Chapter 14: Museum Security

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NPS Museum Security Overview

Summary of key points in the chapter, including NPS Museum Security Standards (referred to as Standards below).
See individual chapter sections for detailed information.

Curator implements NPS Museum Security Standards and best practices noted below in collaboration with a *museum security team* including the park Physical Security Coordinator (PSC), facility manager, Chief Ranger, and others as needed.

Security Risk Assessment

Complete annual *self-assessment* to identify security risk, including the NPS Checklist and Museum Risk Assessment Worksheet. Work with the PSC to conduct the *NPS Physical Security Assessment* for park structures housing collections (Standard 7).

Arrange for a *museum security survey* for structures storing and exhibiting collections.

Museum Security Planning & Design

Store museum collections in a *dedicated, secure storage room* with restricted access in a secure structure, and separated from curatorial offices, work and research areas, and supply storage (Standard 1).

Develop and implement a *Museum Security Plan* and attach to the park Physical Security Plan in collaboration with the PSC (Standard 8).

Track implementation of corrective actions to mitigate identified risks in the Museum Mitigation Action Plan.

Access Control, Key Control, & Opening & Closing Procedures

Develop and implement written *Museum Collection Access Policy and Procedures*, *NPS Visitor Log* and *Conditions for Access to Museum Collections* for collections in storage, and *opening and closing procedure*s for structures housing collections (Standard 3).

Visitors, including non-museum staff, researchers, and others must sign in to collections storage using the *NPS Visitor Log* and certify agreement to the *Conditions for Access to Museum Collections* (Standard 4).

Accompany and monitor visitors, including non-museum staff, researchers and others in collections storage. Designate a monitored room or space separate from collections storage for researchers to study selected objects (Standard 4a-b).

Develop and implement written *museum key control policy* and procedures for collections and structures housing collections. Restrict issuance of collections storage keys to curator and designated museum staff. Highly restrict emergency key access to collections storage to protect collections and document access. Restrict issuance of keys to structures exhibiting collections to curator and minimum number of NPS staff with justified need. Document key issuance (Standard 5).

Secure collections storage cabinet and exhibit case keys in a separate locking museum key box (Standard 6).

Museum Security Practices

Document and inventory collections and track object movement in accordance with *Museum Handbook*, Part II: Museum Records (Standard 9).

Implement *general museum security practices* including secure object handling and shipping, securely storing the accession book and folders, controlling access to electronic museum records, and restricting access to sensitive information.

Design and conduct *tours in furnished historic structures* exhibiting collections to maintain security, including keeping objects well away from visitors, establishing secure tour route and capacity, and implementing Staff Protocols for Museum Objects on Exhibit (Sample) (Figure 14.12).

Physical and Electronic Security Systems

Secure structures and rooms storing and exhibiting collections with *physical security systems*, including locks, doors, barriers, exhibit cases, and lighting.

Secure structures and rooms storing collections with *electronic security systems*, including intrusion detection systems, alarms, and cameras ***or*** consolidate in a structure protected with these systems (Standard 2a).

Secure structures exhibiting collections, including furnished historic structures, with electronic security systems including intrusion detection systems, alarms, and cameras (Standard 2b).

or

Superintendent in collaboration with museum security team determines an electronic security system cannot be installed, and documents using Record of Decision: Museum Electronic Security System Risk Acceptance (Figure 14.14) (Standard 2c).

Inspect, test, and maintain security systems to ensure continuous (24/7/365) operation to keep collections and structures housing collections secure.

CHAPTER 14: MUSEUM SECURITY

A. Overview

Security is critical to protect collections from theft, loss, and other breaches. Effective museum security includes implementation of access and key control and physical and electronic security systems, together with sound ongoing collections management practices and documentation.

1. *What is included in this chapter*

The chapter addresses security standards and best practices for park collections in storage and on exhibit in furnished historic structures and visitor centers. It covers:

- *National Park Service (NPS) Museum Security Standards*
- *Museum security risk assessments*
- *Museum Security Plan*
- *Access control* and *key control* policies and procedures
- *Museum security practices*
- *Physical security systems*
- *Electronic security systems*
- *Responding to loss*
- *Forms* and *figures*

Note: In this chapter, collections storage "facility," "room," and "space" are used interchangeably to refer to a dedicated room or building storing museum collections. "Furnished historic structure" refers to those historic structures exhibiting and/or storing (housing) museum collections.

2. *Elements of security*

Essential security elements include risk assessment and planning, dedicated and secure collections storage room within a secure building, access and key control, documentation and inventory, adequate staffing, and installation and maintenance of physical and electronic security systems. Collections are at risk of theft or loss when any of these elements are absent or poorly implemented.

Access for museum security includes authorized entry into secure collections storage and other restricted areas, *and* work with objects and associated museum records in storage and on exhibit.

Security breaches include *all* unauthorized access. ***Means, motive***, and ***opportunity*** must be present for a security breach to occur.

The elements of security remove and limit opportunities for breaches. They ***deter***, ***detect***, ***delay***, and ***deny*** unauthorized entry, and facilitate prompt ***response*** to protect life safety, collections, and structures housing collections.

3. *Layers of protection*

The Museum Security Bullseye (Figure 14.1) illustrates ***layered protection*** ("security in depth"). It is composed of multiple, interdependent layers that include policies and procedures (operations), *and* physical and electronic security systems.

Multiple layers eliminate reliance on any single layer. To be effective, ***all layers need to be functional at all times*** (24 hours a day, seven days a week, 365 days a year). The more layers present, the greater the protection provided. The greater the potential risk to an object, the more layers of protection are necessary. Higher-risk objects should have more layers such as high-security locks, individually alarming objects on open display, and training cameras on exhibited objects.

Protection is only as strong as its weakest element. For example, a high-security lock will not provide protection if its door is kept propped open.

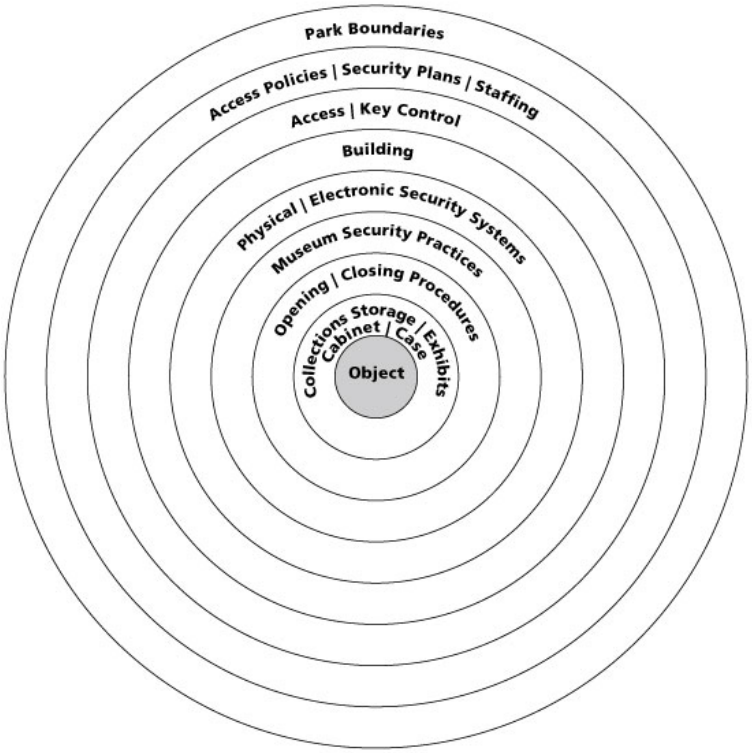

Figure 14.1. Museum Security Bullseye

4. *Who is responsible for museum security*

Museum security is everyone's concern, and is at the intersection of many park divisions. All NPS staff, contractors, volunteers, and interns play a part in keeping collections secure. Certain positions carry specific *responsibilities* for museum security. The *superintendent* or collections center manager, as accountable officer, is responsible for park security and delegates responsibilities for the collection to the curator. Management should limit key issuance to structures housing collections in consultation with the curator to limit liability for potential loss of collections.

The ***curator*** is responsible for day-to-day collections care and security, including documentation and accountability, maintaining a secure dedicated collection storage space, and developing and implementing the Museum Security Plan as part of the park Physical Security Plan. In this chapter, "curator" refers to the museum curator or museum specialist designated as custodial officer for collections, or collateral duty staff designated as responsible for routine assigned, hands-on management and care of the collection. The terms "museum staff" and "curatorial staff" are used interchangeably.

Collateral duty staff responsible for collections needs to work with the regional curator and museum security team when developing and implementing museum security projects.

The park *Physical Security Coordinator* (referred to as "PSC" in this chapter) is designated by the superintendent as responsible for ensuring security is addressed in all park programs in accordance with NPS Reference Manual 9: Law Enforcement Program.

The curator should convene an *ad hoc* ***museum security team*** to consult on museum security issues, including risk assessment, access and key control policies, physical and electronic security systems, and tour capacity and procedures. The team should include the *park curator*, *park PSC*, *facility manager*, park *Chief Ranger, park law enforcement*, and as needed, the *Chief of Interpretation* and resource managers. Others may include the park key custodian, regional curator, regional physical security program manager, PSC, or equivalent (referred to as "regional PSC" in this chapter), park or regional historical architect advisor and Section 106 compliance officer, and museum security specialist certified by a nationally recognized security organization. Consult with the regional curator about including equivalent staff from a nearby park or regional office if needed.

B. Museum Security Standards and Policies

1. *NPS Museum Security Standards*

Curator implements the following NPS Museum Security Standards for museum collections and structures housing collections with park management and the museum security team.

1. Store museum collections in a dedicated, secure storage room with restricted access in a secure structure, and separated from curatorial offices, work and research areas, and supply storage.

2. a. Secure structures and rooms storing collections with physical and electronic security systems* that are continuously operational to protect collections and document access.

   or

   Consolidate collections storage into a structure protected with physical and electronic security systems that are continuously operational.

b. Secure structures exhibiting collections, including furnished historic structures, with physical and electronic security systems that are continuously operational to protect collections and document access.

or

c. Superintendent determines that the park cannot install an electronic security system in compliance with NPS Museum Security Standard (2a) or (2b), in consultation with the park curator and museum security team. This decision must be documented using the superintendent's Record of Decision: Museum Electronic Security System Risk Acceptance (Figure 14.14) that includes a long-term corrective plan.

Distribute copies of the Record of Decision to the regional curator, park and regional facility managers and Physical Security Coordinators, Regional Director, and park central and museum files. Review annually and update together with the Physical Security Assessment of park structures every three to five years.

*These systems include intrusion detection systems, electronic key card systems, and Video Security Systems.

3. Develop and implement written access policies and procedures for museum collections in storage and on exhibit, including:
   a. Museum Collection Access Policy and Procedures for collections in storage.
   b. NPS Visitor Log and Conditions for Access to Museum Collections to document access to collections storage.
   c. Opening and closing procedures for collections storage and exhibit spaces.

4. Visitors, including non-museum staff and researchers, must sign in to collections storage using the NPS Visitor Log and certify agreement to the Conditions for Access to Museum Collections.
   a. Accompany and monitor non-museum staff and visitors in collections storage.
   b. Monitor researchers studying selected objects in a designated room or space separate from collections storage.

5. Develop and implement a written Museum Key Control Policy and Procedures for collections in storage and on exhibit, in consultation with the museum security team and as approved by the superintendent. Update with the Physical Security Assessment of park structures every three to five years and:
   a. Restrict issuance of collections storage keys, key cards and alarm codes and exhibit case keys to the curator and designated museum staff with routine, assigned hands-on collection management duties.
   b. Highly restrict emergency* key, key card, and alarm code access to collections storage to protect collections and document access.
   c. Restrict issuance of keys, key cards, and alarm codes to furnished historic structures and other structures exhibiting collections to the curator and minimum number of NPS staff with justified need for issuance.

d. Manage keys, key cards, and alarm codes for collections storage rooms, furnished historic structures, and other structures and rooms exhibiting collections on a master or sub-master keyway separate from all other rooms and structures. Restrict issuance and use of master and sub-master keys to collections storage rooms, furnished historic structures, and other structures and rooms exhibiting collections.
e. Issue receipt for property to document key, key card, and alarm code issuance, using Receipt for Property Form DI-105 or equivalent.

*Definition of emergencies provided in *Museum Handbook* Part I, Chapter 10.A.2: What kinds of emergency incidents are addresed in this chapter?

6. Curator manages collections storage cabinet and exhibit case keys, and secures in a separate locking museum key box.

7. a. Submit the required NPS *Checklist for Preservation and Protection of Museum Collections*, including Section E: Security, or successor annually. Review each year and update every five years.
b. Collaborate with the Physical Security Coordinator to conduct a Physical Security Assessment of structures storing or exhibiting collections every three to five years in accordance with Reference Manual 9: Law Enforcement Program (RM-9).

8. Develop and implement a Museum Security Plan and attach to the park Physical Security Plan in collaboration with the Physical Security Coordinator, and as approved by the superintendent. Review annually and update every five years.

9. Document and inventory museum objects, and track object movement to maintain security in accordance with *Museum Handbook*, Part II: Museum Records.

2. *DOI security policies*

The following DOI policies pertain to museum security:

- ***DOI Departmental Manual (DM) Part 444: Physical Protection and Facility Security***:
  1.6: Security Assessments. "Security assessments will be conducted to identify vulnerabilities, develop countermeasures and evaluate the appropriate security safeguards…"
- ***DOI Interior Property Management Directive 410 114-60.100: Definitions***:
  al. Sensitive Property. "Property that is system-controlled, regardless of value, by detailed accountability records. Sensitive property must, at a minimum, include firearms and museum property."
- ***DOI Museum Property Directive #4: Required Standards for Managing and Preserving Museum Property***:
  Section 1.7: Security Standards. "Storage spaces must be secured and access limited to curatorial staff and other authorized individuals. Exhibit spaces must be secured at all times. When exhibits are not open to the public, access must be limited to curatorial staff and other authorized individuals."

3. *NPS security policies*

The following NPS policies pertain to museum security:

- ***NPS Management Policies,*** Section 5.3.1: Protection and Preservation of Cultural Resources.
- ***Director's Order #9: Law Enforcement Program and Reference Manual #9: Law Enforcement Program,*** **Chapter 26.3.1: Physical Security Coordinator.**

  See NPS Law Enforcement, Security, and Emergency Services (NPS internal access only) Physical Security Policy and Requirements page.
- ***Director's Order #24: Museum Collections Management*** includes policy guidance, standards, and requirements for preserving, protecting, documenting, use of and access to collections.
- ***Personal Property Management Handbook #44.1: Personal Property Administration***:
  Section 1.1: Definitions. "Sensitive Property: Property which is system-controlled, regardless of value, by detailed property accountability records. According to Departmental policy, sensitive property must, at a minimum, include firearms and museum property."

See also Appendix A: Mandates and Standards for NPS Museum Collections.

4. *Department of Homeland Security Interagency Security Committee*

The ***Interagency Security Committee (ISC)***, administered by the Department of Homeland Security, is established by Executive Order 14111: Interagency Security Committee to "enhance the quality and effectiveness of security in and protection of buildings and facilities…"

ISC requires that all Federal buildings ("facilities") occupied by Federal employees have a completed Physical Security Assessment as outlined in the ISC Standard: Risk Management Process (ISC-RMP). The NPS Physical Security Assessment is based on this ISC requirement.

C. Security Risk Assessment

Risk assessment is "the process of evaluating credible threats, identifying vulnerabilities, and assessing consequences" (ISC-RMP 4.0: Key Definitions). Assessments are used to develop corrective actions to mitigate threats.

1. *Museum security risk factors*

Museum security *risk* is the interplay of *threat* to the object(s), *attractiveness* as a target of theft or destruction, and *vulnerability* which provide *opportunity* for a breach to occur. This includes vulnerabilities that may be exploited by trusted "insiders" with authorized access to collections.

Objects are *vulnerable* when one or more "layers of protection" (see Figure 14.1) are absent, inadequate, or inconsistently implemented. The more vulnerable or at-risk the object, the more layers of protection are needed.

Assess and identify risk (threats and vulnerabilities) and establish layers of protection based on the following factors:

- ***Object**:* Value (associational, evidential, intrinsic, informational, monetary), location and placement in storage or on exhibit (locked storage cabinet or open display), and vulnerability to damage or theft.
- ***Operational procedures***: Implementation of access and key control policies and procedures, opening and closing procedures, controlling entry points, documentation, accountability, and adequate staffing.
- ***Structure***: Location (remote or high-crime area, near park entrances, sources of cover for intruders), building envelope (condition, number and types of doors and windows), maintenance (broken windows, nonfunctioning locks), design and layout of spaces housing collections.
- ***Function**:* Collections storage or exhibit space.
- ***Occupancy**:* Capacity, tour size, hours of operation, seasonal use.
- ***Staffing**:* Adequate number to monitor or accompany visitors.
- ***Physical and electronic security systems**:* Installation, number and type of systems, placement, areas of detection, maintenance, monitoring, and additional protection for vulnerable objects and areas.
- ***Utilities**:* Installation, maintenance, backup power, service panel location(s).
- ***History of security breaches***: At park and surrounding area.
- ***Direct and indirect costs of a loss**:* Dollar value (direct cost) includes quantifiable cost of repair or replacement and may be used to evaluate cost-effectiveness of potential countermeasures. Indirect cost includes negative impacts on park mission such as loss of future public support, donations, and/or loans.

Identify which layers of protection are missing using the assessments described in this section, together with the First Priority Criteria for Object Relocation and Salvage (Figure 10.20), and NPS Historical Significance Contributing Factors Tool (Figure G.2). Identify the *probability* (likelihood), *severity* (level of loss or damage), and *consequences* of a security breach using risk assessments. Mitigate identified threats and vulnerabilities by implementing corrective actions in collaboration with the museum security team.

See Section D:3: Tracking and funding museum security mitigation and Chapter 10.C: Risk Assessment. See also Suggested Practices for Museum Collections Space Security, developed by ASIS in collaboration with the American Alliance of Museums, and the Department of Homeland Security's Insider Threat Mitigation website.

2. *Museum security risk self-assessments*

Museum security *self-assessments* conducted by the curator include:

- ***NPS Checklist for Preservation and Protection of Museum Collections*** (Appendix F, Figure F.2 Section E: Security) (required) or successor, submitted annually in accordance with DO 24.5.2: Checklist. It is reviewed annually and updated every five years. See Figure F.2: NPS Checklist for Preservation and Protection of Museum Collections.

- ***Museum Risk Assessment Worksheet*** (Figure 10.2) (highly recommended) covers museum security and other collection management topics. It should be reviewed annually and updated every five years, after a significant security incident or change in collections storage or exhibit, and when the NPS Physical Security Assessment and/or museum security survey are conducted.
  See Figure 10.2: Museum Risk Assessment Worksheet.
- ***Object Assessment*** (Figure 9.3 Section A), completed to provide information on collections when selecting and designing museum physical and electronic security systems.
  See Figure 9.3: Object Assessment.

In addition to self-assessment, have *security specialists* conduct the assessments described in Sections C.3: Physical Security Assessment of park structures and C.4: Museum security survey.

See also Chapter 10.C: Risk Assessment, and Chapter 9.C.2: Which fire risk assessments do I use to identify fire hazards and vulnerabilities?

3. *Physical Security Assessment of park structures*

The ***Physical Security Assessment*** of park structures is a customized NPS version of ISC's *The Risk Management Process: An Interagency Security Committee Standard* (ISC-RMP) that is conducted by the PSC or a contractor who has completed NPS ISC-based training. It identifies security threats, vulnerabilities, and consequences and the Facility Security Level (FSL) and Level of Protection for individual park structures, and outlines security protections (countermeasures) to be implemented. It addresses life safety, the building envelope, and security systems.

The FSL is "based on the analysis of several security-related facility factors, which serves as the basis for the identification of preliminary countermeasures and recurring risk assessments." Level of Protection is "The degree of security provided by a particular countermeasure or set of countermeasures," and is categorized as Minimum, Low, Medium, High, or Very High. The assessment is conducted every three to five years in accordance with RM-9: Law Enforcement Program and 444 DM 1: Physical Protection and Facility Security (See ISC-RMP 4.0: Key Definitions).

> ***Collections are mission critical to the park. They need to be factored into FSL and countermeasure determinations for each structure housing collections.***

The curator provides the PSC with information drawn from self-assessments, the Scope of Collections Statement, Collection Management Plan (CMP), and other documents to ensure the collections are addressed in the Physical Security Assessments for structures housing collections and are well protected by appropriate countermeasures. The curator should maintain a secure, encrypted copy of the assessment for structures housing collections.

See RM-9.3.1. Physical security coordinator, ISC website and ISC Facility Security Plan: An Interagency Security Committee Guide, and Presidential Policy Directive PPD-21: Critical Infrastructure Security and Resilience.

4. *Museum security survey*

The ***museum security survey*** includes an on-site survey and report that assesses the security of collections and structures housing collections. It identifies threats and vulnerabilities in physical and electronic systems and equipment, access and key control, operational procedures, and staffing. It should include prioritized corrective actions, with recommended options and minimum and maximum estimated costs. It is conducted by an experienced museum security specialist (NPS staff or contractor) certified by a nationally recognized security organization, and familiar with ISC and other federal policies and requirements.

This survey complements but ***does not*** replace the Physical Security Assessment for park structures. Parks should conduct a baseline museum security survey, and an update every five to eight years.

