

**Archbold Biological Station  
Biological Collection Policies<sup>1</sup>  
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## PURPOSE

"...collect and maintain a depository of biological specimens and materials in sufficient numbers and quantities to provide Archbold Biological Station, the Macarthur Agro-ecology Research Center, the Archbold Reserve and the surrounding region a base for research on the variety, evolution, and conservation of biological species and the composition, distribution, importance, and functioning of natural ecosystems"

This document reaffirms existing policies and explains administrative intent governing the acquisition, use, and disposition of those collections by the Archbold Biological Station, the Macarthur Agro-ecology Research Center, the Archbold Reserve and its staff, both hereinafter referred to as Archbold. The rules set forth in this policy statement:

- Outline basic priorities for adding new objects to the collections.
- Provide direction for acquisition of collections by Archbold.
- Affirm that the highest ethical standards will be met by Archbold staff and visiting investigators in all transactions, including avoidance of conflicts of interest.
- Affirm that the Archbold staff will comply with all laws and regulations governing the collecting of objects, the transfer of ownership of those objects, and the movement of objects and collections across geo-political boundaries.
- Assure that the standards of documentation for acquisitions shall equal or exceed those current in the respective scientific disciplines relating to particular collections.
- Define the conditions of acceptance that may be placed upon objects to be acquired by Archbold.
- Define the conditions and procedures for permanent removal of objects from the Archbold collection.

These policies are concerned with the Archbold scientific archival research collections, herein after referred to as 'research collections', maintained by our scientific staff.

The following definitions apply:

- 'Collection' is an assemblage of anthropological, biological, and geological objects acquired, accessioned, and conserved because of their scientific and historic significance and educational value.

- 'Object' encompasses all collection materials, including, but not limited to, specimens, artifacts, articles, photographs, illustrations, drawings, archival and library materials, field notes and records, and exhibits.
- 'Acquisition' involves all transactions by which title to incoming objects is transferred to Archbold by which the objects come under the professional administrative and curatorial control of Archbold, and includes gifts, bequests, purchases, exchanges, and other transfers, in addition to collection by Archbold staff.
- 'Disposition' involves all transactions by which title to outgoing objects is transferred from Archbold to another institution or individual, as well as disposal by intentional destruction.
- 'Accession' refers to the specific procedures that are followed in the preliminary logging of new objects into Archbold's collection following acquisition.
- 'Deaccession' refers to the specific procedures that are followed in removing objects from Archbold's collection in preparation for disposition.
- 'Curation' embraces all aspects of professionally caring for the collections and the objects they contain, including, but not limited to, acquiring, accessioning, cataloging, maintaining, preserving, restoring, deaccessioning, and disposing of the collections, objects, field notes, databases, and other associated records and documentation.

Note that acquisitions and dispositions do not include 'loans' or 'chain of custody evidence' both of which are the temporary transfers of collection objects to and from Archbold without a change of ownership.

## ACQUISITIONS

1. **Archbold Collection.** The natural history collection is maintained by Archbold's departments of Avian Ecology, Entomology, Plant Ecology, Herpetology, Mammalogy, and MAERC. The collection, organized by scientific discipline and preservation requirements, ranges from intensive coverage of Archbold properties, the Lake Wales Ridge, Central Florida and less extensive coverage of the State of Florida and the circum-Caribbean region. Archbold's collections combine elements of both intensive and extensive coverage. The former are useful in detailed research efforts such as monographs and area studies, while the latter enable broadly comparative studies, significantly aid identification services and environmental studies. Original scientific research, based upon the research collections, is carried out by members of the Archbold staff, by scholars throughout the world, and by visiting investigators working at Archbold. Identification advice, undergraduate teaching, and graduate training and similar activities are an everyday part of collection use.

In addition to the research collections, Archbold maintains smaller teaching and education collections, usually of objects with lesser or no scientific value. At any given time, a small portion of the research collections, and/or objects from the exhibit/education collections, can be on public display. Such explanations depend on carefully selected objects from the research collections and exhibit/education collections coupled with the knowledge and expertise supplied by the scientific and education staff.

Thus, Archbold's policies toward its collections bear directly on its continuing ability to influence and support both the scientific community through research and educational activities and the public through education.

