

The Mineralogical  
and Geological  
Museum at Harvard  
University  
Collections  
Management Policy  
2023

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## **Mission Statement**

The Mineralogical and Geological Museum at Harvard University is committed to the development and preservation of world-class collections of minerals, rocks, ores, meteorites and gems for research, education and public display. We strive to meet the needs of students and faculty at Harvard University as well as the geological community and general public at large by serving as a uniquely rich resource of materials and information.

## **Introduction**

The Mineralogical and Geological Museum at Harvard University (MGMH) is committed to continuing the careful management and thoughtful development of the museum collection for the benefit of the university and public. As written by the American Alliance of Museums (AAM) “It is incumbent on museums to be resources for humankind and in all their activities to foster an informed appreciation of the rich and diverse world we have inherited. It is also incumbent upon them to preserve that inheritance for posterity.” A policy must be in place to provide the MGMH with a guide as to who determines if an object, specimen, or collection should be acquired, cared for, used, or removed, and the ethical and legal guidelines to which

staff must adhere during the course of their work and to provide guidelines and transparency to researchers, donors, and the general public as to the policies and methods of the MGMH.

The collections management policy of the MGMH is guided by the American Alliance of Museum's Standards and Best Practices and the International Council of Museums Standards and Guidelines, as well as the Harvard University Management Policies. This document has been formally reviewed and accepted by the Museum Committee of the Mineralogical and Geological Museum at Harvard University and is now in general use at the MGMH. Recommendations for changes to these guidelines are encouraged and may be submitted by any staff to the curator or director of the museum for review and adoption. This document will be reexamined at least once every five years for general review and revision of the policies outlined within to ensure that contemporary standards are being integrated and all new laws and ethical considerations have been addressed within the museum's daily activities. This Collections Management Policy supersedes all previous collections management documents and shall remain in effect until the Museum Committee approves a new version of this document. Any questions regarding this policy should be directed to the director.

### **History, Overview, and Uses of the Mineralogical and Geological Collections**

The Mineralogical and Geological Museum at Harvard University (MGMH) dates back to the late 18th century, when a small research mineral collection was housed in the Chemistry Department. The Geological Collection, which dates to the late 1800s, was originally part of the Museum of Comparative Zoology. The combination of the Museum of Comparative Zoology's Geology Collection and the Chemistry Department's Mineral Collection completed museum founder Louis Agassiz's vision of a complete Natural History Museum at Harvard University. In 1977, both collections were united under a single entity, the Mineralogical & Geological Museum, to create a repository of specimens to aid teaching at Harvard University.

Over 200 years of collecting and scientific study have produced the MGMH Collection, which is known for its encyclopedic coverage, its wealth of rare and scientifically important specimens, and the high quality of its display specimens. A major focus of the museum is to develop and preserve world-class collections through purchases and donations. The MGMH Collections are the result of research in mineralogy, petrology, mining geology, and planetary sciences that have developed four main collections: the Mineral, Earth Archive, Meteorite, and Gem Collections. Each main collection contains focus collections.

#### **The Mineral Collection**

The Mineral Collection is the most recognized collection at the MGMH due to its size, broad representation, and specimen quality. This collection is arranged systematically (by chemical composition), paragenetically (by geological occurrence), or by donor (when a significant donation is made). There are over 100,000 mineral specimens arranged systematically. Focus collections or special suites are identified by a common location or donor and represent an important component of the Mineral Collection. Some important focus collections include the Franklin and Sterling Hill, New Jersey; Langban, Sweden; New England

region; Tsumeb, Namibia; gold, Bill Pinch; and Mark Feinglos Collections. There is also a special collection of type mineral specimens (the Type Mineral Specimen Collection), which are used in the initial description of a species of mineral. The MGMH cares for approximately 250 type specimens and about 50 discredited specimens. Recent acquisitions of the Bill Pinch and Mark Feinglos Collections (2020 and 2022) bolster the MGMH's Type Collection significantly. The Thumbnail and Micromount Collections are another focus, which consist of small and minute mineral specimens, respectively, and consist of more than 10,000 specimens.

### **The Gem Collection**

The Gem Collection dates back to the late 1800s, when J. P. Cooke acquired the first gems. In 1923, Prof. Palache started a systematic gem collection thanks to the A. F. Holden endowment. Later, during the 1980s, this collection grew substantially due to purchases, gifts, and bequests. The collection currently consists of more than 1,600 gems with special focus on the New England region, paralleling the suite of local minerals. The collection consists predominately of loose faceted stones, with some jewelry and lapidary objects.

### **The Earth Archive Collection**

The Earth Archive Collection consists of more than 150,000 rock and ore specimens that were mainly collected by faculty and students. This rare and unique collection contains specimens from some outcrops that are no longer accessible and some ore bodies from mines that have been completely mined out or closed. The collection includes early geological research within the New England region and world-wide explorations and active research within the Earth and Planetary Sciences department, such as the Charles Langmuir, Paul Hoffman, and Raquel Alonso-Perez Collections. Ores are arranged by locality and include the Mining and Economic Geology collections. There are regional and topical focus collections and suites within the Earth Archive Collection that are used for teaching and research. Most of these collections have additional thin and polished sections, materials actively used within the department by students and outside researchers.

### **The Meteorite Collection**

This collection holds a broad representative group of meteorites, with nearly 550 distinct meteorites, and about 1,600 specimens from nearly 700 different falls. Specimen weight ranges from <0.1 gr. to 180 kg. It includes the collections of J. Lawrence Smith, a famous 19<sup>th</sup> century American chemist, and Q. David Bowers, a contemporary collector particularly enthusiastic about pallasites. The museum also holds a historical collection of thin sections from H. Hensoldt. There is a small ancillary collection of impactites and tektites.

Distinct from the four major collections due to composition and use is the Teaching Collection, a collection of over 30,000 rocks, minerals, fossils, and other aids used to teach the fundamentals of geology at the Earth and Planetary Sciences Department at Harvard University. The Teaching Collection is actively being built from museum specimens of unknown provenance

and/or specimens that are not of display quality. This collection is housed at the Harvard Science Center for use in laboratory study and student work.

There are auxiliary collections of reference books, manuscripts, archival material, scholarly research, and periodicals to aid in the understanding of the collection and the dissemination of the information contained within the collection. The three notable purposes for the collection as delineated in the mission statement of the MGMH are research, education and public display.

Research is supported by the availability of mineral and rock samples for investigative research studies and documented mineral standards for laboratory use. High quality photographs are available to augment and illustrate research studies and support education. Samples representing both typical and less common formations of minerals and rocks are available for use in classrooms, teaching laboratories, and in museum settings. Attractive specimens are used and available for permanent display in the museum's gallery and temporary display as part of traveling exhibits and loans to other institutions to demonstrate the unique and aesthetic qualities of mineralogical and geological formations.

### **Collections Management Policy Document Objectives**

This document will outline and expand upon the following points that detail how the Mineralogical and Geological Museum at Harvard University (MGMH) will:

- Provide transparency to donors, researchers, and other members of the museum community as to the policies, procedures, and ethics of the MGMH.
- Describe the scope and purpose of the MGMH and where it exists within the greater Harvard University body.
- Affirm that the MGMH and all associated individuals are in full compliance with all applicable laws, both domestic and international.
- Affirm that the MGMH is in line with the ethical standards of Harvard University and notable and respected museum associations regarding general ethics, dealing, and appraisals.
- Describe the goals and priorities for acquisition of new objects and collections, and who has the authority to make acquisition decisions.
- Outline the conditions for acceptance of new materials acquired by the museum and the steps needed to accession new objects.
- Outline the methods of documentation for newly acquired specimens, loans, and other aspects of museum documentation.
- Ensure that documentation of the collections meets or exceeds the standards in use by the professional museum community.
- Outline the policies for access and research within the collections, including destructive research.
- Outline the policies and procedures for loans from the collection for exhibit and research purposes to other institutions and individuals.