Develop a survey contract and Statement of Work (SOW) in consultation with the museum security team and Contracting Officer's Representative (COR). The regional curator should review the draft SOW to ensure it meets NPS Museum Security Standards. See Figure 14.2: Sample Language for a Museum Security Survey Statement of Work.

D. Museum Security Planning and Design

Plan ahead to mitigate identified security risks to collections, structures housing collections, and staff and visitors. Remember: plans are only effective when implemented.

1. *Museum Facility Protection Plan*

For annual Servicewide Comprehensive Call reporting purposes, several museum planning *core baseline documents* are included under the "Museum Facility Protection Plan." These include the museum security survey as well as the Museum Security Plan (Figure 14.3). The Museum Collections Emergency Operations Plan (Figure 10.4) and Museum Fire Section of the Park Structural Fire Management Plan (Figure 9.4) are also included.

2. *Museum Security Plan*

The park ***Museum Security Plan*** addresses the protection needs of collections and structures housing collections to prevent, detect, and deter security breaches. The curator develops and implements the plan in collaboration with the PSC and museum security team, and ensures the Museum Security Plan is attached to the park Physical Security Plan in accordance with NPS Museum Security Standard (8).

See Figure 14.3 for a sample Museum Security Plan.

The Museum Security Plan includes:

- *Table of contents*
- *Title* and *signature page*
- *Overview, including purpose, policies, and NPS Museum Security Standards*
- *Description of collections and structures housing collections*

- *Roles* and *responsibilities* for park museum security
- *Museum security risk assessments*
- *Pending corrective actions*
- *Access and key control* and *opening and closing procedures* (attached as appendices)
- *Collection security practices* for storage, offices, work and research spaces, and training
- *Physical* and *electronic security systems* (contains sensitive information, attached as appendix and redacted prior to distribution)
- *Emergency response steps* (include copy in Museum Collections Emergency Operations Plan (MCEOP))
- *Review*
- *Contact information*
- *Figures*

The Museum Security Plan needs to have *Controlled Unclassified Information* ("CUI//PHYS") banner labeling, as it contains information on "protection of federal buildings, grounds, or property." The plan must be "safeguard[ed] at all times in a manner that minimizes the risk of unauthorized disclosure while allowing timely access by authorized holders" in accordance with 32 CFR 2002.14: Safeguarding. The curator secures the master copy of the Museum Security Plan that includes sensitive information such as first priority object locations or monetary values. If the plan is needed for a museum security survey, ***redact sensitive information*** that can compromise collection security before providing to the contractor.

The plan should be reviewed annually and updated every five years, when the park Physical Security Plan is updated, and/or after a significant security incident or change in collections storage or exhibit spaces.

Note: *If* the park has not yet developed a Physical Security Plan, *then* the curator and PSC submit the Museum Security Plan as a standalone for superintendent signature until the park plan is developed.

See Chapter 10.F.4: Restricting Relocation and Salvage First Priority Information, the template park Physical Security Plan on the NPS LESES SharePoint webpage (NPS internal access only), National Archives and Records Administration CUI//PHYS webpage and Marking Controlled Unclassified Information manual, and 32 CFR 2002: Controlled Unclassified Information (CUI).

3. *Tracking and funding museum security mitigation*

Use the Museum Mitigation Action Plan (Figure 10.3) to document and track security corrective actions identified in risk assessments. Include scheduling and implementation, responsible individuals, and completion dates in collaboration with the museum security team.

Work with the facility manager, Contracting Officer, FMSS/PMIS coordinator, park and regional PSCs, and regional curator to obtain funding to correct deficiencies identified in the Museum Mitigation Action Plan. Work with the facility manager to develop work orders and

ensure FMSS information for structures housing collections is up to date.

Funding sources may include deferred maintenance, cyclic maintenance, line-item construction, equipment replacement, repair and rehabilitation, recreation fee program, and others.

See Chapters 9.D.3: How is museum fire protection mitigation funded? and 10.D: Museum Mitigation Action Plan.

4. *Working with park interpretation and education*

Work in collaboration with the Chief of Interpretation or equivalent to keep objects on exhibit secure, particularly those in furnished historic structures, and address issues of mutual concern:

- Establish secure tour routes and procedures, and conduct a joint walkthrough of furnished historic structures and other exhibit areas to evaluate security and ensure objects are positioned well away from visitor reach.
- Implement key control procedures to secure objects on exhibit, including secure use of keys and restricting issuance to the minimum number of NPS staff with justified need, in accordance with NPS Museum Security Standard (5c).
- Distribute and implement Staff Protocols for Objects on Exhibit (Figure 14.12), including contacting the curator when objects need to be moved, or are damaged or missing.
- Confirm that opening and closing procedures and staffing and monitoring procedures during public hours are sufficient to protect collections.
- Arrange for the curator to provide interpretive and seasonal staff with regular orientation to objects on display, with emphasis on vulnerable objects, Staff Protocols for Objects on Exhibit, and secure tour practices.

See Section F.II.3: Physical security in furnished historic structures.

5. *Working with law enforcement*

The curator should work with the park Chief Ranger or law enforcement (LE) and PSC to address museum security concerns, including patrols and procedures for responding to a security breach in collections storage. Establish procedures for contacting the curator if there is a need to move objects following a breach.

Parks without LE rangers should work with the PSC to establish working relationships with local law enforcement and incorporate museum patrol and security breach response steps in law enforcement procedures. Provide tours of collections storage and exhibit spaces to familiarize LE rangers or local law enforcement with museum security issues.

See Sections E.II.7: Locking Key Boxes, G.III: Security Lighting, H.II: Intrusion Detection Systems, and J.1: Discovering loss and reporting theft.

6. *Designing secure, dedicated collections storage*

Design a purpose-built secure collections storage facility or room within a secure building, *or* modify spaces to provide dedicated, secure collections storage. Collections storage rooms must be separated from curatorial offices, work and research areas, and supply storage in accordance with NPS Museum Security Standard (1).

Collections storage rooms must have locking doors to control access *and* electronic security systems, including intrusion detection systems and cameras at the room and building entrances, in accordance with NPS Museum Security Standard (2a).

Implement the following security best practices:

- Install metal or solid wood-core doors equipped with high-security deadbolt locks.
- Design or modify spaces to have a single designated entry/exit point and as few doors as possible to control entry and minimize unauthorized access without compromising life safety and fire protection.
- Exclude or seal exterior windows with solid material such as plywood to minimize unauthorized access.
- Install sturdy, museum-quality storage equipment in accordance with Chapter 7.C: Standards and Requirements for Storage Equipment and Containers.
- Space cabinet aisles to facilitate detection and camera monitoring.
- Include additional barriers such as a safe for objects that are highly susceptible to theft as appropriate.
- Plan for collections growth and adequate work and supply storage spaces to prevent future incursion into collections storage.
- Ensure security system and utility panels are installed *outside* collections storage rooms to limit service access.

If storage space is located within a larger room, *then* storage must be separated by sturdy locking floor to ceiling barriers or enclosures.

If park collections are stored in multiple structures that do not meet NPS Museum Security Standard (1), *then* the park should consolidate the collection into storage within a single structure that meets Standard (1) and the best practices described above. The location may be elsewhere in the park or at a nearby park, center, or repository.

Note: A subset of objects may be housed for temporary, short-term access away from collections storage and in a locking office and/or locking cabinet when preparing for an exhibit, processing field collections, or packing objects to ship to a center.

See Chapter 9.E.6: Housing flammable and combustible materials, Appendix G: Museum Firearms, Small Arms Ammunition, Munitions and Artillery, and ASIS Suggested Practices for Museum Collections Space Security (2018).

7. *Planning for new construction or renovation*

Incorporate security measures into the design of new construction and renovation projects, including installing or retrofitting security systems, using the risk factors described in Section C.1: Risk assessment factors. Work in collaboration with the museum security team, including the historical architect advisor and Section 106 compliance officer for furnished historic structures.

Construction and renovation introduce additional security risks to collections. These include additional NPS and non-NPS workers and equipment that provide opportunities for security breaches. Secure collections or relocate vulnerable objects to a safe alternate location *in advance* of construction for the duration of the project. Work with the facility manager and PSC to minimize risks and ensure the curator is notified of upcoming projects in or adjacent to collections storage and exhibit areas. *If* individual objects such as large sculpture cannot be relocated, *then* secure in place and work with the COR to ensure contractors follow the Standard Operating Procedures below.

Note: The Architectural Barriers Act of 1968, Section 504, and the Americans with Disabilities Act of 1990 require museums to be as accessible as practicable, both architecturally and programmatically. NPS has installed equipment to make federal facilities and those leased by federal agencies accessible. In some furnished historic structures, access equipment may be located out of public view, with visitors routed through otherwise closed spaces. If an alternative access route through an exhibit space is proposed, then the planning team needs to address the possible impact on object security and vulnerability to accidental damage.

8. *Standard Operating Procedures for contractors working on collections and in structures housing collections*

Parks should develop Standard Operating Procedures (SOP) to protect collections and structures housing collections from damage or loss and ensure safety and security during on-site contract work. The SOP includes purpose, authorities, contractor roles and responsibilities, and safety and security procedures. See Figure 14.4: Standard Operating Procedures: Contractors Working with Museum Collections and in Structures Housing Collections.

E. Access and Key Control Policies and Opening and Closing Procedures

Access and key control are essential elements of museum security. Together with opening and closing procedures, they are critical for life safety and protection of collections from theft and damage. Access includes authorized entry into secure collections storage and other restricted areas. The curator and park museum staff manage and control access to ensure that the collection is secure while making it available for research and education.

Components of access control include the Museum Collection Access Policy and Procedures (Figure 14.5), NPS Visitor Log and Conditions for Access to Museum Collections in storage (Figures 14.6 and 14.7),

Museum Key Control Policy and Procedures (Figure 14.8), and Opening and Closing Procedures for structures housing collections (Figures 14.10 and 14.11). Each component should be authorized by the superintendent, either individually or as part of the Museum Security Plan.

Section I. Access Control

1. *Museum Collection Access Policy and Procedures*

The Museum Collection Access Policy and Procedures addresses access to collections in storage, work and research spaces, and exhibit cases. It applies equally to objects and archival items, museum records, and associated information prepared by staff in the course of official duties. See Figure 14.5: Museum Collection Access Policy and Procedures (Sample).

Collections storage is designated as a secure, restricted area and subject to access and key control procedures.

The curator develops this access policy and procedures in accordance with NPS Museum Security Standard (3). It is authorized and issued by the superintendent for distribution to all park personnel, and covers:

- *Statement of purpose*.
- *Times of operation*.
- *Access procedures*, including general and museum-specific procedures.
- *Visitor Log* sign in/out and certification to agree to the *Conditions for Access to Museum Collections*.
- *Eligibility* for access to museum collections, including categories of visitors (including non-museum staff and researchers).
  See Figure 14.5, Section D: Eligibility for Access to Collections and Collections Storage.

Granting access to collections storage ***does not*** automatically grant permission to use museum objects.

2. *NPS Visitor Log and Conditions for Access to Museum Collections in storage*

The ***NPS Visitor Log*** (Figure 14.6) records visitor contact information, including date and time in and out, name (print and signature), organization (name, address, office and cell phone numbers), and area and items of interest. It must be completed when entering secure collections storage.

All "visitors," including non-museum staff, contractors, interns, Volunteers in Park (VIPs), researchers, and others, must sign in and out of collections storage in accordance with NPS Museum Security Standard (4).

By signing the Visitor Log, visitors certify agreement to the Conditions for Access to Museum Collections.

The curator manages the Visitor Log, and the park key custodian manages electronic key cards. As electronic access records may be restricted, by having all non-museum staff sign in to the Visitor Log, including those with key card access, the curator can readily monitor access. Museum

staff, interns, and VIPs should also sign in to collections storage at least once daily when working in collections storage.

The ***Conditions for Access to Museum Collections*** (Figure 14.7) includes requirements for all visitors. Post these Conditions with the Visitor Log at the designated entrance to collections storage and make available on the park website.

Objects may be made available to visitors with needs such as research or study in accordance with the Conditions for Access to Museum Collections. Access to collections is contingent on object condition, staff availability, space and security considerations, and is subject to applicable laws and regulations and NPS museum policies and procedures. If access and/or use may subject the object to damage, preservation takes precedence. Limit physical access to objects in poor condition and provide alternative access via photograph, digital image, scan, or transcript.

If a request is made from an official representative of an Indian Tribe or Native Hawaiian organization to examine archeological or ethnographic objects, *then* contact the superintendent and park or regional cultural anthropologist and regional curator to determine appropriate procedures.

If a request is made to access NAGPRA determined or eligible items, *then* contact the park and/or regional NAGPRA coordinator and regional curator to determine appropriate access procedures in accordance with 25 USC 3001 et seq and 43 CFR part 10: Native American Graves Protection and Repatriation.

3. *Access to collections storage areas*

Park museum staff, museum contractors, interns, and ***VIPs*** working with collections and/or in collections storage areas require a background investigation in accordance with Executive Order 10450: Security requirements for Government Employees. Work with human resources for issuance of a HSPD-12 and FIPS 201 compliant government-issued Personal Identity Verification (PIV) card. The curator should intermittently monitor interns and VIPs working with collections.

Visitors including non-museum park staff, regional and WASO staff, contractors, service vendors, researchers, and others need to arrange access in advance. All must sign in using the NPS Visitor Log and be accompanied and monitored in accordance with NPS Museum Security Standard (4a).

Researchers must conduct the study of selected objects in a designated room or space that is separate from collections storage in accordance with NPS Museum Security Standard (4b). The curator must accompany or continuously monitor researchers through "a visual line of sight, physical proximity, or other means of control" in accordance with ISC Appendix B: Countermeasures. Do not place researchers at a staff member's desk or vacant table in collections storage.

Limit the number of objects that researchers can study per session depending on discipline, and inventory and note condition before and after use. ***Only*** the curator or designated museum staff can bring objects to the research room or space. Researchers must follow Chapter 6: Handling, Packing and Shipping guidelines, including wearing nitrile gloves.

See Section F.I.7: Sensitive information and *MH II* Appendix D: Museum Archives and Manuscript Collections, Section W: Use-Reference. See also Homeland Security Presidential Directive (HSPD) 12: Policy for a Common Identification Standard for Federal Employees and Contractors and FIPS 201-3: Personal Identity Verification (PIV) of Federal Employees and Contractors.

Section II. Key Control

1. *Why key control is essential*

Key control is one of the most important ways to keep collections secure. It includes restricted key, key card, and alarm code issuance and secure use in accordance with NPS Museum Security Standards (5-6).

The term "key(s)" in this chapter refers to mechanical keys, electronic key cards, *and* alarm codes.

The fewer keys issued, the smaller the risk to the collection.

If an object associated with a specific key is missing, ***all*** keyholders with a copy of that key are potentially liable. Over-issuance of keys undermines security, puts the park at increased risk of loss, and impedes investigation and recovery of stolen objects.

Implement key control *together with* access control, Video Security System cameras, intrusion detection systems and alarms, and physical barriers to deter unauthorized entry and document access at all times.

Electronic key control systems with key cards provide the *highest level* of key control as they *automatically* track and document each entry. They can be programmed to provide different levels of access to specific rooms for different individuals at different times of day.

Install electronic key card systems at the entrance to the building *and* the entrance of the collections storage room, and at the entrance to furnished historic structures in accordance with NPS Museum Security Standard (2). Electronic access records, managed outside of the museum program, are retained in accordance with General Records Schedule (GRS) 5.6: Security Management Records.

See Section G.II.2: Electronic locking systems.

2. *Park and Museum Key Control Policies*

The ***park key control policy*** establishes policy and procedures for keys to all park structures "to prevent unauthorized access to assets using facility keys (physical or electronic)" (444 DM 1.8.2(b)). The park key custodian manages the park key control program, but *does not* manage collections storage cabinet and exhibit case keys. These are managed by the curator.

The curator develops the ***Museum Key Control Policy and Procedures*** in collaboration with the museum security team in accordance with NPS Museum Security Standard (5). It establishes policy and procedures for key issuance and access, keyholder responsibilities, and secure use of keys and key boxes for collections storage and exhibit spaces, collections storage cabinets and exhibit cases.

The policy includes:

- *Statement of purpose*.
- *Policy*.
- *Keyholder responsibilities*, including key return and reporting missing or lost keys.
- *Secure issuance of keys, key cards, and alarm codes,* including:
  - Collections storage key issuance
  - Collections work and research space key issuance
  - Furnished historic structure key issuance
  - Exhibit space key issuance
  - Collections storage cabinets and exhibit cases
  - Key issuance form
  - Key hierarchy and lock systems
  - Locking key boxes
  - Key inventory
  - Re-keying
- *Emergency key access*, including:
  - Emergency access to collections
  - Fire department key access

See Figure 14.8 for a sample Museum Key Control Policy and Procedures.

3. *Issuance of keys, key cards, and alarm codes for structures storing and exhibiting collections*

Restrict issuance and access to keys, key cards, and alarm codes to minimize risk of collections loss.

The *curator* has key, key card and alarm code access to structures and spaces storing and exhibiting collections, curatorial office(s), work and research spaces, and exhibit cases. Curator manages access to the locking museum key box, controls access to collections storage cabinet and exhibit case keys, determines levels of access to collections for museum staff, and maintains a museum key log. Curator also has keys to doors, gates, and other barriers to furnished areas displaying collections, and alarm code access to these areas.

See Section H.II.3: Establishing alarm areas within rooms.

Collections storage, curatorial offices, work and research spaces
Collections storage and work and research spaces are restricted areas with highly restricted key issuance, as are curatorial offices. The *curator* and *designated museum staff* with routine assigned, hands-on collection management duties are issued keys to collections storage and exhibit cases in accordance with NPS Museum Security Standard (5a), as well as to

offices, work and research spaces. See Section E.II.4 below for emergency access.

Museum interns are only issued keys to collections storage, work and research spaces if they have assigned hands-on collections duties with curator's written recommendation and superintendent approval, and a HSPD-12 and FIPS 201 compliant government-issued PIV card. Interns should work in pairs where possible, and should be intermittently monitored by the curator. Additional restrictions may be recommended by the park and regional curators and approved by the superintendent.

Museum VIPs are not issued keys; curator provides intermittently monitored access.

Visitors including *non-NPS museum staff, researchers, service contractors, vendors, local law enforcement*, and others are not issued keys, and are accompanied and monitored in collections storage, work and research spaces.

Furnished historic structures
Restrict keys, key cards, and alarm codes to furnished historic structures to the *curator* and the *minimum number of staff* with justified need in accordance with NPS Museum Security Standard (5c). Issuance of these keys is authorized in writing by the superintendent.

Other *interns* and *VIPs* with assigned duties in the structure must have written supervisor and superintendent approval and a HSPD-12 and FIPS 201 compliant government-issued PIV card prior to key issuance.

Master and sub-master keys
Keep keys to spaces storing and exhibiting collections on a *separate master* and/or *sub-master key series* from keys to other park structures and spaces in accordance with NPS Museum Security Standard (5d).

Restrict access to master and sub-master keys to all structures storing and exhibiting collections in accordance with ISC Appendix B: Countermeasures. The park key custodian should secure these keys in a locking electronic key box. They are *not* to be duplicated or taken off-site.

See ASIS Suggested Practices for Museum Security.

4. *Emergency access to collections storage*

Highly restrict emergency key access to collections storage based on justifiable need in the event of an *emergency incident**, in accordance with NPS Museum Security Standard (5b). Specify who is authorized in writing by the superintendent to have emergency unaccompanied key access, and how these keys will be secured and use documented. Include these procedures in the Museum Key Control Policy and Procedures, and the Museum Collections Emergency Operations Plan.

*For definition of emergency incidents, see Chapter 10.A.2: What kinds of emergency incidents are addressed in this chapter?

5. *Key hierarchy for structures and spaces housing collections*

To limit potential for security breaches, manage keys to collections storage on a separate ***keyway*** (shape of the keyhole that the key's blade fits into) or "key series" within the park ***key hierarchy*** (relationship of cores, locks, and keys). Also key furnished historic structures and furnished rooms on a separate key series.

The key custodian updates the hierarchy when a key is added, removed, or re-keyed, and immediately re-keys locks to stolen or lost keys.

6. *Documenting key issuance*

Document key issuance to structures storing or exhibiting collections with a written receipt in accordance with NPS Museum Security Standard (5e). Use DI-105 Receipt for Property, optional Key Issuance Form for Structures and Spaces Storing and Exhibiting Museum Collections (Sample) (Figure 14.9) *or* equivalent form.

The curator should inventory museum storage cabinet and exhibit case keys annually. The park key custodian should inventory keys to structures housing collections annually. The curator works with the park key custodian to obtain a list of all keys issued for spaces housing collections. The key custodian should verify this listing annually and update with the park Physical Security Plan, or after a significant change in staff.

7. *Locking key boxes*

Non-issued keys should be secured in a locking electronic key box in a secure location, with access restricted to authorized staff in accordance with ISC Appendix B: Countermeasures.

Museum Key Box

The *curator* manages and controls access to keys for collections storage cabinets and exhibit cases. Secure these keys in a separate *locking museum key box* when not in use in accordance with NPS Museum Security Standard (6). Install the museum key box in a secure area such as the curatorial office or collections storage room. The curator and designated museum staff have the key to this box, and curator maintains a museum key log to track use. Maintain and secure a list of key numbers and associated cabinets and cases, and inventory regularly.

Park Key Box

The *park key custodian* manages keys, programs electronic key cards, and secures keys to all park structures and spaces, including those housing collections, in a *locking park key box* or "key cabinet" when not in use. The box should be installed in a secure, alarmed space with limited access, with keys tracked and inventoried regularly in accordance with ISC Appendix B: Countermeasures.