**2. How Natural History Objects and Collections are Acquired.** Archbold is empowered to collect, accept, preserve, maintain, or dispose of the specimens and materials to build its research collections. Many of the objects are collected by Archbold staff in the course of their research in the field. The title to objects collected by full-time Archbold staff, or part-time employees, during their regular working hours, or with Archbold funding, or as part of their regular job assignment, or Archbold sponsored volunteers, or collected on Archbold sponsored field trips, is vested in Archbold. As a condition of sampling on Archbold property, Archbold may also require duplicate specimens collected by Visiting Investigators, or synoptic collections, to be deposited in the Archbold collection.

Acquisition can also occur through purchase, donation, bequest, transfer or exchange of objects from individuals, private companies, other museums, or research institutions outside Archbold. Acquisition from outside sources can occur directly by Archbold. The Archbold collection and objects in the collection are owned by Archbold Expeditions. Many of Archbold's research collections have scientific value far greater than their monetary value. Many of the objects in the collections are irreplaceable. Objects and collections that are to become part of the research collections may be acquired directly by Archbold. Decisions to acquire collections can only be made by the Executive Director and the relevant Curator.

**3. Priorities for Acquisition.** Although the present collections are of international significance and are used in research, identification, and educational activities, all of the collections can be improved by selective addition of new objects.

It is equally clear that Archbold cannot engage in indiscriminate acquisition. The diversity of nature is so extraordinarily large that physical space limitations alone make comprehensive collecting impossible. The financial aspects of fulfilling Archbold's continuing obligation to preserve, maintain, and use representative samples of the region limit our acquisition capabilities. Consequently, priorities for new acquisitions have been adopted. For similar reasons, consideration must be given to policies covering disposition of objects that may no longer be appropriate or necessary for Archbold's areas of interest. Archbold is committed to the rapid diversification into collection and databasing new types of specimens such as genomic samples, Lake Annie plankton, tree cores, Florida Scrub-Jay tissue samples, and tissue samples from other species collected. The criteria for accession follow the same guidelines as priorities (below) for whole organisms. Archbold is increasingly committed to archiving tissue samples when new specimens are archived into the collection; -80° freezers and refrigerators are available for certain samples, or small tissue samples can be preserved in ethanol. No specimens can be stored in freezers or refrigerators without express permission of the curator and all specimens must be clearly labeled with full metadata.

All specimens collected by Archbold staff are to be accessioned into the Archbold collection unless there is an agreement between the Curator and the Executive Director that the objects are to be transferred to a collection at another institution.

In return for permission to conduct research on Archbold properties Archbold often requires that duplicate specimens collected by visiting investigators be made available for the Archbold collection. Archbold particularly encourages accession of voucher specimens and synoptic collections that are relevant for ecological research. This may be a condition of the permission to conduct research. Given the ecological emphasis at Archbold, Curators may welcome the accession of specimens that are accompanied by rich ecological data.

**First Priority.** To strengthen collection areas in which Archbold has a current specialization and recognized research interest, especially when these areas are threatened irreversibly by human activities. Examples of primary priority acquisitions are objects (specimens, tissues, samples etc.), of direct use in present or projected research or in current educational programs; high quality objects needed to fill gaps in the current holdings or to supplement objects of lesser quality; objects from biotas where technological changes and expanding human activity place a time limit on the period in which sampling can take place.

Specimens collected at Archbold Biological Station or other Archbold properties, or by Archbold staff, that are holotypes (single physical example of an organism used when the [species](#) (or lower-ranked taxon) was formally described, explicitly designated as the holotype) are NOT accessioned into the Archbold collection but rather are to be deposited into the collection of a major institution, with greater public access than that of the Archbold collection. Paratypes may be accessioned into the Archbold collection, and to be noted as such in all metadata and databases.

**Second Priority.** To broaden the comparative base of our established collection areas. Examples of secondary priority acquisitions are archival objects such as voucher objects for published research; synoptic objects from specialists; objects that will strengthen a collection in a subject area related to a previously established one.

**Third Priority.** To obtain collections of a general nature that is within the broad interests of Archbold. Examples of tertiary priority acquisitions are interesting or unique, adequately documented objects of limited use in a scientific sense; objects outside the scope of current Archbold research collections, but that might in the future have direct use in explaining more fully the diversity of nature and culture to the lay public.

It is recognized that acquisition of objects often must be opportunistic. From time to time, collections of recognized national or international significance become available from individuals or institutions that are no longer able or willing to preserve, maintain, and use them in research and educational activities. Acceptance of responsibilities for such collections may involve establishing a new area of interest within Archbold. Acquisition of such collections must be judged on their individual merits, carefully weighing the values and costs of such additions against the evolving programs and emphases of Archbold, as well as Archbold's resources.

