Part I, [Chapter 9](#): Museum Fire Protection (2019) and [Chapter 10](#): Emergency Planning (2019) for additional information.

SCOPE OF WORK
Museum Security Survey
[Park Name]

Purpose of Work

The work consists of conducting a museum security survey of the [facility/facilities] described below. There are two purposes for the survey. The first is to reveal and identify weaknesses in existing protection systems, equipment, procedures, policies, and operations that could result in the loss of such museum resources as collections, collection records, and exhibits, as well as the museum [structure/structures] [itself/themselves]. The second purpose is to identify alternatives to correct any weaknesses or deficiencies that may be found. The ultimate goal of performing the survey[s] and of implementing corrective actions is protecting museum property against all forms of losses.

Description of Site[s] to be Surveyed

[Here describe the buildings--visitor center, furnished historic structure, storage facility--to be surveyed. Characterize it/them in terms of location, size, functions, construction, and nature of contents. Provide whatever information is deemed necessary for the contractor to have in advance. In particular, indicate the nature of exhibits to be surveyed, making clear whether they are conventional exhibits or furnished rooms or both. In most cases, the Scope of Work (SOW) statement will become part of the request for proposal sent out to prospective contractors. It is important that prospective contractors have sufficient information about the site and facilities to be surveyed to permit them to make responsive proposals. You may wish to attach more detailed information, such as park brochures, to the SOW to avoid having to put a lot of detail in this section.]

Scope of Work

The Contractor will survey the structures or facilities described above, identify security weaknesses and deficiencies, and make recommendations for their correction in a separate formal report. [If more than one park is involved, you should request a separate report for each park. Only rarely might you specify a separate report for each structure in the same park.] The Contractor will visit and survey operations and conditions at [the site/each site] for [number of days]. In addition, the Contractor will return to [the site/each site] an additional one-half day to orally present his/her findings and recommendations to the site staff[s]. After completion of the return visit, the final report[s] will be revised as necessary based on comments made during the oral presentation and submitted to the park.

In carrying out this work, the Contractor will perform at a minimum the following tasks:

1. Prior to identifying himself/herself to the staff, tour public spaces in each of the specified facilities as an ordinary visitor and observe conditions and activities affecting protection of the collections and the structures. [If visitors normally have to pay a fee for admission to the site, indicate in this paragraph that fees paid will constitute a cost-reimbursable expense.]
2. Meet with management and staff at each site including [Here specify by title each of the site staff that the contractor must meet. At a minimum, the contractor should meet with the superintendent, the chief ranger, and the park curator.] [At each site other/Other] staff may be interviewed as deemed appropriate by the local manager or necessary by the Contractor and as may be arranged by the local staff.