Tracking access to key boxes

Use electronic key boxes whenever possible to automatically track access. Work with the PSC to select *non-networked* electronic key box systems that can be programmed to allow access to specific keys to specified individuals, such as a "retaining" key box. Select electronic key boxes with a mechanical backup in the event of power failure, and securely affix to the wall to prevent

easy removal. *Do not* use lock boxes with easily compromised components such as wafer locks or glass panels. If an electronic box is not available, install a mechanical key box with an alarm, and monitor access with a camera.

Emergency Key
Secure an *emergency key* to collections storage in a separate locking key box. An electronic "retaining key box" is recommended. It should be located within the building, adjacent to or near the collections storage room door, with a camera to monitor access. Note that this box is *not* the fire department's emergency access key box installed on a building exterior.

See Section G.II.3: Secure installation of emergency access key boxes for fire department response.

8. *Secure use of keys*

Staff is responsible for securing keys *at all times* by implementing the following:

- Keys are ***only*** to be used by the individual to whom they have been issued.
- Return signed-out keys to locking key box when not in use.
- Lock doors to storage, work and research rooms when not in use.
- Return all issued keys and key cards to the park key custodian immediately prior to departure from the park or reassignment. On return, keys and alarm codes "must be recovered, disabled, or changed" in accordance with ISC Appendix B: Countermeasures.
- ***Do not*** loan or transfer keys, key cards, or key codes, make an unauthorized copy of any key, leave keys unattended or in a lock, take signed-out keys off site, or remove keys from a key ring. Ensure keys are not visible in images posted to social media, as unauthorized keys can be cut from digital images.
- Promptly report compromised keys to supervisor, key custodian, and facility manager so they can be promptly deactivated or re-keyed. Loss or compromise of a key may render the employee responsible for the expense of re-keying. Unauthorized use of issued keys, key cards, or alarm codes may result in disciplinary action.

Section III. Opening and Closing Procedures

Opening and closing procedures provide staff with a routine, systematic way to secure the structure and its contents at the beginning and end of the day. Implement these procedures together with access and key control.

1. *Opening and closing procedures*

The curator is responsible for developing written opening and closing procedures for structures housing collections with the museum security team, in accordance with NPS Museum Security Standard (3d). They are approved by the superintendent and implemented by the curator in collections storage, and by designated staff in furnished historic structures.

Procedures include:

- *Statement of purpose*.
- *Policy*.
- *Opening* and *closing times*.
- *Who is responsible* for opening and closing.
- *Opening procedures* and *sequences* for unlocking doors, disarming alarms, turning lights on, and checking for signs of a break-in.
- *Closing procedures* and *sequences* for locking doors, arming alarms, turning lights off, and clearing the space of "stay-behinds."
- *Contact information* for break-in, loss, or urgent maintenance.
- *Other site-specific procedures*.

To maintain security, ***do not*** include alarm codes in written opening and closing procedures.

See the sample opening and closing procedures below.

2. *Museum collections storage opening and closing procedures*

The Museum Collections Storage Opening and Closing Procedures (Sample) (Figure 14.10) provides a template for parks to customize.

3. *Furnished historic structure opening and closing procedures*

The Furnished Historic Structure Opening and Closing Procedures (Sample) (Figure 14.11) provides a template for parks to customize.

See Section F.I.1: Documentation and object photography for *in situ* object photograph binder.

F. Museum Security Practices

Many routine collections care activities are also highly effective security practices that can be implemented readily and at little to no cost. Protect collections in storage and on exhibit by planning, designing, and implementing sound, ongoing collections management and security practices.

Section I. General Practices

1. *Documentation and object photography*

Object documentation includes accessioning, cataloging, numbering and marking, keeping locations current, and object photography. It is essential for security and physical control of the collection.

See *MH* II: Museum Records.

Documentation and photographs are essential to recover stolen objects.

Photograph objects and scan 2-D archival items in prioritized phases. Start with objects that are mission critical; have high associational, evidential, intrinsic, informational, and/or monetary value and rarity; and those accessed frequently by researchers. Capture identifying features to aid recovery.

Maintain a binder for each exhibit space with *in situ* photographs and use to check that objects are in place during opening, closing, and tours.

See NPS Historical Significance Contributing Factors Tool (Appendix G, Figure G.2) and *MH-II*, Chapter 3: Cataloging and Appendix K: Photography.

2. *Securing the accession book and folders*

The curator manages access to the accession book and folders. These must be secured in a locking, UL listed fire-resistive filing cabinet, container, or vault when not in use in accordance with NPS Museum Fire Protection Standard (7) (*MH* I.9.B.1.7) and *MH* II.2.U.3: Should I store the accession book in a special place?

The filing cabinet must have a high security lock to reduce opportunities for tampering. The curator manages access to the key and/or combination. Avoid easy-to-defeat combinations such as sequential numbers or dates commonly associated with the park. Change combinations regularly, including when the combination has been compromised, or if staff changes.

Always return the accession book and folders to the locking fire-resistive filing cabinet when not in use.

Secure a photocopy of the accession book in collections storage or the curator's office, and at a secure location elsewhere at the park and off-site. Maintain a current scan on a secure park server with limited access, and provide the regional curator with a scan annually.

See Chapter 9. E.9: Housing the accession (and deaccession) book and folders and *MH* II.1.F: Records Protection for additional guidance.

3. *Controlling access to electronic museum records*

Secure ***electronic access*** to museum records by following park IT requirements for security and password management. Control electronic access to the collections database and digital object images and media:

- Establish access levels for museum staff, contractors, and researchers.
- Set edit, delete, and "view-only" permissions for selected data fields, and restrict access to sensitive data fields.
- Remove access permissions for departing staff immediately.
- Backup the database in accordance with NPS and DOI requirements.
- Backup digital object images regularly, and house backups locally and at a secure off-site location.

Physically remove PIV card from the computer and close and lock office doors when not present.

4. *Annual inventory*

The ***annual inventory*** is an essential security tool, as it confirms the physical presence or absence of an object in its assigned location and corresponding catalog record. It is conducted in accordance with *MH* II.4: Inventory and Other Special Instructions.

Controlled property is subject to 100% inventory each year. Firearms, live military munitions, short-term incoming loans, and objects above a certain monetary valuation are all considered controlled property. Other objects such as natural history type specimens, or especially vulnerable or attractive targets for theft, loss, or damage may also be designated as controlled property.

See Appendix G: Museum Firearms, Small Arms Ammunition, Munitions and Artillery and *MH* II.4.I.A.8: What is controlled property? for additional information.

5. *Moving and handling objects*

Only allow trained curatorial staff to handle objects in storage and on exhibit in accordance with Chapter 6: Handling, Packing and Shipping.

- In ***collections storage spaces,*** curatorial staff returns objects to assigned storage locations and locks storage cabinets when not in use and/or at the end of each day. Keep object locations current, and use Object Temporary Removal Slip, Form 10-97 to document temporary location changes. Curatorial staff should work in pairs wherever possible to faciltate security.
  See *MH II*.4.II.C.2: How do I document temporary location changes?
- In ***research spaces***, follow procedures described in Section E.I.3: Access to collections storage areas.
- In ***exhibit spaces***, including furnished historic structures, non-museum staff must contact the curator when museum objects need to be moved, and *must not* move or handle objects under any circumstances. Implement Staff Protocols for Objects on Exhibit (Figure 14.12) to prevent object damage or loss.

6. *Securing objects during shipping or transportation*

Museum objects are at great risk when being shipped or transported. Always use the most secure means of transportation and consult with the regional curator as needed. Select a reputable fine art shipper or bonded mover with good security credentials and experience. Avoid third-party sub-contracting of services.

Document objects prior to shipping, including cataloging and photography for short-term loans, and insure before transit in accordance with *MH* II: Museum Records. Secure packing containers to prevent tampering or loss. Include an inventory of contents in each container, and inventory on return. Immediately contact the borrower if an object is missing or damaged.

Coordinate scheduling and ship objects non-stop directly both ways or with a minimum number of intermediate stops. Schedule delivery when the receiving facility is open and staffed. Identify responsible individual and organization for each phase of transit and delivery (door-to-door).

Designate a secure, locking space separate from collections storage to temporarily house loaned objects prior to unpacking and inventory. Secure loading docks and package or mail rooms in accordance with ISC-RMP standards.

See Chapter 6.G: Shipping Objects and Figure 10.20: First Priority Criteria for Object Relocation and Salvage.

7. *Sensitive information*

Certain categories of information are considered sensitive, and may need to be restricted from distribution.

Laws and Regulations

Information on archeological and paleontological *site location*, and certain information on *threatened and endangered species* is considered sensitive and *withheld from public disclosure* in accordance with applicable laws and regulations. These include the Archeological Resources Protection Act of 1979, National Historic Preservation Act of 1966, Endangered Species Act of 1973, Executive Order 13007: Indian Sacred Sites, Federal Cave Resources Protection Act of 1988, and Paleontological Resources Preservation Act of 2009. Notify researchers and visitors in advance that this information is not to be publicly disclosed in accordance with applicable laws and regulations.

Freedom of Information Act

Federal agencies are required to disclose any information requested under the *Freedom of Information Act* (FOIA) unless it falls under one of nine exemptions that protect interests such as personal privacy, confidential business information, internal deliberations, and law enforcement. *Before responding* to a FOIA request, first confirm the ability to withhold sensitive information with the FOIA officer, regional curator, NPS solicitor, affected park staff (such as cultural or natural resource managers and PSC), superintendent, and regional public relations officer. In most cases, the information will be withheld.

Controlled Unclassified Information

In accordance with *32 CFR 2002: Controlled Unclassified Information (CUI)*, certain information that may involve "protection of federal buildings, grounds, or property" may be protected. If a request is made for information that may involve visitor or resource protection such as a blueprint of an iconic monument, immediately contact the regional curator and park and regional PSCs to determine an appropriate response.

Restricting Other Sensitive Information

Certain sensitive information on object storage location, monetary value, source of accession (donor or lender) names and addresses, first priority information, security assessments, electronic security system information or images, and floor plans should be restricted from distribution. This information is also not to be made publicly available in print or on park websites, online exhibits, newsletters, social media, or other formats.

> ***The curator may determine that the NPS has a legitimate and demonstrable interest in preventing voluntary dissemination of information that could threaten collection security, visitor and resource protection, and/or does not align with park purposes and the NPS mission.***

On receipt of a request for sensitive information, immediately inform the superintendent, regional curator, and regional PSC, then notify the requester that this information is restricted.

See Appendix A: Mandates and Standards for NPS Museum Collections, *MH* III.2, Sections D: Freedom of Information Act, E: Location Information, F: Privacy and Publicity Legislation, and G: Other Legal Issues, *MH* II Appendix A: Mandates and Standards for NPS Museum Collections, NPS Policy Memorandum 11-02: Social Media — Interim Policy, NPS Freedom of Information Act webpage, and 470 DM 2: Digital Media Policy for additional guidance, including on redacting and securing sensitive information.

8. *Filming and photography*

Filming and Photography in Collections Storage

The curator manages still photography and filming in collections storage, subject to museum staff availability, object condition, and space and security considerations. It does not require a special use permit. Consult with the regional curator if there are specific concerns.

Photography and filming in collections storage areas must not compromise security. By signing the NPS Visitor Log and certifying agreement to the Conditions for Access to Museum Collections, staff and visitors agree to not post or make public images or information that could undermine collections security, in accordance with applicable laws, regulations, and NPS policy.

Note: The curator may determine that the NPS has a legitimate and demonstrable government interest in preventing dissemination of the information contained in a photograph, footage or metadata that could threaten the security of the collection. NPS may then restrict or place other limitations on photography or filming within restricted collection storage spaces.

Designate an object photography area separate from collections storage, in an adjacent space such as a work or research room.

Filming and Photography in Furnished Historic Structures Housing Collections

Furnished historic structures, visitor centers, galleries, and other spaces exhibiting collections are considered a "non-public forum." Certain activities such as filming and photography may be restricted in these structures to protect museum collections, cultural or natural resources, visitor safety, and to align with park purposes and the NPS mission.

Filming and photography in furnished historic structures housing museum collections requires a NPS special use permit and liability insurance if, in accordance with RM 53 Appendix 13: Filming and Photography, "filming, video taping, sound recording or still photography involves the use of a model (or any on-camera talent), set, or prop, or when the filming, video taping, sound recording, or still photography *could result in damage to park resources or significant disruption of normal visitor use* [emphasis added]. A permit is also required if the photographer wants to go into areas not open to the public or before or after normal visitation hours." The permittee may be required to obtain liability insurance naming the United States as an additional insured for the amount commensurate with the risk posed by the proposed activity as determined by superintendent in consultation with the curator.

Videographers, film crews, and photographers must follow all NPS permit

requirements, including blurring certain objects captured on film, when specified.

> ***Do not permit photography of security system elements in and near collections storage and exhibit spaces and historic furnished structures, including cameras, alarms and alarm panels, and locks.***

Permittees must be accompanied and monitored at all times by curator or designated staff and must ***never*** move or handle objects under any circumstance. Ensure equipment does not come near or into direct contact with objects to prevent damage. Consult with the regional curator and the park and regional special use permit coordinator.

Photography in Furnished Historic Structures for Personal Use
Visitors "using cameras and/or recording devices for their own personal use are generally exempt from film permit requirements" in accordance with RM 53 Appendix 13. Tour guides should communicate restrictions such as prohibitions on flash photography and photography of security systems.

See *MH* III.6.D: Filming and Photography in Spaces Housing Museum Collections, NPS Filming & Still Photography Permits webpage, and NPS Filming & Still Photography Permits.

9. *Training*

The curator should provide regular orientation training to staff who interact with the museum program, such as facilities, law enforcement, interpretation, and others. Cover strategies to protect vulnerable objects on display, how to notify the curator if unusual conditions are observed (missing object or broken window) or if an object needs to be moved.

NPS WASO Museum Management Program and regional offices intermittently offer training that includes museum security. The NPS Division of Law Enforcement, Security, and Emergency Services (LESES) manages a Physical Security Training Program (PSTP) that curators should attend with their park PSC and facility manager.

Other organizations offering training include ASIS International (formerly American Society for Industrial Security), and Foundation for Advancement in Conservation (FAIC) Connecting to Collections Care webinars.

See the NPS LESES Physical Security Training SharePoint website.

Section II. Security Practices for Exhibit Spaces

This section provides best practices for securing objects on exhibit through design and installation of physical and electronic security systems, as well as conducting secure tours.

1. *Staffing*

Staff presence is a significant deterrent against theft and vandalism in exhibit spaces. Ensure adequate staff are assigned to furnished historic structures, visitor centers, and exhibit galleries during public hours in collaboration with

the Chief of Interpretation and PSC. Arrange for increased staff presence at high-risk times such as special events or anticipated high visitation. Station staff to have an uninterrupted view of exhibits, or move through rooms to monitor visitors. Establish protocols for notifying and responding to in-progress breaches, whether observed on camera or in person.

2. *Securing objects on exhibit*

NPS museum collections are used in exhibits to interpret, educate, and accomplish the park and NPS mission. The curator should collaborate with the exhibit designer and museum security team to design, develop, and install exhibits. The curator should also discuss exhibit design concerns of lineal descendants, Indian Tribes, and Native Hawaiian organizations during NAGPRA consultation. Exhibit spaces need to accommodate secure exhibit cases and/or placement of objects on open display. Review plans for new exhibits to ensure that objects are well secured without making curatorial access impractical. Staff need to have a clear line of sight and ability to quickly respond to a breach. Pair staff presence with installation of electronic security systems, including cameras and intrusion detection.

Artwork displayed in administrative spaces needs to be securely installed to prevent damage or loss. *Only* exhibit artwork *if* it can be secured in a locking room or building with limited and controlled access. If there is damage, change in condition, or if the artwork needs to be moved, inform administrative staff to contact the curator. Curator documents and tracks the artwork for the duration of the installation.

See Sections G.I.5: Exhibit Cases and H: Electronic Security Systems. See also *MH* II.5.A.3: To whom may I lend museum objects?, Figures 5.3a-b: Outgoing Loan Agreement (Form 10-127 Rev.) and 5.4 a-b: Conditions for Outgoing Loans (Form 10-127a), and *MH* III.7: Using Museum Collections in Exhibits.

3. *Physical security in furnished historic structures*

Objects on open display in furnished historic structures are particularly susceptible to theft or damage. ***Place objects well out of visitor reach*** to prevent touching, damage or loss, and facilitate camera monitoring. Design tour routes in collaboration with the Chief of Interpretation to maintain visitor flow and prevent overcrowding and implement the following.

- Prevent unauthorized entry and touching or lifting objects and:
  - install visually unobtrusive barriers such as transparent acrylic or plexiglass panes or metal gates
  - place stanchions and runner mats to keep visitors on tour paths
  - ensure barriers are sufficiently sturdy to protect visitors and objects, particularly where heavy machinery and equipment are displayed
  - ensure barriers ***never*** come into direct contact with objects
- Place vulnerable and small objects such as jewelry well behind barriers or in display cases and/or secure in place with visually unobtrusive museum-quality materials such as monofilament. Individually alarm these objects.
- Use cordage or ribbon to cordon off museum furnishings such as chairs on display to prevent sitting.

- Post notices to restrict access to non-public areas.
- Avoid hanging paintings or placing objects in confined areas such as narrow hallways or staircases, or cover with a transparent acrylic barrier. Ensure barriers allow for adequate air circulation.
- Secure framed artwork with tamper-resistant steel security hardware such as S-hooks, L-hooks, or double-end bolt snaps.
- Consider using reproductions if highly vulnerable objects cannot be secured.
- Regularly review and assess tour routes and adjust as needed to protect objects.

See MH III.8.F.5: Can object placement help protect objects on exhibit?, 6: What should I do about visitors and traffic flow?, and 7: What safety and security precautions should I take?

4. *Electronic security systems in furnished historic structures*

Design and install ***unobtrusive, minimally invasive*** electronic security systems that provide complete coverage, respect the structure's character-defining features, and avoid penetrating historic fabric, in consultation with the museum security team.

- Position multiple layers of intrusion detection systems and alarms to provide complete coverage of exhibit spaces and objects on display and detect access *at all times*.
- Install visible *and* unobtrusive or hidden physical and electronic security systems to deter, detect, and notify staff and visitors of a security breach such as touching or drawing too close. These include:
  - motion-activated alarms such as photoelectric beam detectors
  - cameras, such as a modular camera hidden in stanchion finials
  - pressure-sensitive mats under objects on open display to detect unauthorized lifting of objects
  - glass break detectors in historic cabinets and vitrines
  - sound wave sensors in unobtrusive locations to detect break-ins during non-public hours
  - intrusion detection system elements hidden in existing openings such as fireplaces
- Individually alarm high value and vulnerable objects, including paintings, sculptures, and tableware.
- Design and install motion-activated, audible recorded alarm statements or tones to notify and deter visitors who move too close to an object or cross over a stanchion, in collaboration with the PSC. Program these alarms into photoelectric beam detectors and other motion detectors, and ensure all alarms notify staff in the event of a breach.
- Ensure full camera coverage of the space with 24-hour recording each day, immediate reporting at a central monitoring station in the park or off-site, and law enforcement notification.
- Install key card readers in a discreet location on or near the entrance to document staff access.

- Maintain systems so they are operational at all times (24 hours a day, seven days a week, 365 days a year), including when tours are present. Regularly test and monitor systems to ensure functionality.

5. *Conducting secure tours of furnished historic structures*

Well-designed interpretive tours enhance security and are essential to protect objects on display. Plan, design, and conduct tours with security and safety of staff, visitors, and collections in mind. Develop tour guidelines and ensure adequate numbers of well-trained staff to secure objects on display and protect the historic building interior in collaboration with the Chief of Interpretation and the museum security team.

Determine appropriate capacity, tour route and procedures for each furnished historic structure, including maximum safe tour size(s) for both accompanied and unaccompanied tours, depending on room size and object vulnerability. Generally, a safe number is 15 or fewer visitors, however this number may be larger or smaller depending on capacity and available staffing.

Tour size and positioning

- Limit tour size and break large groups into smaller groups so as not to exceed determined capacity. Ensure tour size is within tour guide's ability to monitor the entire group and have an uninterrupted view of objects on display at all times while providing a meaningful visitor experience.
- Conduct tours, particularly for larger groups, with a leader at the front and a "trailer" at the rear to monitor visitor movement.
- If the structure is open during public hours, station staff at the entrance to prevent unauthorized entry.

Tour procedures

- Arrange for visitors to enter and exit from a single designated door. Prevent unauthorized entry during tours by locking exterior doors, and ensure ability to exit during an emergency in consultation with the park structural fire coordinator. Inform visitors of designated emergency exit(s).
- Prohibit all backpacks and oversized bags, food, beverages (except water), umbrellas, strollers, use of pens, and weapons or items that may be considered dangerous such as sharp or pointed items. The park should determine other prohibited items based on space and risk to the objects on display. Include this information on the park website.
- Inform visitors not to touch objects or lean against walls and barriers, that flash photography is not permitted, and other instructions at the beginning of the tour.
- For safety, staff should not be alone in the structure during public hours, and should be able to discreetly call for backup without leaving visitors unaccompanied.

