



Life and Earth Sciences and Library Collections

**Curatorial Policies
and
Collections Management Procedures**

2003

First published 1998

Revised edition 2003

© The Natural History Museum, London 2003

ISBN

The Natural History Museum

Cromwell Road

London SW7 5BD

www.nhm.ac.uk

Resource Registration numbers:

The Natural History Museum, South Kensington - 1784

The Walter Rothschild Zoological Museum, Tring - 2067

CITES Registration number: GB 001

Contents

1. INTRODUCTION.....	5
2. AUTHORITY	6
3. SCOPE OF THE COLLECTIONS	7
3.1 KINDS OF ITEMS.....	7
3.2 GEOGRAPHICAL LIMITS	8
3.3 CHRONOLOGICAL LIMITS	8
3.4 PRESERVATION OF MATERIAL.....	8
4. EXPERTISE	9
5. COLLECTIONS MANAGEMENT	9
5.1 CARE AND MANAGEMENT	9
5.2 CONSERVATION.....	10
5.3 ACQUISITION POLICY	11
5.4 DISPOSAL POLICY (INCLUDING EXCHANGES).....	12
5.5 DESTRUCTIVE AND INVASIVE SAMPLING.....	13
5.6 AUDIT	14
5.7 DOCUMENTATION	15
5.8 ACCESS.....	16
5.9 LOANS POLICY	16
5.10 RISK MANAGEMENT AND SECURITY.....	20
APPENDICES	21
Appendix 1. Botany	21
Appendix 2. Entomology	23
Appendix 3. Mineralogy.....	25
Appendix 4. Palaeontology.....	27
Appendix 5. Zoology.....	30
Appendix 6. Library and Information Services.....	32
Appendix 7. Code for collecting biological and geological specimens	35
Appendix 8. Bioprospecting Policy	36
Appendix 9. The use of specimens in DNA-based studies	37
Appendix 10. Contract terms for the protection of museum objects.....	39
Appendix 11. Museums and Galleries Act 1992, Schedule 5	40
Appendix 12. Archives and records management policy	41
Appendix 13. Integrated pest management policy	47

The Museum's mission is to maintain and develop its collections and use them to promote the discovery, understanding, responsible use and enjoyment of the natural world.

1. INTRODUCTION

- 1.1 The purpose of this document is to bring together and make available the policies and procedures of The Natural History Museum which relate to its life and earth sciences collections and the collections of the Museum's Library. The general principles also apply to the collections in the Museum's Archives, but because they are governed by different primary legislation (the *Public Records Act*, 1958, as amended, 1967) the Museum's Archives and Records Management Policy is included as an appendix (Appendix 12). The policy on human remains within the collections is covered in a separate document available from the Director of Science.
- 1.2 Because of the very varied nature of the collections (see Appendices 1 to 6), the individual science departments and the Library additionally operate within a framework of their own, more detailed collections policies and procedures (which are subject to regular review). However, overall Museum policies take precedence over those of individual departments.
- 1.3 The formal collections policies (covering acquisitions, disposals and loans) are reviewed by the Trustees and published every five years. Resource (the Council for Museums, Archives and Libraries) is notified of any changes to the acquisition and disposal policies, and the implications of any such changes for the future of the existing collections. The current policies were approved by the Trustees in July 2003. They are next due for review in 2008.
- 1.4 As part of the process of registration with the then Museums and Galleries Commission, the science collections policies and procedures of the Museum were reviewed, strengthened and brought together in 1997 (and published in 1998). This revised version, in addition, integrates the policies that relate to the collections held in the Museum's Library.
- 1.5 In formulating its collections policies and procedures the Museum has been guided by the Museums and Galleries Commission's (now Resource) *Standards in the museum care of biological collections* (1992) and *Standards in the museum care of geological collections* (1993); British Standard BS5454:2000 (*Recommendations for the storage and exhibition of archival documents*) and other relevant standards wherever possible.
- 1.6 Comments on the specific policies of individual departments may be directed in the first instance to the Keeper or Head of Department concerned, while comments on collections policy in general may be addressed to the Director of Science.

2. AUTHORITY

- 2.1 The British Museum Act 1963 (Chapter 24) established a body of Trustees and vested in them the objects forming the collections of The Natural History Museum. Subject to the provisions of the Act, the Trustees have authority to care for, acquire, lend, make accessible and dispose of objects in the collections. The Director is responsible to the Trustees for the care of the collections. (1963: Section 6(1).) The Director delegates authority to the Director of Science and the five Keepers of the science departments (Botany, Entomology, Mineralogy, Palaeontology and Zoology) and the Head of Library and Information Services.
- 2.2 The Act (1963: Section 5(1)) permits the Trustees to 'sell, exchange, give away or otherwise dispose of any object vested in them and comprised in their collections if (a) the object is a duplicate of another such object, or (b) the object appears to the Trustees to have been made not earlier than the year 1850, and substantially consists of printed matter of which a copy made by photography or a process akin to photography is held by the Trustees, or (c) in the opinion of the Trustees the object is unfit to be retained in the collections of the Museum and can be disposed of without detriment to the interests of students: Provided that where an object has become vested in the Trustees by virtue of a gift or bequest the powers conferred by this subsection shall not be exercisable as respects that object in a manner inconsistent with any condition attached to the gift or bequest'. The Act (1963: Section 5(2)) further allows the Trustees to 'destroy or otherwise dispose of any object if satisfied that it has become useless for the purposes of the Museum by reason of damage, physical deterioration or infestation by destructive organisms'.
- 2.3 The Trustees are also permitted to dispose of an object, by way of sale, gift or exchange, to another national institution in accordance with the provisions of section 6 of the Museums and Galleries Act 1992 (Chapter 44). Section 6 of the 1992 Act provides for the transfer of objects between the national institutions specified in Schedule 5 to that Act (see Appendix 11).
- 2.4 The 1963 Act provides for access to the collections: 'it shall be the duty of the Trustees to secure, so far as appears to them to be practicable, that the objects comprised in the collections of the Museum are, when required for inspection by members of the public, made available in one or other of the authorised repositories under such conditions as the Trustees think fit to impose for preserving the safety of the collections and ensuring the proper administration of the Museum'. (1963: Section 3(3).)
- 2.5 Additionally, the 1963 Act allows the Trustees to 'lend for public exhibition or research (whether in the United Kingdom or elsewhere) any object comprised in the collections of the Museum' subject to certain interests and conditions. (1963: Section 4 and Section 8(3).)

3. SCOPE OF THE COLLECTIONS

3.1 KINDS OF ITEMS

3.1.1 The life and earth science collections of the Museum comprise some 70 million specimens or items. These collections cover virtually all groups of animals, plants, minerals and fossils. They represent the natural variation that exists within and between groups. These collections of specimens are complemented by the collections of the Museum's Library. The foundation collections were those of Sir Hans Sloane, which formed the basis of the British Museum in 1753. Very brief details of the collections of each of the five science departments and the Library are given below. (See Appendices 1 to 6 for further information.)

- **Botany.** The botanical collections comprise an estimated 5.2 million specimens of seed plants, pteridophytes, bryophytes, lichens, myxomycetes and algae (including substantial diatom collections). Collections are worldwide in origin with around 10% from the British Isles. They span a period from the 16th century to the present and include a number of historically important collections such as those of Sir Hans Sloane, Sir Joseph Banks and Charles Darwin. Most collections are arranged systematically, some alphabetically and important historical collections such as the Sloane Herbarium are kept as separate entities.
- **Entomology.** The collections of insects and other terrestrial and freshwater arthropods, including spiders, mites and myriapods, comprise an estimated 28 million prepared specimens. They include named representatives of about half of the more than one million described species. The collections are arranged systematically; only two personal collections, those of Sir Hans Sloane and Sir Joseph Banks, are kept as separate entities as a matter of policy. About 10% of the specimens in the collections are from the British Isles.
- **Mineralogy.** The collections comprise four main elements: minerals, including gems, (about 180,000 specimens), rocks, including building stones and ocean bottom deposits, (about 160,000 specimens), meteorites (about 3,000 specimens) and ores (about 30,000 specimens). The minerals collection is arranged systematically and contains examples of about two thirds of all known mineral species. Historical material includes specimens collected by the *Challenger* expedition, Captain Flinders, Shackleton and the British mineral collection of Sir Arthur Russell.
- **Palaeontology.** The collections comprise microfossils, macro-invertebrates, vertebrates and plants, with an estimated 116,000 type and figured specimens. The geographical range is worldwide, with British material predominant and well represented, and extensive foreign material, especially from ex-colonial areas, and regions of economic importance. The collections are arranged systematically. Some of the collections are historical, for example, Charles Darwin, William Smith, Charles Dietrich Eberhard Koenig, Gideon Mantell, Sir Charles Lyell, Captain Scott.
- **Zoology.** The collections comprise some 28 million specimens, housed at South Kensington, Tring and Wandsworth. They include a remarkable diversity of material from whales to protists, prepared as wet or dry preserved specimens, frozen tissue samples, or mounted on slides. The specimens are arranged systematically where possible and include recent and archaeozoological material. The collections have worldwide coverage and are amongst the most comprehensive in the world. In addition to their immense value for systematic biology they have historic importance as documents from famous voyages of discovery and the work of eminent biologists of the past two centuries.
- **Library and Information Services.** The Museum's Library houses the World's largest collection of natural history literature and art. The collections have a comprehensive coverage of most aspects of natural history and are international in content. They

include over one million printed volumes and 25,000 serial titles (10,000 current). The Library has a very large and rich international collection of important natural history antiquarian books, manuscripts and original artworks dating from the 15th century onwards. It also holds the Museum's Archives, a collection of some four million items which represent the institution's 'corporate memory': a record of its activities and interaction with the world of natural history.

- 3.1.2 The vast majority of objects in the science collections serve research and reference functions and are not suitable for public exhibition. Relatively, very small numbers of specimens are collected and specially prepared for exhibition.
- 3.1.3 Almost all of the Museum's collections are the National Collections in their particular fields. However, the Museum recognises that the natural history heritage of the UK is preserved and studied in a network of British museums, libraries and other institutions in both the public and private sectors. It exercises its responsibility as the national institution through formal and informal agreements and links with a variety of other bodies. On a global level, the Museum's collections are probably the most comprehensive of their kind. Although a few other institutions have equally large holdings, those of The Natural History Museum are unrivalled in the depth and breadth of their coverage and in the level of their organisation. The Museum is thus one of a handful of institutions which are the international reference points for the science of taxonomy and related biodiversity studies.

3.2 GEOGRAPHICAL LIMITS

The collections are worldwide in their scope.

3.3 CHRONOLOGICAL LIMITS

There are no chronological limits to the collections; they cover a period from the origin of the solar system up to today. Historically, the collections comprise material collected over a period from the fifteenth century to the present day and include specimens gathered on many famous expeditions of discovery and the collections of numerous eminent scientists.

3.4 PRESERVATION OF MATERIAL

- 3.4.1 In broad terms the science collections use three main ways of preservation: dry (usually pressed, pinned, boxed, articulated skeletons, disarticulated skeletons, study skins or mounted), in fluid (primarily in alcohol, as Industrial Methylated Spirit), or at extreme low temperatures (for example, in freezers at -80 deg C).
- 3.4.2 The preservation of objects in the collections is influenced by practical considerations and contemporary developments. The Museum is always alive to new possibilities of exploiting information in specimens and the need to develop and exploit new methods of preservation. For example, cryopreservation, at extremely low temperatures, is increasingly being used for tissue samples and whole specimens, in order to preserve DNA and other bio-molecules.
- 3.4.3 The Museum does not maintain any cultures of live organisms as part of its permanent collections. The Museum, however, maintains such cultures as part of ongoing, long-term research programmes.
- 3.4.4 The Museum aims to preserve its paper-based collections in the best environmental conditions it can achieve, aspiring to BS5454 provisions for its archives and manuscript collections wherever possible.

4. EXPERTISE

- 4.1 High standards of professional collections care are essential to ensure that specimens and library materials are of value in research, exhibitions and other activities, and to promote the long-term preservation of the collections for use by future generations. The Museum places emphasis on developing the knowledge, skills and expertise of its collections management and library staff so that they have:
- Expert knowledge about their own and associated collections, and the broader field to which they relate, so that they are able to make informed decisions on collections development and provide appropriate advice for users of the collections;
 - The museum, library and archive skills necessary to handle, prepare, display, conserve and store items;
 - Sufficient understanding of modern information technology to be able to apply it in the use and development of information management systems for the collections;
 - Understanding of health and safety, security and risk management issues, as they apply to the collections and those who work with them;
 - Broader management skills, especially in planning, assessing priorities and managing resources to meet curatorial needs.
- 4.2 The Museum expects its staff to be guided in their conduct by the ethical principles embodied in the *Code of Ethics for Museums* of the Museums Association, the *Code of Conduct of the Society of Archivists* and other relevant professional codes of conduct.
- 4.3 As well as on-the-job training, there are programmes of specialist training and work exchange opportunities for collections management and library staff.