**4. Ethics of Acquisition.** All acquisitions by Archbold staff shall reflect its commitment to preserve and guard the biological and cultural heritage of the earth. Objects that have been collected recently in such a careless manner as to impair their scientific value shall not be accepted (e.g. biological objects with inadequate documentation). Biological collections involving unnecessary harm to populations with limited numbers of individuals or a tenuous existence shall not knowingly be made by staff or accepted by Archbold from others.

Visiting researchers and students who intend to collect on Archbold property will be required to provide a copy of their research proposal in advance for review and approval by Archbold senior scientific staff. They may be required to deposit specimens or synoptic collections into the Archbold collection as a condition of the approval to conduct this research.

**5. Laws Governing Acquisition.** Biotic objects will be acquired only when they have been collected, possessed, exported, and imported in full compliance with the laws and regulations of the Federal Government of the United States, and of the individual states within the United States. Archbold will refuse to acquire objects in any case where it has cause to believe that the circumstances of their collection involved the unscientific or intentional destruction of sites, or where state or federal laws have been violated. Reasonable efforts will be made to ensure that these conditions are met, that title to the object or objects may properly be transferred to Archbold. Archbold will cooperate with authorities of the United States in legal action against those committing improprieties.

Archbold does not hold permits for collecting specimens in foreign countries, Archbold staff accompanying foreign collection trips must operate under the aegis of the organizing partner institutions. Most federal and state research grants and contracts to Archbold provide for the biological objects collected by Archbold staff to be placed in the collection.

Copies of permits and correspondence related to the acquisition of specimens deposited in the Archbold collection, or collected Archbold, shall be kept in the archives. Copies of collecting permits for any sampling to be conducted on Archbold property have to be provided in advance.

In an attempt to avoid encouraging, even indirectly, trade in illicit or irresponsibly acquired objects, Archbold will not accept any object whose acquisition does not meet Archbold's own criteria for acquisition.

**6. Conditions of Acceptance.** With very few exceptions, all acquisitions are unconditional. Archbold normally cannot accept objects on which the owner has placed restrictions that would prevent effective research examination, normal exhibition use, loan, or disposal in accordance with this established policy.

**7. Acceptance of large collections.** The decision of whether to acquire a large collection from another institution/individual is primarily the responsibility of the relevant Curators / Executive Director. Given that acquisition of physically large collections has institution-wide impact, especially with regards to space, acquisition of such collections requires written authorization from the Executive Director. The Archbold Senior Science staff should together discuss whether

acquisition should be approved, modified, or denied. Factors under consideration for accepting large collections include:

1. Size of collection in terms of numbers of specimens/lots, and expected footprint at the (calculated as if the collection were housed on its own)
2. Significance of collection, such as addition of new type material, species, geographic areas, etc.
3. How much does this collection duplicate holdings at Archbold?
4. How does this collection fit with the strengths of Archbold?
5. How much of this collection is anticipated to be retained after curation?
6. How will the collection be transported to Archbold?
7. Cost of transporting the collection to Archbold and how that cost will be paid.
8. Where will the collection be held while it is being processed into the research collection?
9. Projected time needed for curation.
10. Projected cost of curation, including extra staff, cabinets, labels, data management, computer entry, etc. and how the cost will be paid.

**8. Standards of Documentation.** Minimum requirements of documentation, including provenience, vary by research collection. Such standards are necessary requisites for objects to be added to the research collections.

For all new objects to be added to the Archbold collection that are collected from 2009 onwards Archbold will require, as a minimum set of documentation, sufficient data to allow input of specimen metadata into the growing Archbold collection digital databases and in particular to meet the minimum Darwin core data export standard requirements. Each Curator can provide visiting investigators with the core metadata requirements; we include the need for accurate GPS or location information for collecting locations.

For specimens to be collected on Archbold property but accessioned into other museums and institutions we will request information in advance on the data-basing policies of this institution, require the identification of Archbold as a collecting site in specimen metadata, and promote the linkage of this collection material via standard collection data portals on the Internet.

**9. Appraisal and Authentication of Acquisitions.** No member of Archbold staff shall, in his or her official capacity, give appraisals for the purpose of establishing the tax deductible value of gifts or purchases offered to Archbold. The United States Internal Revenue Service prohibits appraisals from a recipient institution that is directly involved in the transaction. Only appraisals from disinterested third parties are accepted. No member of Archbold staff knowingly shall appraise, identify, or otherwise authenticate natural history objects for other persons or agencies under circumstances that could encourage or benefit illegal, unethical, or irresponsible traffic in such objects. Identification and authentication may be given for professional or educational purposes and in compliance with the legitimate requests of professional or governmental bodies or their agencies.