- Ensure staff and visitors follow established tour routes and avoid moving or circumventing stanchions and barriers.
- Ensure visitors are ***never*** left unattended during an accompanied tour, particularly in unalarmed areas. Establish protocols for staff to escort visitors who need to leave early so that no visitors are unaccompanied.
- Ensure stanchions are in place and/or close doors as visitors move through each furnished room. Secure rooms between scheduled tours.
- Arrange for seating such as folding chairs in a discreet location to prevent sitting on and damage to museum furniture in the event of a medical emergency.
- ***Do not*** provide information on monetary value of any object or other sensitive information.
- Staff should contact the curator if objects have been damaged, missing, or need to be moved.

Only provide unaccompanied or "self-guided" tours *if* the area has barriers installed and is alarmed *and* vulnerable objects are individually alarmed and protected with barriers and pressure-sensitive mats to deter theft and unauthorized entry. Staff should be stationed in the structure.

6. *Securing objects on exhibit outdoors*

Large museum objects such as cannon, vehicles, agricultural equipment, totem poles, and sculptures may be exhibited outdoors, as they are less susceptible to theft than smaller objects. Securely mount and affix these objects in consultation with a conservator and the museum security team. Place under cover where possible to protect against agents of deterioration. Install sturdy and visually sympathetic physical barriers designed for outdoor use to prevent climbing as needed. Install cameras and "Do Not Touch or Climb" signage around the object(s).

Small or readily movable museum objects such as lithics, sherds, or hand tools should ***not*** be exhibited outdoors, whether on open display or in cases, to avoid theft and rapid deterioration.

Conduct regular staff inspections to monitor activity and perform condition monitoring to document any changes. Work with law enforcement to include outdoor exhibits on patrol routes.

G. Physical Security Systems

Physical security systems (also referred to as "mechanical security systems") include barriers, keys and locks, and lighting which provide layers of protection against collections loss, damage, and theft. Physical security systems must be installed in all structures storing and exhibiting collections in accordance with NPS Museum Security Standard (2).

Mitigate vulnerabilities by installing physical security systems *together with* layers of key control and electronic security systems, including intrusion detection systems and cameras for rooms, spaces, and individual objects.

Select, install, and maintain these systems in close consultation with the museum security team.

Section I. Barriers

Barriers control, deter, delay and deny unauthorized access to restricted areas and objects until responders arrive. They delineate between public and non-public areas and remove potential hiding places.

The greater the number of barriers, the greater the protection.

Sensitive and first-priority objects should have additional barriers.

1. *Types of barriers*

Implement multiple layers of exterior and interior barriers to protect the collection as illustrated in the Museum Security Bullseye (Figure 14.1) in collaboration with the museum security team. These include:

Exterior barriers such as fences, gates, checkpoints, bollards at park perimeter, landscaping and other natural barriers, and the building envelope, including locking exterior doors and windows.

Interior barriers such as doors and walls inside the structure, storage cabinets and exhibit cases, stanchions, metal gates, and plexiglass panes.

2. *Building envelope*

Secure and maintain the building envelope (such as exterior walls, door and window openings, and roof) and keep well-sealed and free of gaps. Work with the facility manager and PSC to select and install sturdy metal doors and locks appropriate for exterior use, and keep in good working order. For furnished historic structures, work with the historical architect advisor and Section 106 compliance officer to ensure exterior doors and locks provide appropriate security.

Receiving areas such as the loading dock and mail room should be physically separated from staff and visitor entries. Secure mechanical and electrical system components such as meters with tamper-resistant utility boxes and inspect regularly. Immediately repair damage such as broken windows or holes in fences. Secure roof access so that doors, ledges, and overhangs do not provide intrusion opportunities.

3. *Doors and windows*

Doors and windows must be made of sturdy materials, sufficiently reinforced, and well installed to prevent forced entry. Regularly inspect, test, and maintain to ensure they close and lock securely.

Doors

- *Collections storage spaces* must have metal or solid-core wooden doors and door frames with:
  - high-security "tamper-resistant" locks with well-functioning bolts, jambs, and strike plates of appropriate size for the latch
  - hinges and hinge pins on the secured side of the door with set screws and "stud-in-hole" connections

  - spot-welded hinge pins that cannot be removed, or hinges with non-removable pins
  - no gaps between the door and door frame
- In *furnished historic structures*, unobtrusively secure historic doors (including those with glass panes) without damaging historic fabric, such as installing sympathetically-designed locks, in collaboration with the historical architect advisor and Section 106 compliance officer.
- If the *visitor center* has glass doors, use reinforced security glass and not tempered or "safety" glass, which shatters easily. Work with the PSC to determine if ballistic rated glass ("bulletproof" glass) or shielding ("glazing") is needed, depending on identified risk. Different ratings provide a range of resistance against penetration by firearms, blunt force such as a rock or hand tool, and other means of forced entry. Transparent polycarbonate shielding may be applied to existing windows to protect against shattering, however it does not provide as much protection as ballistic rated glass.
- *Doors* and *walls* must be comparably sturdy with their locks. For example, a high-security lock does not provide protection when installed in a flimsy door surrounded by drywall. Regularly test hinges and door durability, and block or fill gaps.
- Protect vulnerable areas such as *loading docks* and *receving areas* with galvanized steel overhead doors of an appropriate thickness.

Windows

- Block exterior windows in *collections storage spaces* with solid material such as plywood to protect against intrusion. Consult with the PSC to determine if ballistic rated glass windows and/or glazing is needed in high risk locations.
- Design exterior windows in *visitor centers* to not open, *or* install reinforced security glass windows that lock securely and prevent opening from the exterior.
- In *furnished historic structures*, unobtrusively secure windows without damaging historic fabric, such as installing interior shutters, in collaboration with the historical architect advisor and Section 106 compliance officer.
- Interior windows may be installed to provide public viewing into collections storage and processing areas. These windows must have an appropriate security rating, as determined in consultation with the PSC.
- Regularly test window and windows frame durability. Window bars, grates, storm shutters, and other barriers need to be free of gaps through which intruders can enter. Ensure window frames are securely attached and not easily removed from walls, and block or fill gaps

See CCI Technical Bulletin 19: Security Hardware and Security System Planning for Museums.

4. *Collections storage cabinets*

Locking collections storage cabinets provide the innermost layer of protection in the Museum Security Bullseye for objects in storage. In

particular, store small, highly vulnerable, sensitive, and/or first priority objects in locking, steel museum-quality storage cabinets.

See Chapter 7.C: Standards and Requirements for Storage Equipment and Containers.

5. *Exhibit cases*

Secure, locking exhibit cases in visitor centers and exhibit galleries provide the innermost layer of protection in the Museum Security Bullseye for objects on exhibit.

- Design and install structurally sound exhibit cases with sturdy construction to withstand unauthorized entry attempts. Ensure cases allow curatorial access without compromising security.
- Use cases with acrylic or glass vitrines of appropriate thickness to withstand blows, and that are securely joined and fastened to sturdy walls, ceiling, and/or floors. Select reinforced glass vitrines as needed if there is sigificant identified risk.
- Install secure case hardware, including high security or "tamper-resistant" locks and star-headed "security" screws that are covered or hidden from public access. Ensure concealed, locking access doors to case and vitrine interiors have non-removable door hinge pins. Case locks need bolt-throws at least one inch in length with "captive" keys that cannot be removed when the lock is unlocked.
- Install and maintain contact switches at case and vitrine openings, pressure mats and/or shock sensors, and alarmed light attics to deter access. Install motion detectors with audio alarms around exhibit platforms. Ensure sufficient power and space to accommodate intrusion detection system hardware.
- Securely display unloaded firearms in locking cases.
  See Appendix G.C.II.3: Exhibiting firearms and 4: Rendering modern firearms inoperable for exhibit.

See *MH-III*, Chapter 7.J: Exhibit Case Design, *COG* 2/9: Tamper-Resistant Fasteners for Museum Exhibit Cases, NPS Harpers Ferry Center Exhibit Planning, Design, and Fabrication Specifications, and ASIS Suggested Practices for Museum Exhibit Case Construction and Alarming Design.

6. *Exhibit barriers*

Effective physical barriers prevent visitors from touching or getting too close to objects on exhibit. They include panes and half-panes, partitions, railings, stanchions, and other barriers. Install barriers in combination with cameras, intrusion detection systems and alarms, and staff presence to deter and promptly respond to security breaches.

- Install sturdy but visually unobtrusive barriers such as transparent reinforced glass or plexiglas panes around three-dimensional objects on open display and in front of large paintings. Pair with more visible barriers such as stanchions or metal gates as needed to prevent tripping.
- Design barriers that are free of large gaps to prevent intruders from reaching over or through them. They should be high enough to prevent visitors from stepping over or tripping on them.

- Securely mount barriers to the floor, walls, and/or ceiling.
- Key barriers displaying objects in furnished historic structures on a separate key series from keys used to enter the structure. The curator manages the keys to these barriers.

See Harpers Ferry Center Exhibit Planning, Design, and Fabrication Specifications for additional information.

Section II. Locks

Locks and keys delay and deny intrusion and prevent unauthorized entry to structures, rooms, cabinets, and cases. Use a combination of mechanical *and* electronic locking systems to provide layers of protection in accordance with the Museum Security Bullseye.

1. *Mechanical locking systems*

Mechanical locking systems use a physical key rather than a key card. Install throughout structures housing collections to provide layers of protection, such as pairing a deadbolt with a keyed lock. Work with the Regional Structural Fire Marshal and PSC to ensure installation and use of deadbolts does not impede fire and life safety requirements and ability to exit the structure in an emergency.

Mechanical locks *do not* automatically record who accessed them and when. If a key is lost or compromised, its lock and all associated locks on the park key hierarchy need to be re-keyed. Establish cycles for scheduled re-keying of locks in consultation with the park key custodian, park and regional PSCs, and facility manager to ensure security. Locks to restricted areas should be re-keyed more frequently than locks to other areas.

Only use "fixed" locks that are built into the door. ***Do not*** use easily compromised locking systems such as warded locks, spring latches, key-in-knob locks, deadbolts under three quarters of an inch, locks installed with screws under a half inch in length, or portable locks such as padlocks.

Do not use combination locks on doors, as they are easily compromised. They are only acceptable for filing cabinets or safes with limited access.

Install mechanical locking systems that meet the following specifications:

- "High security" ("heavy duty" or "tamper-resistant") locks with a deadbolt of at least one inch, made of hardened materials with cores, spools and pins designed to resist picking, drilling, and tampering.
  See Department of Defense Naval Facilities Engineering Systems Command (NAVFAC) for a listing of secure locks approved for use in the federal government and available through GSA.
- "Proprietary" keyways whose keys can only be cut or duplicated by the manufacturer, distributor, or park as approved by the park key custodian, rather than at local locksmiths.

- Locks to collections storage rooms and barriers and rooms displaying objects in furnished historic structures that are cored on a separate series from other park locks to prevent unauthorized entry.

If collections storage contains high-security safes or vaults, *then* two-person counter-authorization may be needed.

2. *Electronic locking systems*

Electronic locking systems (or "Physical Access Control Systems" (PACS)) use key cards and card readers that can be programmed to allow or deny access based on range of variables *and* automatically record who accessed each card reader and when. Compromised, lost, or expired key cards can be readily deactivated or reprogrammed without the need for costly re-keying. Certain systems can be programmed to require keying in and out.

Install electronic locking systems at entry points to each structure housing collections. In particular, place at entry points to collections storage and furnished historic structures. Ensure these systems have a mechanical backup in the event of system failure, as they may remain locked in the event of an outage.

Note: New installations of electronic locking systems must comply with FIPS Publication 201-3: Personal Identity Verification (PIV) of Federal Employees and Contractors, and other applicable legal requirements.

Work with the manufacturer, park and regional PSCs, key custodian, and facility manager to install systems and components that use PIV cards as key cards and:

- Program card readers to allow different access permissions based on each individual's assigned duties, room, and time of day. Include a regular expiration schedule.
- Integrate electronic locking systems with electronic security systems, including cameras and intrusion detection systems, in accordance with NPS policy. System integration will ensure an alarm automatically triggers during forced entry.
- Ensure system data is encrypted and secure at all times.
- Ensure regular maintenance is provided by qualified individuals.

Work with the PSC to view records of access data as needed.

See Section H.II.4: Installing intrusion detection systems.

3. *Secure installation of emergency access key boxes for fire department response*

Emergency access key boxes are used by fire department first responders "for life-saving or firefighting purposes" (International Fire Code 506: Key Boxes). Install these boxes securely to prevent tampering. The box, generally mounted on or adjacent to the structure exterior, should include electronic tamper switches connected to the building intrusion detection system and be continuously monitored by cameras (24 hours a day, seven

days a week, 365 days a year). The intrusion detection system should automatically notify the curator, park structural fire coordinator (PSFC), and PSC when the box is accessed. Curator should document incidents involving structures housing collections.

Note that these boxes *only* contain keys to the structure, and *never* keys to storage cabinets or exhibit cases. They *cannot* be accessed by park staff or others. Establish procedures for fire department first responders to securely access these key boxes in collaboration with the facility manager, Chief Ranger or PSC, PSFC, and local fire department.

See Chapter 9.H.2: Planning for rapid entry to structures housing collections during a fire and International Fire Code 506: Key Boxes.

Section III. Security Lighting

Effective lighting increases visibility, facilitates patrol and camera monitoring, and aids in deterring theft and detecting signs of intrusion.

1. *Lighting for security*

Bright and evenly lit structures, doors, windows, and adjacent areas are needed for patrols, facial recognition, and good-quality camera recordings. Lighting should be sufficient and positioned to minimize shadows, glare, and gaps that provide places for intruders to hide.

Work with the PSC, historical architect advisor, Section 106 compliance officer, and facility manager to select and install lighting that is sympathetic to the historic character and landscaping of furnished historic structures.

See Chapter 4.I: Light and J: Monitoring and Controlling Light. See also the Illuminating Engineering Society (IES) Guide for Security Lighting for People, Property, and Critical Infrastructure.

2. *Museum security lighting design factors*

When designing, selecting, and installing interior and exterior museum security lighting, consider:

- ***Location*** and ***purpose***, including inside storage and exhibit spaces, outdoor walkways and landscaping, and emergency and exit lighting.
- ***Number of light sources***, including using a minimum of two overlapping cones of light for sufficient illumination and to avoid reliance on a single light source. Use multiple light posts that provide continuous illumination of a structure.
- ***Types of light sources*** such as Light Emitting Diodes (LEDs) or outdoor metal halide bulbs, as well as ***illuminance*** (vertical and horizontal) and color cast. Only use UV-free lighting to illuminate objects.
- ***Positioning*** to provide clear sightlines, such as installation between rows of cabinets, targeted lighting of vulnerable areas, and exterior illumination toward the structure.

Parks should follow NPS Night Skies sustainable outdoor lighting principles, such as focusing cones of light down to minimize light pollution.

- ***System controls***, including central lighting controls, motion activation, dimmers, and/or time switches.
- ***System maintenance***, including immediate replacement and repair.

H. Electronic Security Systems

Electronic security systems include intrusion detection systems (IDS) and alarms, and Video Security System (VSS) camera monitoring. They deter, detect, and document security breaches and notify staff when a breach occurs.

Install electronic security systems in accordance with NPS Museum Security Standard (2), *together with* electronic locking systems and key cards; locks; barriers; security lighting; and layers of access and key control. These systems must be continually operational and monitored to be effective.

Section I. System Design and Maintenance

Design, select, install, commission, and maintain electronic security system components in consultation with the museum security team, IT manager, and security specialist experienced with electronic systems.

1. *Determining which electronic security systems to install*

Determine which types of intrusion detection systems and cameras to install based on risk assessment data and structural needs. Systems must be in compliance with applicable laws, regulations and NPS policy, and meet UL standards.

The curator should collaborate with the museum security team and Contracting Officer to develop an electronic security system design and installation SOW that includes:

- ***Assessment*** of security risks.
- ***Condition assessment*** and schematic design of existing systems.
- ***Design development***.
- ***Preliminary drawings*** and ***construction documents***.
- ***Specifications of system elements*** and fittings, including makes, models, and finishes with no substitutions permitted in furnished historic structures and other structures housing collections.
- ***Itemized cost estimate***, including minimum and maximum costs for each component.
- ***Commissioning period*** of at least one year to ensure system is installed and functions as designed.

Note: Include language on Rights, Protection of Information, and

Proprietary Materials. See Figure 14.13: Sample Language for a Museum Electronic Security System Statement of Work.

Redact or withhold sensitive information from Request for Proposal materials, including floor plans, in consultation with the park and regional PSCs and regional curator. Curator should secure system designs and floor plans in a locking cabinet and password-protected or encrypted electronic folder with restricted access. ***Do not*** distribute sensitive information.

Record of Decision: Museum Electronic Security System Risk Acceptance
If the superintendent determines that an electronic security system *cannot* be installed in compliance with NPS Museum Security Standard (2) in consultation with the park museum security team, *then* follow risk acceptance procedures described in NPS Museum Security Standard (2c). Note that "threat to federal facilities is real, and the decision to accept risk could have profound consequences" (ISC-RMP 8.4.1: Risk Acceptance). The Record of Decision: Museum Electronic Security System Risk Acceptance should clearly state why the electronic security system cannot be installed, and include alternate strategies and/or a long-term corrective plan.

See Figure 14.14: Record of Decision: Museum Electronic Security System Risk Acceptance for a sample risk acceptance form.

2. *System integration*

Work with the PSC and IT to integrate intrusion detection, cameras, and electronic locking systems to provide effective layered coverage in the event one system or element is compromised. For example, integrated cameras and alarms will detect a contact switch on a door that is left open after hours. In certain cases, electronic security systems may be integrated with automatic fire protection systems and other building systems. This decision should be made in consultation with the park and regional PSCs, Regional Structural Fire Marshal, and museum security team.

3. *Commissioning electronic security systems*

When purchasing a new system, include a requirement for a commissioning period of at least a year in the contract before the Contracting Officer accepts the system. Commissioning establishes whether a system is correctly installed, meets manufacturer specifications, and functions as described in the contract.

Note: Commissioning is separate from the warranty period. During the warranty period, *only* the original installers are to work on the system so as not to void the warranty.

4. *System inspection, testing, and maintainenance (ITM)*

Install, use, and maintain electronic security systems in accordance with manufacturer specifications. Conduct inspection, testing, and maintenance (ITM) at minimum annually, and more frequently for high-security and/or vulnerable areas.

Ensure only authorized staff can activate systems in test mode during scheduled inspections, in collaboration with the receiving and monitoring station.

The facility manager is responsible for conducting a comprehensive condition assessment of park structures, utilities, equipment, and systems, arranging ITM in accordance with manufacturer specifications, and developing maintenance agreements.

Section II. Intrusion Detection Systems

1. *Intrusion detection system categories*

Intrusion detection systems (IDS) include motion detectors, tamper or break detectors, and sensors that detect movement, touching, or penetration of a barrier. They include audible alarms to announce a breach *and* notify staff and the monitoring station. Without IDS, objects are at significant risk of theft or loss. IDS needs to provide comprehensive detection and notification at every point of a structure, from the entrance to room interiors, and for individual objects. Systems include:

- ***Motion detectors*** detect movement within a defined area, and include passive infrared (PIR), microwave, photoelectric beam, capacitance, and ultrasonic systems.
- ***Video Motion Detection*** (VMD) detects intrusion by analyzing the differences between individual frames of a camera recording. It allows for more rapid, targeted detection of a visitor entering a furnished room or moving too close to an object than other motion detectors.
- ***Tamper*** or ***break detectors*** include contact switches, glass-break detectors, fiberoptic cable detectors, and shock or vibration detectors that activate when breaking a demarcated boundary such as an exhibit case or window.
- ***Sensors*** include soundwave and sonic or seismic sensors, pressure mats, and strain sensors that detect noise, proximity to and/or physical force associated with touching or lifting an object.

Install IDS in structures and spaces storing and exhibiting collections in accordance with NPS Museum Security Standard (2). Select systems best suited to the needs of the collection, structure and/or space. See Figure 14.15: Comparison of Selected Intrusion Detection and Alarm Systems.

2. *Alarms*

Alarms are activated by intrusion detection systems to notify staff and visitors of a breach. Select alarms that automatically notify both staff and occupants in the structure ***and*** the receiving and monitoring station of a breach. ***Do not*** use unmonitored or "local" systems that only produce ("annunciate") an audible or visual alarm inside the structure, as this does *not* notify responders and will likely result in loss or significant delay in response. Alarms should be installed in all rooms of structures storing and exhibiting collections. They may be paired with visible strobes. Ensure the curator is on the emergency contact list for alarms installed in structures housing collections, and establish procedures for promptly resetting alarms after an incident.

Assign a unique alarm disarming code to specific authorized staff. Change codes regularly, and secure the code list in a locking cabinet with restricted access. ***Do not*** include codes in written opening and closing procedures.

Alarms may be *wired* or *wireless*. However, wireless systems are ***not*** recommended, as they are easier to compromise than wired systems and may not be able to communicate through certain materials such as concrete. A waiver is required for the use of wireless systems in accordance with RM-9.26.4.3: The CCTV-Controlled Facility and RM-9.43: Policy Waivers and Program Enhancements.

Silent "*duress alarms*" or audible "*panic alarms*" allow staff to alert responders of a potential threat. They may be mounted ("fixed") at visitor center reception desks, or portable and worn on a belt or lanyard during tours.

3. *Establishing alarm areas within rooms*

Select motion detectors that can separate rooms or spaces into different alarm areas. In rooms in furnished historic structures, use alarm areas to separate the tour path area from the objects on open display. This allows movement of visitors along the tour route while individual objects and areas containing objects remain alarmed. For example, the alarm will activate if a visitor steps into an alarmed area during a tour or moves too close to an object. If a historic structure includes office space, these rooms need to be alarmed separately from those housing museum objects. The curator has alarm code access for the object display areas and rooms housing collections.