- Define the conditions of permanent removal of objects from the collection (deaccession), and outline the methods of disposal used by the museum.

## Management of the Museum

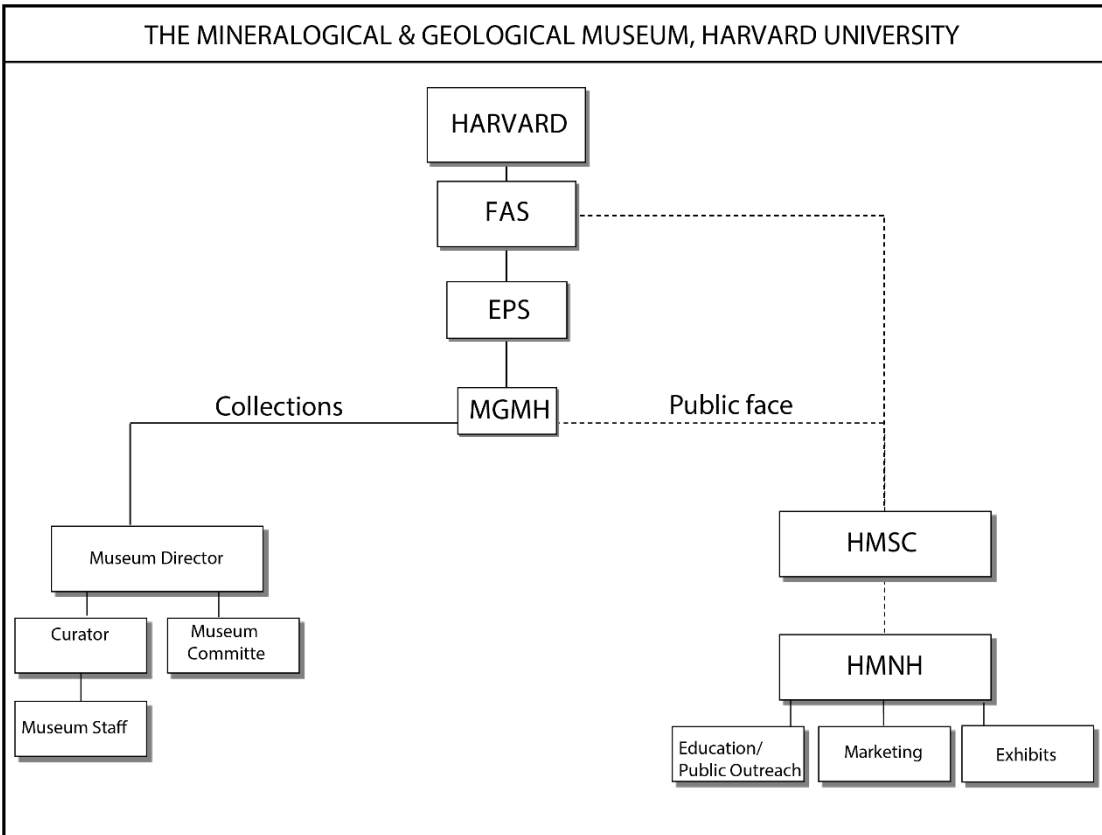


Figure 1: A chart showing the organization of the Mineralogical and Geological Museum at Harvard University (MGMH) with relation to Harvard University, the Faculty of Arts and Sciences (FAS), the Earth and Planetary Sciences Department (EPS), the Harvard Museum of Natural History (HMNH) and the Harvard Museums of Science and Culture (HMSC).

The MGMH is housed in the Department of Earth and Planetary Sciences (EPS) of the Harvard Faculty of Arts and Sciences (FAS), Division of Science (Fig. 1). The Museum Committee is currently formed by Charles Langmuir, Director of the MGMH and Higgins Professor of Geochemistry of EPS; Miaki Ishii, Clare Boothe Luce Assistant Professor of EPS; Rebecca A. Fischer, Stonington Professor of Engineering and Atmospheric Sciences; Frank Keutsch, Professor of Chemistry and Chemical Biology and Affiliated Faculty Member of Earth and Planetary Sciences; Raquel Alonso-Perez, Ph.D. Curatrix; and EPS Laboratory Director Andrea-Marie Moore. The curator is accountable for all activities within the MGMH and reports to the director concerning all collections activities. Most of the day-to-day activities are delegated to the curatorial assistants by the curator. These responsibilities include collections documentation, general collections care, and supervising support staff, including student workers and volunteers. Specialized responsibilities, such as loans, accession, and deaccession decisions,

among others, will be addressed and outlined in the relevant sections of this document. Actions that fall outside of typical management procedures are acceptable in cases of emergency.

## **Code of Ethics and Standards of Conduct and Behavior**

The collections management policy of the MGMH is guided by the American Alliance of Museums Code of Ethics, the International Council of Museums Code of Ethics and the Harvard University Code of Ethics, as well as any and all laws pertaining to museum collections and fiduciary trust that the museum is a part of.

“A conflict of interest exists when individual commitment to the University may be compromised by personal benefit. Employees are expected to avoid situations or activities that could interfere with their unencumbered exercise of judgment in the best interests of Harvard University.” – The Harvard University Code of Ethics, 2013

“Loyalty to the mission of the museum and to the public it serves is the essence of museum work, whether volunteer or paid. Where conflicts of interest arise—actual, potential or perceived—the duty of loyalty must never be compromised. No individual may use his or her position in a museum for personal gain or to benefit another at the expense of the museum, its mission, its reputation and the society it serves.” – AAM Code of Ethics, 2013

“Loyalty to colleagues and to the employing museum is an important professional responsibility and must be based on allegiance to the fundamental ethical principles applicable to the profession as a whole.” – ICOM Code of Ethics, 2013

The relationship between museum staff and the institution must be based on mutual trust and sound judgment. Staff must be committed to the mission, goals, and policies of their institution and avoid conflicts of interest or even the appearance of conflicts of interest with their institution. Critical areas for potential conflicts of interest include personal collecting, dealing, gifts, and outside employment and consulting. In terms of internal practices, appraisal, authentication, and deaccession are considered as well, and will be addressed in their individual sections within this document. These rules and guidelines shall be effective immediately for all current staff upon acceptance of this document by the Museum Committee and shall be enforced for all new staff, student employees, volunteers, and interns of the MGMH.

Staff, interns, and volunteers of the MGMH are obligated to not give any impression of personal gain or breaches of confidentiality in relation to the MGMH at any time during their association with the MGMH. At no time should the museum staff give any indication that a dealer or dealership is being given or is entitled to preferential treatment with regards to acquiring or disposing of specimens. Similarly, at no time should the staff of the MGMH give any indication that a particular appraiser or appraisal company is preferred or is receiving preferential treatment.