5. COLLECTIONS MANAGEMENT

5.1 CARE AND MANAGEMENT

- 5.1.1 In each science department there is a Head of Collections who is responsible for curatorial activities (including conservation and documentation). In Botany, Entomology and Mineralogy, curatorial staff are grouped in a curatorial division, with Collections Managers leading teams of curators with responsibility for particular groups of organisms, objects or functions. In Palaeontology and Zoology curatorial staff are distributed among divisions which have both research and curatorial responsibilities. In Palaeontology, staff of the Palaeontology Conservation Unit have the primary responsibility for conservation. In Library and Information Services the Head of Library Services and the Head of Collection Development have responsibility for collections management and development respectively.
- 5.1.2 Curatorial activities Museum-wide comprise the Collections Management Theme. The work of the Collections Management Theme across departments is integrated through the Collections Management Group, consisting of the Heads of Collections of the five science departments, the Head of Collection Development of Library and Information Services, the Head of the Palaeontology Conservation Unit and the Registrar, and is chaired by an Associate Keeper on a two-year term.
- 5.1.3 The remit of the Collections Management Group is:
- To advise the Director of Science and Science Group on matters of collections policy;
 - To develop strategy with regard to broad, cross-departmental collections management issues including, *inter alia*, collections furniture, training, collections standards, documentation, conservation, preservation, objects on exhibition, and the operation of the Wandsworth collection store;

- To implement specific project actions that deliver objectives and meet targets in the Collections Management Group annual business plan;
 - To coordinate and promote the work of the Collections Management Theme across the Museum;
 - To manage financial budgets allocated by the Director of Science;
 - To monitor progress with collections management initiatives across the science departments and Library and Information Services;
 - To report formally to Science Group at least 3 times a year, including presenting the annual business plan;
 - To strive to coordinate and develop collections management to meet the Museum's 10-year vision of achieving and setting international standards in the management of natural history collections.
- 5.1.4 The collections are cared for and maintained in conditions intended to preserve their physical integrity. For each collection minimum standards are established for its security, housing and environment.
- 5.1.5 Collections management and library staff monitor collections and assess their condition. They recommend schedules of curation and of preventive and remedial conservation to the relevant Head of Collections and Palaeontology Conservation Unit, who will decide on and ensure the implementation of a programme of action.
- 5.1.6 All staff and visitors who handle the collections must be appropriately trained in their care.
- 5.1.7 Hazards that arise from the inherent properties of items in the collections are few, but some have the potential to be poisonous or carcinogenic. All users of the relevant parts of the collections are made aware of these hazards and their nature and potential. Of particular importance are radioactivity, chemical toxicity, airborne asbestiform dust and fibrous particles, irritants and potential physical injury from handling some materials. The Museum complies with all the relevant health and safety legislation, notably the *Ionising Radiation Regulations 1999*.

5.2 CONSERVATION

Guiding principles

- 5.2.1 The Museum recognises the primary importance of the employment of best practice in collections conservation to prevent the physical deterioration of the collections to preserve their scientific and cultural worth. In order to realise this aim:
- Everyone working in the Museum or acting as an agent for the Museum, should be made aware of their responsibilities regarding the care of the Museum's collections at all times;
 - Preventive strategies for conservation are a primary objective in the Museum's approach to collections care. Remedial approaches should only be used where these fail;
 - Materials used in the study, storage and exhibition of the collections must be of conservation grade;
 - The Museum's collections should be stored and exhibited only in conditions suitable for their preservation;
 - An active programme of research directed at specific conservation issues should be pursued, involving qualified conservation scientists and coordinated within the Collections Management Theme. Publications of advances in this field should be encouraged;
 - A rolling programme of collections inspection, as specified in Museums and Galleries Commission standards for curation and conservation, should be implemented;

- Objects from the collections will be loaned only to those borrowers who can satisfy conditions for their safe and secure storage and study or exhibition;
- Interventive and destructive techniques of study should be undertaken only when no suitable alternatives exist;
- All significant conservation actions should be documented.

Integrated pest management

5.2.2 The Museum pays particular attention to pest management because of the high risks to natural science collections from a range of pest species. The Museum's integrated pest management policy is reproduced as Appendix 13.

5.3 ACQUISITION POLICY

5.3.1 The acquisition policy for the Museum's science departments aims to strengthen the existing collections so as to support the Museum's mission. The scope of the collections is described in section 3 above. Objects for acquisition will be considered on the basis of one or more of the following criteria:

- fulfilment of a priority research need;
- scientific importance;
- filling gaps in collections, to ensure an appropriate breadth and depth of coverage;
- significance to the history of the discipline;
- potential for public exhibition or education.

5.3.2 The Museum's Library and Information Services concentrates on the acquisition of taxonomic and systematic literature, art works, maps, electronic and audio-visual materials. In addition, related life and earth science subjects required for research, collections management and exhibition development are held on a selective basis. Antiquarian material is also acquired selectively. The Archives have developed an acquisition policy for its records in conjunction with guidance from the National Archives, see Appendix 12.

5.3.3 Each department's acquisitions programme (see Appendices 1 to 6) takes into account limitations imposed by the availability of money, curatorial expertise, suitable storage accommodation and conservation services. The Museum recognises its responsibility, in acquiring additions to its collections, to ensure adequate care of collections, documentation arrangements and proper use of such collections. For the science collections this is achieved through Collections Impact Statements in relation to specific proposed acquisitions.

5.3.4 The main methods of acquisition are by purchase, collection during fieldwork (see Appendix 7), donation (including bequests and exchanges) or self-generation (Archives only).

5.3.5 The Museum will take account of the collecting policies of other museums or relevant institutions collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialisms, in order to avoid unnecessary duplication and waste of resources. Specific reference is made to the following museums: National Museum of Natural History, Smithsonian Institution, Washington, DC and Museum National d'Histoire Naturelle, Paris.

5.3.6 Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after consideration by the Trustees and having regard to the interests of other institutions.

5.3.7 The Natural History Museum will not acquire, by whatever means, any object unless the Museum is satisfied it can obtain a valid title to the object in question, and that in particular it has not been acquired in, or exported from, its country of origin (or any intermediate country in

which it may have been legally owned) in violation of that country's laws. [For the purpose of this paragraph 'country of origin' includes the United Kingdom.]

- 5.3.8 Under the terms of the UNESCO 1970 *Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property*, which the UK ratified with effect from November 1 2002, the Museum will reject any items that have been illicitly traded.
- 5.3.9 The Museum will use the National Museum Directors' Conference *Statement of Principles and Proposed Actions on Spoliation of Works of Art during the Holocaust and World War II period* (1998) and report on them in accordance with the guidelines.
- 5.3.10 So far as biological and geological material is concerned, the Museum will not knowingly acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority (for example, a British Court in the case of a specimen seized from a third party under the *Protection of Birds Act*).
- 5.3.11 So far as material from British or foreign archaeological sites is concerned, in addition to the safeguards under 5.3.8 above, the Museum will not acquire objects in any case where it has reasonable cause to believe that the circumstances of their recovery involved the recent unscientific or intentional destruction or damage of ancient monuments or other known archaeological sites, or involved a failure to disclose finds to the owner or occupier of the land, or to the proper authorities in the case of possible treasure as defined by the *Treasure Act* 1996 (in England, Northern Ireland and Wales). [Under the legal principles of Treasure Trove and bona vacantia, the discovery of antiquities in Scotland is a matter for report to the Crown. Scottish archaeological material will therefore not be acquired by any means other than allocation to the Museum by the Crown, normally on the advice of the Treasure Trove Advisory Panel or the Historic Scotland Finds Disposal Policy, unless the Museum is satisfied that valid title to the item in question can be acquired, such as by certificate of 'No Claim' from the Treasure Trove Advisory Panel Secretariat.]

5.4 DISPOSAL POLICY (INCLUDING EXCHANGES)

- 5.4.1 The 1963 Act (Section 5(1)) permits the Trustees to 'sell, exchange, give away or otherwise dispose of any object vested in them and comprised in their collections if (a) the object is a duplicate of another such object, or (b) the object appears to the Trustees to have been made not earlier than the year 1850, and substantially consists of printed matter of which a copy made by photography or a process akin to photography is held by the Trustees, or (c) in the opinion of the Trustees the object is unfit to be retained in the collections of the Museum and can be disposed of without detriment to the interests of students: Provided that where an object has become vested in the Trustees by virtue of a gift or bequest the powers conferred by this subsection shall not be exercisable as respects that object in a manner inconsistent with any condition attached to the gift or bequest'. The Act (Section 5(2)) further allows the Trustees to 'destroy or otherwise dispose of any object...if satisfied that it has become useless for the purposes of the Museum by reason of damage, physical deterioration or infestation by destructive organisms'. In addition, Section 6 of the Museums and Galleries Act 1992 permits the Trustees to dispose of an object, by way of sale, gift or exchange, to the other national institutions listed in Schedule 5 to the Act (see Appendix 11). However, there is a strong presumption against disposal of any items in the Museum's collections except as set out below.
- 5.4.2 Typically, in natural science collections many more objects are involved in exchanges between institutions, donations from one institution to another, and invasive or destructive sampling, than in other museum disciplines. Because of the large numbers of transactions

and the kind of material involved in the natural sciences, these latter activities call for special protocols and are dealt with under separate procedures (and not all these activities come strictly within 'disposal').

- 5.4.3 In the natural sciences exchanges and donations of entire specimens greatly benefit the collections through reciprocal activities of other collections institutions. Occasionally the reciprocal benefit to the Museum is in the form of enhanced curation of the collection, rather than specimens.
- 5.4.4 Any decision to dispose of accessioned objects will be taken only after due consideration. The Museum will assess all material considered for disposal in terms of its scientific, historical and cultural importance; the needs of both present and future users; and legal and ethical issues as they relate to that material. In the case of donated material the wishes of the donor, in so far as they can be ascertained, will be taken into account. In the case of items acquired with the aid of an external funding organisation any conditions attached to the original grant (including possible repayment) will be followed.
- 5.4.5 Decisions on disposal of accessioned objects are taken under powers delegated by the Trustees. All disposals must be authorised by at least two people in the Department concerned. These will normally be the appropriate Collections Manager or specialist librarian and the Head of Collections. A decision will not be made by the curator of a collection acting alone. Any decision to dispose of type specimens, or items of historical or other special importance, will also be authorised by the Keeper/Head of the Department concerned. Proposals for disposals involving objects with a total value of more than £10,000 will be referred to the Trustees for final decision.
- 5.4.6 Full records will be kept of all decisions to dispose of accessioned objects and of the items involved. Appropriate arrangements will be made for the preservation and/or transfer of the documentation and other records relating to the objects concerned. If an item is destroyed, relevant data will be retained. Each Department maintains systems which index and store securely such records, prior to them being deposited with the Museum Archives.
- 5.4.7 All monies accruing from disposals will be laid out by the Trustees in the purchase of objects to be added to the collections. (1963 Act, Section 5(3).)
- 5.4.8 In the event that an appropriate recipient has not been identified, material for disposal will be offered by exchange, gift or sale to the national institutions listed in Schedule 5 of the Museums and Galleries Act 1992 (see Appendix 11), or other suitable institutions (in the United Kingdom or abroad). Normally, registered United Kingdom museums will be considered before other interested institutions or individuals. Where a suitable receiving institution cannot be identified disposals will be advertised in the Museums Association's *Museums Journal* and other professional journals if appropriate, indicating the number of items involved and the basis on which the material would be transferred. At least two months will be allowed for an interest in acquiring the material to be expressed.
- 5.4.9 Items transferred to the Museum's Archives, and therefore subject to the Public Records Act, cannot be destroyed, transferred, or otherwise disposed of without approval from the National Archives.
- 5.4.10 Specimens for destruction and other relevant collections materials are disposed of in accordance with the *Controlled Waste Regulations* 1992 and the *Special Waste Regulations* 1996 (as amended).

5.5 DESTRUCTIVE AND INVASIVE SAMPLING

- 5.5.1 Destructive or invasive sampling of specimens for research purposes generally involve irreversible changes (including, sometimes, complete destruction) to the objects involved. Decisions on such matters will be taken only after due consideration. The Museum will assess

material potentially involved in such research in terms of its scientific, historical and cultural importance; the needs of both present and future users; and legal and ethical issues as they relate to that material.