Figure G.1. Sample Scope of Work for a Security Survey

3. Evaluate the physical security of each building in both public and non-public areas. Note problems with perimeters, including doors, windows, air intakes, roof hatches, and other penetrations. Evaluate perimeter lighting, locks, hardware, hinges, and other security equipment and devices. Evaluate the ease with which someone could penetrate the perimeter with or without being detected. Observe and evaluate perimeter security during the daytime and after dark. Before conducting surveys after hours, inform the local superintendent or site manager of when and how they will be carried out; that will preclude harm to the Contractor or site staff and ensure cooperation of staff on the night shift.
4. Examine and evaluate the electronic alarm systems, including controls, detectors, exhibit case sensors, panic devices, alarm and signaling devices, remote monitoring equipment, remote alarm transmission media (including line supervision), and other pertinent components. Test the proper functioning of the systems and evaluate their operation and maintenance. Evaluate [contract/proprietary] central station services (monitoring, response, premises security, and maintenance support).
5. Examine security staffing for adequacy. Review staffing levels, position descriptions, performance standards, standard operating procedures, training, and delegations of responsibility for all personnel and staff components directly responsible for museum security. Evaluate protection of all areas by security personnel. Review the scheduling and conduct of security patrols. Evaluate adequacy of protection provided by interpreters during interpretive tours or programs. Evaluate the interpretive operations plan in respect to how well it incorporates security concerns into the responsibilities of interpreters. If guards are used on the night shift, evaluate their effectiveness and response capabilities and the extent to which they may be vulnerable to personal injury, attack, or accident during their rounds.
6. Evaluate security training or security awareness programs provided at the site for both security and non-security personnel.
7. Evaluate policies for and staff compliance with access and parcel controls in use at the site[s], particularly in office and work areas, in exhibit areas, and in collections storage.
8. Evaluate security policies and procedures, including standard operating procedures, delegations of authority, and memoranda of agreement or understanding with local police and emergency agencies.
9. Evaluate key control and retrieval. Evaluate the adequacy of locking systems, key documentation, and key security. Determine whether card access or similar control systems would be appropriate and practical for securing or controlling access to buildings and to high-security areas, such as collections storage.
10. Evaluate internal security programs, particularly procedures to account for objects taken outside of collection storage and exhibit areas, such as in offices and workrooms or in transit.
11. Evaluate security for objects on exhibit and in storage, including case design, security hardware, detection systems, locks, keying, accountability procedures, and other internal control procedures and systems. In particular, evaluate the ease with which objects may be stolen from exhibits [and furnished rooms] without immediate detection of the act. Evaluate the ease with which objects on exhibit [and in furnished rooms] may be vandalized, with or without immediate detection.

Figure G.1. Sample Scope of Work for a Security Survey (continued)

- 12 *[This paragraph is needed only when historic structures are to be surveyed.]* All recommendations for improvements to or replacements of systems and hardware will take into account and be sensitive to the historic nature of the structure[s]. As appropriate, alternative recommendations for equipment and/or installation techniques will be made to allow for maximum preservation of historic fabric.
- 13 Evaluate the timeliness, effectiveness, and accuracy of how the *[site/sites]* report[s] criminal or other incidents involving collections.
- 14 Observe and comment on other security problems that may be noted during the survey[s]. Evaluate park policies and documentation for all security procedures not otherwise specified above.

Standards

The following published documents shall be considered the standards against which Contractor shall evaluate security at the site[s]. The first *[qty]* items are available for loan to Contractor upon request. The remaining items are standard industry publications, which should already be available to Contractor.

[Here list relevant documents, such as: NPS Museum Handbook, Part I; NPS-28 "Cultural Resource Management Guideline"; NPS-44 "Personal Property Management Guideline"; NPS-50 "Loss Control Management Guideline"; NPS Management Policies; Special Directive 80-1 and NPS Checklist for Preservation and Protection of Museum Collections; and any other NPS documents that may be relevant. List the American Society for Industrial Security (ASIS) Suggested Guidelines in Museum Security; and other industry publications.]

Protection of Information

All information and documentation gathered or produced by the Contractor during the course of this work shall be held in strictest confidence and shall be fully protected from access by unauthorized persons. Any documentation furnished by the site[s] and retained by the Contractor during the course of the work or thereafter shall be secured in a locked filing cabinet or safe at a minimum. During the initial visit to the site[s], the Contractor shall indicate to the superintendent[s] the manner in which he/she intends to secure any documentation the site[s] may furnish; the superintendent[s] will have the prerogative to specify when more stringent security must be provided for any particular documentation furnished to the Contractor. Documentation that cannot be secured to the superintendent's[s] satisfaction still will be furnished to the Contractor, but only for on-site use.

Notes and other information produced by the Contractor, including all versions and copies of his/her report and any drawings that may be produced, shall be secured in a locked filing cabinet or safe, at a minimum. Word processor and other computer files shall be secured in an equivalent manner, such as by retaining files only on diskettes kept in a safe, rather than on a hard drive, and by the use of passwords or encryption. During the initial visit to the site[s], the Contractor shall indicate to the superintendent[s] the manner in which he/she intends to secure computer data generated during the course of the work; the superintendent[s] will have the prerogative of specifying that additional security measures be taken whenever circumstances so dictate.