## **Personal Collecting**

Any staff member or person affiliated with the museum in possession of a private collection in the same discipline as the museum's collections and directly working with specimens at the MGMH must provide a complete and detailed inventory of their collection to the museum committee. The individual must also cease collecting for the benefit of their private collection for the entirety of the time they have access to and are in contact with the collections. The only exceptions to this rule are collections obtained through inheritances or through a gift given to the staff member without any prior knowledge or influence of the staff member. Staff members should not form long-term gift-giving relationships with any individual or company for the benefit of adding to their collections. All collections inventories submitted to the museum must be updated promptly upon the event of receiving a new mineral specimen or collection of any value.

All material collected by employees during museum-sponsored field trips become property of the museum. Personal collections should not be stored on museum property. Research and conservation on museum time using museum equipment should only be done with institutional permission. These rules are in place so that no staff member should ever compete or be perceived as competing with the museum for the acquisition of an object or conflicting with the best interests of the MGMH.

If a staff member decides to dispose of all or part of their private collection, it should first be offered to the museum as a gift or at fair market value. If the museum declines the offer, the collection should be sold at public auction to avoid the appearance of favoritism with dealers. Similarly, a staff member should not negotiate personally with a dealer with whom the staff member also does business with on the museum's behalf. If staff members lend objects from their collection for an exhibition in the museum, they should lend them anonymously. Similarly, if an object or work in a staff member's collection is used in a museum publication in any capacity, that object should be credited as anonymous.

## **Dealing**

Staff members are forbidden to participate in personal dealing in any way. Dealing is here defined as buying and selling minerals, rocks, meteorites, or any other objects in the same discipline as the museum's collections for personal profit. A staff member must not act as a dealer, be employed by a dealer, or retain any financial interest in a dealership.

## **Identification and Appraisals**

Staff members of the MGMH are expected to be reasonably familiar with the fair market values of the items in their collections; however, staff members are in no way to offer appraisal services to donors or the public. Individuals wishing to obtain monetary value for their object or specimen for insurance, tax-deductions, or other purposes should consult independent appraisers. In response to request from the public for identification of objects, curators may offer a professional opinion, so long as the identification does not infringe upon the other duties of the

employee or encourage or benefit illegal, unethical, or irresponsible traffic and trade of such materials. The curator must take care to offer no definitive judgments or opinions on the authenticity or value of an object and must make clear that they are not acting as an appraiser in this situation. Curators may offer identification and authentication of materials in response to legitimate requests of professional, educational, or governmental bodies or their agents.

## **Acquisitions and Accessions**

### **Focus Areas for Acquisition**

Any acquisition by the museum should support the goals of the institution, and any accession should strengthen the permanent collection to better serve the objectives outlined in the mission statement. The MGMH Collections are exceptionally strong in particular areas and active enhancement of these exemplary features should be pursued. At the same time, less developed areas of the collections have a large amount of potential and a great deal of room for growth and development.

Within the Mineral Collection, one area of collecting priority is systematic mineralogy, of which the addition of new and rare mineral species is a focus. Similarly, significant additions to the collection's geographical and topical strengths including the New England region; Franklin and Sterling Hill, New Jersey; Arizona copper deposits; Tsumeb, Namibia; copper deposits; and gold deposits are also all a priority.

The Gem Collection features many unique and fine gem materials, especially from the New England region. Additional cut stones, particularly rare or excellent examples from the New England area are especially desirable to enhance the collection. Additionally, rough and cut examples of well-known and publicly sought gem minerals such as diamonds, emeralds, rubies, and sapphires are the main focus of growth for this collection.

A strength of the Meteorite Collection is the high number of falls it contains, which are meteorites that were collected shortly after they were observed falling. Falls are desirable because they have not been subjected to unknown periods of weathering. Additionally, the MGMH is particularly interested in acquiring new finds as well as rarer types of meteorites, such as Martian meteorites. Fresh fragments of all types of meteorites are desired to support the research community.

The future goal of the Earth Archive Collection of rocks and ores is to develop and maintain a comprehensive "Earth Archive" of analyzed and/or dated rocks for worldwide use in research. Collections growth in this area is enhanced by the acquisition of rocks collected during field trips that have been analyzed, dated, and have thorough data for use in research, often from Harvard University-sponsored research trips.

## Acquisitions Criteria

An acquisition is defined as when an object, specimen, or collection is obtained by the museum, including the transfer of related ownership and legal rights to the museum. Acquisitions do not include loans, either incoming or outgoing (the specifics of loans will be addressed in an independent section). Acquisitions are closely reviewed for use in the museum and the MGMH is under no obligation to accept all offered donations. The museum will accession materials that are display quality or valuable for research into the collection. The museum also accepts materials that will be used for university teaching, destructive research, museum education, and other purposes that may not include formal accessioning into the collection. After careful review, an accession occurs when an object is formally registered, cataloged, and added to the permanent collection of the MGMH.

As the MGMH has finite resources with which to care for specimens, the museum must carefully plan for objects that come into the collection. All growth of the collection must proceed in an orderly and controlled manner with the interests of the collection, the museum's goals, and the museum's constituents in mind. It is vital that all specimen acquisitions be within the full letter and intent of the law and in line with all ethical considerations. The current collecting and acquisitions criteria for the MGMH include, but are not limited to:

- The object's relevance to the mission and collecting goals, and consistency with the purposes and activities of the museum.
- The potential of the object to be used for exhibition or research.
- The availability of proper resources (storage space, staffing, etc.) to care, store, preserve, and use the object in line with currently accepted international museum standards.
- The object's quality and current condition, any immediate conservation work the object may require, and the scope of conservation the object might require in the future.
- The completeness of the object's accompanying documentation to ensure a fair and clear acquisition, and to make the object useful to the museum for exhibit, research, teaching, etc.
- The availability of all rights, titles, and interests associated with the object. These should be free and clear for the museum without restrictions as to the use, handling, storage, and related care of the object, subject to review in special circumstances.
- The degree, if any, to which the retention of copyright or other intellectual rights by the donor, vendor, or transferor would impair the museum's use of the object, subject to review in special circumstances.

Other criteria unique to each situation will also be addressed upon the consideration of each individual object, and the circumstances involving the transfer of the object into the MGMH collections. It is intended that all accessioned objects will remain in the collections for as long as they retain their physical integrity, authenticity, or relevance to the mission of the MGMH, and that all objects acquired for other purposes will be used and cared for within the guidelines set forth by the ethical bodies discussed in the section regarding ethics.

## **Methods of Acquisition and Restrictions**

Acquisitions intended for use in the MGMH collections may come to the museum through several routes, each with its own considerations and concerns. The means by which an object or collection is acquired will influence the collection committee's decision to approve the acquisition.

### **Gifts and Donations**

Gifts can take several forms, including a full gift (the donor transfers all ownership to the museum), a partial gift (in which the donor retains some ownership of the object or the object's copyright), a restricted gift (in which the donor places restrictions, requirements, or limitations on the use, display, or other aspects of the gift), and a promised gift (in which the object is put in the museum's care with the understanding that the ownership of the gift will pass to the museum after some pre-determined amount of time). All full gifts are typically welcomed without hesitation and will be reviewed according to the criteria listed above to ensure that the gift is used in the way most beneficial for the museum and its constituents. The three latter gift options should be weighed carefully to determine if the restrictions and uncertainties that are associated with the gift's limitations and restrictions are outweighed by the importance or value of the gift. Typically, the museum should not accept objects with unnecessary restrictions, either upon the object or its intellectual rights, as such restrictions are not in line with best museum practices, do not reflect the needs or expectation of the museum, and/or are at odds with Harvard University guidelines. Important and/or valuable gifts will be addressed on a case-by-case basis with close counsel from the appropriate Harvard University offices.