Keep alarms within furnished areas activated at all times, and determine appropriate schedule to activate alarms and lock doors at entry points. If the building is not divided into alarm areas, then the system would need to be disarmed during public hours, leaving the entire building unprotected.

4. *Installing intrusion detection systems*

Install layers of intrusion detection systems to provide full coverage in accordance with the Museum Security Bullseye. For example, if there are only contact switches on doors and windows, an intruder can break or cut the glass and enter without activating the alarm. A combination of glass-break, seismic, and motion detectors together with contact switches provides comprehensive detection. Systems should meet UL standards.

When installing intrusion detection systems, address the following.

- Position system elements at likely entry points, in vulnerable areas, *and* throughout each space to ensure sufficient coverage within the designated area.
- Provide even vertical and horizontal coverage of:
  - ground floor and other interior and exterior doors and windows
  - potential access points on the building envelope such as the roof
  - entire collections storage room, including cabinets and racks, aisles, and hard-to-see areas
  - curatorial offices, work and research spaces
  - furnished and unfurnished rooms in historic structures
  - exhibit cases, wall-mounted artwork, and other freestanding objects
  - utility panels and the emergency access key box

- Install system elements within the manufacturer's established range of detection. For example, do not aim a detector with a 50-foot range at a 75-foot-wide space.
- Keep system elements unobstructed by cabinets, cases, furnishings, and structural elements such as pillars.
- Do not locate alarm keypads in vulnerable or exposed areas to reduce opportunities for tampering.

5. *Minimizing nuisance alarms*

Many "false alarms" are actually triggered by "nuisance" conditions such as poor system design and installation, inappropriate calibration, and/or lack of maintenance. Eliminate or minimize these events as described below, in collaboration with the manufacturer and museum security team.

If nuisance alarm is caused by…	***Then to eliminate or minimize…***
Dust buildup in detector elements,	- Implement housekeeping program - Regularly clean and maintain system elements
Faulty system manufacture,	- Check U.S. Consumer Product Safety Commission website for recall notices
Improper positioning of system elements, such as below air vent,	- Reposition and/or recalibrate detectors
Improper use,	- Maintain appropriate alarm areas during public and non-public hours - Train staff in system operation
Movement of rodents and other pests,	- Implement Integrated Pest Management (IPM) program - Reposition and/or recalibrate detectors
Poor calibration,	- Recalibrate system
Poor maintenance,	- Implement regular ITM
Power, RH, and other utility fluctuations,	- Maintain HVAC, electrical system, and other utilities in good working order - Install and maintain backup power system - Reposition and/or recalibrate detectors

Figure 14.16. Nuisance Alarm Causes and Elimination Strategies

See Chapter 5: Biological Infestations and Chapter 13: Housekeeping.

Section III. Video Security Systems

1. *Video Security Systems (VSS or CCTV)*

Video Security System (VSS, or "video surveillance system") cameras enable staff to record and monitor activities in a single space and/or multiple locations at all times. Design and install the system to provide full coverage of collections and structures housing collections. VSS recordings can be readily stored, analyzed, shared, and accessed by multiple users over a network. Note that VSS supersedes Closed Circuit Television (CCTV) monitoring systems ("CCTV", used interchangeably with "VSS"). Video Security System ***supplements***, but ***does not*** replace staff presence and IDS. Work with the PSC to select systems that record to a digital ("Internet Protocol") format in accordance with ISC Appendix B: Countermeasures. Certain analog cameras may be converted to record to a digital format.

In addition to installing VSS at entrances and exits, it is best practice to install cameras at the collections storage room door and interior, particularly if electronic key systems are not in use. See also 444 DM 3: Closed Circuit Television.

The PSC and/or park law enforcement manages VSS footage and provides public notice of VSS recording in accordance with RM-9.26: Physical Security and CCTV and General Records Schedule (GRS) 5.6: Security Management Records. Note that in accordance with the GRS, VSS recordings that "do not document accidents or incidents" are not to be retained after 30 days, "but longer retention is authorized if required for business use."

In accordance with RM-9.26.4.4: Recorded CCTV Images, "Access to recorded images will be limited to authorized law enforcement and security personnel and park managers for law enforcement and public safety purposes, and to government attorneys and police managers for civil litigation and disciplinary purposes."

2. *Installing Video Security Systems*

Design, select, and install VSS systems based on the following factors:

- ***Number of cameras*** needed to provide complete coverage of storage and exhibit spaces and surrounding adjacencies.
- ***Location*** and ***positioning*** for indoor and outdoor coverage of doors, windows, aisles in storage, exhibit cases, and objects on open display in furnished historic rooms and visitor centers.
- ***Camera type*** including fixed, motion-activated, pan-tilt-rotate-zoom, panoramic, color recording, night correction, and wide dynamic range.
- ***Lighting*** that is sufficient and reliable to produce clear images during the day, night, and in low-light conditions. These include motion-activated lights, non-UV emitting LEDs and infrared illuminators, as well as central lighting controls for an entire structure or area.
- ***System requirements*** and ***management of recordings*** including video analytics and tracking to recognize target movement; recording to a digital format; notification of a breach; and secure storage, access, and schedule for archiving recordings in accordance with RM-9.26.4.4: Recorded CCTV Images.
- ***Installation*** and ***wiring***, including secure, hard-wired installation with tamper-alert feeds. Wireless installation requires a waiver from the DOI IT Security Officer in accordance with RM-9.26.4.3.
- ***Local capacity*** including adequate internet and network connectivity, as well as regular and backup power. Parks with poor network functionality should work with the park and regional PSCs and facility manager to select systems capable of providing consistent coverage.

I. Responding to Loss

Time is critical after a theft. Likelihood of recovery diminishes with each passing hour. Detailed catalog records, photographs, timely detection, and notification of law enforcement are essential to recovery.

If there are frequent and systemic losses, *then* management needs to reassess and improve physical security, access and key control, and daily operational procedures in storage and exhibit areas.

1. *Discovering loss and responding to theft*

If loss is discovered during the ***annual inventory***, then conduct a complete search and reconcile the loss in accordance with *MH* II.4.III.C: Reporting Loss and Appendix L: Reporting and Documenting Loss of Museum Objects. If the object cannot be located after a complete search, report the loss to law enforcement as soon as possible. If the missing object is on loan from another institution, notify the lender immediately and contact the insurance broker as appropriate.

If there is loss during or after a ***security breach*** (serious incident as defined in RM-9.36.2.2.2: Normal Priority Incidents), or ***opening or closing***, then secure the area and determine what is missing. ***Do not*** handle or move anything, or allow anyone to enter. Immediately contact the supervisor, PSC, and park Chief Ranger or local law enforcement, and notify the superintendent and regional Chief Ranger.

NPS law enforcement reports the incident as Cultural Resource Theft in the NPS Leadership Notification Tool (NPS internal access only), and documents in the Incident Management Analysis and Reporting System (IMARS). Curators at parks without law enforcement should work with the PSC and regional Chief Ranger to determine incident reporting procedures. A report of survey is generated in accordance with Reference Manual 44 – Personal Property Management (RM-44), Section 3.5: Accountable Property Officer Action.

Park or local law enforcement are responsible for investigating theft and other security breaches, in coordination with the NPS Investigative Services Branch (ISB). ISB special agents are responsible for investigating complex, sensitive, and/or long-term cases of all types of crimes, and work closely with park rangers. Park law enforcement ranger(s) with unaccompanied key access to collections areas may consider recusing themselves from investigating collections loss or theft in those area(s). In such cases, the investigation should be forwarded to ISB.

See Section H.III.1: Video Security Systems (VSS or CCTV) for retention of camera recordings.

2. *Reporting theft to outside agencies*

The more widely losses are reported, the better the chance of recovery. Notify NPS and local law enforcement before contacting any outside agencies. National and international resources include (by relevance):

- Federal Bureau of Investigation (FBI) National Stolen Art File

- INTERPOL Stolen Works of Art database
- International Foundation for Art Research (IFAR) Stolen Art Alerts
- Art Loss Register
- Association of College and Research Libraries Rare Books and Manuscripts Theft Report Updates
- Homeland Security Cultural Property, Art, and Antiquities Program
- ICOM International Observatory on Illicit Traffic in Cultural Goods Search
- UNESCO International Alerts for Stolen Artifacts
- Reports of stolen artifacts published in the Journal of Field Archaeology, ArtNews, and others

3. *Working with news media after a theft*

Work with the park or regional Office of Communications to ensure all communication with news media is coordinated. The curator should prepare a summary of the incident involving museum collections for the communications officer. ***Do not*** share details of the theft and stolen object(s), including monetary value, on social media or with the public, news media, or other staff.

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Sample Language for a Museum Security Survey Statement of Work

A – Purpose of Work:

Develop a museum security survey including an on-site physical survey and report that identifies and assesses risks to life, museum collections ("collections"), structures storing and exhibiting ("housing") collections, and [*Park*] mission.

B - Contractor Qualifications & Experience:

All contractor services under this task order shall be performed in accordance with NPS *Museum Handbook*, Part I: Chapter 14: Museum Security ("*Museum Handbook*" or "*MH* I.14") policies and procedures, applicable laws, regulations, and codes, Department of the Interior (DOI) and NPS security policies, and accepted security industry standards.

The Contractor must:

1. Demonstrate expertise and experience surveying and assessing security in museums, furnished historic structures (historic house museums), and/or visitor centers, and identify successfully completed projects of comparable scope and complexity.

2. Be professionally certified with an industry standard level of training such as a Certified Protection Professional or Certified Institution Protection Manager by a nationally recognized professional security organization such as ASIS International.

3. Be capable of conducting comprehensive security inspections in NPS structures housing collections in accordance with the *Museum Handbook*. Demonstrate familiarity with current Interagency Security Committee (ISC) requirements including the *Risk Management Process for Federal Facilities* (ISC-RMP) and nationally recognized security codes and policies.

4. Pass a background check and meet federal employment statutes and liability insurance requirements. Consent to be escorted and monitored by the curator at all times during the on-site survey.

C – Scope of Work

The Contractor shall:

General

1. *Perform a thorough survey and walk-through, assess risk, and evaluate protection and implementation of best security practice in each structure housing collections* to determine how features, operations, occupancies, systems, and spaces housing collections provide effective security. Indicate where components are adequate and where improvements are needed.
2. *Evaluate security for objects in storage and on exhibit*, including in storage cabinets, exhibit cases, and open display. Evaluate security hardware, locks, detection and alarm systems, accountability and operations, access and key control, and other procedures and systems. Evaluate all security barriers and assess ease with which objects may be stolen or damaged without immediate detection, including in plans for new exhibits.
3. *Assess risk and identify security threats and vulnerabilities to be mitigated* for collections, structures housing collections, and life safety. Record all conditions affecting risk and thoroughly describe threat(s), and provide justification for mitigation based on risk, obsolescence, maintenance and life cycle costs, etc. Determine severity of each risk based on industry best practices and the *Museum Handbook*.
4. *Evaluate implementation of NPS security policies and procedures by park programs that impact collections security in storage and on exhibit*, including law enforcement and interpretation.
5. *Develop survey report that recommends and prioritizes corrective actions* for structures and spaces housing collections. Include which systems can be used "as is", where modifications, upgrades, or expansion and improvements and new installation are needed. Specify options with advantages and disadvantages, and provide minimum and maximum estimated installation and maintenance, equipment, and/or construction costs for each. Include illustrations, diagrams or rough-scale drawings for recommended hardware, systems and location(s), and:

   a. *For structures storing collections:* Recommendations should address capability to consolidate the collection into another structure continuously protected with operational physical and electronic security systems, if needed, in accordance with NPS Museum Security Standard (2a).

   b. *For furnished historic structures*: Recommendations must be minimally invasive, sensitive to historical character, and allow for maximum preservation and appearance of historic fabric, in consultation with park or regional historical architect advisor and Section 106 compliance officer. This includes fittings, finishes, positioning, and color of all system elements. Selected materials must be of sufficient quality and longevity to minimize need for replacement. Recommended actions must be in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties, Section 106 of the National Historic Preservation Act of 1966, and the Programmatic Agreement with the National Council of State Historic Preservation Officers (NCSHPO).
6. *Take all photographs and measurements necessary to document work and recommendations*, including general and adverse facility conditions. Take one or more high-resolution digital photograph for each visible finding, potential means of intrusion, and special or unusual conditions. Label image files, with naming convention determined in consultation with curator.

Figure 14.2: Sample Language for a Museum Security Survey Statement of Work

7. *Provide all management, supervision, personnel, support services, supplies, materials, and equipment* necessary to conduct the museum security survey.
8. *Conduct opening and closing meetings with management and staff, and other meetings as needed*. Include the superintendent, park curator *or* regional curator at parks with a collateral duty curator, Physical Security Coordinator, Chief Ranger, facility manager, and other staff as needed.

Access and Key Control and Operational Procedures for Structures and Spaces Storing and Exhibiting Collections

9. *Evaluate implementation of the Museum Collection Access Control Policies and Procedures* in exhibit spaces, storage, work and research areas, including NPS Visitor Log, Conditions for Access to Museum Collections (*MH* I.14 Figures 14.5 – 7), and opening and closing procedures for each structure (*MH* I.14 Figures 14.10 and 11).
10. *Evaluate implementation of the Museum Key Control Policy and Procedures* (*MH* I.14 Figure 14.8), including adequacy of locking systems, key/key card issuance and use, alarm code access, museum key log, key hierarchies, and re-keying. Indicate where key card access is appropriate to control access to collections storage and structures housing collections.
11. *Evaluate park Museum Security Plan, that is part of the park Physical Security Plan*, including Emergency Response Steps, and ensure they are current and adhere to *Museum Handbook* standards and guidance.
12. *Evaluate staffing* to ensure collections security. Review staffing levels, key issuance, standard operating procedures, training, scheduling, conduct, and delegations of responsibility for all NPS and non-NPS staff directly responsible for museum security, and staff who access structures housing collections as part of official duties.
13. *Evaluate tour plans and procedures* to ensure security of collections in furnished historic structures during guided tours or where unaccompanied visitor access is provided.
14. *Evaluate procedures for secure movement of museum objects* within and outside the park, including exhibit spaces, work rooms and research spaces. Evaluate object shipping and transportation procedures.
15. *Evaluate parcel control policies and staff compliance* in structures storing and exhibiting collections.
16. *Evaluate procedures for responding to and reporting security breaches* involving collections, including timeliness, effectiveness, and accuracy.
17. *Evaluate effectiveness and response capabilities of security patrols*, including night and remote location patrols. Assess available NPS and local law enforcement, and emergency response procedures to protect collections and structures housing collections, including Standard Operating Procedures, delegations of authority, and/or MOUs/MOAs.
18. *Evaluate security training* and/or security awareness programs provided for security and non-security staff.

Physical and Electronic Security Systems

19. *Identify, describe, and analyze security and life safety systems* in each structure housing collections. Provide substantive profile information on systems and features as they impact security and levels of risk. Review available inspection, testing and maintenance records, as-built drawings, and operational manuals for all physical and electronic security systems. Evaluate integration of fire and security systems at the monitoring station and the park's ability to respond to alarm events, areas of activation, and device status.
20. *Evaluate and test physical security* of public and non-public areas of each structure housing collections. Note problems with perimeters, doors, windows, air intakes, roof hatches, and other penetrations. Evaluate perimeter lighting and landscape, locks (mechanical and electronic), hardware, hinges, and other security equipment and devices. Observe and evaluate perimeter security, and determine and physically test ease of perimeter penetration with or without detection, day and night, together with law enforcement and responding agencies.
21. *Evaluate and test electronic intrusion detection systems* (IDS), including controls, detectors, exhibit case sensors, duress or panic devices, alarm and signaling devices, alarm transmission media and local and remote monitoring equipment, line supervision, and other pertinent components. Review and test after-hours system access policies and procedures. Test the functioning of each system and evaluate their operation, monitoring, inspection, testing and maintenance, coordination, and response time. Test ease of penetration together with law enforcement and responding agencies.
22. *Evaluate Video Security System (VSS) monitoring*, including number, type, illumination, and positioning of cameras, network connectivity, retention and analysis of footage, and system maintenance.
23. *Evaluate central station services for IDS and VSS* if applicable, including monitoring, response, premises security, and maintenance support.

Figure 14.2: Sample Language for a Museum Security Survey Statement of Work (continued)

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National Park Service

Museum Security Plan (Sample)

[*Part X*] of Park Physical Security Plan

Park Name: [*Park*]	**Division / Branch:** [*Park museum branch*]	
Effective Date:	**Duration:** Until amended or rescinded	**Target Audience: / Distribution:** All park staff
Museum Security Plan Prepared by Park Curator / Custodial Officer for Collection (Print Name):	**Signature:**	**Date Signed:**
Park Physical Security Plan Prepared by Park Physical Security Coordinator (Print Name):	**Signature:**	**Date Signed:**
Reviewed by Regional Physical Security Program Manager (Print Name):	**Signature:**	**Date Signed:**
Reviewed by Regional Curator (Print Name):	**Signature:**	**Date Signed:**
Approved by Superintendent (Print Name):	**Signature:**	**Date Signed:**

Figure 14.3. Museum Security Plan (Sample)

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Museum Security Plan

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Appendix A. Physical and Electronic Security Systems (contains sensitive information, redact prior to distribution)

Figure 14.3. Museum Security Plan (Sample) (continued)

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Museum Security Plan (Sample)

I. Overview

A. Purpose

The Museum Security Plan provides standards, policies, and procedures to secure and protect [*Park name*] collections and structures storing and exhibiting ("housing") collections. It is developed in accordance with NPS Museum Security Standard (8), and appended to the [*dated*] park Physical Security Plan.

B. Policies

DOI Departmental Manual 444 DM 1: Physical Protection and Facility Security
National Park Service (NPS) *Museum Handbook*, Part I: Museum Collections, Chapter 14: Museum Security
Director's Order (DO) 9: Law Enforcement Program
Reference Manual (RM) 9: Law Enforcement Program
DO 24: Museum Collections Management

C. NPS Museum Security Standards

1. Store museum collections in a dedicated, secure storage room with restricted access in a secure structure, and separated from curatorial offices, work and research areas, and supply storage.

2. a. Secure structures and rooms storing collections with physical and electronic security systems* that are continuously operational to protect collections and document access.

   or

   Consolidate collections storage into a structure protected with physical and electronic security systems that are continuously operational.

   b. Secure structures exhibiting collections, including furnished historic structures, with physical and electronic security systems that are continuously operational to protect collections and document access.

   or

   c. Superintendent determines that the park cannot install an electronic security system in compliance with NPS Museum Security Standard (2a) or (2b), in consultation with the park curator and museum security team. This decision must be documented using the superintendent's Record of Decision: Museum Electronic Security System Risk Acceptance (Figure 14.14) that includes a long-term corrective plan.

   Distribute copies of the Record of Decision to the regional curator, park and regional facility managers and Physical Security Coordinators, Regional Director, and park central and museum files. Review annually and update together with the Physical Security Assessment of park structures every three to five years.

   *These systems include intrusion detection systems, electronic key card systems, and Video Security Systems.

3. Develop and implement written access policies and procedures for museum collections in storage and on exhibit, including:
   a. Museum Collection Access Policy and Procedures for collections in storage.
   b. NPS Visitor Log and Conditions for Access to Museum Collections in storage to document access to collections storage.
   c. Opening and closing procedures for collections storage and exhibit spaces.

4. Visitors, including non-museum staff and researchers, must sign in to collections storage using the NPS Visitor Log and certify agreement to the Conditions for Access to Museum Collections.
   a. Accompany and monitor non-museum staff and visitors in collections storage.
   b. Monitor researchers studying selected objects in a designated room or space separate from collections storage.

5. Develop and implement a written Museum Key Control Policy and Procedures for collections in storage and on exhibit, in consultation with the museum security team and as approved by the superintendent. Update with the Physical Security Assessment every three to five years and:
   a. Restrict issuance of collections storage keys, key cards and alarm codes and exhibit case keys to the curator and designated museum staff with routine, hands-on collection management duties.
   b. Highly restrict emergency* key, key card, and alarm code access to collections storage to protect collections and document access.

14.3. Museum Security Plan (Sample) (continued)

c. Restrict issuance of keys, key cards, and alarm codes to furnished historic structures and other structures exhibiting collections to the curator and minimum number of NPS staff with justified need for issuance.
d. Manage keys, key cards, and alarm codes for collections storage rooms, furnished historic structures, and other structures and rooms exhibiting collections on a master or sub-master keyway separate from all other rooms and structures. Restrict issuance and use of master and sub-master keys to collections storage rooms, furnished historic structures, and other structures and rooms exhibiting collections.
e. Issue receipt for property to document key, key card, and alarm code issuance, using Receipt for Property Form DI-105 or equivalent.

*Definition of emergencies provided in *MH* I.10.A.2: What kinds of emergency incidents are addresed in this chapter?

6. Curator manages collections storage cabinets and exhibit case keys, and secures in a separate locking museum key box.
7. a. Curator submits the required NPS *Checklist for Preservation and Protection of Museum Collections*, including Section E: Security, or successor each year. Review annually and update every five years.
b. Collaborate with the Physical Security Coordinator to conduct a Physical Security Assessment of structures storing or exhibiting collections every three to five years in accordance with Reference Manual 9: Law Enforcement Program (RM-9).
8. Develop and implement a Museum Security Plan and attach to the park Physical Security Plan in collaboration with the Physical Security Coordinator, and as approved by the superintendent. Review annually and update every five years.
9. Document and inventory museum objects, and track object movement to maintain security in accordance with *Museum Handbook*, Part II: Museum Records.