Figure G.1. Sample Scope of Work for a Security Survey (continued)

Products, Deliverables, and Performance

1. Contractor should discuss his/her findings and recommendations with protection and museum staff at [the/each] site during the initial visit[s], and is encouraged also to discuss recommendations for corrective actions, but is not obliged to do so. Contractor has an ethical obligation to verbally point out serious protection weaknesses as they are encountered, if such weaknesses could, in his/her judgment, result in imminent loss of park resources.
2. Contractor shall prepare and submit a written report of survey [*for each site visited*]. The report shall present findings and recommendations for each applicable subject listed above in the Scope of Work and shall be organized in a logical, easily comprehended manner. [*The/Each*] report shall include an executive summary, a discussion of observations and problems (organized according to areas within [*the/each*] structure or according to each security issue, e.g., training, staffing, and hardware), a list of recommendations and possible alternative solutions for problem areas, a comprehensive prioritized list of recommendations, a list of recommended suppliers of security hardware and systems and cut sheets or other manufacturer's literature on recommended hardware or system components, and a bibliography of recommended readings on the specific protection problems and solutions presented in the report[s].
3. Submit draft reports to the park according to the schedule below. Reports will be reviewed promptly and returned with comments. Contractor will be expected to incorporate each comment into the report or be prepared to explain why doing so is not appropriate.
4. After approval of the second draft, return to [*the/each*] park for a followup visit. Orally present findings and recommendations to the assembled park staff. Orally respond to questions, comments, and concerns from the staff. [*The/Each*] presentation[s] should include a walk-through of the surveyed [*facility/facilities*] as necessary to make findings and recommendations clear. In order to ensure sufficient time for the presentation[s], [*it/they*] should be scheduled to allow for one-half day [*per site*].

Time for performance is [*number of months*]. [*The*] Initial site visit[s] must be completed within [*number of days*] from award of contract. The final report must be completed within [*number of days*] after completion of the initial visit[s]. [*The following schedule of completion is suggested. Modify as instructed by your contracting officer.*]

<u>Work Element</u>	<u>Completion Time After Award</u>
Initial site visits	[<i>number of days</i>]
Submit first draft of report[s] to park	[<i>number of days</i>]
Correct report[s] by Contractor	at Contractor's discretion

Figure G.1. Sample Scope of Work for a Security Survey (continued)

<u>Work Element</u>	<u>Completion Time After Award</u>
Followup site visit[s] and present report[s] to park staffs	[number of days]
Complete final report[s]	at Contractor's discretion
Submit final report[s] to park staffs	[number of days]

Schedule of Partial Payments

Partial payments will be made upon successful completion of each successive phase of the work, as outlined below:

Initial site visit[s]	50%
Submit second draft[s] of report[s]	25%
Submit final report[s]	25%

Inspection and Acceptance

[Insert Name and Title] shall serve as the Contracting Officer's Technical Representative (COTR) on this project. The COTR is empowered to inspect and evaluate all work of this Contract for compliance with terms of this Scope of Work Statement.

Acceptance of the work of this contract and any changes to the terms of this contract shall be made in writing only by the Contracting Officer.

Figure G.1. Sample Scope of Work for a Security Survey (continued)

NATIONAL PARK SERVICE

[Park's Name]

To: All Park Personnel

From: Superintendent

Subject: Opening and Closing Procedures for [Structure's Name]

Purpose: To establish responsibilities for security and daily opening and closing procedures of [Structure's Name].

Policy: Park personnel assigned to [Structure's Name] will follow established guidelines to ensure proper security of the site and protection of the resource.

Guidelines:

The intrusion detection system will be activated during all non-business hours. Generally this is from 4:30 PM to 7:30 AM daily. Hours may vary slightly on weekends.