### **Bequests**

A bequest is defined as when a donor expressly states in their will and last testament that a certain part of their estate should be given to the museum. The museum encourages those intending to bequeath objects to the museum to discuss any intentions with museum staff and work with the museum to formulate the bequest documentation. The museum is in no way obligated to accept or accession any bequest to the museum, particularly if the bequest was developed without the consultation of the MGMH as to the guidelines and limitations of the bequest. Upon transferal of the bequeathed objects to the museum, the lawyer or estate manager must also provide a copy of the will dealing with the bequest to the museum for review and collection management. If heirs and assigns wish to give or donate a collection from an estate, this should be treated as a gift or donation and not as a bequest.

### **Exchanges**

An exchange happens when two institutions give and receive objects reciprocally. The MGMH restricts exchanges to only other non-profit institutions to ensure the object(s) being exchanged remain in the public domain. If an exchange is in consideration, the Museum Committee, director, or curator will review the importance of the object to be released from the collection and the object to be acquired and determine if the exchange will serve the future of the

museum in the best way possible following the guidelines laid out under the section dealing with deaccessions.

### **Purchases**

An acquisition that is obtained by the payment of money to an outside vendor or collector in exchange for collections material is defined as a purchase. Criteria for accessioning pertaining specifically to purchases include the fairness of the purchase price, the possibility that a comparable object could be obtained by gift or bequest, the availability of funds to purchase and care for the object(s), and the cost of acquiring the object as compared to the importance of the object to the collection.

### **Field Collected Material**

The Earth and Planetary Science Department of Harvard University and the MGMH actively promote field trips and outings by students and staff to experience work in the field which may result in the acquisition of new potential collections specimens. Objects will be assessed based on their long-term contribution to the museum collections, the availability of space, and staff resources. Material may be placed in the education collection if it is not deemed appropriate for the permanent research collection.

### **Previously Uncatalogued Material**

Materials in the museum's custody that have not yet been catalogued or recorded in any meaningful way will be carefully assessed to determine if the material is owned by the MGMH, and if not, who the appropriate owner is. If an owner can be located, they will be contacted and given due notice of the MGMH having possession of the object or collection. A good faith effort on the part of the museum will be made to locate the owner of the object or their heirs and successors. If no action is taken on the part of the owner or their heirs and successors after two (2) months, the object will be considered to have been donated to the MGMH, who will take full ownership of the object and all of the associated legal rights. Material owned by the MGMH will be evaluated for permanent accessioning and cataloguing using the criteria set out for all new accessions.

### **Accessions and Accession Records**

Objects and collections that have been acquired by the museum must be approved for accessioning by the current curator or the museum's director before an object begins the process of entering the museum's collections permanently. It is understood that when a museum accessions an object or collection, the intent is for that object or collection to remain in the MGMH collections in perpetuity with the proper storage, care, management, and documentation that is afforded the rest of the permanent collection. The museum must be able to fulfill these expectations when integrating the new object or collection and without compromising its ability to properly store and care for the objects already accessioned into the museum.

## **Collections Documentation and Data Control**

Cataloguing is defined as the act of identifying each object in a collection in detail and assigning it a unique identifying number for tracking and information control. All objects in the permanent collections will be catalogued in the current database or cataloguing system in line with locally established standards. Objects are catalogued as soon as possible after entering the museum to prevent any backlog from forming, and a strategic plan for cataloguing previously existing backlog should be put in place promptly to bring the catalogue up to an acceptable standard.

### **Catalogue Records**

Catalogue records provide specific information associated with an object through the unique identification number assigned to that object. All documentation and records associated with the provenance and scientific value of the specimen will be kept in object files. These records will be retained indefinitely for research and object management.

### **Inventories and Location Control**

Inventories occur on a regular basis, with high value collections being inventoried at a higher frequency than the research or reference collections. Internal inventories occur regularly, including spot inventories, “book to floor” inventories, “floor to book” inventories, and “drawer by drawer” inventories. Complete inventories of research specimens should happen on a rotating schedule according to location and should be conducted at a pace deemed reasonable by the curator of the museum. Additionally, externally initiated audits occur every 3-5 years and are conducted by an independent party, higher Harvard administrators at the Office of the General Counsel (OGC), and selected and engaged by the director of the museum. The audit report is provided to the director with copies made available to the curator of the museum.

### **Deaccessions**

A deaccession is defined as when a collection object, including accessions acquired by gifts, donations, exchanges, or purchases, or any other museum object is exchanged with or given to another non-profit institution or physically removed from the collection by means of sale or intentional destruction. This includes individual objects accepted as a part of larger gifted collections which do not enhance the quality of the existing collections and items that have severely deteriorated or have been damaged beyond repair. The act of accessioning an object or collection presumes the intent to maintain that object as part of the museum’s collection in perpetuity; objects will be retained permanently if they continue to be relevant and useful to any of the purposes and activities of the museum and if they can be properly stored, preserved, and used. The act of deaccessioning is considered extraordinary and must be initiated and practiced in strict accordance with MGMH policy, Harvard University Policy, and Massachusetts state laws and regulations. All deaccessioning activities will be guided by the ethical considerations

laid out by the American Alliance of Museums, the International Committee of Museums, and other professional museum resources.

An object or collection may only be considered for deaccession if the MGMH can prove that it has a free and clear title to the object and there are no legal restrictions on the deaccessioning of the object or collection. If there is any question as to the ownership of the object and the museum's right to disposition, legal council must be consulted. All proposed deaccessions must be submitted to and meet the approval of the curator or the director of the MGMH. Large scale deaccessions will require the approval of the MGMH Museum Committee to ensure that a fair decision regarding the deaccession is reached if a large set of objects is nominated for deaccession by the curator or director.

When reviewing a proposed deaccession, the museum and its associates shall review the following considerations to ensure the museum's commitment to the proper management of the collection and the adherence to all ethical considerations:

- Does the disposal of this object respect the protection and preservation of the cultural and research resources that are entrusted to MGMH?
- Does the deaccession fit into the collections development plan by strengthening the collections?
- Does the deaccession involve 'flipping' collections pieces solely for monetary gain or individual gain? This goes hand in hand with the staff ethics of 'dealing' and is strictly forbidden. No object should be acquired for the sole purpose of selling it later for financial gain, be it for the museum, university, or personal gain.
- Does the deaccession best serve the needs of all the museum's constituents including researchers, museum visitors, historians, and others?

In the rare event an object is approved for deaccession, the appropriate deaccessioning form will be filled out and signed by the appropriate staff. This paperwork will include any research that has been done to determine the provenance and legal standing of the object, communications with the donor, reasons for deaccessioning, and any other pertinent information. This information will be kept indefinitely within museum files.

Each deaccessioned object should be disposed of in the method that best suits the object and the current situation. The method of disposal should be done in such a way that considers the best interests of all parties involved: the MGMH, the public trust, and the research community. All accession and cataloging markings should be removed from the object, if possible, before disposal to prevent confusion over ownership at a later date. The primary method of deaccession will be to maintain the object or collection being disposed of in the public domain through exchange with or placement in another institution where the object(s) may serve the purpose for which they were originally accessioned. Certain objects that no longer fill a role in the collections at the MGMH can still serve the public and researchers at another institution, warranting that donation, sale, or exchange with another non-profit organization or educational institution should be pursued before any other mode of disposal is considered.