**10. Accessioning Acquisitions.** Before any nationally or internationally renowned, monetarily valuable, or scientifically extraordinary collection is accessioned into the Archbold collection, a summary report must be completed and filed in the permanent records of that research collection. The report shall contain the following information:

1. Which research collection will receive the acquisition?
2. Name of collection being acquired.
3. Summary of contacts with owner or administrator; names and dates.
4. Name of collection owner if different from initial contact.
5. Items in collection (e.g., number of objects or number of specimens, notes, photographs).
6. Statement about the provenience of the objects - a brief summary should be provided for large collections containing hundreds of objects with varied or extensively detailed provenience.
7. Copies of documentation certifying to the legality of the collection (e.g., export permits from the country of origin, U.S. federal or state permits, statement from owner).
8. Signed letter, document, or certificate from the owner stating that title to the collection is being transferred to Archbold Expeditions.
9. Date collection was transferred to Archbold.
10. Names of people involved in the acquisition.
11. Date and signature of the Curators in charge.
12. A copy of the acknowledgment letter given to the owner.
13. Information detailing the circumstances of original acquisition and the curatorial history of the collection

## **MAINTENANCE OF THE COLLECTION**

**11. Curation.** The collection at Archbold shall be curated according to the highest professional standards. That curation aims to preserve and maintain the collections, and the objects and associated data they contain, so they may be available in perpetuity for use in studies and exhibitions (the rare exceptions are discussed below under Section 24--Disposal and Section 16--Destructive Analysis). To assure that these standards are met, each part of the collection shall be assigned to the responsibility of particular Curators.

## **USE OF THE COLLECTION**

**12. Loans.** Materials from the research and exhibit/education collections may be loaned to or borrowed from other natural history museums, universities, and other appropriate public institutions for research and/or exhibition purposes. Objects shall not be lent to or borrowed from individuals except under exceptional circumstances and then only on the recommendation of the Curators in charge. A record of all incoming and outgoing loans shall be maintained as part of the permanent records of Archbold.

**13. Incoming Loans.** Incoming loans shall be accepted only for purposes of research or exhibition under the following conditions:

1. Incoming loans are to be requested and processed only by the Curator in each division.
2. Indefinite or long-term loans shall be accepted only when authorized in writing by the Executive Director or his/her designee on recommendation of the staff.
3. Incoming loans shall not be accepted if they do not meet the same standards set forth in Section 4--[Ethics of Acquisition](#) and 5--[Laws Governing Acquisition](#) above.
4. While the loans are in our care, they will be handled, conserved, stored, and exhibited, as required by the lending institution or otherwise accorded the same professional care as if they were part of the Archbold collection.
5. Archbold does not participate in forensic identification for law enforcement agencies. Forensic objects must be referred to relevant state museums such as Florida Museum of Natural History directly so as not to jeopardize legal chain of custody.

**14. Outgoing Loans.** Archbold lends objects to qualified institutions for scholarly research and exhibition subject to the policies and practices consistent the Archbold collection. However, the following conditions pertain to all outgoing loans:

1. Outgoing loans are available but preference will be given to investigators and institutions that justify the need for an Archbold specimen (ex. for edge of range data), rather than specimens that could be just as easily obtained from major museums and lending institutions. Given our small size and staff this is to protect staff from burdensome requests that would be ordinarily directed to large institutions with professional curatorial staff and loan procedures .
2. Before lending to individuals, the Curators in charge must make every effort to seek an institutional affiliation or endorsement for that person.
3. Objects requested by students require written faculty or institutional endorsement and will be considered the direct responsibility of the faculty member or institutional representative endorsing the request.
4. Loans shall not be transferred by the borrower to any other institution or individual without prior written approval of the Curator in charge.
5. The maximum duration of any loan shall be one year, but shall be subject to renewal at the discretion of the Curator in charge.
6. Objects shall not be loaned for destructive analysis except as provided in Section 16--[Destructive Analysis](#) below.
7. Shipment of outgoing loans shall comply with labeling and permitting requirements of all applicable state and federal laws and international treaties, including the United States Endangered Species Act, the Convention on International Trade in Endangered Species of Wild Fauna and Flora, and the UNESCO Convention of 1971. Domestic and international shipments of specimens in ethanol shall be made according to the Small Quantity Exceptions Provision of the U.S. Department of Transportation 49CFR 173.4, and the Excepted Quantity Provision of the International Air Transport Association.
8. The costs of shipping and packaging of Archbold collection materials will be charged to the recipient institution.
9. Loan of primary Types (e.g., paratypes) is at the discretion of the Curators in charge and if loaned, must be sent/received only by traceable shipping method (e.g. UPS, FedEx).