II. Description of Collections and Structures Housing Collections

The [***Park***] **collection** numbers [*X*] objects and includes [*disciplines*]. The collections and museum records are housed in [*storage facility name*], with [*X*] objects on display in [*furnished historic structure name(s)*] and [*X*] objects on exhibit in [*visitor center.*]

The [***Curatorial Facility name*** & ***FMSS #***] was built in [*year*] and includes [*construction & materials, including number & type of doors & windows*]. It includes [*number & type of research, work, & office spaces*]. Storage equipment includes [*locking storage cabinets, mobile compact storage, etc.*]. Museum staff accompany researchers and visitors in collection areas at all times, and monitor research room when in use.

[***Furnished historic structure name*** & ***FMSS #***] was built in [*year*] and includes [*construction, material, number & type of doors & windows*]. Facility manager minimizes vegetation to reduce cover for intruders [*describe*].

[***Visitor center name and FMSS #***] was built in [*year*] and includes [*number & type of doors & windows*]. Exhibit space includes [*space dimensions and staff presence.*]

See Appendix A: Physical and Electronic Security Systems for description of security systems in each structure.

III. Roles and Responsibilities for Park Museum Security

Superintendent is responsible for park security and delegates responsibility for museum security.

Curator is designated custodial officer for the collection, and is responsible for day-to-day management and care of the collection, including security, documentation and accountability. Curator develops and implements museum security policies and procedures and coordinates museum security training in collaboration with the museum security team (see below) and:

- Develops the Museum Security Plan that is attached to the park Physical Security Plan.
- Conducts self-assessments to identify risks to the collection, and arranges for museum security survey by an experienced museum security specialist.
- Documents corrective actions in the Museum Mitigation Action Plan and implements in collaboration with the museum security team.
- Develops and implements access and key control policies and procedures for collections storage, work and research spaces. Manages and controls collections storage cabinet and exhibit case keys and locking museum key box.

- Conducts annual inventory of collections.
- Develops and implements opening and closing procedures for the collection storage facility and structures exhibiting collections, and protocols for interpretive staff in collaboration with the Chief of Interpretation.

Park Physical Security Coordinator (PSC) conducts the NPS Physical Security Assessment and implements security corrective actions ("countermeasures") in collaboration with the museum security team.

Park Facility Manager coordinates security system maintenance in collaboration with the PSC, generates FMSS work orders, and obtains funding for and tracks museum security projects in PMIS.

Chief of Interpretation manages rangers leading tours in furnished historic structures exhibiting collections in accordance with NPS Staff Protocols for Museum Objects on Exhibit (Figure 14.12).

Park Chief Ranger works with the curator and PSC to promptly respond to and report loss of museum objects, and familiarizes law enforcement with museum security needs.

Museum Security Team is led by the curator and includes the positions listed above. Others may include the regional Physical Security Program Manager [*name*], regional curator [*name*], and historical architect advisor and Section 106 compliance officer [*names*]. The team meets regularly to address museum security issues.

IV. Museum Security Risk Assessments

A. Completed Risk Assessments

[*Attach completed risk assessments, with sensitive information redacted*]

- Physical Security Assessment for each structure storing and exhibiting collections, completed by the PSC in collaboration with the curator on [*date*].
- Museum security survey including survey report, conducted by [*contractor name &affiliation*] on [*date*].
- NPS Checklist for Preservation and Protection of Museum Collections (*MH* I, Figure F.2, Section E: Security) or successor, completed annually and submitted to the National Catalog on [*date*].
- Museum Risk Assessment Worksheet (*MH* I, Figure 10.2, Museum Security tab) [Excel file], completed [*date*].
- Object Assessment (*MH* I, Figure 9.3, Section A: Evaluation of Objects in this Space), completed on [*date*].

B. History of Recent Museum Security Incidents

Date	Incident Location	Incident Description	Notes

Figure 14.3a. Museum Security Incident Overview

V. Pending Corrective Actions

Pending corrective actions are listed in the Museum Mitigation Action Plan (customized Figure 10.3), dated [*date*].

VI. Access and Key Control

A. Access Control

[*Attach park Museum Collection Access Control Policy and Procedures (customized Figure 14.5) & Conditions for Access to Museum Collections (Figure 14.7).*]

B. Key Control

[*Attach Museum Key Control Policies and Procedures (customized Figure 14.8)*]

C. Opening and Closing Procedures

[*Attach Collections Storage Facility Opening and Closing Procedures (customized Figure 14.10).*]

[*Attach Furnished Historic Structure Opening and Closing Procedures (customized Figure 14.11).*]

VII. Collections Security Practices

A. General

Documentation*:* Curator is responsible for accessioning and cataloging, accountability, inventory, object photography, and completing Object Temporary Removal Slip Form 10-97 when objects are moved.

14.3. Museum Security Plan (Sample) (continued)

The curator uses and controls physical and electronic access to the collection database and [*electronic backup procedures*]. A scan of the accession book is maintained on [*secure park server*] with limited access, a copy stored in a secure location and off-site, and a scan sent to[*regional curator's office annually*].

***Object Handling Protocols**: **Only** the curator and trained museum staff are authorized to handle and move museum objects in storage and on exhibit. Curator and Chief of Interpretation develop and disseminate Staff Protocols for Museum Objects on Exhibit (customized Figure 14.12) to ensure security of objects on exhibit.

B. Collections Storage, Offices, Work and Research Rooms

Objects in the [*Curatorial Facility*] are stored in locking, steel museum cabinets. The accession book and folders are stored in a locking, fire-resistive filing cabinet in the curator's office in accordance with NPS Museum Fire Protection Standard (7). Curator controls access to cabinet keys and the combination to the fire-resistive filing cabinet in accordance with NPS Museum Security Standard (6). Objects studied in work and research rooms are returned to storage cabinets when not in use or at the end of each day.

C. Exhibit Spaces

All objects in the [*Visitor Center*] are exhibited in locking, well-sealed [*manufacturer*] cases [*secured with concealed security screws*]. Curator controls access to exhibit case keys.

Keys used to open and close [*furnished historic structure name*] are stored in the park key custodian's locking key box. Issuance of keys to [*structure name*] is restricted to the curator [*and Chief of Interpretation*] in accordance with NPS Museum Security Standard (5c). Staff assigned to open and close [*structure name*] [*staff member position, staff member position*] sign keys in and out from the locking key box.

Curator works with the Chief of Interpretation to ensure exhibited objects are protected during tours. Tour ratio for [*structure name*] is one staff member for every [*X*] visitors. Maximum tour size is [*X*].

D. Training

Curator provides regular orientation training to staff who interact with the museum program, including [*facilities, law enforcement, and interpretation*]. Training includes [*topics covered*] and is held [*schedule*].

NPS WASO Museum Management Program, regional offices, and NPS Division of Law Enforcement, Security, and Emergency Services (LESES) offer training courses for park staff, attended [*course name[s], date[s], and attendees*].

VIII. Emergency Response Steps

A. Security Breach Emergency Response Steps

Curator implements Emergency Response Steps (see Section IX: List of Figures) for security breaches affecting collections as outlined in the Museum Collections Emergency Operations Plan (MCEOP) (see Figure 10.4).

B. Reporting Loss of Museum Objects

In the event of a loss of a museum object, curator will conduct a complete search and reconcile the loss, restrict access to the area, and report the loss in accordance with *MH* I.14.I: Responding to Loss, *MH* II.4.III: Reporting Loss of Museum Objects, and *MH* II Appendix L: Reporting and Documenting Loss of Museum Objects.

Law enforcement documents the incident in the DOI Incident Management Analysis and Reporting System (IMARS). A report of survey is generated in accordance with RM-44.3.5: Accountable Property Officer Action. Park law enforcement ranger(s) with unaccompanied key access to collections areas may consider recusing themselves from investigating collections loss or theft in those area(s). In such cases, the investigation should be forwarded to the NPS Investigative Services Branch.

IX. Review

This plan is reviewed annually and updated every five years and when the park Physical Security Plan is updated, and/or after a significant security incident or change in collections storage or exhibit spaces.

14.3. Museum Security Plan (Sample) (continued)

X. Contact Information

Name	Title	Phone Number	E-mail Address
	Superintendent		
	Curator		
	Park Physical Security Coordinator		
	Park Facility Manager		
	Chief Ranger		
	Chief of Interpretation		
	Regional Curator		
	Regional Physical Security Program Manager		

Figure 14.3b. Contact Information

XI. List of Figures

Attach the following figures to this Museum Security Plan:

Figure 14.5: Museum Collection Access Policy and Procedures
Figure 14.6: NPS Visitor Log
Figure 14.7: Conditions for Access to Museum Collections
Figure 14.8: NPS Museum Key Control Policy and Procedures
Figure 14.10: Museum Collections Storage Opening and Closing Procedures
Figure 14.11: Furnished Historic Structure Opening and Closing Procedures
Figure 14.12: Staff Protocols for Museum Objects on Exhibit

Emergency Response Steps
Figure 10.5: Active Shooter Emergency Response Steps
Figure 10.6: Disruptive Individual Emergency Response Steps
Figure 10.8: Explosion Emergency Response Steps
Figure 10.15: Suspicious Package or Item Emergency Response Steps
Figure 10.16: Suspicious Person and Vandalism Emergency Response Steps
Figure 10.17: Threat (Phone or Bomb) Emergency Response Steps

14.3. Museum Security Plan (Sample) (continued)

Appendix A. Physical and Electronic Security Systems

Redact information in this Appendix from distribution as appropriate.

[Curatorial Facility Name]

Physical Security Systems: The building is surrounded by [*describe fences, gates, doors, window protection*]. Exterior lighting includes [*types & locations*]. Doors in the building are [*construction material*] and have [*locks & keyways*]. [*Electronic access & alarm procedures*]. [*Collections storage furniture*].

Locks and keys [*describe*] are managed in accordance with the [*Park*] Museum Key Control Policy and Procedures.

Electronic Security Systems: [*Video Security System camera types & locations*]. [*Intrusion detection system and alarm types & locations, including window protection*]. Systems protecting first-priority objects include [*describe*].

[Furnished Historic Structure Name]

Physical Security Systems: [*Sympathetic systems design &installation & Section 106 compliance*]. [*Barriers, stanchions, etc. limiting access to collections in furnished rooms*]. The entrance/exit uses [*door material, construction & lock type*].

Locks and keys [*describe*] are managed in accordance with the [*Park*] Museum Key Control Policy and Procedures.

Electronic Security Systems: [*Video Security System camera types & locations*]. [*Intrusion detection system and alarm types & locations, including window protection*].

[Visitor Center Name]

Physical Security Systems: Doors are [*construction & material*] and have [*locks & keyways*]. Windows and other openings are [*construction, protection, & materials*]. Exterior lighting includes [*types & locations*]. [*Electronic access & alarm procedures*].

Locks and keys [*describe*] are managed in accordance with the [*Park*] Museum Key Control Policy and Procedures.

Electronic Security Systems: [*Video Security System camera types & locations*]. [*Intrusion detection system and alarm types & locations, including window protection*]. [*Protection of exhibit cases*].

Electronic Security System Monitoring

All Video Security System cameras and intrusion detection system alarms in structures storing and exhibiting collections are monitored at all times (24 hours a day, seven days a week, 365 days a year) by [*receiving and monitoring station name and location*]. VSS recordings are retained and archived [*schedule*] in accordance with RM-9.26.4.4: Recorded CCTV Images.

Figure 14.3. Museum Security Plan (Sample) (continued)

National Park Service
Standard Operating Procedures:
Contractors Working with Museum Collections and in Structures Housing Collections (Sample)

Park Name: [*Park*]	**Division / Branch:** [*Park museum branch*]	
Effective Date:	**Duration:** Until amended or rescinded	**Target Audience: / Distribution:** All park staff
Prepared by Park Curator (Print Name):	**Signature:**	**Date Signed:**
Concurred by Facility Manager (Print Name):	**Signature:**	**Date Signed:**
Concurred by Park Physical Security Coordinator (Print Name):	**Signature:**	**Date Signed:**
Concurred by Park Structural Fire Coordinator (Print Name):	**Signature:**	**Date Signed:**
Concurred by Chief of Cultural Resources (Print Name):	**Signature:**	**Date Signed:**
Concurred by Chief of Interpretation (Print Name):	**Signature:**	**Date Signed:**
Approved by Superintendent (Print Name):	**Signature:**	**Date Signed:**

I. Purpose

This Standard Operating Procedure (SOP) provides National Park Service (NPS) safety and security procedures for contract work done at the park on museum collections and structures storing and exhibiting collections. It applies to all contractors working with park collections and/or on structures housing collections ("secure facilities"), including [*collections storage name*] and [*furnished historic structure name*].

Work will be done in accordance with 54 USC 100101: Promotion and regulation and 54 USC 102501 et seq.: Museums, and NPS *Museum Handbook*, Part I: Museum Collections, Chapter 14: Museum Security.

II. Contractor Responsibilities and Procedures

1. Convene orientation meeting with [(superintendent, *curator, facility manager, physical security coordinator, park structural fire coordinator, project manager* and others], prior to the initiation of work to discuss project including: park Point of Contact (POC), designated NPS monitoring staff; work location(s); schedule; contractor and subcontractor roster; equipment; projected electrical and other utility usage; parking, designated entry/exit and break locations; fire prevention; emergency response procedures; and other work, maintenance, access, safety, and/or security issues. Determine daily briefing meeting procedures; hot work schedule; when smoke detectors and/or sprinkler heads are to be covered; and contact procedures in the event of alarm annunciation, circuit breaker trip, or power outage. Coordinate with curator in advance to relocate collections, furnishings, equipment, and other items for contractual work purposes.
2. Contractors agree to be monitored by designated NPS staff at all times and locations and abide by the responsibilities and procedures outlined in this SOP. Designated NPS staff will serve as POC for the work period, and will coordinate directly with contractors and the project manager for additional needs (relief, breaks, supply/equipment deliveries, etc.). There is no expectation of privacy in secure facilities. Fire-resistive coverings must be installed in consultation with the curator to protect collections without impeding monitoring. Designated NPS staff will maintain line of sight with the contractors, continually be present in the immediate vicinity during all phases of on-site work, conduct end of day walkthrough, and notify contractor immediately if any issues such as tripping hazards or misused equipment are noted.
3. Contractors will be readily identifiable by NPS staff. Contractors and their team are required to wear identification badges or name tags in a visible location while on-site, log in and out by name and time, and provide names of all parties working for or with them. [*Park contractor badge provided.*]

Figure 14.4. Standard Operating Procedures:
Contractors Working with Museum Collections and in Structures Housing Collections (Sample)

4. Contractors will meet with designated NPS staff at an established schedule [*time and location*] to review daily work plans and task progress checklist. On arrival, contractors and their teams will sign in, receive identification badges, and be accompanied by designated NPS staff to [*work location*] to avoid impacting staff and/or public tour access.
5. Backpacks, oversized bags, boxes, tool cases, and other containers are subject to inspection at any time. Bags, backpacks, and other large [*dimensions*] containers are not permitted inside structures housing collections unless authorized in writing by the curator, and are to be stored outside the structure. Containers, carts, dollies, etc. are not to damage collections or structural elements.
6. Smoking is strictly prohibited in and within 25 feet of structures exhibiting or storing collections. Contractors must follow applicable federal health and safety laws and regulations, NPS Director's Order 50D: Smoking Policy, NPS *MH* I.9: Museum Fire Protection, and NPS Reference Manual 50B: Occupational Safety and Health Program.
7. Food, beverages, and chewing gum are prohibited in spaces exhibiting or storing collections.
8. Contractors' friends or family are not permitted at the work site. Pets are not permitted on the work site [*except service animals*].
9. Contractors must adhere to the working hours/days/areas noted in the contractual agreement. NPS monitoring staff cannot authorize extra hours or deviate from the contractual agreement without a written amendment by the COR. Advanced arrangement must be made to access additional areas. Subcontracting is not permitted unless otherwise specified in the contractual agreement or authorized in writing by the COR.
10. Breaks are to be taken at [*breakroom location*] as identified during the orientation meeting. Exterior doors shall remain locked to prevent unauthorized reentry. Designated NPS staff will accompany contractors back to the work location at [*time and place*] at the conclusion of each break.
11. Contractors are not permitted to touch, handle, move, or use any museum objects on exhibit or in storage, including historic sinks and bathrooms, etc. Designated NPS staff will coordinate with the park curator in advance to move, protect, and/or cover collections. Contractor tools, equipment, and personal items must never be stored or placed on or in museum objects. Conservators will conduct work on objects specified in the contract.
12. Contractor must not make any alteration to a historic structure such as a hole, insertion of a nail or bracket, alteration of a trim or surface, etc. without prior written approval from the COR and NPS historical architect advisor and Section 106 compliance officer to ensure compliance with the National Historic Preservation Act.
13. Contractor will install protective fire-resistive plastic sheets, tarps, drop cloths, etc. to protect surfaces such as cabinets, doorways, and floor surfaces, prevent dust and debris from intruding into non-work areas, and ensure clear line of sight for monitoring is maintained in consultation with the curator. Cover or otherwise protect plaster and prevent dust and debris from intruding into non-work areas. Contractor will provide clean blankets, covers, and/or tarps to protect museum objects that cannot be moved (such as heavy objects) and/or historic interior(s) from scratching, dents, spills, etc. Work equipment must be set up and stored separately from museum objects that cannot be moved. Contractor will consult with designated NPS staff, curator, and project manager to determine if additional protective measures are needed.
14. Contractor will keep work site clean, remove debris, and monitor for dust, dirt, or other debris adjacent to the work area each day. Consult with the project manager, and [*Point of Contact*] to determine additional protective measures.
15. Contractor will use designated entry/exit points as determined during the orientation meeting. Contractor will not block doorways or emergency exits with equipment or supplies. Exterior doors are not to be propped open.
16. Contractors must follow park procedures for hot work and open flames, conducting a fire watch, use of chemicals and other flammable materials, fire protection and security systems, and others as described in Section III below.
17. Contractor must make advance arrangements to use electrical equipment. Equipment must be in satisfactory condition; frayed or damaged cords are not permitted. Construction lights or equipment must be turned off or unplugged while unattended or not use.
18. Contractor must follow park emergency response procedures and note portable fire extinguisher locations. In the event of emergency or alarm, evacuate the area, call 911 and [*Ranger on duty*], and follow NPS staff directions. Contractor must contact direct supervisor and NPS staff in the event of injury or safety issues that arise during the workday.

Figure 14.4. Standard Operating Procedures:
Contractors Working with Museum Collections and in Structures Housing Collections (Sample) (continued)

19. Contractor must physically perform all project tasks including clean-up, loading or unloading contractor tools, supplies, or equipment, or other errands. Only the COR [*name & title*] and project manager [*name & title*] as assigned in writing, shall direct contractual work. Designated NPS monitoring staff cannot direct contractual work.

20. Contractors are responsible for providing and maintaining their own supplies and equipment. Contractors must schedule on-site deliveries in advance, be present and sign for deliveries of requested materials, and are responsible for inspection and transport. Contractors will not ask NPS staff for technical assistance. NPS staff are not responsible for contracted deliveries and are not permitted to sign for any supplies or equipment, or provide NPS-owned tools, supplies, or equipment for contractor use.

21. Contractor will begin clean-up [*30 minutes*] before the end of the work day, and will neatly put away all tools and supplies, including cords, to prevent tripping hazards, and remove fire-resistive protective barriers and coverings to eliminate fire and egress hazards. Turn off and unplug all electric tools and extension cords, and remove heat-generating equipment from the site. Remove trash to [*predetermined off-site location*], unless other arrangements have been made in the contract. Conduct a walk-through to ensure walkways are clear and no safety hazards are present. Coordinate daily closing procedures with designated NPS monitoring staff.

22. Contractor should direct all questions to the supervisor, project manager, [*Point of Contact*] or COR as established.

III. Security and Fire Safety

1. Contractors must coordinate hot work and other work which may affect fire protection and/or security system functioning with the park structural fire coordinator (PSFC), safety manager, Physical Security Coordinator, facility manager, and Chief of Interpretation as needed prior to initiating procedures and/or at the end of each work day.

2. Contractor must inform the park *in advance* of intent to conduct hot work, including equipment emitting heat or creating a spark such as heat guns, stripping guns, electrical drying tools, heaters, tack irons, welding torches, etc. Contractor must submit signed NPS Hot Work Permit HW-1 for [*Point of Contact*] approval. Use of other open flame is strictly prohibited.

3. Collaborate with NPS staff and the PSFC prior to dust-producing work that requires placing fire alarms in "test" mode and/or covering smoke detectors. NPS monitors are to remain on site at all times for fire watch as specified in NPS *Museum Handbook* Part I Chapter 9: Museum Fire Protection and NPS Reference Manual 58: Structural Fire Management. If contractors are working near sprinkler heads, protect the unit from damage in consultation with the PSFC and facility manager.