Any objects sold to any non-profit or non-educational entity must be sold at a public auction in a manner that will best protect the interests, objectives, and legal status of the MGMH. No gifts to individuals shall be made with deaccessioned objects, and no objects will be privately sold to individuals.

If an object or collection is sold to a non-profit or at a public auction, the proceeds will be used in line with the recommendation of the AAM Code of Ethics: “proceeds from the sale of nonliving collections are to be used consistent with the established standards of the museum’s discipline, but in no event shall be used for anything other than acquisition or direct care of collections.” Consistent with this statement, any proceeds from the sale of specimens, funds obtained through exchanges or donations, or any form of monetary income from the deaccessioning of collection’s objects will be used by the MGMH solely for the direct acquisition of new specimens that support the mission and goals of the MGMH or for the direct and immediate care of other objects that are currently within the MGMH collections. Any other use would be inconsistent with internationally accepted museum standards and would be inappropriate for the MGMH and Harvard University.

### **MGMH Mineral Standards**

Making reputable reference materials available to the research community is an important museum activity that supports science at its most basic level. Well characterized minerals are used as standards to calibrate instruments and are thus critical to modern analytical methods. Currently there are a series of mineral standards provided by the MGMH in partnership with IAGeo LTD that have been analyzed multiple times with different methods (see appendix D) and are being heavily used by the scientific community. The museum is committed to protect the mineral standards for present and future research across laboratories and interdisciplinary sciences, promote their fair use among the scientific community by providing an appropriate quantity per person/per institution/per year, market them to the geoanalytical community at modest cost, promote and track the distribution and related published science of the standards, and provide funding to MGMH for the further development of its research collection.

### **Material for Destructive Research Analysis**

The MGMH makes reference-quality minerals available to qualified researchers for destructive research upon submission and approval of written requests. Researchers are encouraged to schedule a visit to the museum prior to submitting a written request for permission to conduct analytical sampling or obtain samples for destructive research. This visit will enable the researcher to assess material available in the collection and to select specific objects for which sampling permission is sought. For information on arranging research visits, see contact information on our website. The written research request should include the following information:

- Date of request.

- Requestor's name, institutional affiliation, address, telephone number, and e-mail address.
- Description of the project, including its significance, research methodology, and expected results.
- Type of analysis proposed and information about who will perform the analysis, including name of institution and full contact information.
- Explanation of why noninvasive or nondestructive analyses cannot be used to address the research questions.
- Discussion of other possible sources of objects and explanation of why the museum's collections represent the only or best source for sampling.
- List of specific items requested for sampling, including their associated MGMH catalog numbers.
- Sample size and/or weight.
- If the requester is a student, the request must be accompanied by a letter supporting the project from the requestor's supervising faculty member.

The staff of the MGMH will review and approve the research requests as quickly as possible, but researchers should expect to wait up to 2 weeks for a response. Factors taken into consideration when approving a destructive specimen request include scarcity of the specimen, quantity being requested, and the demand for the request specimen.

## **Loans**

### **Outgoing Loans**

Outgoing institutional loans are subject to the terms outlined in the loan agreement form (see appendix A). Only specimens that have been properly accessioned and catalogued will be available for loans. Loans are generally for the duration of one year or less. Loans may be extended beyond one year subject to the approval of a renewal request. Typically, no loans are made for longer than five years. All loan requests must be submitted in writing and addressed to the curator or director of the Mineralogical and Geological Museum. The following information is necessary for consideration:

- Details of the specimen(s) being requested for proper selection of specimen(s) to be loaned (catalog number, locality, etc.).
- Nature and purpose of the loan: exhibit, education, and/or non-destructive research.
- The requested duration of the loan, which must be within the one-year maximum.
- An outline of the nature of the study and the expected results for non-destructive research requests.

All loan requests are reviewed and approved by the curator or the director of the museum. Upon approval of the loan, the borrowing institution understands and accepts the responsibility to pay all agreed expenses as described in the loan agreement, including but not limited to insurance, packing, shipping, transportation (including the costs associated with any museum

personnel who may be required to travel with the loan), and exhibition. Expenses associated with specimen loans may be waived at the discretion of the curator or director of the MGMH.

Following consideration and approval, the requestor is provided with an estimate of the costs associated with the loan and proof of insurance may be requested. Each specimen or group of specimens loaned is documented on an individual loan agreement and photographed for record-keeping purposes. A copy of the photograph will be provided to the requestor for their loan documentation. A condition report will accompany exhibition loans, and must be reviewed upon receipt of the object, and again upon return of the object. Any evidence of changes to the loan during transit or during exhibition must be immediately reported to the lender.

Specifications of loan return are to be made at the time of loan negotiation. Notification of the loan's return must be made a minimum of one week in advance. Arrangements for return are to be in line with the conditions agreed upon in the loan agreement. Upon return of a specimen in good order, the loan will be closed and removed from the active loan file. A copy of the closed loan will be provided for the borrowing institution's records.

If the loan results in publication of any kind, the Mineralogical and Geological Museum will receive attribution and a complimentary copy of the published work. For photographic publication, please refer to our "Statement of Intended Use of Photographs, MGMH" form and "Contract for Permission to Use or Publish Copyright MGMH Photographs" (see appendices B and C), which will need to be submitted to the curator prior to any photographic publication resulted from loaned material.

Individuals should be aware that loans are typically only made to those affiliated with an educational or research facility, but exceptions can be made for certain circumstances. Individuals typically cannot provide the security and care for an object that a larger facility would be able to provide, and the long-term security of the collection may be compromised by numerous loans to individuals. Unaffiliated individuals should contact the MGMH to discuss the nature of their loan requests, the purpose of the loan, and the duration of the loan. Unaffiliated individuals requesting a loan should be prepared to provide similar information to that requested of institutions.

### **Incoming Loans**

All incoming loans will be approved in advance by either the director or the curator of the MGMH. There should be a clear connection between the museum's mission and the purpose of the borrowed object. The following information is necessary for consideration by both the director of the MGMH and the lender:

- The intended use of the specimen.
- Details of the specimen being requested for loan (catalog number, locality, etc.).
- The requested duration of the loan within the five-year maximum.
- Safety and insurance provisions the museum will make to ensure the safety of the specimen during transportation and use.
- Who will be responsible for monitoring and caring for the loaned objects.

- The intellectual rights the MGMH would like to request for the object and any limitations imposed by the lender.

All lenders must be able to prove they have the free and clear title to the object or collection being loaned, and the lender must inform the museum if the ownership of the loaned object or collection changes hands at any point of time during the loan period. The museum adheres to the "Guidelines Concerning the Unlawful Appropriation of Objects During the Nazi Era", the Native American Graves Protection and Repatriation Act of 1990 and any AAM documentation regarding ethical lending procedures when reviewing incoming loans.

The museum should be able to keep the object on display for a substantial portion of the loan period, and the loaned object should be in good enough condition to withstand the ordinary strains of packing, handling, and display in the museum. The museum will not exhibit objects or collections to enhance their market value, nor will the museum accept any commission or fee from the sale of objects used in a MGMH exhibition. The museum reserves the right to withdraw an object from exhibit if it appears there might be commercial exploitation of the loan or if the loan appears to bring discredit to the museum.

Following consideration and approval by both parties, an estimate of the costs will be requested from the lender. Insurance will be discussed on a case-by-case basis. Each specimen or collection will be documented in an incoming loan agreement and photographed for record-keeping purposes. A copy of the photograph(s) will be provided to the lender for their loan documentation upon request. Condition reports will be filled out to the specifications of the lending group. Any evidence of changes to the loan during transit or during exhibition must be immediately reported to the lender.