On days when it is not open to the public, the Curator is responsible for arming the intrusion detection system at the end of the workday. On days when the furnished historic structure is open to the public, it is the responsibility of the interpretive staff to arm the system. Generally the furnished historic structure is open on weekends and [days] during the summer.

Each morning, it is the responsibility of the Park Ranger staff to disarm the intrusion detection system. The guards on duty will turn off the systems during the early morning patrol at about [Time].

It is the responsibility of the Curator and custodian to maintain security on days when the house is not open to the public. Exterior doors should remain locked at all times and the house should be secured and alarmed at the end of each workday.

It is the responsibility of the Interpretive staff to secure the structure on weekends and on other days that the furnished historic structure is open to the public. The closing procedures should include inspecting the entire furnished historic structure, not just the areas used by the public.

The evening ranger patrol will include an inspection to ensure that the structure has been properly secured. Before entering, the park ranger will patrol around the exterior of the furnished historic structure shining the flashlight on each of the windows to ensure that they are closed. Only if all appears secure, will the ranger enter the structure alone to complete the inspection.

Closing Procedures:

The following steps are taken by designated interpretive or museum staff. As you walk through the house, note maintenance or safety concerns or questions about museum object security.

1. Ensure that visitors are out of the house. Record tour and visitation statistics when the house has been open to the public.

Figure G.3. Sample Furnished Historic Structure Opening and Closing Procedures

2. Place the moveable "entrance" signs inside the Conservatory when the house has been open to the public.
3. Lock all exterior doors. Exterior doors are located in:
 - Conservatory (2 doors)
 - Front entrance
 - Atrium or Small Conservatory
 - Den
 - Kitchen Pantry Hall
 - Servants' Hallway
4. Close all windows and fasten those that can be locked. Check windows in the Conservatory and on all three floors of the house.
5. Pull down the window shades as you check each window.
6. Put the two tripods with fire detectors in their proper position in the Foyer and the Dining Room. Poles should be extended so the detector heads are as close to the ceiling as possible.
7. Close the following interior doors:
 - Front double doors (dead-bolted top & bottom & chained)
 - Basement electrical room
 - First floor Servants' Hall door to Basement
 - Second floor hall door between Servants' Wing and Staircase (Intrusion alarm does not arm properly if they are open.)
 - Basement Furnace Room
 - Third floor door to Attic stairs
8. Close the following interior doors, if possible:
 - All basement room doors except fire control panel room
 - Both doors to China Storage area
 - Servants' Hall door to Front Foyer(NOTE: Closing these doors reduces the chances for false alarms.)
9. Leave night lights on in the following areas:
 - Laundry Room, above the sinks
 - Kitchen, above the sink
 - Servants' Hall, above the radiator
 - Dining Room, one light on each of the two sconces
 - Entrance Hall, inner chandelier globe. (NOTE: The switch is in closet.)
 - Second floor Servants' Hall staircase
10. Activate the two intrusion detection system panels in the Laundry Room. Remember the Servants' Wing exit must be closed before the system is armed. Exit the house through the Servants' Wing door.
11. Make a final patrol around the outside of the house to check doors and windows. Do not jiggle doors or windows from the outside. (Doing so might cause an intrusion alarm.)

Figure G.3. Sample Furnished Historic Structure Opening and Closing Procedures (continued)

Opening Procedures:

Intrusion detection systems are disarmed each morning by the park ranger staff. The systems will be off prior to the time that other park staff need to enter the house.