4. a. [*Insert requirements for chemical and other flammable and combustible materials safety procedures, including SDS, storage in flammable storage cabinets or non-combustible fire canisters, and clean-up procedures.*]

   b. [*Insert fire protection system (detector, alarm, sprinkler, portable fire extinguisher, etc.) procedures and PSFC contact information. Insert security system (detector, alarm, etc.) procedures.* **Redact sensitive information.**]

   c. [*Insert fire response and emergency evacuation procedures, including evacuation routes.*]

   d. [*Insert other procedures (circuit breaker trip, power outage, suspicious activity, etc.) as needed.*]

Figure 14.4. Standard Operating Procedures:
Contractors Working with Museum Collections and in Structures Housing Collections (Sample) (continued)

NATIONAL PARK SERVICE
Museum Collection Access Policy and Procedures (Sample)

Park Name: [*Park*]		**Division / Branch:** [*Park museum branch*]
Effective Date:	**Duration:** Until amended or rescinded	**Target Audience / Distribution:** All park staff
Approved by Superintendent (Print Name):	**Signature:**	**Date Signed:**

Statement of Purpose:
To establish park Museum Collection Access Policy and Procedures ("policy") for [*Park Name*] museum collections. The National Park Service (NPS) and [*Park Name*] make collections available for research and education, subject to applicable laws and regulations, the NPS mission, and NPS *Museum Handbook* Part I, Chapter 14: Museum Security. The curator, as designated custodial officer for the collection, manages access to collections to make them widely available, subject to staff availability, object condition, and space and security considerations.

This policy applies equally to museum objects and associated records, archival and manuscript items, and information about these resources prepared by park staff in the course of their official duties. It is implemented together with the NPS Visitor Log (Figure 14.6) and Conditions for Access to Museum Collections (Figure 14.7) when accessing collections in storage.

A. Facility Name: [*Collections storage name*]

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

C. Access Procedures:

1. Collections storage is designated as a dedicated and *secure area* with restricted access in a secure structure, and is separated from curatorial offices, work, research, supply, and other spaces in accordance with NPS Museum Security Standard (1).
2. Access to secure collection areas and museum objects, including storage cabinets, exhibit cases, and associated keys is strictly controlled as authorized by the superintendent and implemented by the curator as designated custodial officer for the collection. Unaccompanied access is limited to the curator and designated museum staff with routine assigned, hands-on collection management and care responsibilities, in accordance with the park Museum Key Control Policy and Procedures (Figure 14.8). All other park staff and visitors need to contact the curator in advance to access collections storage.
3. a. By signing the Visitor Log, all visitors certify agreement to the Conditions for Access to Museum Collections when entering secure collections storage. The curator accompanies and monitors visitors and non-museum park staff at all times, and intermittently monitors museum interns and Volunteers in Parks. Researchers and visitors must display temporary visitor pass.

   b. Researchers must work in a designated research room or space separate from collections storage and be continuously monitored by designated museum staff. Museum staff brings selected material to the research location.

   c. In the event of an emergency*, designated emergency response staff authorized by the superintendent in writing have access to secure areas in accordance with the park's Museum Security Plan [*Part X of the park Physical Security Plan*] and Museum Collections Emergency Operations Plan (MCEOP).
   *See MHI, Chapter 10.A.2, What kinds of emergencies are addressed in this chapter?
4. Granting of access to enter collections storage and/or research spaces ***does not*** automatically grant permission to use museum objects, archival materials, or museum records. Only persons with a legitimate need to use collection objects will be granted access with prior approval from the curator. Access is contingent on object condition, staff availability, and space and security considerations. If access and/or use may subject the object to damage, preservation takes precedence.
5. If the curator determines that NPS has a legitimate and demonstrable government interest in preventing dissemination of information in photographs, film or video that could threaten the security of the collection, then NPS may restrict or place other appropriate limitations on photography or filming within restricted collection storage spaces.

Figure 14.5. Museum Collection Access Policy and Procedures (Sample)

D. Eligibility for Access to Collections and Collections Storage:

The superintendent or designated custodial officer for the collection grants access to the collections to visitors, including:

1. *Researchers requesting access to collections* must make an appointment with the curator. Researchers selecting objects for study in collections storage must be accompanied at all times by curatorial staff. Once a selection is made, curator moves selected objects to the separate research room or space. Researchers working with archival items must complete the Researcher Registration Form (*MH* II Figure D.8).
2. *Representatives of Indian Tribes or Native Hawaiian organizations having official business for examining archeological or ethnographic collections.* Curator will contact the superintendent and park or regional cultural anthropologist and regional curator to determine appropriate procedures. Access will be provided in the research room or other designated space outside of collections storage.
3. *Individuals requesting access to NAGPRA determined or eligible items*. Curator will contact the park and/or regional NAGPRA coordinator and regional curator to determine appropriate access procedures in accordance with 25 USC 3001 et seq and 43 CFR part 10: Native American Graves Protection and Repatriation.
4. *Contractors providing service(s) for the museum program such as a conservation condition survey,* whose work requires evaluation of museum collections in storage or on exhibit. Conservation treatment must be conducted in a separate room or space from collections storage.
5. *National Park Service staff from Regional Office, Washington Office (WASO), centers, or other parks on official business* which requires evaluation or work with the collections or with park museum records.
6. *Park maintenance and protection staff in the performance of assigned official duties* have accompanied access to spaces and/or rooms housing collections, but *not* to objects, storage cabinets, exhibit cases, or locking museum key box.
7. *Employees of construction or service companies who require access to collections storage or exhibit areas to service or maintain the building or its utilities and systems*. Employees are only permitted accompanied and monitored access in designated areas where they are to work under the terms of a contract or purchase order issued by or for the park. These employees *do not* have access to objects in storage and on exhibit or to the locking museum key box under any circumstance. The Superintendent or curator has the authority to restrict access otherwise granted by this paragraph, under such circumstances where it is deemed advisable.
8. *Fire department first responders during an emergency incident* access the structure using the emergency access key box (KnoxBox®) located on or near the structure exterior. During an emergency, *designated park staff* with written emergency authorization by the superintendent may enter collections storage if the space is directly affected. The curator is to be notified of all emergency access by first responders or designated emergency staff.
9. *Other individuals or groups may be provided limited access to collections storage,* as determined by the Superintendent or curator that such access will be to the mutual benefit of the individuals/groups and the park, and subject to staff availability and other space, security, and collections considerations. These include tours for non-museum park staff orientation, as well as NPS and non-NPS students, educators, members or staff of museum organizations or historical societies, local political/governmental officials, families of park employees, visiting NPS employees not on official business who wish to view the collection, or prospective researchers who are considering applying for permission to use or view the collection.
10. *Individuals or representatives of organizations, institutions, or corporations desiring to use collection objects or records for commercial purposes.* Such persons must satisfy the Superintendent that the proposed use of objects is legitimate and aligns with park purposes and the NPS mission, and does not threaten collections security and/or visitor and resource protection. The request should not reflect adversely on the park, the National Park Service, or a Native American tribe or Native Hawaiian organization if the request is for tribal materials. This access does not authorize publication, distribution, derivative works, exhibitions, reproductions, or other non-research activity.

E. Review and Update: This policy is reviewed annually and updated every five (5) years or as needed.

Figure 14.5. Museum Collection Access Policy and Procedures (Sample) (continued)

NATIONAL PARK SERVICE
VISITOR LOG

By signing this Visitor Log I certify that I agree to the Conditions for Access to Museum Collections.

DATE	TIME IN TIME OUT	NAME (Print & Signature)	ORGANIZATION (Name, Address, Email address, Telephone number (office & cell))	AREA & ITEMS OF INTEREST

See *Museum Handbook* Part I Figure 14.7: Conditions for Access to Museum Collections.

Figure 14.6. NPS Visitor Log

NATIONAL PARK SERVICE
[*Park Name*]
Conditions for Access to Museum Collections

By signing the NPS Visitor Log, visitors certify agreement to the Conditions for Access to Museum Collections:

1. Access to collections and secure collections areas is by appointment. Items of interest should be identified in advance. Any limitation imposed on access due to staff availability, object condition, space and security considerations is applied equally to all visitors, including park staff conducting personal research.
2. All visitors must sign in and out of secure collections storage and research rooms using the NPS Visitor Log. Non-NPS visitors must present a valid, government-issued picture ID at time of visit. Non-staff visitors must display temporary visitor pass or NPS PIV card. Non-museum staff with key card access must sign in using both the Visitor Log and electronic key card reader. Granting of access to a secure collection area ***does not*** automatically grant permission to use museum objects and archival items housed in these areas.
3. Non-museum staff and visitors in secure areas must be accompanied and monitored by the curator or designated museum staff, including when working with museum objects and archival materials.
4. Smoking is prohibited in and within 25 feet of the structure, and drinking and eating are prohibited in collection storage and work spaces.
5. Pens, backpacks, bags, briefcases, packages, overcoats, blades, knives, plants, and animals except service dogs, are prohibited. Researchers must use pencils and paper or portable electronic devices to take notes.
6. Curator will bring selected objects to the separate research room or space for study by researchers.
7. All collection users must read object handling guidelines in NPS *Museum Handbook* Part I, Chapter6: Handling, Packing, and Shipping, and wear nitrile gloves.
8. Researcher Registration Form (*Museum Handbook* Part II, Figure D.8) is required when using archival items.
9. Photography is permissible with ambient light. Flash photography is prohibited. Additional lighting may only be used if written arrangements are made with the curator in advance. All staff and visitors agree to withhold and not distribute images or sensitive information that could undermine collections security, in accordance with applicable laws, regulations, and NPS policy.
10. The park reserves the right to the following as a condition for granting access to the collections:
    a. The visitor agrees to abide by copyright, federal and state privacy and publicity legislation; park duplication, publication, and citation policies; and other applicable laws and regulations relating to distribution of sensitive information in accordance with the Archeological Resources Protection Act of 1979, Executive Order 13007: Indian Sacred Sites, Federal Cave Resources Protection Act of 1988, National Historic Preservation Act of 1966, and Paleontological Resources Preservation Act of 2009.
    b. The park, as a courtesy, requests a digital copy of completed research papers, publications, and Web screen captures derived from work on the collection, or which contain photographs of collection objects or copies of archival materials. Copies of formal reports and other published materials shall be provided at the researcher's expense. Copies of drawings, photographs, and other research products shall be provided at researcher's expense, except when doing so constitutes an economic burden, in which case the Superintendent may defray those costs or waive researcher requirement to provide the materials.
11. Access to NAGPRA determined or eligible items is in accordance with 25 USC 3001 et seq and 43 CFR part 10: Native American Graves Protection and Repatriation. Curator will determine appropriate access procedures in consultation with the park or regional NAGPRA coordinator and regional curator.

Append and post these Conditions with the NPS Visitor Log (NPS *Museum Handbook* I.14, Figure 14.6).

Figure 14.7. Conditions for Access to Museum Collections

NATIONAL PARK SERVICE

Museum Key Control Policy and Procedures (Sample)

Park Name: [*Park*]	**Division / Branch:** [*Park museum branch*]	
Effective Date:	**Duration:** Until amended or rescinded	**Target Audience / Distribution:** All park staff
Approved by Superintendent (Print Name):	**Signature:**	**Date Signed:**

A. Statement of Purpose: Establish Museum Key Control Policy and Procedures ("policy") at [*Park*] to secure park museum collections ("collections") in storage and on exhibit. Strict key control and issuance is essential to museum security, limits risk of loss and faciltates investigation and timely recovery of stolen objects.

The Museum Key Control Policy and Procedures establishes control and issuance of keys, key cards, and alarm access code ("keys") to structures storing and exhibiting museum collections, and to collection storage cabinets and exhibit cases in accordance with NPS Museum Security Standards (5 and 6).

B. Keyholder Responsibilities:

1. The park key custodian, [*name, division, title*] manages and controls key and key card issuance to all park structures.

2. The park curator, as designated custodial officer for the collection, manages and controls keys to collections storage cabinets and exhibit cases.

3. Each staff member is responsible for securing assigned keys. Keys are only to be used by authorized keyholders, and must be returned prior to departure from the park or change in duties. Keys signed out from the locking key box must be returned at the end of each day, and must not be taken off site. Immediately report a lost, stolen, broken, or compromised museum key to the supervisor, curator and park key custodian.

4. Keys are park property and may be recalled at any time. Unauthorized fabrication, duplication, possession, or use of keys is not permitted. Staff in violation may be subject to disciplinary action, including termination from employment. Non-employees, contractors, and others found in possession of unauthorized keys will have keys confiscated and may be subject to investigation by the park Physical Security Coordinator, or park or regional Chief Ranger.

C. Secure Key Issuance and Procedures:

1. Collections Storage Key Issuance: Issuance of keys to [*collections storage name/number*] is restricted to the curator [*name*] and designated museum staff with routine, hands-on collection management duty [*name(s, title(s)*] in accordance with NPS Museum Security Standard (5a). [*Park*] non-museum staff are not issued keys to collections storage, and must sign in using the NPS Visitor Log and agree to the Conditions for Access to Museum Collections, and be accompanied and monitored by the curator or designated museum staff.
See Section D: Emergency Key Access.

2. Collections Work and Research Space Key Issuance: Issuance of keys to collections work room [*room name/number*] and research room [*room name/number*] is restricted to the curator [*name*] and designated museum staff with routine, assigned hands-on collection management responsibility [*name(s, title(s)*]. [*Park*] non-museum staff must sign in using the NPS Visitor Log and agree to the Conditions for Access to Museum Collections, and be accompanied and monitored by the curator or designated museum staff.

3. Furnished Historic Structure Key Issuance: Issuance of keys to [*furnished historic structure name*] is restricted to the curator and to [*name(s), title(s)*], the minimum number of NPS staff with justified need to be issued a key in accordance with NPS Museum Security Standard (5c), as authorized by the superintendent in writing, and in consultation with the curator and Chief of Interpretation. The [*curator*] and [*museum staff name, title*] are the only staff with key and alarm code access to the [*gated*] areas where objects are on open display. The [*Chief of Interpretation name*] and [*facility manager name*] document staff and keys used to [*conduct tours, perform maintenance*].

Figure 14.8. NPS Museum Key Control Policy and Procedures (Sample)

4. Exhibit Space Key Issuance: Key issuance to [*Visitor Center name*] is restricted to the facility manager, curator, and [*name(s), title(s)*], the minimum number of non-museum staff with justified need to be issued a key.

5. Collections Storage Cabinets and Exhibit Cases: Curator is responsible for managing and securing and approving access to keys to collections storage cabinets and exhibit cases in a locking, electronic museum key box located in the curatorial office in accordance with NPS Museum Security Standard (6). There are [*number*] exhibit cases containing museum objects in the Visitor Center. Curator documents access using a museum key log.

6. Key Issuance Form: Key issuance is strictly controlled using [*Key Issuance Form for Structures and Spaces Storing and Exhibiting Museum Collections (Figure 14.9) or equivalent*] in accordance with NPS Museum Security Standard (5e).

7. Key Hierarchy: Keys to collections storage rooms, furnished historic structures and other structures exhibiting collections are managed on on a [*master or sub-master*] keyway separate from all other rooms and structures, with restricted issuance and use of master and sub-master keys to collections storage and to spaces exhibiting collections in accordance with NPS Museum Security Standard (5d). Only the curator and park key custodian have the [*sub-master*] key to [*collections storage room numbers*].

8. Lock Systems: [*Manufacturer name*] [*type of lock system*] is the only system permitted in structures housing collections including [*collections storage name*], [*furnished historic structure name*], and [*visitor center name*]. Park and regional Physical Security Coordinators select lock system for [*furnished historic structure name*], in consultation with the historical architect advisor, Section 106 compliance officer, and curator. The curator manages locks for the fire-resistive filing cabinet for the accession book, collections storage cabinets, and exhibit cases.

9. Locking Key Boxes: The *park key custodian* manages and controls access to the locking, electronic key box for park structures. See Section D for emergency key boxes.

The *curator* manages and controls the locking, electronic museum key box for keys to collections storage cabinets and exhibit cases. It has a backup mechanical lock in the event of system failure. Only the curator has access to this key box. Each key is assigned a unique number and designated a specific hook.

10. Key Inventory: Park key custodian inventories park keys and provides curator with a listing of keys to structures storing and exhibiting collections. Curator inventories and maintains a key list in a secure, locking cabinet.

11. Re-Keying: Re-key structures and spaces housing collections in prioritized phases on a [*XX*]-year cycle. If a key to a structure housing collections is compromised, the PSC must notify the curator immediately. All locks associated with lost or stolen keys to spaces housing collections must be re-keyed immediately. If a collection room master, grandmaster, or core key is lost, stolen, or otherwise compromised all locks in the hierarchy must be re-keyed.

D. Emergency Key Access

Append this section to the [*Park*] Museum Collections Emergency Operations Plan and Emergency Operations Plan.

1. Emergency Access to Collections Storage: The [*Chief Ranger*] is the primary responder to emergency incidents, and the [*facility manager*] is the designated alternate. Emergency incidents include fire, water and flood, intruder or suspicious person, and others (see NPS *Museum Handbook* I.10.A.2: What kinds of emergency incidents are addressed in this chapter?).

Immediately notify the curator in the event of an emergency incident or security breach in collections storage. Curator will assess object damage or loss following the incident or removal of an intruder.

Unauthorized access to collections storage during times other than an emergency incident may result in disciplinary action.

2. Fire Department Key Access: A [*KnoxBox®*] emergency access key box for [*Fire Department*] first responders is located on the exterior of [*building name*] for entry during an emergency incident. It houses a key to enter each structure housing collections, includes electronic tamper switches connected to the building intrusion detection system, and is monitored and recorded by a Video Security System camera at all times. Park staff are *not* authorized to access this key box. The PSC documents and notifies the curator of attempts to access the emergency access key box.

Figure 14.8. NPS Museum Key Control Policy and Procedures (Sample) (Continued)

Key Issuance Form
For Structures and Spaces Storing and Exhibiting Museum Collections (Sample)

Name: _____ Title: _____

Phone (office): _____ Phone (cell): _____

Work E-mail: _____

Keys to be issued to:	☐Collections storage	☐Furnished historic structure	☐Visitor center

Key / Key Card / Alarm	**Building / Room / Area / Lock**
☐Key (Key number: [*A-36*])	[*Work room 36*]
☐Key Card	
☐Alarm	

_____

CONDITIONS OF ISSUANCE

By signing this form, the employee agrees to the NPS Museum Key Control Policy and Procedures (*MH* I.14 Figure 14.8).

Employee will be issued only those keys, key card access, and/or alarm code access listed above. Possession and use of keys to is not transferable and may be revoked at any time.

Keys must be returned to the park key custodian prior to departure from park, or upon request. Lost, stolen, or broken keys must be immediately reported to supervisor, curator, and park key custodian.

Loss of or failure to return keys due to simple or ordinary neglect or gross negligence may render employee responsible for the expense of a re-key of the affected areas, as determined by a Board of Survey (NPS Personal Property Handbook #44.8.3: Referral to Survey Authority). Unauthorized use of issued keys, key card access, or alarm code access may result in disciplinary action.

_____

Employee Signature: _____ Date: _____

_____

Issuance Date: _____ Park Key Custodian Name: _____ Signature: _____
Return Date: _____ Park Key Custodian Name: _____ Signature: _____
Cleared for Check-out

_____

Park Curator: Name: _____
Signature: _____ Date: _____

Supervisor Name: _____ Signature: _____
Title and Program: _____ Date: _____

_____

Superintendent Approval
Name: _____ Signature: _____
Title: _____ Date: _____

Figure 14.9. Key Issuance Form
For Structures and Spaces Storing and Exhibiting Museum Collections (Sample)

NATIONAL PARK SERVICE
Museum Collections Storage Opening and Closing Procedures (Sample)

Park Name: [*Park*]		**Division / Branch:** [*Park Museum Branch*]
Effective Date:	**Duration:** Until amended or rescinded	**Target Audience / Distribution:** All park staff
Approved by Superintendent (Print Name):	**Signature:**	**Date Signed:**

A. Statement of Purpose: To establish responsibilities for security and daily opening/closing procedures for the park's museum collections storage facility [*structure name*]. Staff with assigned responsibility for the park's museum collection will follow established opening and closing procedures to ensure security of the museum collection and structure.

B. Opening and Closing Times: The structure is opened at [*days, hours*] and closed at [*days, hours*].

C. Guidelines

The *curator* is responsible for opening and closing the building, and confirming the intrusion detection system is armed and exterior doors locked at the end of each day. Staff and visitors enter through the [*front door*]. An emergency exit is located [*at the rear*]. Collections storage is a secure area that is kept locked when not in use.

Intrusion detection systems and alarms, including motion detectors and contact switches on facility entrance and collections storage room doors, as well as Video Security System cameras, are active at all times (24/7/365) and monitored at a [*central station name & location*]. The curator sets after-hours times during which detected motion will activate the alarm. The alarm will not activate during working hours. There is a [*five minute*] timer to override the alarm system. Lights in the collection storage room are motion-activated, with the exception of emergency lights.

Ranger patrol inspects to ensure that the structure is secured and all exterior doors and windows are closed and locked. Ranger will report any suspicious activity or other problems to designated staff ***immediately***. The central station notifies law enforcement, park Physical Security Coordinator, and curator of a breach.

D. Opening Procedures:

1. Before entering, check for unusual circumstances (e.g., signs of entry, vandalism, or exterior damage). If anything looks suspicious, ***do not enter***.
2. Unlock exterior (front) door using key card reader. Securely close and lock door after entering.
3. Set alarm system to working hours and turn on lobby lights.
4. Unlock collection storage room door using key card reader and ensure lights turn on.
5. Inspect collection storage room for signs of unauthorized entry, fire hazards, or other irregularities (ceiling or fire suppression system leak, pests, damaged objects, etc.). Check utility panels to confirm systems are on and functioning. Contact maintenance if there are any irregularities.
6. Turn collections storage room lights off and close and lock door after inspection.
7. Repeat steps 4 through 6 for the museum work space and research room.