Specifications of loan return are made at the time of loan negotiation. The museum will not store the object long-term after the exhibit or research period is over and will make every attempt to return the object in a reasonable time frame. Incoming loans are typically for one year with renewal based upon the current use of the object for research or exhibition. Notification of the loan's return will be made a minimum of one week in advance. Arrangements for return are to be in line with the conditions agreed upon in the loan agreement. Upon return of a specimen in good order, the loan will be closed and removed from the active loan file. A copy of the closed incoming loan documentation will be provided for the borrowing institution or individual's records.

### **Old Loans and Abandoned Property**

The term 'old loan' applies to any expired or unclaimed loan whose lender cannot be easily located. Property considered abandoned in the museum is subject to Massachusetts General Law Part II, Chapter 200B, Disposition of Museum Property. In accordance with the law, the museum may request the withdrawal of any property deposited in the museum by written notice directed to the depositor, if known, allowing for a one-year period for the lender to respond. Failure to remove property from the museum following a valid provision of notice and a good faith effort to locate the lender may result in the depositor's loss of title and the MGMH

acquiring the title and the associated rights to the object. Upon the loss of title by the depositor, the MGMH will be at liberty to manage the object as it sees fit, including disposing of the object in accordance with the guidelines set out in the section on deaccessions.

## **Access, Research and Use**

### **Access to Collections at the Museum**

The Mineralogical and Geological Museum at Harvard University welcomes researchers to visit the museum collections when considering using them in research. The museum requests that researchers contact the curator of the collections at least two (2) weeks in advance to arrange a mutually convenient time to visit and to allow museum staff to prepare for the research request.

Researchers are encouraged to send a detailed statement listing the purpose of the visit, what they hope to see while visiting (including catalog numbers where available), the desired result of the visit, and the ultimate research goals. Researchers should be aware that the MGMH strives to provide accurate and up-to-date information on all specimens in all areas of the museum, but accuracy of this information is not guaranteed, and many old records, labels, and notations are retained with the collection's objects. Researchers should maintain appropriate levels of academic and intellectual skepticism while working with the collections.

Tours of the collections space by small groups may be arranged with the curator of the collections at least one month in advance of the group visit. Tour requests should include the size of the group visiting, the average age of the tour group, if the tour group would like to focus on any particular topics, and if the tour group would like any additional educational component to the tour. Tours will be permitted as time and space are available.

Staff shall accompany researchers and tour groups at all points of time during their visit to the MGMH. Research quality photographs of objects (lower quality than publication grade) will be permitted to be taken by the researcher. High quality, publication photographs will be provided by the MGMH for a minimal fee, which may be waived at the discretion of the curator. Arrangements may be made with the staff of the MGMH for the loan for an object for high quality photographs (refer to the section regarding loans). The MGMH retains all copyrights and intellectual rights to images of the specimens taken by MGMH staff as well as by any other individual and/or institution either on the Harvard University Campus or at any other facility and will make the copyright available to the photographer as agreed upon by the two parties. The museum reserves the right to waive any fee. Please see copyrights and permissions sections under appendices B, C, and D.

### **Access to Collections Objects on the Internet**

As objects are catalogued and photographed, associated information and photographs will be made available on the MGMH website through the museum's database, the Museum System (TMS). Collections of important research and cultural value, as well as fragile or high security collections, will receive priority when staff catalogues and photographs objects.

Images will be available online in low-resolution format, and high-quality images will be made available for research and publication for a small fee. Fees may be waived depending upon the intended use. Researchers and publishers should fill out and submit a Contract for Permission to Use or Publish Copyright HMM Photographs to the curator for review.

### **Access to Collections Records**

Records about the collections are generally made available to researchers, but records may be withheld at the discretion of the curator or director. Records regarding the value of the collections, donor information, and insurance information will not be released under any circumstance. Records researchers should follow the same protocol as specimen researchers and submit a research request to the curator of the collections at least two (2) weeks in advance of the desired visit date. The request should include a detailed statement listing the purpose of the visit, what they hope to see while visiting, including catalog numbers where available, the desired result of the visit, and the research goals of the visit. Researchers should be aware that the MGMH strives to provide accurate and up-to-date information in all areas of the museum, but accuracy of the information is not guaranteed, and many old records, labels, and notations are retained with the collection's objects. Researchers should maintain appropriate intellectual skepticism while working with the collections.

### **Safety and Security**

#### **Museum Personnel Safety**

The MGMH follows Harvard University's general health and safety procedures for staff safety. All accidents should be reported to the staff supervisor immediately and the proper reporting procedure should be followed.

#### **Collections Security**

The security of the collections is of utmost importance to the museum, as part of the MGMH mission is to maintain and manage the collection for future exhibitions and research. Prevention of theft and damage is of utmost importance. The collection is covered by the Harvard University Historic, Artistic, Scientific & Cultural Heritage Materials Insurance Program administered by the Harvard University Insurance Department.

Staff, students, and volunteers will report any unusual situations or areas where they feel the safety and security of the collections are being compromised to the curator immediately. Visitors may be asked to store their personal belongings in a secure location during tours of the collection space or allow a search to be conducted of their personal items at the end of the tour. The curator will discuss any further security measures with visitors prior to the scheduled visit.

## **Risk Management for the Collections**

Please see the separate Risk Management Policy for details regarding management of natural disasters, theft, pest management, and insurance.

### **Conclusion**

This document has been reviewed and approved for use by the Mineralogical and Geological Museum of Harvard University. It will be made available to the public and print copies will be made available upon request to all potential donors and supporters of the museum.

# Appendix A: Outgoing Nondestructive Loan Form



## MINERALOGICAL AND GEOLOGICAL MUSEUM HARVARD UNIVERSITY

DEPARTMENT OF EARTH AND PLANETARY SCIENCES  
24 OXFORD ST.  
CAMBRIDGE, MA 02138

---

**Outgoing Loan Agreement**

Loan Number: \_\_\_\_\_

**Borrower:**

Address: \_\_\_\_\_

Loan Purpose: \_\_\_\_\_

Loan Period: \_\_\_\_\_

Loan Remarks: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Contact email: \_\_\_\_\_

Contact fax: \_\_\_\_\_

**Installation/  
Preparation**

Prior to any installation/ preparation of the objects, the Borrower agrees to receive written approval from MGMH (including supporting/ mounting hardware, security plates, museum putty etc)

Initial        RAP       **Shipping:** Hand-Carried

Name of Hand-carrier: \_\_\_\_\_

Raquel Alonso-Perez

 Shipping

Shipping paid by: \_\_\_\_\_

Lender \_\_\_\_\_ Borrower \_\_\_\_\_

**Conditions  
Report:**

The MGMH will provide a detailed condition report of the loan item(s). The Borrowing Institution will review this condition report against the loan item(s) at the time of its arrival and departure.

The Borrower agrees to review and acknowledge the conditions report and check the objects after arrival.

Initial \_\_\_\_\_

If any discrepancies, please contact MGMH as soon as possible.

**Photography/  
Reproduction:**

If the Borrower would like to publish an MGMH photograph, please contact MGMH staff at [geomus@fas.harvard.edu](mailto:geomus@fas.harvard.edu)

**Credit Line:**

In any cases requiring a credit line, please use "Courtesy of the Mineralogical & Geological Museum at Harvard University, [Name of specimen], [MGMH ID#], (follow by the information associate with the specimen, such as locality, mine, country, etc...) @ copyright [current year], President and Fellows of Harvard College. All rights reserved."