5.5.2 Decisions on use of specimens for dissection or destructive or invasive sampling will be taken in accordance with procedures set out by the Keeper of each department. Decisions will normally involve at least one member of the curatorial staff independent of the relevant research team. Investigations which result in the complete destruction of an object constitute a disposal and are thus governed by the provisions of section 5.4 above.

5.5.3 Proposals for research involving donation of whole or part specimens or for dissection or destructive or invasive sampling of specimens should be addressed to the appropriate Collections Manager. (The specific guidelines on the use of Museum specimens in DNA-based studies are additionally given in Appendix 9.)

- Applicants should provide brief details of the proposed project, its justification, method, their competence and the institution where the work is to be done.
- Proposals will be evaluated with regard to their scientific importance and technical feasibility. Further information or references might be requested. If the proposal is acceptable, the Collections Manager will decide, in consultation, which specimens, if any, may be used. The Museum reserves the right to refuse permission to allow invasive investigation of its specimens.
- Invasive techniques must be agreed with the Collections Manager before the project proceeds. Museum staff can advise on suitable techniques. The Museum reserves the right to insist that the work is done within the Museum and/or by the Museum's own staff. Fees may be charged to enable the Museum provide the necessary resources and/or training.
- The applicant agrees to:
 - return to the Museum all remaining material including the original mount, dissected parts and any preparations;
 - make permanent preparations of all remaining parts using materials and protocols specified by the Collections Manager;
 - provide each permanent preparation with a direct copy of the specimen data including determination; in permanent ink on an archival quality label;
 - fully cross-reference all preparations with the original specimen following the format specified by the Collections Manager;
 - label prospective voucher specimens so that they may be recognised as such and linked with the published study they support;
 - conform to normal loan regulations where material is to be removed from the Museum;
 - identify specimens as far as possible before dissection or preparation;
 - include details of vouchers, their nature and location, in published studies so that future workers can relocate them;
 - acknowledge Museum staff and the use of the collection in publications involving the use of Museum specimens; and
 - send to the Museum reprints of publications involving the use of Museum specimens.

5.6 AUDIT

5.6.1 Controls over collections management operations will be independently reviewed in each department, as part of a rolling programme of internal audits. The audit's prime objectives are to give assurance to the Director, in his role as Accounting Officer, on the adequacy, necessity and effectiveness of the Museum's internal control system and to assist management by carrying out appraisals and making appropriate recommendations. Value For

Money aspects of collections management operations are assessed routinely as part of the process. The internal audit service to the South Kensington Museums (which is based in The Natural History Museum) will undertake the reviews.

5.6.2 The key objectives of the collections management reviews are to ensure that:

- there is compliance with the relevant sections of the British Museum Act 1963, the Financial Memorandum and other laid down Museum policies, strategies and procedures regarding collections management, especially those relating to the acquisition and disposal of items;
- loans into and out of the Museum are properly authorised, renewed routinely and charges applied as appropriate;
- collections are held safely, securely and in an appropriate environment;
- location and movements of accessioned and loaned items are recorded completely and accurately;
- the updating of inventories and security and stock checks are performed routinely; and
- conservation work is undertaken on a timely basis and in accordance with prescribed standards.

5.7 DOCUMENTATION

5.7.1 The Museum aims to meet the requirements of *SPECTRUM: The UK Museum Documentation Standard* (The Museum Documentation Association, 1997), subject to the limitations imposed by the size and use of the collections. The sheer number of items and volume of transactions in The Natural History Museum, coupled with the special needs of scientific research, demand a pragmatic, but carefully considered approach.

5.7.2 Several factors affect the extent to which the full requirements of *SPECTRUM* documentation are met: the overall aim is to ensure that documentation standards are commensurate with the nature, value and use of each element of the collections.

5.7.3 The ultimate aim is to have an electronic database of all the items in the Museum's collections. This huge task will require a significant staffing resource over many tens of years. The immediate and medium term aim, therefore, is to establish a database of those items which have, or are deemed likely to have, much significance in terms of scientific or other use, conservation, or operational requirements. This is also a large task which requires that priorities are set and regularly reviewed.

5.7.4 The benefits from having a database of the items in the collections can be grouped into four main categories: those relating to improvements in curatorial practice; those linked to a better service for users; those helping to establish policies; and those that are of direct scientific value. All stem principally from the improved access to information that a database gives.

5.7.5 Priorities for databasing of specimen and species information are agreed and reviewed by the Science Database Group. Aside from databasing which forms part of research programmes, the current priorities for existing collections are as follows: type and figured specimens; historical collections; endangered species; selected British holdings; economically important species; frequently used (or especially fragile or vulnerable) specimens. User needs are kept under review and used to focus these priorities.

5.7.6 The Museum is making relevant parts of the collections databases available via its Internet website. Some restrictions on access are necessary; for a number of reasons, including protecting confidentiality of locations of rare species and the Museum's and host countries' intellectual property rights.

5.7.7 The electronic catalogue of Library holdings is virtually complete, though 15% of records remain to be upgraded to the current standard. The Archive collection catalogue is available

via the National Archives' PROCAT system. The Library aims to meet all relevant British and international library and archive standards.

5.8 ACCESS

- 5.8.1 The Museum, under the terms of the British Museum Act 1963, accepts as a guiding principle the responsibility to provide appropriate access to the collections. Access for research, education and public enjoyment is encouraged in a number of ways, notably through the public galleries, temporary exhibitions and events, reference facilities, loans (see section 5.9), research programmes, publications and electronic databases.
- 5.8.2 Access to the research and reference collections is controlled by the Keeper/Head and staff of each department. It is each department's responsibility to set out regulations governing access. An appointment is usually necessary and initial contact should be made with the relevant Collections Manager, Librarian or Archivist.
- 5.8.3 Visitors who handle the collections must be properly trained in relevant aspects of their care and provided with guidelines.
- 5.8.4 Resource limitations, environmental or conservation requirements and security considerations will inevitably constrain access to the collections and the Museum reserves the right to refuse or terminate access at its discretion.
- 5.8.5 Where appropriate, visitors are requested to make provision, through their funding bodies, for Facilities Fees. A charge is mandatory if the collections are consulted for commercial purposes. Along with many other scientific institutions and universities the Museum is obliged to recover some of the substantial resource costs associated with provision of access to the collections.
- 5.8.6 Items in the collections may not be photographed, imaged, reproduced or published in any format without prior permission being obtained from the relevant Collections Manager, Librarian or Archivist. It will normally be a condition of granting such permission that copyright in any such images will be assigned to the Trustees of The Natural History Museum.

5.9 LOANS POLICY

- 5.9.1 Items from the collections of The Natural History Museum are available for loan for scientific study or public exhibition, subject to certain conditions, under the terms of the British Museum Act 1963.
- 5.9.2 Loans of an unusual nature and any one loan comprising objects with a total value of more than £100,000 must be approved by the Trustees.
- 5.9.3 Loans of specimens of species covered by CITES (the Convention on International Trade in Endangered Species of Wild Fauna and Flora) and certain other species are made only in accordance with the relevant legislation (European Council Regulation 338/97 and European Commission Regulation 939/97).
- 5.9.4 The Museum reserves the right to refuse to make loans at its discretion, and further loans may not be made to individuals or institutions if loans are not returned at the agreed time or if conditions have not been strictly observed.

Loans for scientific study

- 5.9.5 Subject to considerations of safety of specimens, the Museum will send on loan for scientific study type specimens and other material which has been the subject of publication. In addition, the Museum aims to make available other named and easily-accessible, part-sorted material for use in taxonomic studies. The collections benefit greatly from such activity. However, some limits on loans are inevitable because of the size of the demand. Other

curatorial activities and the needs of the Museum's own research programmes must be balanced against requests from outside and the Museum reserves the right to refuse to lend material.

- 5.9.6 Loans for scientific study up to a value of £100,000 will be approved by the appropriate Keeper/Head of Department. For most loans this approval is normally delegated within departments.
- 5.9.7 Certain international work practices and agreements make the loan conditions for some collections more stringent than above. For example, there is an international understanding that mammalian and bird type material is rarely sent out on loan but is available to visitors. Also, no book, archive or other paper materials are loaned for research purposes and must be consulted in the Library.
- 5.9.8 Loans are despatched only to destinations where appropriate secure and safe holding facilities are available and secure and safe transport and insurance arrangements can be made.
- 5.9.9 Scientific loans are normally made to individuals working in recognised institutions and are the joint responsibility of the individual and the institution. Loans for students, artists, and some others will be made to their supervisor, who will be held responsible for the material. Loans will be made to private addresses only in exceptional circumstances.
- 5.9.10 No loans leave the Museum until an appropriate agreement has been signed by the borrowing institution and individual concerned.
- 5.9.11 The maximum initial loan period for primary type specimens (the specimens which act as the reference points for names of species, that is, holotypes, lectotypes, neotypes and syntypes) and for figured palaeontological material is 6 months. The maximum initial period for other loans is one year. Some may be extended, at appropriate intervals, to a maximum of five years upon application before the initial due date. Annual extensions beyond 5 years are subject to Keeper's approval. The total loan period shall not exceed 10 years unless at the end of that period the loan is inspected by an approved Museum employee at the borrower's expense.

Loans for public exhibition

- 5.9.12 Application and contract
- Any communication regarding loans for exhibition purposes should be addressed in the first instance to the Director of Science, The Natural History Museum, Cromwell Road, London SW7 5BD, who will pass it to the appropriate Department(s) for action.
 - Applicants for loans must complete and sign an official application form supplied by The Natural History Museum, accepting these general conditions for loans, together with any other conditions that may be specially imposed. The signatory to this application should be the chief executive of the borrowing authority or a nominated officer. Prospective borrowers must also complete an environment and security questionnaire. Applications should normally be submitted to The Natural History Museum at least six months before the date of opening of an exhibition, and no loan can be authorised before a completed application form is received.
 - When details of the loan have been agreed between The Natural History Museum and the borrowing authority they will be incorporated into a contract between the two organisations.
- 5.9.13 Authorization
- Loans are authorised by the Trustees of The Natural History Museum (with delegated authority to the Director of Science to approve those with a total value of up to £100,000).

- Loans made under these conditions are for public exhibition in a single venue only, whether in the United Kingdom or elsewhere. Such loans are not normally made for touring exhibitions.
- Loans of items are only made in accordance with all applicable national and international laws, regulations, conventions and agreements, such as CITES (the Convention on International Trade in Endangered Species of Wild Fauna and Flora).

5.9.14 Costs

- All costs arising in connection with loans must normally be borne by the borrower. Besides the expenses of insurance and couriers, these include the commissioning by The Natural History Museum of essential conservation treatment or the making of special mounts, the cost of photography required for reasons of record and security, and the costs of staff time involved in locating and preparing the items. In addition it may be necessary to make a service charge.

5.9.15 Insurance

- Loans should as a rule be fully insured for the whole period of their absence from The Natural History Museum, from the moment the items leave the premises of The Natural History Museum until their return. Insurance will be at the borrower's expense, but normally arranged by The Natural History Museum through its approved insurers and charged direct to the borrower. Indemnities offered by foreign governments, UK public authorities or certain other organisations may be accepted in lieu of commercial insurance.
- In the case of loans for exhibitions organised by the Arts Council or the British Council, the place of insurance may be taken by a Treasury guarantee obtained by the Arts Council or the British Council.
- The value of the item(s) for the purposes of insurance is determined in all cases by The Natural History Museum. Any expenses incurred by The Natural History Museum in obtaining a valuation of the item(s) will be met by the borrower.

5.9.16 Transport

- Loans will normally be taken to, and collected from, exhibitions by one or more members of staff of The Natural History Museum, by whom they must be personally accompanied throughout their journeys, including packing and unpacking and placing of the item(s) on, and removal from, display. Staff costs and all expenses are to be met by the borrower.

5.9.17 Receipt

- A receipt for the loan must be signed by an authorised representative of the borrowing authority immediately the items are transferred into its care.
- For each item a condition report will be agreed between The Natural History Museum's courier and an authorised representative of the borrowing authority at the time the items are unpacked and received and again at the close of the exhibition immediately prior to repacking.

5.9.18 Removal from exhibition

- Material on loan must not be taken off exhibition or removed from its mount for any purpose (except as provided by paragraph 5.9.20 below) except with the prior agreement of The Natural History Museum. No exception can be made to this condition for purposes connected with conferences, seminars or private research.