1. Before entering, walk around the outside of the house and check for signs of entry. If anything looks suspicious do not enter. Report the observation to the protection staff immediately.
2. Enter through the Servants' Wing door. Lock the door behind you.
3. Check the status lamps and alarms on both alarm system panels in the Laundry Room and report any malfunctions.
4. Make a walk-through visual inspection of the entire house, including the basement and upper floors. Make particular note of signs of attempted entry, safety or maintenance needs, and the location of museum objects. Report concerns or problems to the appropriate protection or museum staff.
5. Take down the two portable fire detectors in the Foyer and Dining Room, when the house is open to the public. Place them in the Hall Closet.
6. Prepare the rooms along the tour route by opening shades and turning on the appropriate lights, if the house is to be open to visitors. Make a special note of safety and security concerns in these visitor use areas.
7. Prepare for greeting visitors by placing the entrance signs outside. Establish tour assignments, prepare the visitor statistic sheet and ensure that a supply of park folders is available.
8. In summer, when temperatures are hot, visitors will enter through the front door. When weather is cool, the Conservatory will be opened as a waiting area for visitors. If the Conservatory is to be opened, clean up the room, place literature out on display, and unlock both exit doors from the room.
9. Call the Park's Visitor Center desk to let them know that the house is ready for visitors and to check for any special tours or activities.
10. Throughout the day, be certain that all doors into the house are locked unless you can observe them. Generally, the only doors that should be unlocked during the day are those in the Conservatory when it is being used as a visitor waiting area.

Figure G.3. Sample Furnished Historic Structure Opening and Closing Procedures (continued)

NATIONAL PARK SERVICE
[Park's Name]

To: All Park Personnel

From: Superintendent

Subject: Opening and Closing Procedures for [*Storage Facility's Name*]

Purpose: To establish responsibilities for security, fire prevention and daily opening/closing procedures for the park's museum collection storage facility.

Policy: Park personnel who are assigned responsibility for the park's museum collection are required to follow the established guidelines to ensure the proper security of the site and protection of the resources.

Guidelines

Opening Procedures:

1. Before entering the facility, check for any unusual circumstances (e.g., signs of illegal entry, vandalism or maintenance problems). If anything looks suspicious **DO NOT ENTER**. Report any problems to the appropriate staff person in law enforcement, maintenance and/or supervisor immediately.
2. Unlock exterior doors. Turn off the intrusion detection system.
3. Turn on museum workspace lights.
4. Unlock collection storage space door (when needed) and turn on lights.
5. Inspect museum workspace and collection storage space for unauthorized entry, fire hazards, or other unusual happenings (such as roof leaks, fire suppression system leaks, pests, and damaged objects).

Closing Procedures:

1. Inspect the collection storage space to be sure all museum objects and associated records are returned to their proper locations; dust covers are in place; all storage cabinets are closed and locked, and that all tools, equipment, reference books have been returned to their proper places.
2. Check that all museum storage cabinets that were used during the day are locked. Return all storage cabinet keys to keybox and secure it.
3. Check the workspace and collection storage space to be sure that all staff or any other persons are out of the facility.
4. Turn off lights. Make sure that collection storage space door is locked.
5. Turn off all computer equipment, other electrical equipment, and lights in adjacent office spaces.
6. Lock windows in office spaces.
7. Turn on the intrusion detection system.
8. Lock exterior doors.

Figure G.4. Sample Museum Collections Storage Opening and Closing Procedures

NATIONAL PARK SERVICE

[Park's Name]

To: All Park Personnel

From: Superintendent

Subject: Museum Collection Access Policy and Procedures

Purpose: To establish park policy and procedures for access to the museum collection. It is the policy of the National Park Service, and of [Name of Park], that its natural and cultural resources shall be made available for educational and research purposes, as long as this access doesn't:

- endanger the item's preservation and security
- conflict with Federal legislation (such as the Copyright Act, the Freedom of Information Act) or state legislation (such as privacy and public laws)

NPS museum collections possess internal administrative importance, as well as importance to educational, research, and publishing communities both inside and outside the Service. Protecting these valuable resources, while making them available to the widest possible audience, requires the park museum staff to manage access to the museum collection.

Times of Operation: Normal hours of access to the park's museum collection are [Days and Hours].