E. Closing Procedures:

1. Inspect the collection storage room to ensure museum objects and associated records are returned to assigned locations; accession book is secured in the locking fire-resistive filing cabinet; tools and equipment are returned to assigned locations; and dust covers are in place.
2. Check that collections storage cabinets are locked, keys returned to the museum key box, and key box is locked.
3. Check all work and collection storage spaces to ensure all staff and others are out of the facility.
4. Ensure collection storage room lights are off and door is locked.
5. Ensure computer equipment is shut down, and electrical equipment and lights in office and work spaces are off.
6. Ensure appliances in break room are turned off and/or unplugged.
7. Ensure windows in office spaces are locked. Close interleading doors.
8. Ensure fire detection, HVAC, and other systems are on and functioning. ***Never*** turn these systems off.
9. Confirm intrusion detection system is armed (on), lock exterior doors, and wait for audible signal that alarm is armed before exiting through the front door.
10. Do a final inspection around the exterior to check doors. Do not jiggle doors to avoid activating the alarm.

Note: Report any irregularities or suspicious activity to maintenance, law enforcement, and/or supervisor ***immediately***.

Figure 14.10. Museum Collections Storage Opening and Closing Procedures (Sample)

NATIONAL PARK SERVICE
Furnished Historic Structure Opening and Closing Procedures (Sample)

Park Name: [*Park*]		**Division / Branch:** [*Park Museum Branch*]
Effective Date:	**Duration:** Until amended or rescinded	**Target Audience / Distribution:** All park staff
Approved by Superintendent (Print Name):	**Signature:**	**Date Signed:**

A. Statement of Purpose: To establish responsibilities for security and daily opening/closing procedures for [*Furnished Historic Structure Name*] ("the House"). Staff assigned to the House will follow established opening and closing procedures to ensure security of the museum collection and the structure.

B. Opening and Closing Times: The House is opened at [*days and time*] and closed at [*time*].

C. Guidelines

When the House is open to the public, opening and closing is the responsibility of [*designated interpretive staff*]. The alarm *at the front door* will be disarmed when the House is open during public hours. Staff [*designated interpretive staff*] is present at the front entrance during public hours. Intrusion detection systems and alarms *in areas where objects are displayed* are armed at all times (24/7/365), including motion (proximity) detectors and pressure mats. Intrusion detection systems and alarms at all exterior windows are armed at all times (24/7/365).

When the House is closed to the public, [*curator*] is responsible for opening and closing the House for assigned duties and confirming the front door alarm is armed when closing and disarmed when opening. Intrusion detection systems and alarms at *all exterior doors and windows* at the House are armed at all times during non-working hours.

Video Security System cameras are active at all times and monitored at a [*central station name and location*]. The central station notifies law enforcement, the park Physical Security Coordinator, and curator in the event of a breach.

Evening patrol confirms that the House is secured and windows and doors are closed, locked, and undamaged.

Report missing, moved, or damaged museum objects to the curator immediately at [XXX-XXXX], and report maintenance or safety concerns to law enforcement at [XXX-XXXX], maintenance at [XXX-XXXX], and/or supervisor. Only the curator can move or handle museum objects.

D. Opening Procedures:

1. Before entering, walk around the outside of the House and check for any unusual circumstances (signs of forced entry, damage, etc.). If anything looks suspicious, ***do not*** enter. Report irregularities to law enforcement, maintenance, curator, and/or supervisor ***immediately***.
2. Enter through the [*front*] door, enter front door alarm code, then lock door after entering.
3. Check the main alarm system panel in the [*designated room name*] to confirm the system is functioning and check for indication of malfunction or breach. Inform the Physical Security Coordinator if a problem is noted. Set alarms on the tour area to "working hours" mode.
4. Do a walk-through visual inspection of the entire House, including [*basement and upper floors*], non-public areas and restrooms. Note signs of a breach such as broken doors or windows, and leaks or other issues.
5. If the House is to be open to visitors, turn on designated lights and open interior doors along the tour route. Open shades to quarter-open position and ensure curtains are drawn to minimize UV damage.
6. Place signs outside front entrance to welcome visitors and notify that backpacks, large bags, and packages are not permitted. Ensure park brochures are available. Confirm staff tour assignments and prepare visitor statistic sheet.
7. Disarm alarm at the front entrance shortly before visitors enter the House for tour.
8. Call visitor center desk to let them know the House is ready for visitors and to check for special tours or activities.
9. Lock exterior doors to prohibit entry once visitors begin tour. In the event of fire, visitors will evacuate through [*designated emergency exit door*].

Figure 14.11. Furnished Historic Structure Opening and Closing Procedures (Sample)

E. Closing Procedures:

1. Ensure all visitors and staff are out of the House. Record tour and visitation statistics. Place moveable "entrance" signs inside the House.
2. Close *and lock* all exterior doors. Exterior doors are located in [*locations*]
3. Do a walk-through visual inspection of the entire House, including [*basement and upper floors*], public and non-public areas and restrooms to note signs of a breach.
4. Check windows on all three floors of the House to ensure they are closed and locked, and close window shades completely. Close all interior doors to minimize fire spread and reduce chance of nuisance alarms, including [*door locations and types*].
5. Leave night lights on in [*light locations*].
6. Check the panel in [*room name*] to confirm intrusion detection system is armed (on) and timer is functioning. Exit the House through [*designated location*] and close and lock the door. Wait for the audible signal that the alarm is armed before exiting.
7. Do a final inspection around the outside of the House to check doors and windows. Do not jiggle doors or open windows from the outside to avoid activating the intrusion alarm.

Figure 14.11. Furnished Historic Structure Opening and Closing Procedures (Sample) (continued)

National Park Service
Staff Protocols for Museum Objects on Exhibit (Sample)

Statement of Purpose: Museum collections contribute to the NPS and [*Park name*] education and interpretative mission. These protocols assist staff to protect and secure NPS museum objects on exhibit in furnished historic structures, visitor centers, and exhibit galleries. Distribute these protocols to staff on duty in exhibit areas.

- ***Only*** trained museum staff experienced in object handling are authorized to handle or move museum objects. Non-museum staff are ***not*** permitted to touch or move museum objects on exhibit.
- Inform visitors that the following are prohibited:
  - Personal belonging such as backpacks or oversized bags, strollers, and umbrellas.
  - Food and beverages (except water), smoking, use of pens, and flash photography.
- Inform visitors that touching objects is not permitted as it can cause damage. Staff ensure visitors keep well out of reach of objects on exhibit and ***do not***:
  - Touch, handle, or move museum objects.
  - Lean against or sit on objects (chairs, cabinets, tables, etc.) and exhibit furniture such as cases, display platforms, and barriers, or against walls and doors.
- Avoid crowding during tours of furnished historic structures and:
  - Divide large tour groups into smaller groups as determined by the park interdisciplinary team. A safe number is generally 15 or fewer, however this number may be larger or smaller depending on space capacity and staffing. Tour size in [*furnished historic structure name*] is not to exceed [*number*] people.
  - Conduct accompanied tours in pairs, with a "leader" at the front and a "trailer" at the back to monitor the tour group.
    - If "trailer" is not available, tour leader keeps the entire tour group within line of sight at all times and limits tour size to no more than [*number*] people per single staff.
    - Keep the tour group together at all times. ***Do not*** allow individuals to move through the structure unattended. Staff escorts any visitor who needs to leave the tour early and ensures tour group is not left unaccompanied.
  - Intermittently monitor unaccompanied tours to ensure collections security.
- Follow established museum opening and closing procedures for each structure exhibiting collections (see [*customized Figure 14.11: Furnished Historic Structure Opening and Closing Procedures*]).
- Notify:
  - Curator [*name*] at [*XXX-XXXX*] if any object loss or damage is noted, or if an object needs to be moved.
  - Physical Security Coordinator [*name*] at [*XXX-XXXX*] and facility manager [*name*] at [*XXX-XXXX*] if any security system element such as a detector, alarm, or camera is not functioning.
  - Park dispatch at [*XXX-XXXX*] if unauthorized persons are present in an exhibit space or if threatening behavior is observed.

Figure 14.12. Staff Protocols for Museum Objects on Exhibit (Sample)

Sample Language for a Museum Electronic Security System Statement of Work

Include the following language when developing a Statement of Work (SOW) for electronic security system design and installation in a structure storing or exhibiting collections.

Furnished historic structures

All recommended system elements, fittings and finishes, including positioning, must be minimally invasive and sympathetic to the historic fabric and character of the structure, and in compliance with Section 106 of the National Historic Preservation Act.

Rights

The NPS will own any and all rights, titles, and interests, including design and construction documents and any and all patents, copyrights, trademarks, trade secrets, inventions, products or other intellectual property rights created as a result of, arising from, or relating to any work produced under this contract or task order. This provision will survive expiration or termination of this contract or task order. The Contractor will fully cooperate with the NPS in the protection and enforcement of any intellectual property rights resulting from activities and services performed in connection with this contract or task order. This obligation includes timely execution, acknowledgment, and delivery to the NPS of all documents and papers that may be necessary to enable the NPS to use in any manner any copyrights, patents, trademarks, trade secrets, and other intellectual property and proprietary rights.

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 in perpetuity. Contractor will not distribute sensitive documents such as floor plans to any other party, and will restrict access to a need-to-know basis, as authorized in writing by the Contracting Officer's Representative, Physical Security Coordinator, and park curator. Notes and other information produced by the Contractor, including all versions and copies of reports and any drawings that may be produced, shall be secured in a locked filing cabinet, safe, or similarly secure location. Word processor and other computer files shall be secured in an equivalent manner and by the use of passwords and/or encryption. This paragraph shall survive termination or expiration of this contract.

Proprietary materials

Proprietary or copyrighted material may not be included in the design, drawings, or specifications unless approved in writing by the Contracting Officer's Representative and Physical Security Coordinator for license to the NPS.

Figure 14.13. Sample Language for a Museum Electronic Security System Statement of Work

Record of Decision: Museum Electronic Security System Risk Acceptance

The Superintendent completes this Record if the park cannot comply with NPS Museum Security Standard (2a) or (2b) electronic security system installation, in accordance with NPS Museum Security Standard (2c) (*MH* I.14.B.1.2c). A signed copy is provided to the park Physical Security Coordinator, regional Physical Security Coordinator or Program Manager, park and regional facility managers, Regional Director, regional curator, and park central and museum files. Review annually and update together with the Physical Security Assessment of park structures every three to five years.

Park/Unit Name: _____

Building/Structure Name	FMSS Number
Facility Security Level (FSL)	Date of Most Recent NPS Physical Security Assessment

Check all that apply:			
☐ Collections Storage	☐ Work Room	☐ Preparation Area	☐ Research Room/Area
☐ Furnished Historic Structure		☐ Visitor Center	☐ Exhibit Gallery
☐ Other (describe):			

Describe existing electronic security systems, including operational status and condition:

List and date risk assessments (e.g., Physical Security Assessment, museum security survey, Museum Risk Assessment Worksheet, etc.) conducted for the structure:

Describe museum electronic security system(s) proposed for installation, including location(s):

Describe why proposed museum electronic security system(s) cannot be installed:

Describe long-term corrective plan and/or alternate strategies:

Park Physical Security Coordinator	(Print Name)	(Signature)	(Date)
Park Curator	(Print Name)	(Signature)	(Date)
Superintendent	(Print Name)	(Signature)	(Date)

Figure 14.14. Record of Decision: Museum Electronic Security System Risk Acceptance

Comparison of Selected Intrusion Detection Systems

For full coverage, use overlapping intrusion detection system types, and ensure alarm systems are capable of providing local *and* automatic off-site alerts at all times.

System Type	What it Detects	Where to Install	Installation Recommendations	Advantages	Disadvantages
Motion Detectors					
Capacitance Motion Detection	Generates capacitance field extending 4 – 6" from metal surface. Detector activates alarm when an electrical conductor enters capacitance field.	– Wall-mounted artwork and other objects – Metal exhibit case bases – Platforms, plinths and other metal open display furniture	– Use with physical object barriers – Combine with audible alarms for effective detection and deterrence	– Activates before object is touched – Sounds locally to indicate that person is too close to object when paired with audible alarm – Installation can be hidden – Low nuisance alarm rate – Reliable	– Only works on cases and display furniture with metal components – Requires specialized maintenance. – Sensitive to changing relative humidity (RH)
Microwave Motion Detection	Changes in microwave frequency based on target's distance from detector.	– Wall or other solid structural feature – Locate detectors towards or away from intruder's likely path of travel	– Combine with PIR detector for full coverage – Can be mounted behind solid surfaces, such as 1" or more of wood or behind wainscoting – Aim at solid structural feature such as masonry wall	– Activates before object is touched – Installation can be concealed to maintain character of furnished historic rooms – Pattern of detection is invisible and inaudible – Easy to maintain – Generally unaffected by changes in RH or temperature – Highly reliable	– Only effective when target moves directly towards or away from the detector – Detector only functions if aimed at certain solid structural features. Does not function if aimed at: – Glass door or window (glass is invisible to microwave) – Metal surface (does not penetrate) – Two detectors operating in the same room can cancel each other out unless operating at different frequencies – Movement (e.g. curtains or chandeliers or heavy foot traffic close to the building) can trigger nuisance alarms
Passive Infrared (PIR) Motion Detection	Movement of heat sources, such as body heat, within the detection area. Programmable for short or medium interior or exterior use.	– Wall, ceiling, or floor with a stable background temperature within the area of detection – Across intruder's likely path of travel	– Combine with microwave motion detectors for full coverage – Do not aim into open space – Aim at stable background within area of detection	– Activates before object is touched – Detector range can cover a wide area – High sensitivity in detecting motion when target crosses detection area	– Ineffective when the target moves directly towards or away from the detector – Visible detectors can be deliberately bypassed – Nuisance alarms can be triggered by: – Small animals – Hot water pipes, radiant heaters, heat supply grills, and other utilities

Figure 14.15. Comparison of Selected Intrusion Detection Systems

System Type	What it Detects	Where to Install	Installation Recommendations	Advantages	Disadvantages
Passive Infrared (PIR) Motion Detection (continued)					– Surfaces heated by the sun (metal doors or large areas of glass) – Hot air moving at outer range of detection – Extreme temperatures (below 32°F or above 100°F) – Dust buildup – Air movement from large electric motors or cycling air compressors
Photoelectric Beam Motion Detection	Movement of a solid object crossing infrared light beam.	– Large open spaces – Outdoors – Furnished historic rooms with unobstructed path of detection	– Needs clear path between transmitter and receiver – Stacked arrays of detectors can provide full coverage of an area	– Activates before object is touched – System elements, including transmitters and receivers, can be concealed from intruders in walls and other structural elements – Certain models compensate for dust buildup	– Transmitter will fail if the path to the receiver is interrupted – Intruders can avoid detection by stepping over or under the beam – Nuisance alarms can be triggered by large insects, birds and other small animals, and dust buildup
Proximity Detector	Uses infrared emission to detect presence of an individual near metal	– On metal exhibit cases and other metal display furniture – Near metal objects in exhibit cases	– Used to prevent touching	– Can be programmed to activate before object is touched – Range of detection can be adjusted to cover a "blanket" of nearby cases	– Only effective on metal – Only detects within very close range of metal surface – Effectiveness impacted by changes in RH or other nearby metal objects outside the range of detection
Ultrasonic Motion Detection	Changes in high-frequency sound based on target's distance from the detector.	– Wall or other structural feature – Exhibit cases (alarm activates if cover is removed or broken)	– Combine with PIR or microwave detectors in a dual technology system	– Reliable in enclosed spaces such as exhibit cases	– Does not penetrate glass and other solid surfaces – Nuisance alarms can be triggered by strong air movement, or movement of furnishings (curtains, chandeliers)
Video Motion Detection (VMD)	Movement by comparing differences in individual frames (images) of video recording.	– Wall or other structural feature	– Combine with audible alarms for effective detection and deterrence	– Activates when visitor gets too close to object, before object is touched – Significantly reduces number of nuisance alarms – Highly customizable range of detection	– Requires appropriate analytical software and network connectivity – Only detects reliably in well-lit areas – Requires separate alarm installation
Dual Technology Motion Detection	Combines two technologies, such PIR and microwave or ultrasonic and PIR. Both technologies must be activated to trigger alarm.	– Wall, ceiling, floor, or other structural feature	– Use combinations of technologies that compensate for each other's disadvantages	– Activates before object is touched – Produces fewer nuisance alarms than either of its individual parts	– Entire system can be voided by environmental conditions (e.g., temperature) affecting one technology – Probability of detection is lowered if one of the two technologies is disabled

Figure 14.15. Comparison of Selected Intrusion Detection Systems (continued)

System Type	What it Detects	Where to Install	Installation Recommendations	Advantages	Disadvantages
Tamper or Break Detectors					
Contact Switches	Activates alarm when the contact point between magnets is broken, such as by opening a door, window, or case.	– Window or door (interior or exterior) – Exhibit case	– Includes two parts: magnet mounted on movable surface and switch mounted on fixed surface of a door, window, or case – Install near latch for doors with extreme warping – Include contacts with roller or ball switches installed on hinge edge of door to prevent door from being opened enough to enter without activating the alarm	– Low failure rate – Larger magnets can be installed to compensate for doors and windows with gaps or warping – Installation can be concealed	– Nuisance alarms can be triggered by: – Flimsy doors that rattle excessively in the wind – Doors and windows that do not fit their frame – Wooden doors swelling or shrinking due to weather and seasonal change – Overhead doors with excess up and down movement when locked – Structure settling, causing wide gaps between magnet and contact switch – System can be bypassed through use of additional magnetic fields near switch – Roller or ball switches may damage historic doors – Can be easily electrically shorted out
Fiberoptic Cable Sensor	Detector activates when part of a network of fiberoptic cables is damaged or broken.	– Outdoors around building	– Attach to perimeter fence – Pass cable around detection area perimeter multiple times as needed	– Installation can be concealed – Minimally affected by temperature or RH changes – Generally not affected by nearby electromagnetic frequencies	– Only appropriate for outdoor use – Nuisance alarms can be triggered by nearby vibrations – Range of detection is limited by length of cable network
Glass Break Detector (Foil or Wire)	Activates alarm when a ribbon of metal foil or wire (electrical circuit) attached around the outside of a window or other glass surface is broken.	– Glass window surface – Glass exhibit case surface	– Attach foil or wire in a pattern around outside of window glass or exhibit case – Mount away from direct sunlight	– Broken foil or wire provides a visual record of an intrusion	– Nuisance alarms can be triggered by water damage, sun, temperature changes, and accidental damage – Needs careful maintenance to prevent damage – Foil impacts character in historic structures
Glass Break Detection (Frequency Discriminator)	Activates alarm when registering the frequency generated by breaking glass.	– Glass window surface – Glass exhibit case surface	– Install more than the recommended minimum number of detectors for a given spatial range to provide consistent protection	– Installation can be concealed – Single detector can cover a large spatial range – Activation frequency range can be specified	– Nuisance alarms can be triggered by frequencies close to that of breaking glass, such as air movement through HVAC systems, pipe expansion and contraction, equipment vibration, and sound of shoes on tile floors – Will not work on laminated or reinforced glass, as these do not shatter at a frequency the system can detect

Figure 14.15. Comparison of Selected Intrusion Detection Systems (continued)

System Type	What it Detects	Where to Install	Installation Recommendations	Advantages	Disadvantages
Vibration or Shock Detection	Activates alarm when registering a specified amount of vibration or shock.	– Exhibit case – Display platform – Inside sturdy hollow objects such as a ceramic jar or clock	– Mount in the center of the area of detection to provide even coverage	– Activates before object is touched – Can be calibrated to screen out ambient vibrations such as regular airflow – Highly reliable when properly calibrated – Not affected by changes in RH	– Nuisance alarms can be triggered by traffic, passing trains, or vibrations from cycling HVAC systems
Sensors					
Sound Wave Sensors (Passive Audio Sensors)	Detects sound waves within a protected space through a series of microphones.	– Inside storage cabinet – Inside filing cabinet – Mounted on walls	– Combine with pressure mats to provide comprehensive theft detection	– Can be calibrated to filter out ambient noise	– Nuisance alarms can be triggered by ambient noise outside calibrated levels
Pressure Mats	Activates alarm when a specified amount of pressure is exerted on a floor-mounted sensor.	– Under rug or carpeting – Under heavy freestanding object	– Use with physical barriers to prevent entry or removal of object – Pair with detectors that activate before object is removed	– Installation is not visible – Can be used without impacting character of furnished historic structures – Low nuisance alarm rate	– Only activates once the object is removed – Provides no visual deterrence to intruders – Floor-mounted sensors can be easily bypassed
Seismic (Sonic) Sensors	Sound in the frequency range associated with movement.	– Quiet locations such as a vault or storage cabinet	– Combine with pressure mats to provide comprehensive theft detection	– Range of detected frequencies can be programmed to reduce nuisance alarms	– Nuisance alarms can be triggered by vibration, shock, and ambient noise
Strain Sensors	Activates alarm when the weight on top of the sensor changes.	– Under floors, stair treads, and other surfaces where intruders may walk – Under sensitive and first-priority objects on open display or in exhibit cases, or in vulnerable locations	– Pair with detectors that activate before object is removed	– Installation is not visible – Appropriate to protect objects on open display – Sensor is programmed to adjust for the weight normally on the surface of the sensor	– Only activates once the object is removed – Provides no visual deterrence to intruders – Nuisance alarms can be triggered by large animals treading on the sensor

Figure 14.15. Comparison of Selected Intrusion Detection Systems (continued)

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