5.9.19 Housing and security

- The premises in which the item or items are to be housed and exhibited must in all

respects be safe, secure and in conformity with the recommendations and requirements of The Natural History Museum's security advisers. The borrower may be asked to meet the costs of an independent security survey of the exhibition venue or to make available to The Natural History Museum any security survey conducted by their insurer or security adviser. Adequate safeguards, including such special protective measure as The Natural History Museum may require, must be provided against the risk of loss or damage from any cause. The items should normally be exhibited inside showcases, except with special approval. Materials not exhibited in showcases must be securely and adequately fastened to the walls or floor of the exhibition gallery.

- The exhibition gallery is to be invigilated during public access times and invigilated or securely locked at other times.
- Smoking and the consumption of food and drink will not normally be permitted in the exhibition venue where the items are housed and exhibited. If it proposed to hold receptions or similar events in the exhibition venue, the prior approval of The Natural History Museum must be obtained.
- Cases containing items must not be moved. Activities that might cause vibration, risk of flood, heat, light, magnetic fields or other damage hazards to items must not take place near cases. In particular workmen must be adequately supervised to ensure that no such risks arise.

5.9.20 Environmental conditions

- The borrowing authority must ensure that the environmental conditions as laid down by The Natural History Museum for the relevant exhibition galleries and showcases are maintained throughout the exhibition. The normal conditions of display are appended to The Natural History Museum's environment and security questionnaire, but exact conditions will be specified for each loan.
- Pest organisms (including rodents and insect pests) must be controlled and excluded from the exhibition gallery. Food and other substances that might attract pests must not be kept or allowed to accumulate in the gallery.

5.9.21 Damage to items and changes in environment

- Any case of deterioration of, or damage to, an item on loan must be reported immediately to The Natural History Museum. With the agreement of The Natural History Museum, such an item may be removed from exhibition by competent staff of the borrowing authority provided that (a) removal is necessary to prevent further damage, and (b) removal is to a safe place.
- No conservation may be attempted on such items without prior sanction in writing from The Natural History Museum, and the borrowing authority must be prepared to cover the cost should it be deemed necessary to send Natural History Museum staff to inspect and, if necessary, arrange for conservation of the item(s).
- If for any reason the environmental conditions specified cannot be maintained The Natural History Museum must be consulted immediately as to the best course of action.

5.9.22 Warranty as to ownership

- The Natural History Museum warrants that it has made all reasonable inquiries as to the provenance of the items loaned and that to the best of its knowledge The Natural History Museum is the legal owner of the item. The Natural History Museum also warrants that, so far as it is reasonably aware, the item has not at any time been looted from its rightful owner or obtained by violent means.
- In the event of a claim for ownership by a third party for an item lent by The Natural History Museum, the borrowing authority guarantees that it will use its best endeavours to return the item to The Natural History Museum. The resolution of any dispute over ownership is the concern of The Natural History Museum, not the borrowing authority.

5.9.23 Intellectual property rights

- The Natural History Museum reserves all its Intellectual Property Rights, including copyright, and its moral rights in all items loaned. Photography of items and use of images will be the subject of individual agreement and will normally be restricted to purposes in connection with the exhibition. In all cases the prior approval of The Natural History Museum must be obtained.

5.10 RISK MANAGEMENT AND SECURITY

- 5.10.1 Risk management requires review of potential hazards including disasters, vandalism, theft, human error, operational or mechanical system failure, pests and deterioration. Within each department overall risk management is the responsibility of the Keeper/Head of Department.
- 5.10.2 Security arrangements for data, documents, records, etc must parallel those provided for the physical collections and where applicable must comply with the Archives and Records Management Policy. Security copies of key accessions data are kept off-site.
- 5.10.3 Objects within the collections must be secure from theft and vandalism. The Facilities Manager and Keepers/Heads of Departments will be responsible for establishing and maintaining procedures which protect the collections during both normal and high risk activities.
- 5.10.4 Procedures to be followed in the event of a disaster are outlined in emergency plans. The Facilities Manager is responsible for business continuity management in the Museum.
- 5.10.5 Activities which pose high risks to the collections include:

Building and maintenance work

It is the responsibility of the Head of Estates to inform the relevant curatorial staff of any building and maintenance work or similar activities which may put the collections at risk. It is the joint responsibility of the Head of Estates and the relevant Keeper/Head of Department to ensure that adequate protection for the collections is provided before operations commence. Contractors working within the Museum must comply with the Museum's contract terms for the protection of museum objects (see Appendix 10). Any member of staff seeing a contractor contravening these regulations is empowered to intervene.

Special events

It is the responsibility of the organiser of any special event (and/or the Museum contact for the event) to inform the relevant curatorial staff of any activity which may affect the collections (including items in the public galleries).

Items in transit

It is the responsibility of the relevant Keeper/Head of Department to ensure that all necessary safeguards are in place to minimise risks to items in transit. (See also section 5.9 regarding loans.)

- 5.10.6 Losses of items from the collections through theft or damage are reported to the Trustees.

APPENDICES

Appendix 1. Botany

The collections

The collections consist of flowering plants, pteridophytes, bryophytes, algae, lichens, lichenicolous fungi, and myxomycetes. The Museum's fungi that are neither lichenised nor lichenicolous are on loan to the Royal Botanic Gardens, Kew. A permanent loan agreement exists with Kew. This was drawn up as part of the Morton Agreement of 1961 and controlled the transfer of The Natural History Museum (non-lichenised) fungal collections to Kew and the reciprocal transfer of algae, lichens and bryophytes from Kew to The Natural History Museum. The Museum's botanical collections contain an estimated 5.2 million specimens with most described taxa represented. With the exception of charophytes and diatoms, of which there are collections of fossil material, all material is Recent. Fossil material of other groups is the responsibility of the Museum's Department of Palaeontology. The majority of the specimens are arranged systematically, but a few important historical collections, such as the Acharius lichens, Dickson mosses, the Sloane Herbarium, and material associated with Linnaeus, are kept as separate entities.

Geographical range. Worldwide coverage is one of the major strengths of the collections. Inevitably some areas, such as the British Isles and the former British Empire, are better represented than others, such as the eastern Palaearctic. Other areas that are well represented include for vascular plants the Himalayas, north Africa and Mesoamerica, for pteridophytes Malesia, and for bryophytes and lichens Antarctica, the Mascarenes, Malesia and temperate parts of the Southern Hemisphere.

Historical range. The earliest specimens in the collection date from the last decade of the 16th century. New material continues to be added to the collections, so that they span 400 years. The collections provide information on what was growing where throughout this time, and also provide an insight into the progress in plant taxonomy throughout the last 500 years.

Current priority areas for collecting

The 1961 Morton Agreement with the Royal Botanic Gardens, Kew gave the Museum special responsibility for the vascular plant floras of the British Isles, Europe, and North and Central America. Consequently, comparatively little vascular plant material from other areas has been added to the Museum's collections since then.

The Museum actively acquires material:

- from regions of the world in which it has a strong research interest, such as Mesoamerica for vascular plants, Thailand for lichens, and Malesia for pteridophytes and bryophytes
- of plant groups that are being actively worked on at the Museum, such as Neotropical Solanaceae.
- as small, well-documented collections of most groups, especially if these collections add to existing strengths or are from areas or groups that are particularly poorly represented.

Although the Museum does not actively solicit such material, a significant number of type specimens are presented each year by researchers working around the world. These workers regard the Museum as a primary institution for the care and preservation of such material.

Collection statistics

Estimated numbers of prepared specimens and types. Exact numbers of specimens are not available, due to the historical nature of the collections, which have been growing since the late 18th century. As the databasing of the collections progresses, more reliable estimates of their size will become possible. The statistics that follow are derived from those prepared in 1992, when an effort was made to determine the size of the collections.

<i>Collection</i>	<i>Prepared specimens</i>	<i>Types</i>
Flowering plants	2,976,000	63,000
Pollen slides	11,000	-
Pteridophytes	291,000	7,000
Bryophytes	862,000	20,000
Algae: diatoms	249,000	12,000
Algae: other groups	370,000	5,000
Lichens	395,000	10,000
Myxomycetes	51,000	250
BOTANY TOTALS	5,205,000	117,250

Location and storage

Almost all the collections are housed on upper floors in the Waterhouse building in South Kensington. Some lichen backlog material has been moved to the Museum outstation at Wandsworth. The majority of specimens are mounted on herbarium sheets and stored in standard wooden or metal cabinets. Other methods of specimen storage include:

- paper packets containing lichens and bryophytes.
- microscope slides of diatoms, microalgae, and pollen grains, housed in slide cabinets.
- spirit-preserved material of flowering plants, pteridophytes and algae, in metal cabinets.
- boxed collections of flowering plants, pteridophytes and crustose algae, stored in drawer-units.
- cardboard boxes containing backlogs of unincorporated collections.

Acquisitions and disposals

Acquisitions come via three routes: material collected on Museum fieldwork, material received in exchange from other institutions, and donations. An average of about 10,000 specimens is added to the collections each year. Over 2,000 specimens per year are sent out as exchange material.

Loans

Loans are made available to researchers in other institutions. On average over 300 new loans, totalling more than 16,000 specimens, are made each year.

Appendix 2. Entomology

The collections

The collections of insects and other terrestrial and freshwater arthropods, including spiders, mites and myriapods, comprise an estimated 28 million prepared specimens. They include named representatives of about half of the more than one million described species. (The number of insect species which still await description is estimated to be between five and ten million.) The remainder of the collections is sorted to various taxonomic levels and is supplemented by quantities of unprepared material. The collections are arranged systematically; only two personal collections, those of Sir Hans Sloane and Sir Joseph Banks, are kept as separate entities. About 2.9 million specimens in the collections are from the British Isles. The collections comprise only Recent material. The Museum's collections of fossil insects and other arthropods are the responsibility of the Department of Palaeontology.

Geographical range. Worldwide coverage is one of the great strengths of the collections. However, some geographical areas are generally better represented (notably much of the Commonwealth and former British Empire) and others less so (notably some parts of the New World and the eastern Palaearctic).

Historical range. The oldest specimens were collected about 1680, but the major part of the material is of twentieth century origin. The work, the collections and the type specimens of many eminent entomologists are incorporated into the Museum's collections. They are of great importance because continuing, active curation and research are reflected in their wide taxonomic coverage and in the high level of identification and taxonomic organisation of the material they contain.

Current priority areas for collecting

Active collecting, mainly through fieldwork, is concentrated on those groups which are the subject of current research programmes. Some of the more significant priority areas, in terms of collection development, are:

- The British fauna. To support the initiative on UK biodiversity and to ensure that the Museum's collections are comprehensive at the species level; that immature stages are represented; and that species are represented from their broad geographic range within the British Isles.
 - Families of Diptera of medical and veterinary importance, particularly Culicidae, Simuliidae, Sarcophagidae, Calliphoridae, Oestridae and Phlebotominae.
 - Termites, particularly from West Africa, Malaysia and tropical America, for systematic studies and to evaluate species richness and elucidate the role of termites in ecosystems.
 - Various groups of insects on which there are programmes of worldwide revisionary taxonomic studies:
 - Ants (Hymenoptera, Formicidae).
 - Chalcid wasps (Hymenoptera, Chalcidoidea).
 - Geometer moths (Lepidoptera, Geometridae).
- Weevils (Coleoptera, Curculionidae)
- Hawkmoths (Lepidoptera, Sphingidae), with the aim of filling gaps in our already comprehensive collection, and in connection with phylogenetic and biogeographical studies.
 - Ichneumon wasps (Hymenoptera, Ichneumonidae), particularly from Central America, in connection with systematic and biogeographical studies.
 - Various groups of mites and ticks (Acarina) important in agriculture and as vectors of disease.

Collections statistics

Estimated numbers of prepared specimens and types. Estimates of numbers of specimens are derived from data gathered in 1992, updated with information on accessions and disposals since that

time. A 'prepared specimen' is usually an individual, often adult, mounted on a pin, but it can be a microscope slide preparation (of part or a whole or several individuals), or one or a sample of a species in a vial of alcohol, or the work of an insect (such as a leaf mine, a nest or a wood boring). The estimates of the numbers of type specimens are of nominal species-group taxa represented by primary types (that is, holotypes, lectotypes, neotypes and syntypes). The numbers for secondary types (paratypes and paralectotypes) are several times the primary type totals given, as are the numbers of cited, figured and other significant voucher specimens.