General Access Procedures:

1. Except as otherwise noted, this written procedural statement applies equally to museum objects, archival and manuscript materials, museum collection records, and information about such park resources prepared by the staff in the course of their official duties.
2. Access to objects in the collection, to storage cabinets and exhibit cases, and to keys to locks on storage rooms, storage cabinets, and exhibit cases, will be strictly controlled by the Superintendent or designee. These areas shall be designated as secure areas, and except for emergencies, access shall be limited to authorized park staff. Park staff are discouraged from routinely using museum storage space as work or reference room space.
3. Only those persons authorized in writing by the superintendent (authorized park staff) will be permitted unaccompanied access to secure areas, including museum storage, work, and reference/study room spaces, under normal conditions. All other persons must be accompanied by authorized staff while in a secure area. In an emergency, designated emergency response personnel may have access to secure areas in accordance with the provisions of the park's Emergency Operations Plan. An authorized person will continuously supervise anyone in a secure area who is not on the list of authorized park staff.
4. Granting of access to a secure area does not automatically include access to museum objects, archival materials, or museum records kept in those areas. Only persons with a legitimate need to use collection items will be granted access to them.
5. Anyone requesting access to secure areas or to museum collections must agree to comply with the provisions of the park's "Conditions for Access to Museum Collections."
6. These procedures will be reviewed every two years and revised as necessary.

Figure G.5. Sample Park Museum Collection Access Policy and Procedures

Eligibility for Access to Museum Collections:

Access to the collections should be granted by the Superintendent or designee to the following individuals:

1. **Individuals seeking to use collection for research or study.** An individual may request to conduct research on the collection by registering and making an appointment with the park museum staff.
2. **National Park Service staff from the Field Area Office, System Support Office, the Washington Office, centers, or other parks who are visiting the park on official business.** The nature of their work must require them to evaluate, inspect, or work with the collections or the rooms, cabinets, or cases housing the collections or with park records on the collections. Persons granted access under this category of eligibility do not necessarily have to be accompanied by park staff at all times; a decision in that respect will be based on their reasons for needing access and on other factors that the Superintendent may consider germane at the time.
3. **Representatives of Indian Tribes or Native Hawaiian organizations having official business with the park staff for examining archeological or ethnographic objects in the collections.** The Superintendent should ascertain if the individuals are official tribal representatives. Under this category, individuals will have access to collections associated with their own tribes.
4. **Non-museum park employees, including volunteers, who are being oriented to the park and their work or who require access to collections as part of their internal training.**
5. **Park maintenance and protection staff in the performance of their official duties.** Except in the most unusual circumstances, such personnel shall have access only to rooms in which collections are kept, not to storage cabinets or exhibit cases or to key boxes or other places where keys to cabinets and cases are secured. As provided below, other means shall be made available to these personnel for emergency access. Persons granted access under this item of eligibility do not necessarily have to be accompanied by curatorial staff, but should be whenever possible.
6. **Individuals or representatives of organizations, institutions, or corporations desiring to use objects or records in the collection for commercial or publicity purposes.** Such persons must satisfy the Superintendent that their purposes are legitimate and that the proposed uses are in keeping with park purposes and the NPS mission and will not reflect adversely on the park, the National Park Service, or a Native American tribe, if the request is for tribal materials. Access should not be granted solely on the grounds that access to the park's collection would be more economical or "easier" for them than access to another collection. When the park provides access, it is not authorizing publication, distribution, derivative works, exhibitions, reproductions, or other non-research activity.
7. **Employees of construction or service companies who require access to collection storage or exhibit areas in order to service or maintain the building or its utilities, including alarm systems.** Such persons will be allowed access only under the terms of a contract or purchase order issued by or for the park and only to those areas where they are supposed to work. Under no circumstances shall such persons be allowed unsupervised access to objects kept in storage cabinets and exhibit cases. Except as may be

Figure G.5. Sample Park Museum Collection Access Policy and Procedures (continued)

otherwise provided in the language of the contract or purchase order, all persons granted access under this item of eligibility must be accompanied at all times by authorized staff. The Superintendent or designee shall have the authority to restrict access otherwise granted by this paragraph, under such circumstances where it is deemed advisable.