10. Outgoing loans from genetic resource collections shall require a signed agreement from the loan recipient that stipulates limits on intellectual property rights and commercial use of the genetic information derived from the loaned material, see 17--[Commercial Use of Archbold Collection Objects](#) below.

**15. Access to Collections.** During normal operating hours, the collections shall be accessible for legitimate research and study by responsible investigators, subject to procedures necessary to safeguard the objects and to restrictions imposed by limitations of space and facilities, exhibition requirements, and availability of appropriate curatorial staff. It is Archbold's goal that, as specimen data become increasingly available in digital databases and over the Internet there shall be free and complete access to collection information except in cases of location information for rare and listed species.

**16. Charges.** No specific charges are incurred for access to the Archbold collection materials but visiting investigators to the Station pay the \$10 a day Station Use Fee to cover all the various administrative expenses of hosting visitors at Archbold, in addition to their housing and food costs.

**17. Acknowledgements.** As a condition of use of the collection, Archbold requires acknowledgement of use of the collection materials in subsequent publications. All use of Archbold collection materials should be acknowledged in peer reviewed journal articles, books etc. Copies of publications referring to Archbold collection material (electronic and hard copy) should be sent to the Station Librarian for inclusion in Station archives and for listing in the Station bibliography.

**18. Destructive Analysis.** Since aspects of destructive analysis are related to Section 24--[Disposal](#) research involving destructive analysis is a specialized use and requires prior written approval of the Curators in charge. Archbold's professional, and moral obligation to maintain its collections for scientific and public good extends even to destructive analysis.

Specialized uses of Archbold materials for destructive analysis include genetic and geochemical analyses, and anatomical and histological studies. Collections frequently affected by such requests for destructive analyses shall develop guidelines for destructive analyses, and include these with their loan forms when appropriate. Archbold collections that have the specific goal of serving as repositories of genetic resources (e.g. frozen tissue collections) and, as such, routinely handle requests for destructive analysis are expected to implement loan request procedures that help balance current needs for access to those genetic resources with the value of preserving those materials for future use. However, destructive analysis of materials archived in genetic

resource collections is not considered exceptional and all efforts should be made to honor requests that will likely yield significant scientific contributions.

When destructive analysis is appropriate, every effort should be made to limit destruction to less than the entire specimen and to return the remains so that they will continue to be available for research and education, as well as serve as a voucher of the specimen sampled.

Requests for destructive analysis must detail the specimens or materials required and the procedures to be conducted. Any remains from the analysis continue to be the property of Archbold unless other provisions are specifically allowed in writing (by the Curators in charge) prior to destruction. In cases involving the dissection of biological specimens, the undestroyed component parts shall be returned to the collection along with associated identifying tags or marks. The data resulting from the destructive analysis shall be reported to the appropriate research collection and will be maintained with the records associated with the materials analyzed. At the discretion of the Curators in charge, arrangements may be made to divide duplicate histological slides, genetic isolates or other similar preparations between the researcher and the collection.

**17. Use in Education and Exhibits.** Archbold places original, reconstructed, and duplicated objects from the collections in the education program and in exhibits. These objects remain the curatorial responsibility of the research collections from which they originated, and shall be treated in a manner consistent with the policies stated above. If the research Curators in charge reasonably determines that exhibition will damage the objects, or is damaging the objects, from the research collection, the situation shall be remedied immediately.

**18. Commercial Use of Archbold Objects.** The Archbold collection is normally not available for commercial non-educational use. However, at the discretion of the Executive Director objects may be made available for reproduction for commercial sale. The Curators in charge shall be the judge of quality control, selections, and marketing with approval of the Director. Such commercial use shall be consistent with this collections policy. Copyright for reproduction of Museum objects shall remain the property of Archbold Expeditions. Outgoing loans from genetic resource collections shall require a signed agreement from the loan recipient that stipulates limits on intellectual property rights and commercial use of the genetic information derived from the loaned material. This agreement shall be consistent with the collections policy and with any other such use limits established by the collecting permits used to acquire the loaned material for the genetic resources collections.

## **PRIVATE COLLECTIONS**

**19. Conflicts Of Interest and Ethical Constraints.** Archbold employees are prohibited from having their own private scientific collections, or objects of scientific interest in collections that are in their professional field of interest.