<i>Collection</i>	<i>Prepared specimens</i>	<i>Primary types</i>
Lepidoptera	8,712,000	125,000
Coleoptera	8,580,000	75,000
Hemiptera and associated orders	3,206,000	24,000
Hymenoptera	3,200,000	21,000
Diptera	2,352,000	16,000
Orthopteroid orders	757,000	5,400
Smaller orders of insects	900,000	7,500
Arachnida and other non-insect groups	150,000	5,400
ENTOMOLOGY TOTALS	27,857,000	279,300

Location and storage. All the dry-preserved insect collections are in the six floor Entomology building at the west end of the South Kensington site. The arachnids, myriapods, etc preserved in alcohol are in the Darwin Centre (Phase One). The pinned collections are in about 130,000 glass-lidded drawers, in cabinets and racks of a number of capacities. Seven main sizes of drawer are in use. In addition about 5,000 storeboxes remain in use. Microscope slides are in about 240 purpose-built cabinets of various sizes and designs. Jars of alcohol-preserved insects, not in the Darwin Centre, are in drawers in metal units.

Acquisitions and disposals

Primary acquisitions, by Museum fieldwork, range from about 1,000 to over 30,000 specimens per year. Secondary acquisitions, by donation, bequest, exchange and purchase, also fluctuate widely year on year, ranging from less than 20,000 to over 200,000. The annual average of specimens added to the accessioned collections is 95,000. Almost all disposals are donations to other institutions, often in exchange for material given to the Museum. Annual totals range between 200 and 1,000.

Loans

At any one time almost 200,000 specimens are out on loan to over 1,100 researchers around the world. Each year about 650 new loans (over 30,000 specimens) are sent to over 300 borrowers in more than 40 countries.

Appendix 3. Mineralogy

The collections

The collections in the Mineralogy Department consist of well over a third of a million individual specimens and are assembled into five broad groups of materials, each of which is handled curatorially in a slightly different way. The systematic mineral collection (about 180,000 specimens) is organised on a crystal-chemical basis, with individual species then being sorted geographically - this collection includes about 5000 gemstones; the petrology collection, including building stones, (about 120,000 rock specimens) is organised chronologically following the date of the specimen's acquisition; meteorites (3000 specimens) are organised according to the classification of the meteorite; and the ocean bottom deposits (40,000 specimens) are arranged geographically and can be indexed from the latitude and longitude co-ordinates. There are also about 30,000 economic and ore specimens from a wide range of mineral deposits.

In addition to the collections listed above, there is a substantial collection of unaccessioned mineral duplicates and several teaching and smaller collections. There are two major mineral collections which are kept as distinct entities - the Russell collection of British minerals (12,000 specimens) and the Ashcroft Swiss collection (7,000 specimens). Under the terms of the Russell bequest and the Ashcroft donation these highly individual collections will be kept in perpetuity in their present state. The Kingsbury collection of British minerals (bequest) is at present being kept as a separate collection and is currently being evaluated along with the specimens which Kingsbury donated during his lifetime.

Geographical range. The systematic mineral collection is renowned for the breadth of its worldwide coverage although its particular strengths lie in British and European classical material and in specimens from the Commonwealth countries. The petrology collections more closely parallel the research work undertaken in the department and in recent times have shown a specialisation in igneous rocks, especially carbonatites and alkaline rocks. There is a fine collection of kimberlites and upper mantle xenoliths. Meteorites are represented by falls and finds worldwide, but recent work has been focused on the Antarctic micrometeorites. The ocean bottom deposits collection is particularly well represented in material from the Challenger voyage and in material provided by the Admiralty.

Historical range. There are approaching two hundred specimens in the systematic mineral collection which came from the original Sloane collection (1753) including two trays of 'medicinal' material. Specimens from other early collections [Hatchett (1799), Cracherode (1799), Greville (1810), von Born (1810), etc.] are dispersed in the systematic collection. Much more recently, the mineral and economic collections have been greatly enhanced by the incorporation of the substantial collections of the British Geological Survey (1985), which includes much material from the former British colonies.

Current priority area for acquisitions

The current research projects in the department are generating much material through fieldwork for eventual incorporation in the ore and petrology collections. Fewer specimens for the mineral collection are acquired in this way; most important acquisitions have to be organised by purchase from mineral dealers. Specimen exchanges are now far less prominent because of the difficulty in defining a duplicate mineral specimen. The Museum has benefited greatly from a number of donations and loans of fine exhibition-quality material in recent years. Some of the more important areas for targeted acquisitions are as follows:

- Newly described mineral species or species unrepresented in the collection
- Described or type mineral specimens
- Mineral specimens from the British Isles
- Mineral specimens required for the Minerals Systematics Research Programme
- Rare-earth mineral species
- Carbonatites and alkaline rocks

- New falls and finds of meteorites and unrepresented/poorly represented classes of meteorite
- Micrometeorites

Collection statistics

Estimates of the numbers of specimens in the departmental collections becomes more accurate as the work on preparing the collection databases proceeds. In the mineral sciences, type specimens are only recognised for mineral species and then only two classifications, holotypes and cotypes, are internationally approved; there are no equivalent designations in petrology. Most specimens are in the form of hand specimens, but there are many large, exhibition-size specimens and a large number of micromounts and polished and thin sections. Much of the oceanic material is in the form of bottled sediments but there are, in addition, many cores.

<i>Collection</i>	<i>Specimens</i>	<i>Species</i>	<i>Types</i>
Minerals	180,000	2,400	420
Rocks	100,000	-	-
Building stones	20,000	-	-
Ores	30,000	-	-
Ocean Bottom Deposits	40,000	-	-
Meteorites	3,000	2,000*	-
MINERALOGY TOTALS	373,000	4,400	420

* Number of meteorites represented in the collection. Some large meteorites are represented by more than one individual specimen.

Location and storage. The systematic mineral collection is now divided over two storage areas, the Waterhouse Building Mineral Gallery (102) and associated East Tower storage and the storage gallery 3G above the Earth Galleries. About one tenth of the mineral collection is on public exhibition. The rock collection is in the south-east basement corridor, with overflows into some of the cabinets in adjacent offices. Meteorites are stored in a secure room in the same basement. The ocean bottom deposits are now at the Wandsworth store.

Acquisitions and disposals

In the last year for which statistics are available (1996-7) there were 1614 specimen acquisitions to the departmental collections; 1277 minerals, 33 rocks, 6 meteorites and 300 ocean bottom deposits. These numbers vary greatly from year to year and can be significantly boosted when entire collections are received. Disposal of accessioned specimens by exchange with other institutions is now a rare event - it is more usual to donate a small portion of a specimen when research material is requested, thereby retaining the main portion of the specimen in the collections. Some disposals through deterioration occur on a small scale - the Trustees are informed when this occurs.

Loans and outgoing donations for research purposes

In 1996-7 there were 74 loans or donations of material from the departmental collections involving a total of 239 individual specimens. Although the latter number is relatively small, these involved the loan of a number of valuable minerals and gemstones for commercial purposes.

Appendix 4. Palaeontology

The Collections

The collections cover the entire taxonomic range of palaeozoology and palaeobotany, comprising microfossils, macro-invertebrates, vertebrates and plants. The oldest fossils date back over 3,500 million years, whilst there are sub-fossil specimens less than 1,000 years old. The total number of items was estimated in 2003 to be in the region of 8 million, but many accession register entries include more than one specimen on a single number. The total can only ever be an estimate because of the nature of the material - some blocks of matrix may contain several thousand individual specimens and yet, for practical reasons, be accessioned as one item. At the other extreme, some vertebrate material is accessioned as component parts of skeletons. The collections are arranged systematically, and there are estimated to be over 116,000 type and figured specimens. Items can range considerably in size and weight, from the massive (for example, fossil elephants skulls, fossil tree trunks) requiring heavy-handling, to the microscopic. The department is also responsible for the collection of Recent brachiopods, numbering some 10,000 specimens.

Geographical range. The geographical range is worldwide, with British material predominant and well represented, and extensive foreign material, especially from ex-colonial areas and regions of political and economic importance, such as the Indian sub-continent and the Middle East. Quantities of other foreign material vary according to British commercial interests past and present, and areas where there is new scientific research, such as the Himalayas, Mali, Niger, China, UAE.

Historical range. Some of the collections are of historical value, marking the progress of scientific exploration from the 1700's to modern times, and include for example, those of Sir Hans Sloane, Charles Darwin, William Smith ('the Father of English Stratigraphy'), Gideon Mantell, Sir Charles Lyell, Mary Anning, and the material from the ill-fated last expedition of Captain Scott.

Other important collections plot the progress of palaeontology, such as the Sowerbys (molluscs), Thomas Wright (echinoderms), Mrs. Gray (various taxa from the Ordovician of Girvan), Thomas Davidson (brachiopods), A. W. Rowe (specimens used in his famous works on Chalk zonation), Reid and Chandler (London Clay fruits and seeds). Modern collectors continue to contribute to the wealth of knowledge stored here, such as the late Stanley Westhead collection of Carboniferous crinoids from the north of England, and the C. W. and E. V. Wright collection of various invertebrates.

The micropalaeontology collections are of considerable importance, being used for stratigraphic correlation, environmental analysis and taxonomy. They also have economic and revenue-earning implications. There is restricted access to some parts of these collections for commercial reasons. Acquisition priorities are to cover areas where collections are weakest, especially planktonic foraminifera, radiolaria, and post-Palaeozoic palynological material. Some important collections include:

- *Foraminifera.* The *Iraq Petroleum Company Collection* of key, mainly larger benthic foraminifera from the Middle East contains some 10,000 slides, covering the Palaeozoic to Recent, with emphasis on the Mesozoic.
- The *Challenger Foraminifera Collection.* Worldwide collection of Recent species.
- The *Blow Collection*, our only collection of planktonic foraminifera of note.
- The Former Royal School of Mines Collection of Foraminifera including some material from the Channel Tunnel exploration drilling.
- *Palynology* collections include about 2,000 type and figured slides and some 100,000 other slides.
- *Dinoflagellates* are especially important, with material mostly Palaeogene but with some Mesozoic and Quaternary.

- *Conodonts*. These are of biostratigraphic importance, and have been used commercially in thermal maturation studies. Slides numbering some 10,000 include about 2,000 type and figured individuals.
- *Ostracods*. Most useful for environmental studies, ostracods have also been used for oil exploration (as in Azerbaijan). The collections are possibly the finest in the world, with about 8,000 slides.
- The Former Hull University Collection of about five thousand named and assemblage slides of mainly post-Palaeozoic ostracods.
- *Nannofossils*. SEM photographs and a computerised optical image database forms the type and reference collection, with rock samples available for further study.
- *Collections with representation of more than one group include*. The ex-British Petroleum microfossil Collection containing up to 200,000 slides, including a reference collection and well-run material.
- The former Aberystwyth University Collection of mainly post-Palaeozoic Foraminifera and Ostracoda consists of roughly 56,000 slides and their associated residues, rock samples and postgraduate student theses.

Current priority areas for collecting

Active collecting concentrates on those parts of the collections where there is current research interest, for example:

- Bryozoa from New Zealand, as part of a taxonomic revision of Cretaceous to Recent bryozoan faunas.
- Trilobites from various areas, including silicified material from the USA.
- Insects in amber, initially as part of projects to extract fossil DNA.
- Anthropological work in Morocco.
- Palaeogene mammals.
- Pleistocene faunas in the UK supporting the AHOB Project
- Mollusca for the Panama Palaeontology Project
- Fauna and flora of the Purbeck Limestone Group England

COLLECTION	Specimens = Curatorial Units	Number of type and figured specimens	
Anthropology (V)	36,000	10	Worldwide except Antarctic and Arctic
Arthropods (IVA)	100,000	3,050	Worldwide. Good British collections
Birds (V)	12,250	600	Worldwide except for Arctic and China. Excellent Early Tertiary from England.
Brachiopods (IVB)	>300,000	10,000	Worldwide coverage of both fossil and recent faunas. Comprehensive collections from Britain.
Bryozoans (IVA)	750,000	10,000	Worldwide coverage, especially Silurian, Cretaceous and Pliocene.
Cephalopods (IVB)	148,000	6,640	Worldwide. Good British and European collections.
Coelenterates (IVA)	126,000	2,000	Worldwide with comprehensive British collection.
Echinoderms, etc (IVA)	170,000	1,800	Worldwide. 50% British. Important small collection of echinoids from Antarctica. Comparative material held on behalf of Zoology Dept.