**Total: Objects**

**Outgoing Loan Agreement**

Loan Number:

---

**. Object Number:**

Locality:

Object Name:

Title/Date:           Remarks

Dimensions:

Credit Line:

**Conditions Report:**

<u>Date</u>	<u>Condition</u>	<u>Remarks</u>	<u>Initial</u>
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Value of object (for insurance purposes only):                   \$

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**Loan Conditions**

1. **Transportation**
  - The MGMH will determine the best means of transportation of the loan and will approve in writing all transportation arrangements.
  - The Borrowing Institution agrees to cover all shipping costs, including courier fee, courier travel, and courier per diem, as agreed in writing by the loaner and loanee.
  - Specimens are to be returned directly to the MGMH. Loan cannot be transferred from the borrower to a third party, nor can to borrower entrust the objects with an unaffiliated individual without the express consent of the MGMH in writing.
2. **Packing**
  - The MGMH will determine the appropriate means of packing the loan material and will approve in writing all crating and packing arrangements. The Borrowing Institution agrees to cover all crating and packing costs or to retain the packing materials used by the MGMH for shipping and to reuse the material to return the specimens in the same manner that they were sent.
  - For all loans including specimens with an exceptional value, the director, curator, or a designated curatorial assistant will manage the packing, handling, placement and removal of the specimens or be present during the packing, handling, placement and removal of the specimens by a pre-approved professional shipping company.
3. **Insurance**
  - Insurance is covered by MGMH, under an All Risk fine arts "wall to wall" policy, from the time that the loan objects leave the MGMH until the objects are returned to the MGMH and the final condition reports are completed.
  - Coverage will include all risk of physical damage or loss including, but not limited to, loss or damage from terrorism, earthquakes, floods, strikes, riots, or civil commotion.
  - The loan objects will be insured at the values assigned by the MGMH. These insurance values should not be construed as an appraised value.
  - If the borrowing institution's insurance policy also covers the loan objects, they will name "President and Fellows of Harvard College" as the main insurer and will waive subrogation rights against Harvard University.
4. **General care and handling**
  - The borrowing institution will exercise the same care and handling to the loan item as it does in the safekeeping of comparable property of its own. Each object shall remain in the same condition in which it was received.
  - The borrowing institution agrees to follow all special handling, installation, and packing instructions provided on the front of this document and detailed in correspondence from the MGMH to the borrowing institution and be in line with the handling restrictions outlined under Section 2. Packing.
  - Upon arrival, all travel containers must be equilibrated to the environment for 24-48 hours before unpacked.
  - No restoration, repair, cleaning, or fumigation of loan objects may be performed by the borrower.
  - Other organic objects stored or exhibited with those from the MGMH must be free of infestation.
5. **Exhibition design and security**
  - The borrowing institution agrees to comply with all requirements detailed on the front of this document, as well as those described in correspondence from the MGMH to the borrowing institution.
  - Mounting fixtures and display stands must meet the specification given by the MGMH. These specifications will be provided in writing if they are needed for the exhibition of specimens.
  - Objects must be displayed in secure cases. At no point of time should unauthorized persons be allowed to handle loaned objects.
  - Specimens that are insured in excess of the total sum covered by the insurance agreements will be subject to increased security measures that will be discussed and agreed upon by the MGMH and the loanee. Any decisions must be agreed upon in writing before the loan will be shipped.
6. **Withdrawal of objects**
  - The MGMH reserves the right to withdraw any items whose condition has deteriorated or may deteriorate due to continued travel, or whose security appears to be threatened, or when other urgent reasons necessitate withdrawal.
7. **Procedure in event of mishap**
  - In the event that a loan item is damaged, destroyed, lost or stolen, the borrowing institution shall give the curator of the MGMH immediate telephone notice, followed by written confirmation. The report of damage or loss should provide a description of the extent and circumstances surrounding the mishap.
  - No repairs or other actions may be taken on the object by the borrowing institution without explicit instruction from the MGMH.
8. **Publicity and credits**
  - The credit line as shown on the front of this form will be used in all printed, digital and exhibition material related to the loan object.
  - Loans for exhibition require that one copy of any catalog or publicity material be sent to the curator of the MGMH.
  - Loans for research require that copies of all instrumental data analysis, including x-rays and photographs, be sent within six months, as well as a copy of any final report or article.
9. **Photography**
  - Please see the appropriate paperwork for use of MGMH object photographs.
10. **Loan fees**
  - The borrowing institution agrees to pay administrative loan fees, conservation, mount fabrication costs, courier fee, courier travel, and courier per diem as detailed in correspondence from the MGMH to the borrowing institution.
11. **Jurisdiction**
  - This agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.
12. **Non-assignability and binding effect**
  - Neither party's rights nor obligations hereunder may be assigned except with the other's written consent. Subject to the foregoing, this agreement shall be binding on and inure to the benefit of the parties and their successors and assigns.

This loan agreement shall be governed in all respects by the provisions set forth. I have read the conditions and accept them.

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Date

\_\_\_\_\_  
Museum Representative

\_\_\_\_\_  
Date

**No Obvious Damage:** A specimen (or specimens) that to the naked eye displays no scratches, abrasions, cracks, broken crystals/broken sections, or unnatural loss of gloss (if polished).

**Minor Damage:** A specimen (or specimens) that to the naked eye shows a small scratch or minor abrasions that constitute a very small percentage (<10%) of the specimen(s), or with minor cracks that again reflect a very small percentage (<10%) of the overall specimen(s), or with minor breakage to crystals/sections (<10%), or shows a small amount (<10%) of dulled display surface (if polished). Additionally this category covers known repaired specimens that may not show any clear visual signs of being repaired, but is obviously is not without any damage or it would not have been repaired in the first place.

**Damaged:** A specimen (or specimens) that to the naked eye clearly shows a significant scratch or multiple scratches or abrasions that constitute >10% of a specimen(s) but not >50%, or with clear cracks that again reflect more than just minor damage (>10%) of entire specimen(s) but not major damage (>50%) of entire specimen(s), or with clearly broken crystals or sections that again constitute >10% of specimen(s) but not >50%, or if polished has between 10% and 50% of the display side noticeably dulled.

**Extensive Damage:** A specimen (or specimens) that to the naked eye clearly shows a major scratch or multiple scratches or abrasions that constitute >50% of a specimen(s), or with major cracks that again reflects damage covering >50% of entire specimen(s) and/or clearly shows danger to maintained solid constitution of a specimen(s), or with major broken crystals or sections that again constitute >50% of specimen(s), or if polished has > 50% of the display side noticeably dulled.

**Other:** Any type of damage that needs to be noted and uniquely described as it does not fall under any of the definitions provided for the four standard checkbox types of deterioration.