Collections of natural history objects of primary scientific interest and associated field notes made by professional Archbold employees with the use of Archbold funds, direct or indirect,

complete or partial, in the broadest sense, within the field of the persons employed, shall be Archbold property, except as limited by conditions of the collecting/research permit. Collections made by Archbold employees outside their professional field of interest, and/or outside the areas in which Archbold has active interest or maintains curated collections, is permitted. No authority shall be granted to Archbold to restrain or restrict the principal investigator's use of his or her own field notes. Should the principal investigator leave the Archbold staff, a complete archival copy of the field notes, digital data and any other associated data, shall be left with Archbold.

Personal collections, where permitted by the above policy, may be amassed by Archbold employees only through compliance with applicable state and federal laws and international treaties. These restrictions also apply to synoptic collections.

The private collections policies set forth in this section does not apply to volunteers, or to non-paid associates and courtesy appointments. However, such volunteers and honorary colleagues are prohibited from adding to their private collections any objects acquired as a result of their association with Archbold. This 'conflict of interest' policy shall be carried out with the best interests of Archbold in mind, recognizing the commitments of Archbold to the professional interests of the individuals.

Any dispute arising from this section shall be resolved by the Executive Director.

## **DISPOSITIONS**

**20. Legal and Ethical Constraints.** Archbold acts as custodian of objects for the broader benefits of society. When dispositions are appropriate, every effort should be made to transfer objects to other museums or public institutions where they will continue to be available for research and education. See also Section 16--[Destructive Analysis](#) above. Such transactions must not profit individuals or private institutions. A record of all transfers and disposals shall be maintained as part of the permanent records of Archbold.

All of the provisions for disposition shall be consistent with the ethical and legal constraints set forth in Section 4--[Ethics of Acquisition](#), 5--[Laws Governing Acquisition](#), and 11--[Curation](#), above.

**21. General Policy on Dispositions.** Objects in the collections should be retained permanently if they continue to be useful to the purposes and activities of Archbold; if they continue to contribute to the integrity of the collections; and if they can be properly stored, preserved, and used. Upon the recommendation of the Curators in charge, objects may be disposed of by formal deaccessioning when the above conditions no longer exist, or if it is determined that such action would ultimately improve or refine the collections, upon compliance with all legal requirements.

**22. Recommendation of Curator** Each object being considered for deaccessioning must meet the following criteria as evidenced by the Curators in charge based upon one or more of the following:

- The object lacks value for scientific research or documentation, or for educational use.
- The object no longer retains its physical integrity, its identity, its provenience, or its authenticity.
- The object is not relevant to or consistent with Archbold's function and purpose.
- Exchange of a redundant object (one of a series of similar objects with similar provenience in the collection) with a recognized public systematics collection or natural history museum will improve and refine Archbold's collection.

Such deaccessions shall be made by transfer or disposal.

**23. Transfer.** Permanent transfers of scientifically or educationally valuable Archbold accessioned objects may be recommended by the Curators in charge. Except in extraordinary circumstances they shall be made only to other non-profit public institutions. Transfers to private individuals shall be made only when the Curators in charge can demonstrate a benefit to the collection, and only after approval of the Executive Director or his/her designee.

**24. Disposal.** Over the years, as standards of object documentation change, as the collections grow and objects suffer deterioration, biological and anthropological objects that formerly were a significant part of the research and exhibit/education collections may become surplus. Removal or culling of such objects from the research and exhibit/education collections is a continual and routine process.

Often these objects from the scientific collections are used in Exhibits and Education Programs. If such objects are not needed by Archbold's education programs, the Curators in charge of the research collection may give them to the Education department for use in teaching activities, or if no alternative exists, they may be discarded completely or destroyed. Such objects for disposal shall have all identifying marks and numbers removed from them and the disposal shall be noted in the appropriate research collection records and databases by the Curators in charge, offered first to Education, and then disposed of in accordance with these guidelines. Objects shall not be given or sold privately.

**25. Sale.** The Archbold collection is generally not for sale. In rare instances where specimens are to be disposed of because they are not appropriate for the collection, yet have substantial monetary value, we may consider the sale of specified specimens. Such sales will be limited to items that do not meet the collection's priorities for acquisitions, lack scientific value, and whose sale does not represent an ethical compromise. Decisions to sell such items will be made jointly by the relevant Curators, and the Executive Director. In such cases, disposal of these collections items may occur through sale.