Graptolites (IVA)	25,000	400	Worldwide with good British collections.
Trace fossils (IVA)	1,850	>133	Patchy world coverage. Especially ex Commonwealth. Particularly strong in British vertebrate tracks.
Fish (V)	100,000	8,000	Worldwide coverage.
Machaeridia (IVA)	500	77	Collections from Europe and the USA
Mammals (V)	200,000	10,000	All continents represented. British Collection is especially important.
Micropalaeontology (M)	550,000	>20,250	Worldwide coverage of microfossils and palynology.
Non-cephalopod Mollusca (IVB)	>5,000,000	12,000	Worldwide coverage.
Plants	237,000	11,000	Worldwide coverage especially Devonian, Carboniferous, Jurassic, Cretaceous and Eocene.
Reptiles & Amphibians (V)	50,000	20,000	All continents represented including Antarctica
Sponges, worms and other groups (IVA&B)	71,000	>200	Reasonable worldwide coverage. Archaeocyathids from Australia and Antarctic.
PALAEONTOLOGY TOTALS	>7,877,600	>116,000	

Locations and storage

The Palaeontology building is situated at the eastern end of the South Kensington site. The outstation at Wandsworth is used for the storage of large specimens and large quantities of material for which there is no immediate requirement or space at South Kensington. The main collections are housed in cabinets of a flexible, interchangeable system of unitary construction in which drawers, shelves and roller storage can be simply interchanged. There are approximately 52,000 drawers, 3,000 shelves, and 600 roller sets, in a total of about 2,100 cabinet units.

Acquisitions

Acquisitions by Museum fieldwork range from 2,000 to about 12,000 items per year. Numbers of specimens donated and received in exchange vary widely, ranging from about 7,000 to 80,000 specimens per year in recent years. Specimens are also purchased for the collections with annual totals varying from less than 10 to over 2,000.

Loans

Loans are made mostly for research purposes to scientists throughout the world, but a number are for exhibition and media purposes. The number of new loans made each year ranges between 100 and 300 and involves between 2,500 and 4,000 specimens.

Appendix 5. Zoology

The collections

The collections comprise all recent animal groups with the exception of insects and arachnids. There are an estimated 28 million specimens arranged, where possible, in systematic order, allowing efficient retrieval. The diversity of material, which includes single cells on slides, specimens preserved in spirit, frozen material and skeletons of whales, presents a range of challenging curatorial problems. Curators answer thousands of enquiries each year, using the collections and more than 5,000 visitor days are recorded annually, representing use of the collections by researchers from all over the world.

Geographical range. Worldwide coverage of many taxa. The collections are particularly rich in material from former colonial countries and in type, rare and historic material.

Historical range. The bulk of the collections were assembled in the late 19th and early 20th Centuries, but they include some 16th Century and modern material. Many specimens originate from the work of famous zoologists, including Linnaeus, Darwin, Wallace, Rothschild, Hooker, Sloane, Lyell and Sowerby and from voyages of exploration, including those of *Challenger*, *Alert*, *Investigator* and *Discovery*.

Current priority areas for collecting

Significant collecting is mainly through fieldwork relating to active research programmes and consultancies. Combined, these activities contribute specimens to almost the whole range of the department's collections. In addition, the collections are enhanced by the acquisition of significant donations from institutions and individuals, for example the marine collections from the Institute of Oceanographic Sciences (formerly at Wormley).

Collections statistics

Estimated numbers of specimens and types. The diversity of material, from microscopic protists to whales, and the range of storage methods, wet, dry, frozen, as individual specimens, slides or bottled lots make estimation of numbers of individual specimens difficult. The figures below relate to 'curatorial units' which range from individual specimens in some groups to samples including many individuals in others. The overall total is for individual specimens, not curatorial units. Approximate numbers of primary type specimens (holotypes, lectotypes, neotypes and syntypes) are probably underestimates because many types in invertebrate collections remain to be discovered. Other significant specimens include figured, cited and voucher collections.

<i>Collection</i>	<i>Group</i>	<i>Curatorial units</i>	<i>Types</i>
Higher vertebrates	Mammals	361,467	>8,000
	Birds	2,037,407	>9,000
Lower vertebrates	Fish, reptiles and amphibians	2,215,268	23,500
Invertebrates 1	Mollusca, Bryozoa and Entoprocta	8,576,434	260,000
Invertebrates 2	Annelida, Crustacea, Cnidaria, Echinodermata, Nematoda, Porifera, etc	14,041,655	44,900
	Parasitic worms	511,015	23,000
	Protista	20,008	1,000
	Biomedical parasitology	250,123	0
ZOOLOGY TOTALS (specimens)		28,013,377	>369,400

Locations and storage. The Zoology Department collections are spread widely over several sites. There are about 40 storage areas/rooms/corridors spread between South Kensington, Tring, and Wandsworth. A major new building, the Darwin Centre (Phase One), was opened in October 2002 by HM the Queen. It houses all Zoology's wet preserved material (excluding birds). The modern buildings at Tring, Wandsworth and the Darwin Centre have full environmental control. The South Kensington dry storage areas vary in quality and the collection furniture varies according to the type of material, including open mesh racks, wooden and steel cabinets, shelving, slide cabinets etc.

Acquisition and disposals

In recent years specimens have been acquired at an average rate of about 50,000 per year. The acquisition of the Institute of Oceanographic Sciences collection and other large secondary collections are unpredictable and acceptance depends upon the quality and scientific importance of the material. Nearly all disposals are exchanges of material with other recognised research institutions.

Loans

New outgoing loans average 500 to 600 per year, involving about 6,000 specimens. Due to the fragile nature of some specimens, type material from the mammal and bird collections is not sent on loan.

Appendix 6. Library and Information Services

The collections

The Museum's Library and Information Services, Collection Development Policy, concentrates on the acquisition of taxonomic and systematic literature, art works, maps, electronic and audio-visual materials. In addition, related life and earth science subjects required by Museum staff are held on a selective basis. Antiquarian material is also acquired selectively. All items acquired in the subject areas listed in this policy form part of the statutory collection.

Materials on other subjects are also acquired for general reference, management and training purposes. These items are not retained in perpetuity and do not form part of the statutory collection.

The Library also provides electronic access to a wide range of other information sources.

Scope of Collections

The Museum's Library houses the largest collections of natural history materials in the world. The collections have a comprehensive coverage of most aspects of natural history and are international in content. The Library includes over one million printed volumes and 10,000 current serial titles. The Library has a rich international collection of important natural history antiquarian books, manuscripts and original artworks dating from the 15th century.

Collection Development Policy

The Library Collection Development Policy concentrates on the acquisition of contemporary books, serials, electronic publications, art works, microforms and other media which are relevant to the work of the Museum. A listing of core subject areas follows.

- Relevant antiquarian collections (books, manuscripts, art works, maps and photographs) are occasionally purchased.
- Collection development guidelines for maps are listed separately (see below). This states which scale of maps are acquired.
- Duplicate sets of serials and duplicate copies of books will only be acquired if a clear need is established. This course of action must be agreed by the relevant Collection Development Manager and approved by the Head of Collection Development.
- The Museum Library is aware of the collection policies of a number of related libraries and seeks to liaise with these institutions to avoid unnecessary duplication in the acquisition of monographs and serials. Libraries consulted include: The British Library, Imperial College and Science Museum Libraries, Royal Botanic Gardens Kew, Royal Entomological Society, University College London, British Geological Survey, and the Geological Society.

Core areas

Each specialist library within the Library collects relevant historical, (including biographical) bibliographical and reference sources.

Botany Library

Botanic gardens and herbaria, botanical nomenclature, chemotaxonomy and plant cytology, economic plants excluding forestry, floras, medical botany, palynology, plant ecology, conservation, poisonous plants, systematic botany including myxomycetes and fossil diatoms; excluding fossil plants.

Entomology Library

Agricultural/economic entomology, arachnology, biological control of insects, insect anatomy, insect behaviour, insect biochemistry, insect conservation, insect ecology, insect nomenclature (including common names of insects), insect physiology, medical entomology (including forensic entomology),

plant galls, regional entomology (including recording schemes), systematic entomology (including related textbooks), veterinary entomology.

General Library

The General Library does not collect in areas specific to any one of the specialist libraries. It does hold publications concerning two or more of the specialist libraries' areas, for example, parasitology of plants and animals, general ecology, etc.

Biogeography, biometry, cytology, ecology, evolution and evolutionary theories, exploration and travel (as relating to natural and earth sciences), Linnaean studies, museology (including collecting), nomenclature, regional and general natural history, systematics.

Earth Sciences Library

Chemistry (inorganic, physical in application to analysis undertaken in department of mineralogy), clay deposits, crystallography, gemmology, geochemistry, light and colour, meteoritics, mineral analysis, mineral deposits, mineralogy (e.g. regional), palaeoanthropology, palaeontology - systematic, including fossil insects, fossil pollen, palaeo-botany, recent brachiopoda and foraminifera; but excluding fossil diatoms, petrology, regional geology, regional palaeontology, stratigraphic charts, stratigraphy, tectonics, vulcanology.

Tring Library

Avian anatomy, avian behaviour, avian ecology, avian evolution, avian flight, avian genetics, avian histology, avian migration, avian morphology, avian nomenclature, avian physiology, avian song, avian systematics, avian taxonomy, biographies of ornithologists and ornithological artists, bibliographies of ornithological collections, ornithology and ornithologists, general ornithology, oology and nidology, regional ornithology.

Zoology Library

Animal anatomy, animal behaviour, animal conservation, animal ecology, animal evolution, animal parasitology, animal physiology, archaeozoology, poisonous animals, regional zoology (zoogeography), systematic zoology (including related textbooks, but excluding brachiopoda, foraminifera, insects and birds), zoological gardens, zoological museums, zoological nomenclature.

Maps

Topographic maps: Ordnance Survey of Great Britain: 1:50,000 (2 copies), 1:25,000, 1:10,000 series. (GL 1:50,000, 1:25,000; ES 1:10,000). Current world coverage at about 1:250,000 and smaller scales; larger scales of areas of special interest. (GL). Geological and mineralogical maps (including stratigraphic charts and sections, and palaeo-geographical maps; excluding economic geology). (ES)

Antiquarian material

Antiquarian material is taken to mean second-hand printed items of any date, and also manuscripts, original art works, maps and photographs.

Initial selection will be in accordance with the subject guidelines.

In addition, there are a number of special criteria which are applicable to antiquarian items:

- Relationship to Museum specimen collections. This is especially relevant for manuscripts and letters which may, for example, describe collections held, or the circumstances in which collections were made.
- Value for exhibition purposes.
- Enhancement of manuscript collections already held.
- The Museum Library's position as a national centre of excellence.
- National heritage factors.
- Potential value for publication.

Collections statistics

Estimated numbers of principal types of materials.

<i>Collection</i>	<i>Number</i>
Monographs	1,000,000
Serials, current titles	10,000
Serials, non-current titles	15,000
Artworks	500,000
Manuscripts	150,000
Maps	100,000
Photographs	100,000
LIBRARY TOTAL	1,875,000

Location and storage. The Library's collections are housed throughout the Museum in some 100 separate locations. At South Kensington the main collections of each specialist area are held in a principal reading room and, except for the General Library, a second main storage area. The most specialised books are to be found in small sectional libraries located adjacent to specimen collection areas. At Tring ornithological material is located adjacent to the main specimen storage areas whilst The Rothschild Library is maintained as a separate historic collection. The majority of the Library collection is kept on open, static, wooden shelving units. Rare materials are kept in locked wooden, glass fronted cabinets in special areas.

Acquisitions and disposals

Modern materials are acquired in three ways - purchase, exchange, presented (donated) - and each accounts for approximately one third of the annual total new acquisitions. On average each year 2,500 books and 20,000 serial parts are received. Numbers of other media can vary significantly from year to year, ranging from zero to several thousand in the case of manuscripts or photographs. Acquisition of historic material is mainly of original items and in recent years at least 10 purchases, ranging from a single volume to a large collection, have been made annually. Disposals from the collection are rarely made.

Loans

These are made principally to exhibitions or to allow facsimile production. On average, at any given time up to 200 items are out on loan for these purposes.

Appendix 7. Code for collecting biological and geological specimens

Museum scientists undertaking fieldwork that involves the study and collection of biological or geological material will only do so in accordance with the laws and regulations of the sovereign nation in whose territory they are working. Due attention will be given to the appropriate codes of practice provided by various professional organisations.

The Museum will not undertake collecting for commercial sale purposes, or make genetic material from foreign specimens held in its collection available for commercial exploitation unless prior agreements are obtained from appropriate government agencies in the overseas country concerned (see the Museum's separate Bioprospecting Policy [Appendix 8]).