# Appendix B: Mineralogical & Geological Museum, Harvard University-

## Statement of Intended Use of Photographs

### Mineralogical & Geological Museum, Harvard University - Statement of Intended Use of Photographs

Please print this screen to submit orders by mail or via email to:  
Mineralogical & Geological Museum  
Harvard University  
24 Oxford Street,  
Cambridge, MA 02138  
[ralonso@fas.harvard.edu](mailto:ralonso@fas.harvard.edu)

Date _____
Requestor Name _____
Organization _____
Federal ID # for non-Profits _____
Address _____

#### **MATERIAL REQUESTED**

MGMH - Harvard Image Number(s):

MGMH ID# Digital File # Title:

---

#### **USE TO BE MADE OF MATERIAL REQUESTED:**

\_\_\_ Book \_\_\_ CD-ROM \_\_\_ magazine/newspaper \_\_\_ scholarly journal \_\_\_ video/ DVD \_\_\_ eBook  
\_\_\_ Dissertation/thesis \_\_\_ non-broadcast documentary \_\_\_ promotion other (please specify) \_\_\_\_\_

\_\_\_ Television: Commercial \_\_\_ Public television \_\_\_\_\_

Broadcast only \_\_\_\_\_ Broadcast & all media (excludes future media not yet invented) \_\_\_\_\_

\_\_\_ Brochure/ catalog: Image size ¼ pg. \_\_\_ 1/2 pg. \_\_\_ 3/4 pg. \_\_\_ Full pg. \_\_\_ Cover \_\_\_

\_\_\_ Online/ web site: up to 1 year \_\_\_ 1-5 years \_\_\_ 5-10 years \_\_\_

\_\_\_ iPhone or Android Application (app)

\_\_\_ Exhibition: Temporary \_\_\_ Traveling \_\_\_ Permanent \_\_\_

\_\_\_ PowerPoint: Temporary \_\_\_ Traveling \_\_\_ Permanent \_\_\_

\_\_\_ Calendar

**Title/Description:** \_\_\_\_\_

**Author/Producer:** \_\_\_\_\_

**Publisher/ Production Co.** \_\_\_\_\_

**Publication/Broadcast/Opening Date:** \_\_\_\_\_

**Image(s):** B/W \_\_\_ Color \_\_\_

**Placement:** Interior \_\_\_ Cover Dust/Jacket \_\_\_ : Full \_\_\_ Composite \_\_\_ Other (please specify) \_\_\_\_\_

**Print Run/Circulation:** \_\_\_\_\_ ISBN (if available) \_\_\_\_\_

**Territory:** North America \_\_\_ Worldwide \_\_\_

**Languages:** Single Language \_\_\_ Two or More Languages \_\_\_

**Editions:** First use \_\_\_ Reuse \_\_\_

# Appendix C: Contract for Permission to Use or Publish Copyright MGMH

## Photographs

The Mineralogical & Geological Museum, Earth and Planetary Science Department, Harvard University, 24 Oxford street, Cambridge, MA 02138

### **Contract for Permission to Use or Publish Copyright MGMH Photographs**

#### Contract for Permission to Use or Publish Copyright MGMH Photographs

President and Fellows of Harvard College, Mineralogical and Geological Museum at Harvard University (hereinafter, "**MGMH** - Harvard") supplies an image in the requested format for **onetime use** only and for the purpose listed in the attached, "Statement of Intended Use Form." Any subsequent edition, reissue, translation, etc., in any medium constitutes reuse and must be applied for in writing. There is a reuse fee. Ordinarily there is no charge for non-commercial use of such images, i.e., for standard scientific publication.

By signing below, the Requestor agrees to the following Terms and Conditions and Credit Guidelines:

#### Terms and Conditions

One complimentary copy of any published work, including CD-ROM products, in which the image appears, must be provided to **MGMH**. Requester may not reproduce copies of the images nor grant other parties permission to create reproductions or facsimiles of the image, except that reproductions of the image may be made for on-line or paper course-pack materials containing all or a portion of Requester's work listed below, subject to Requestor's compliance with the other requirements of this contract.

**MGMH** - Harvard does not grant Requester exclusive use through this contract and retains its rights to publish and/or grant permissions for others to do so.

**MGMH** - Harvard reserves the right to limit the number of photographic copies; to restrict the use or reproduction of rare, valuable, or sensitive materials, to refuse permission for inappropriate uses; and to charge different fees from the ones listed in the attached "Images Fees." Unless expressly approved in advance by **MGMH** - Harvard, images must be reproduced unaltered and in their entirety; images may not be cropped, overprinted, printed on color stock, or bleed off the page. No Image used by Licensee will exceed 1 mega pixel dimension (1600 x 1200 pixels) for web use.

Except in accordance with the credit guidelines below, Requestor shall not use or register the name "**MGMH** - Harvard", "Harvard" (alone or as part of another name) or any logos, seals, insignia or other words, names, symbols or devices that identify HMM - Harvard, Harvard or any Harvard school, unit, division or affiliate ("Harvard Names") for any purpose except with the prior written approval of, and in accordance with restrictions required by, Harvard. Any usage by the requestor is not endorsed or sponsored by Harvard Names, nor shall the requestor imply that any usage is endorsed or sponsored by Harvard Names.

**Copyright** to any photograph of **MGMH** specimens, either taken by the **MGMH** staff photographer or, if taken by another photographer and regardless of the intended use, are retained by **the President and Fellows of Harvard College**.

## Contract for Permission to Use or Publish Copyright MGMH Photographs

### Credit Guidelines

The following standard credit format must be utilized for each image or further permissions will be denied:

**“Courtesy of the Mineralogical & Geological Museum at Harvard University, Name of specimen, MGMH ID#, (follow by the information associate with the specimen, such as locality, mine, country, etc...) @ copyright 2012\*, President and Fellows of Harvard College. All rights reserved.”**

**\*Copyright year:** Most photos are copyrighted to 2012 if from Google Arts & Culture or the MGMH website, but please confirm any other photos.

The HMGH - Harvard reserves the right to require inclusion of additional credit information or other notices and to charge liquidated damages of \$1000 for failure to comply with agreement guidelines. We ask that you comply with these guidelines and conditions:

**Published Materials:** the credit line should appear on the same or facing page as the image or on a separate photo credits page. Each individual image used must be credited properly.

**Films, Filmstrips, and Video Presentations:** include the credit within the “Sources for Illustrations/Images” or “Credits” section of the production.

**Exhibitions:** the credit should appear in the exhibition area, preferably directly below or adjacent to the original copy.

**Web use:** the credit should appear either adjacent to the image or in a “Sources of Illustrations/Images” section. Digital images must include the full negative number with the name of the digital file. The Uniform Resource Locator to <http://www.geomus.fas.harvard.edu> (The MGMH - Harvard’s main web page) should also be included. No Image used by Licensee will exceed 1 mega pixel dimension (1600 x 1200 pixels) for web use.

**iPhone or Android Applications (Apps):** the credit should appear either adjacent to the image or in a “Sources of Illustrations/Images” section. Digital images must include the full negative number with the name of the digital file. No Image used by Licensee will exceed 1 mega pixel dimension (1600 x 1200 pixels).

**eBook:** the credit line should appear on the same or facing page as the image, or on a separate photo credits page. Each individual image used must be credited properly.

**PowerPoint:** the credit line should appear on the same slide as the image, or on a separate photo credits slide. Each individual image used must be credited properly.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **Appendix D: References to Studies Analyzing the MGMH Standards**

Dyar et al. (2001) Reference minerals for microanalysis of light elements. *Geostandards Newsletter* 25, 441-463

McGuire et al. (1992) Mineral standards for electron microprobe analysis of oxygen. *American Mineralogist* 77, 1087-1091

Tomascak et al. (1996) *J. Geol.* 104, 185-195.

Tomascak, P.B., Krogstad, E.J., and Walker, R.J. (1998) *Canadian Mineralogist* 36, 327-337.