8. **Other persons or groups of persons may be allowed limited access to the collections, on determination by the Superintendent or designee that such access will be to the mutual benefit of the persons or groups and the park.** Examples of circumstances to which this item of eligibility might apply include: tours for school classes, tours for members of museum organizations or historical societies, tours for families of park employees, orientation for local political/ governmental officials, orientation for visiting Park Service employees not on official business, and tours for non-NPS museum personnel, teachers, and prospective researchers who are considering applying for permission to use or view the collection.

Figure G.5. Sample Park Museum Collection Access Policy and Procedures (continued)

U.S. Department of the Interior
National Park Service

VISITOR LOG

By signing this visitor log I acknowledge that I have read and agreed to conditions listed on the reverse of this log.

DATE	TIME IN TIME OUT	NAME (Print) (Signature)	ORGANIZATION (Name, Address, Telephone Number)	AREA AND ITEMS OF INTEREST

Figure G.6. Sample Visitor Log

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

CONDITIONS FOR ACCESS TO MUSEUM COLLECTIONS

1. Access to collections and/or to a secure area by researchers is by appointment. Any limitations imposed on access due to collection conditions, staff availability, and security considerations must be imposed equally on all users, including park staff's personal research. Persons needing to have access are urged to make their requests known to the Superintendent or designee as far in advance as possible.
2. Prospective visitors should be aware that the park staff is extremely busy at certain times of the year and that authorized staff may not be available to assist them at those times. Accordingly, it is suggested that persons needing access make an appointment and be prepared to discuss alternative times with the staff when they submit their requests.
3. The park's decision to allow access may depend upon the condition of the materials, the availability of space for the requester to work, and appropriate supervisory staff. The park keeps space and staff available for visiting researchers.
4. The park requires registration of all researchers (including those inquiring through the mail, on the phone, or Internet). Registration information needs to include full name, address, telephone number(s), institutional affiliation, research topic and publication plans. This information must be updated yearly to remain valid. A valid picture identification card must be shown at the time of the visit. All materials requested by the user are recorded.
5. All non-staff visitors and all staff visitors who are not designated as authorized staff will be accompanied at all times by authorized staff when in museum collection storage areas, when working in open exhibits, or when working with original museum and archival materials.
6. All visitors must sign in and out of museum collection storage area(s) and reference/study rooms on the park's "Visitor Log."
7. Smoking, drinking, and eating are prohibited in collection storage and work spaces and reference/study rooms. Suitcases, briefcases, overcoats, plants, and animals, except guide dogs, are not allowed in collection storage and study areas. Researchers must use pencils/paper or portable computers for taking notes.
8. All guidelines for handling objects and archival and manuscript materials must be read and signed by all collection users, whether staff or non-staff. These guidelines are published separately and may be requested in advance of a visit. A copy of the guidelines also will be provided to each user at the time he/she arrives.
9. The park reserves the right to the following as a condition for granting access to the collections:
 - a. The researcher must agree to abide by any copyrights and state privacy and publicity legislation as well as duplication, publication, and citation policies.
 - b. The park, as a courtesy, requests two copies of completed research papers; publications; CD-ROMs; screen captures of World Wide Web work, derived from work on the collections, or which contain photographs of objects in the collections or copies of documents in the archival collections. Copies of formal reports and other published materials shall be provided at the researcher's expense. Copies of drawings, photographs, and other products of research shall be provided at the researcher's expense, except when doing so constitutes an economic burden, in which case the Superintendent can elect to defray those costs or waive the requirement for the researcher to provide the materials.

Figure G.7. Conditions for Access to Museum Collections