Fieldwork outside the UK that involves collecting geological and biological material will be conducted, as far as is possible, as part of a collaborative venture with a local museum, university or other recognized institute. Where possible named specimens will be deposited with an appropriate local organisation.

Museum scientists will not deliberately kill and collect species protected under national or international law except where specimens are collected under direct auspices of the appropriate legal enforcement authority in the country concerned and where suitable specimens are not to be found in existing collections. Furthermore, Museum scientists will not accept specimens similarly protected which are presented by third parties where appropriate documentation of similar procedures is absent. Other samples will only be collected as part of agreed research projects or environmental impact assessments, and no more specimens than are strictly required for any purpose will be killed, or removed from the habitat.

Every effort will be made to avoid unnecessarily destructive or environmentally damaging sampling. Where extensive excavation is required to obtain a sample, prior agreement will be reached with appropriate authorities concerning the disposal of spoil.

Any person or persons collecting on behalf of the Museum will be required to sign in advance an agreement that they will abide by the Museum's policies.

Appendix 8. Bioprospecting Policy

Bioprospecting is the search for commercially valuable biochemical and genetic resources in plants, animals and microorganisms. These resources may be used in food production, pest control, the development of new drugs and other biotechnology applications. When carried out well, bioprospecting can be a part of development that does not adversely affect the environment as well as contributing to the greater well-being of humanity.

We recognise that, with our substantial reference collections of biological specimens from all regions of the world, and our expertise in collecting, authoritatively identifying and classifying biological organisms, The Natural History Museum can play an important role in bioprospecting. Recognising the potential benefits to the custodians of biological resources and to humanity, we are willing to participate in bioprospecting which uses material newly collected for these purposes.

The United Nations Convention on Biological Diversity, agreed at Rio de Janeiro in 1992 and now ratified by over 120 Parties, reaffirms the sovereign rights of States over their own biological resources and their responsibility for using their resources in a sustainable manner. It is our policy to act in accordance with the provisions of this Convention relevant to bioprospecting.

When participating in bioprospecting outside the UK, we will operate in a contractual framework which includes agreement from an appropriate government agency in the country concerned. We will not collect and supply samples for screening without the prior informed consent of the host country.

Furthermore, The Natural History Museum will only supply samples for bioprospecting purposes when the agreement between the host country and the body purchasing the samples provides for the fair and equitable sharing of the benefits arising from their commercial or other utilisation. In drawing up bioprospecting agreements, we will take account of the rights, interests and practices of indigenous peoples. We expect that, by working co-operatively with local organisations, we will help to strengthen the taxonomic capacity of the country providing the biological resources.

This policy was approved by The Museum's Trustees in October 1996

Appendix 9. The use of specimens in DNA-based studies

Policy

The Museum welcomes the opportunity to use its collections in as many ways as possible for the furtherance of scientific study. To ensure that the needs of both contemporary and future users are properly catered for the following guidelines have been drawn up.

Procedure

1. All proposals for research involving the extraction of DNA from Museum specimens should be addressed to the Head of Collections of the relevant science department.
2. A proposal should include:
 - a brief outline of the project
 - a brief justification of the material required to do the research
 - evidence that the proposed techniques produce reliable results

This proposal will be evaluated with regard to scientific importance and technical feasibility. Further information might be requested. If approved the Museum will nominate a contact for the project.

3. The choice of specimens and their use will be under the guidance of the appropriate curator. The smallest possible sample will be taken, from the least intrusive site and causing the least damage to the specimen.

Terms of agreement

4. The applicant agrees to:
 - return aliquots of extracted DNA to the Museum.
 - provide GenBank/EMBL accession numbers or computer readable copies of sequence data derived from Museum specimens as soon as possible but no later than the date of submission for publication. The Museum undertakes not to disseminate these data until they are accepted for publication.
 - provide copies of experimental protocols that differ from published methods. The Museum undertakes not to publicise such innovations until they have been published.
 - publish jointly with Museum staff if they have contributed significantly to the work.
 - acknowledge use of the Collection in publications involving use of Museum specimens. Reprints of such publications should be sent to the Museum.
 - provide brief annual reports on the status of the research until it is either published or abandoned.
5. The Museum retains the right to insist that tissue extractions are done in an appropriate laboratory within the Museum.
6. Fees might be charged to help the Museum provide the necessary resources.
7. Material can only be passed to third parties or PCR products subsequently used with the approval of the Museum.
8. The Museum retains all rights to DNA sequences derived from specimens in its collections. The research and the results of the research may not be commercially exploited in any way without the prior written agreement of the Museum. Such agreements may be refused in the Museum's absolute discretion or granted subject to such conditions as the Museum may decide (and may well require prior agreement as to the sharing of the financial benefits arising from such

exploitation). Such decisions will be informed by the Museum's Bioprospecting policy and the principles of the United Nations Convention on Biological Diversity.

9. The Museum retains the right to refuse permission for DNA to be extracted from specimens.

Appendix 10. Contract terms for the protection of museum objects

Extract from preliminaries document contained within all contracts issued by Estates Management relating to building and maintenance work and similar activities:

Protection of Museum Objects

If works are to be carried out near any object or any case containing any object the Contractor shall first inform the Contract Administrator. Contractor's staff are not permitted to move any object or case containing any object, nor are they permitted to erect scaffolding, access towers, ladders or any similar items near or over objects or cases without prior consultation and the approval of the relevant Museum department. Museum staff must be given two weeks notice to enable them to either relocate or protect objects that are in the vicinity of, or on the access route, or near the Site of the Works or near the position of temporary hoardings.

The Contractor shall produce in advance of the commencement of activities a schedule for the Contract Administrator's approval showing the intended sequence and duration of each and every event involving any work near any object or case which must be approved two weeks before the start of the work involved.

In addition to the schedule, notice of the commencement of each specific activity will be required. The timing of the erection and dismantling of hoardings and screens shall also be shown on the schedule.

The Contractor shall ensure that where materials, plant or equipment are to be fed through near objects the size and shape of such items is compatible with the access available. Amendments to openings, existing access, or positions of objects or exhibition cases will not be allowed to be undertaken by the Contractor without written agreement by the Contract Administrator.

The Contractor shall be totally responsible for any damage he causes directly or indirectly to any object case whether or not his method of working and the timing of his work are approved by the Contract Administrator.

Before work near objects or cases commences or such access is required at least two weeks notice must be given by the Contractor to the Contract Administrator and such work shall not commence until permission to proceed has been granted.

When submitting notifications, details of the proposed location of any scaffolding or access towers, ladders and the like must accompany the application.

When working in such areas full time Warder supervision will be in attendance. Certain of these activities will therefore have to be carried out at specific pre-arranged times.

If in the course of the Works the Contractor uncovers any previously unexposed object or item which is possibly an object, he shall immediately stop work in that area and inform the Contract Administrator.

Transporting any heavy or bulky items within the interior Museum areas shall only be undertaken before 09.45 hours and with the knowledge and permission of the Warders and the Contract Administrator. Further approval from Departmental curatorial staff will be necessary, so prior notice is essential. Where any dimension of the item transported by hand exceeds 1.8 metres two men or more must always be used in order to control all extremities of the item.

Appendix 11. Museums and Galleries Act 1992, Schedule 5

Section 6 of the 1992 Act provides for transfers of objects or related documents to and from the following collections (as listed in Schedule 5 to the Act):

SCHEDULE 5 Transfers to and from certain collections

Part I Transferors and transferees

- The Board of Trustees of the Armouries
- The British Library Board
- The Trustees of the British Museum
- The Trustees of the Imperial War Museum
- The Board of Governors of the Museum of London
- The Board of Trustees of the National Gallery
- The Board of Trustees of the National Galleries of Scotland
- The Board of Trustees of the National Library of Scotland
- The Trustees of the National Maritime Museum
- The Board of Trustees of the National Museums and Galleries on Merseyside
- The Board of Trustees of the National Museums of Scotland
- The Board of Trustees of the National Portrait Gallery
- The Trustees of the Natural History Museum
- The Board of Trustees of the Science Museum
- The Board of Trustees of the Tate Gallery
- The Board of Trustees of the Victoria and Albert Museum

Part II Transferees only

- The Court of Governors of the National Library of Wales
- The Council of the National Museum of Wales
- The Trustees of the Ulster Museum
- The Trustees of the Ulster Folk and Transport Museum

Appendix 12. Archives and records management policy

1. Preamble

The aim of this Policy is to establish a framework for managing all records, including paper, electronic or other media, created by the Museum in the course of its activities. It enables the Museum Archives to select those items to be retained as a permanent record using retention schedules and the destruction of documentation without legal or historical significance.

The Museum Archives encompass those records that have been created, accumulated or stored by administrative and scientific departments of the Museum since moving to South Kensington in 1881. The Museum Archives was set up in 1977 and is now firmly established as the section within the Department of Library and Information Services responsible for all Museum records. The National Archives (Public Record Office) recognizes the Museum Archives as a Place of Deposit.

The Archives contains a wealth of information on all aspects of the scientific, exhibition, educational and administrative work of the Museum, and the many other institutions and individuals that have interacted with it. In particular the Archives complements collections of specimens, books, journals and manuscripts to enrich the research base of The Natural History Museum with historical and scientific documentary evidence.

2. Legislation

The Museum has a number of legal obligations under the terms of the Public Records Act 1958, amended 1967.

- 1a The Act laid the responsibility for public records on the Lord Chancellor, and his appointee, the Keeper of Public Records. Public records are to be housed in the National Archives (Public Record Office) and at other Places of Deposit.
- 1b The Natural History Museum is listed in the First Schedule of the Act, and thus Museum records are public records.
- 1c The Natural History Museum was appointed as a Place of Deposit in 1969. This allows the Museum to hold its archives in a specified room on site, providing that it continues to meet certain standards of storage, listing and access. This appointment is reviewed every ten years.
- 1d Each organisation covered by the Act is obliged to appoint a Departmental Records Officer (DRO) who is responsible for compliance with the Act and with the procedures laid down by the National Archives (Public Record Office). The Museum's DRO is the Museum Archivist.

The Museum has manual and electronic record keeping responsibilities specified by the Freedom of Information Act 2000 and its associated Code of Practice on the management of records. The Museum is also subject to The Data Protection Act 1998 that enables living individuals to request personal information held in manual and electronic data. Our ability to comply with this Act depends on good records management practice and procedure.

3. Policy on Records Management

All documents, photographs or items in any other media, created or received by employees of The Natural History Museum in the course of its official business are records of the Museum and therefore public records.

Responsibilities of staff. Staff should follow the guidelines set out in the booklet 'Securing the Future' to ensure the rapid destruction of duplicate or valueless material, and the careful retention of the remainder. Records which are no longer regularly used, but which need to be retained, should be sent to the Modern Records Store. On leaving the Museum, staff must not remove any manual or electronic

records without the written permission of the Trustees or their Head of Department, according to status.

Responsibility of the Archivist. The Museum Archivist will liaise with departments and draw up retention schedules itemising the retention and destruction criteria for all types of record they create. The Archivist will accept and encourage the deposit of records in the Modern Record Store, and will be responsible for the management of the store. The Archivist will make records held in the store available to the depositor and, with the depositor's permission, to other enquirers. According to established retention criteria in the relevant schedules, the Archivist will remove records for review and either transfer them to the Archives or, with the permission of the depositor (or the depositor's successor), destroy them.

Responsibility of the Liaison Officers. Each Head of Department will appoint a departmental records liaison officer with the following responsibilities:

Become generally familiar with the work of the Archives Section, both in the development of the Archives itself, and in the management of modern records.

- Promote understanding of the service the Archives provides in the preservation and exploitation of the Museum's historic records within their departments.
- Understand the duties imposed on the Museum by the Public Records Act, 1958, amended 1967.
- Liaise with departmental staff on archival matters and report on archives and modern records at departmental or sectional meetings.
- Make 'archive' contributions to departmental news sheets where applicable.
- Encourage the timely deposit of archives and modern records and use of the archives as a source of information.
- Stress the importance of preserving archives to staff who are leaving and to alert the Archivist to any situations where valuable records may be at risk.
- Attend meetings called by the Archivist.
- Assist the Archivist as necessary in their response to requests for information under the Freedom of Information Act or Subject Access Requests under the Data Protection Act.

4. Policy on Archives

The Natural History Museum shall select and preserve an archive of documents, photographs and other media to provide a data resource for its own collections managers, research scientists, administrators and others; to provide a historical record of its activities; and to ensure the safe-keeping of documents of legal and evidential value.

The Museum will encourage public access to this resource as specified by the Public Records Act 1958, amended 1967; and in accordance with the Freedom of Information Act 2000 and Data Protection Act 1998 and subsequent amendments to existing legislation.

The archive will be housed in the room specified by the National Archives (Public Record Office) (the Archive Store) and will be the responsibility of the Museum Archivist.

Responsibility of Staff. Administrative records more than twenty-five years old should be reported to the Archivist and either transferred to the archives or, by agreement, destroyed. Scientific and curatorial records more than fifty years old should be reported to the Archivist, and should be transferred to the Archives unless there are strong grounds for retention in the Department, in which case a signed retention agreement will be completed. Where retained records more than fifty years old are in regular use, substitutes should be used wherever possible, and the originals preserved in the Archives.

Responsibility of the Archivist. The Archivist will maintain accession details of all material transferred to the archive either directly or via the Modern Record Store, and will provide a receipt for their depositor. The Archivist will be responsible for ensuring the preservation, arrangement and descriptive listing of the archive to ensure its long-term survival and to facilitate its research and

reference use. The Archivist currently operates the thirty-year rule, as laid down in the 1967 amendment to the 1958 Public Records Act. However, the Archivist will facilitate access to information contained in Museum records under the Freedom of Information Act 2000, in liaison with departments and the Museum's Policy Co-ordinators, if this is in the public interest and in accordance with the schedule for compliance by public authorities. The Archivist will encourage the use of the archive both within and outside the Museum, and will provide a rapid and efficient enquiry service for staff and the public as specified by the relevant DLIS Service Level Agreements. The Archives will be made available to the public and staff under supervised access in the General Library Reading Room as specified by DLIS document handling guidelines and library regulations. The Archives comprise unique, original material and will only be made available on loan to staff for short periods at the discretion of the Archivist.

Deaccessioning. Material accessioned for the archive will normally remain there indefinitely. It will only be de-accessioned if, on careful examination and with the approval of the depositor, it does not meet the criteria for retention set out above. The Archivist is, however, permitted to dispose of individual items that are duplicated within the same class, deteriorated items that have been copied and a copy retained, and items so severely damaged or infested that they pose a danger to adjacent materials. The depositor, or their successor if applicable, will be notified in such cases.

Collecting. Although the bulk of material acquired by the Archives originates from within the Museum, opportunities will be taken to acquire from external sources manuscripts, photographs and other media that shed light on or relate to the history of The Natural History Museum, the Geological Museum, and the Walter Rothschild Zoological Museum at Tring. All donations will be documented by a Deed of Gift signed by the Head of Department. Collections offered and accepted on long-term loan will be the subject of a deposit agreement, including access conditions, signed by the Head of Department. These acquired collections are listed as part of the Unofficial Archive and are not public records; however, items deposited as gifts or purchased by the Museum will be subject to public access under the Freedom of Information Act 2000.

Specific areas for external acquisition are papers and other media that relate to:

- collections held in the Museum;
- the different buildings which make up the Museum;
- the Museum's exhibitions and educational activities;
- scientific research and expeditions sponsored by the Museum;
- former members of staff of the Museum; and
- the activities of professional and scholarly societies associated with the Museum in its research or other activities.

5. Policy on Electronic Records

This Policy aims to encourage a culture within the Museum of electronic record keeping where all staff are aware of their responsibilities for ensuring that evidence of business activity is created and captured as part of their operational activities.

All records created or received by Museum employees in electronic or manual formats as part of its official business are public records, covered by the Public Records Act. Electronic records are no different from paper records in this respect. The *Modernising Government* White Paper issued in March 1999 set a target for all newly created public records to be electronically stored and retrieved by 2004.

The ability to retrieve and store information electronically will enable the Museum to respond to enquiries within the given time limits under the Freedom of Information and Data Protection Acts (20 and 40 working days respectively).

The Museum, led by the Electronic Records Management Group will devise and implement a detailed strategy for the capture, management and long-term preservation of electronic records. The Group, following guidance from the National Archives (Public Record Office), will also take responsibility for

recommending electronic document and records management software for the Museum and will manage its implementation.

The strategy will address the following areas:

- 1 Establishing document retention guidelines to ensure the destruction of unwanted electronic data.
- 2 Developing directories, sub-directories and folders in a disciplined corporate filing structure, accessible to authorised staff, to capture electronic documents.
- 3 Selecting preferred identifiers to allow files and folders to be grouped by subject, mirroring existing manual filing systems, and to ensure that all evidence of business activity is grouped together and safeguarded.
- 4 Providing version, access and security controls to facilitate an audit trail.
- 5 Ensuring the legal admissibility of electronic records.
- 6 Retrieving information in an effective and timely manner to facilitate response to enquiries, to improve Museum inter-operability and public service.
- 7 Creating Metadata to acceptable standards to aid subsequent identification, description and location of networked electronic resources.
- 8 Ensuring that the Museum's electronic archive is preserved and remains accessible via Intranet/Internet and other channels and sufficiently robust as a result of continuous refreshment and migration of data.

Once this strategy is in place then electronic records selected for retention will be retained in electronic form. In the interim it is recommended that important electronic records, including e-mails, be printed and added to a conventional subject file.

6. Security

The Archives follows all Museum and LIS security procedures, including those relating to the use and safeguarding of Museum Information Technology systems, and is covered by a disaster plan.

7. Note on Manuscripts and Drawings

Manuscripts and drawings acquired as gifts or purchased from external sources and not produced as a result of the work of the Museum are not public records but the information they contain is subject to the Freedom of Information Act 2000. They are housed within the General and specialist libraries and are catalogued and made available according to established library procedures.

The Archivist acts as Manuscripts Co-ordinator for LIS providing specialist guidance and advice where appropriate.

This policy was approved by the Museum's Trustees in November 2001

Archives: Definitions

Accessioning. Assumption of permanent custody, accompanied by the recording of information and assigning a unique reference code.

Archives. Files, photographs and other media created as part of the work of an institution and selected for preservation; the storage area where such material is held; the staff devoted to the care of such materials.

Data Protection Act 1998 (DPA). Aims to protect the rights of living individuals in respect of personal data processing. Applies to personal data in 'structured' electronic and manual record systems.

De-accessioning. The disposal, either by destruction or donation, of archives which have previously been accessioned. A rare occurrence.

Departmental Records Officer (DRO). The officer with the responsibility of carrying out the provisions of the Public Records Act within a particular organisation. In our case the Museum Archivist and her or his assistant.

Electronic Records Management System (ERMS). An integrated software system to facilitate access, disposal, permanent retention and capture of records in all electronic formats.

Freedom of Information Act 2000 (FOI). Affects all Public Authorities listed by the Lord Chancellor. Changes emphasis from providing access to information in 'structured' and 'unstructured' records more than 30 years old, to responding to all requests for information about our activities at any time provided disclosure is in the public interest. It is believed that the NHM will be required to comply from late 2002/early 2003.

Modern Records Store. The storage area for papers and other media which are no longer in current use and are less than twenty-five years old.

Place of Deposit (POD). An organisation, such as the Museum, having an agreement with the National Archives (Public Record Office) to hold its own archive on site.

Public records. The archive of the departments of government and of those organisations listed in the schedule to the Public Records Act.

Records. Files, photographs and other media created or received as part of the work of an institution.

Retention schedule. A list of records created in any media, with details of how long and why they should be retained either in departments or the Modern Records Store, reviewed or destroyed, or transferred for permanent retention in the Archives.

Review. The consideration of records for retention or destruction, normally carried out five and twenty-five years after closure of a file.

Thirty-year rule. Public records are freely available for public inspection thirty years after closure, unless closure has been formally extended. This will alter under the **Freedom of Information Act** (see above), as requests for access to all information created by the Museum whether from 'historic' (that is, records more than 30 years old) or later records must be considered and access permitted if disclosure is considered to be in the public interest.

Archive Acquisition Priorities

Records have accumulated and been stored in both the central administration and the scientific departments of the Museum since its move to South Kensington in 1881. Although the bulk of material acquired by the Archives will come from within the Museum, opportunities will be taken to acquire manuscripts, photographs and other media which shed light on the history of the Natural History Museum, the Geological Museum, and the Zoological Museum at Tring from external sources.

Specific areas for external acquisition are papers and other media that relate to:

- collections held in the Museum;
- the different buildings which make up the Museum;
- exhibitions and other educational activities;
- scientific research and expeditions sponsored by the Museum;
- former members of staff of the Museum.

Key Museum records

Material suitable for direct transfer to the Archives includes the following:

- *Minutes*. Minutes, working papers and reports of all departmental and sectional standing committees and working groups, together with minutes of ad hoc project committees.
- *Annual Reports*. Museum and Departmental annual reports.
- *Policy papers* re curation decisions, acquisition, exhibitions, education, major temporary or permanent displays from Heads of Departments/Divisions.
- *Curatorial management*. Documentation re acquisition, curation, conservation, loan, exchange and disposal of collections.
- *Correspondence*. Professional correspondence of both collection managers and research scientists.
- *Artwork*. Originals prepared for Museum publications.
- *Administration*. Papers re: projects, building alterations and new construction, provision of services, financial policy and management, Departmental/Trustees reports of progress, office notices, organisational charts and departmental telephone lists, departmental/sectional newsletters, staff handbooks and departmental manuals of procedure
- *Agreements with other organisations* re research programmes or use of facilities
- *Files/papers*. Personal files and research notes of senior and long-serving staff, relations with other major scientific and cultural institutions, major disputes and controversies that affect the Museum, expedition notebooks, specimen log books and reports
- *Miscellaneous*. Minor Museum publications including leaflets, information sheets, posters etc
- *Electronic records*. Obsolete or current databases/datasets for possible transfer to the UK National Digital Archive of Datasets via the National Archives

Appendix 13. Integrated pest management policy

- 1 The Trustees of The Natural History Museum are responsible to Parliament for the care of the collections under the British Museum Act (1963). In a world being rapidly denuded of pesticides, there is an imperative to use Integrated Pest Management (IPM) techniques Museum-wide at South Kensington, Tring and Wandsworth - in the interests of protecting the collections, books and artifacts held by and used for research in the Museum. We are committed to achieving best practice in IPM wherever possible.
- 2 It is the policy, therefore, of the Museum that:
 - 2.1 It conducts its activities of collections management, scientific research and operation as a visitor attraction so as to minimize the risk of pest ingress, attack and infestation which might damage the collections that the Museum exists to maintain, develop and use.
 - 2.2 It is the responsibility of every member of staff to be aware of the threat to Museum collection objects posed by insect and rodent pests and to understand and carry out their personal responsibilities in relation to the Museum's Integrated Pest Management approach. Contractors, Associates, students and volunteers will also be made aware of pest issues and their responsibilities for IPM when working at the Museum.
 - 2.3 Appropriate information, supervision and training will be provided to all staff on pest prevention and control from basic awareness and induction when staff join the Museum through to targeted training for key staff involved in Collections Management. Contractors, Associates, students and volunteers will also be made aware of pest issues.
 - 2.4 The pest management programme in the Museum will be based on risk zones with appropriate procedures laid down for each zone.
 - 2.5 Monitoring, inspection and auditing of the mechanisms for the control of pests will be conducted to ensure effective IPM and continual improvement throughout the Museum. Active monitoring programmes will be in place across the Museum to provide information on insect and rodent activity levels and locations. Trap results and live sightings must be documented and remedial action will be taken when the activity level poses a significant threat to collections.
 - 2.6 Appropriate prevention and control measures for insects, rodents and fungi, approved by the Museum, will be implemented for collections and buildings when necessary within the constraints of current HSE legislation.
 - 2.7 Working practices should aim to eliminate unnecessary exposure of specimens to pest attack.
 - 2.8 All collections and other materials entering the site will be subject to risk assessment leading to specific and appropriate quarantine procedures.
 - 2.9 Materials and fabrics used in the Museum for display, education and decorative purposes should be chosen so as not to provide food sources for insects and other pests.
 - 2.10 Collection storage and displays should be designed to facilitate inspection and cleaning and to minimize pest harbourage and entry.
 - 2.11 Environmental conditions should be maintained where possible to minimize pest development.
 - 2.12 Cleaning will be to a high and agreed standard in all areas, appropriate to the local risk zone classification.
 - 2.13 All catering and food handling for the public and staff must be to an agreed high standard of hygiene to minimize risks from insects and rodents. Special procedures must be in place to minimize the risk of pest ingress from out-of-hours functions.
 - 2.14 The Integrated Pest Management Policy and associated procedures will be reviewed, and if necessary revised, regularly and when changes in circumstances or legislation dictate.

This policy was approved by the Museum's Trustees in November 2002