

DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE
MUSEUM RESOURCE CENTER MUSEUM COLLECTION

Scope of Collection Statement

Prepared by: Renny Bergeron 3/25/2019
Renny Bergeron Date
Supervisory Museum Curator, National Capital Region

Reviewed by: Marian Creveling 3/25/2019
Marian Creveling Date
Supervisory Collections Manager, National Capital Region

Joanne Westbrook 3-25-2019
Joanne Westbrook Date
Supervisory Museum Curator, National Capital Region

Ashley Carter 3/26/2019
Ashley Carter Date
Curator, National Capital Region

Approved by: Laura Anderson 3/25/2019
Laura Anderson Date
Director, Museum Resource Center
Regional Curator, National Capital Region

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I. INTRODUCTION

A. Executive Summary

The Museum Resource Center (MRCE) serves as the central curatorial facility for museum collections of the National Park Service's National Capital Region (NCR). The center is located in a privately owned facility in Landover, Maryland that is leased by the NPS through the United States Government Services Administration (GSA). MRCE features 46,000 square feet of useable storage space and functions to provide care, preservation, and support for 45 museum collections from 13 park and administrative units across Washington, D.C. and portions of Maryland, Virginia, and West Virginia. In addition, MRCE provides support for museum collections from other NPS partners, units, and support offices, and other Department of Interior units outside of NCR administration through formal agreement.

In addition to its repository functions, MRCE administers a museum collection of cultural materials that includes active sub categories for history and archives. Currently, the center's museum collection does not have an ethnological collection sub component to its cultural collection; however, future research or projects may result in the generation of such collections. Since the NPS does not own the land associated with MRCE, it is not anticipated that an archeological sub group will be added to the MRCE cultural collection, nor a natural history collection component (generally including biological, geological, and paleontological sub categories) in the future.

As a whole, museum collections at MRCE continue to grow through ongoing projects and research, and to a lesser extent through active collecting and donations.

For additional information on the museum collection, please contact:

Director
Museum Resource Center
3300 Hubbard Road
Landover, MD 20785
301-832-3967

B. Purpose of the Scope of Collection Statement

This Scope of Collection Statement (SOCS) defines the scope of present and future museum collection holdings of MRCE that contribute directly to the understanding and interpretation of the center's purpose, themes, and resources, as well as those objects that the National Park Service is legally mandated to preserve. It is designed to ensure that the museum collection is clearly relevant to the center.

C. Legislation Related to the National Park Service Museum Collections

The NPS's legal mandate for acquiring and preserving museum collections is contained in the Antiquities Act of 1906 (54 USC 320301-320303); the Organic Act of 1916 (54 USC 100101(a) et seq.); the Historic Sites Act of 1935 (54 USC 320101); the Management of Museum Properties Act of 1955, as amended (54 USC 102501-102504); the Reservoir Salvage Act of 1960, as amended (16 USC 469-469c); the National Historic Preservation Act of 1966, as amended (54 USC 300101 et seq.); the Archeological and Historic Preservation Act of 1974, as amended (54 USC 312501-312508); the Archaeological Resources Protection Act of 1979, as amended (16 USC 470aa-mm); and the National Parks Omnibus Management Act of 1998 (54 USC 100701 et seq.).

D. History, Significance, Purpose, Themes, and Goals

1. History

In 1966, the NCR hired its first Regional Curator, Elizabeth Albro, who served in the role until 1969. After Albro's departure, the NCR Regional Curator position remained vacant until 1975, when Gordon Gay became the successor. Shortly after in 1976, the NCR established its first museum storage facility, the Regional Museum Vault (RMV), to store, preserve, and document museum collections from NCR parks that lacked adequate storage. The 5,000 square foot RMV went into operation in 1976 at the National Visitor Center located in Washington D.C.'s Union Station terminal. During this time, initial regional storage consolidation efforts began while the role of NCR staff expanded to include other support duties such as conducting evaluations of museum collection resources and developing exhibit and historic furnishing plans. In 1978, the first SOCS was approved for the RMV; however, the storage facility was considered a non-collecting entity at this time. Upon Gay's departure in 1978, Michael J. Vice became the NCR Regional Curator in 1979. That same year, the NCR recognized the need for a larger, more centralized museum storage facility. The construction project was brought before the U.S. House Appropriations Committee in 1979; however, the request was denied by Congress.

Pamela (Pam) West became the NCR Regional Curator/Director of RMV in 1982. Later in October of 1982, the NCR leased a 25,000 square foot storage facility through the General Services Administration (GSA) to store NCR museum collections in Lanham, Maryland. The new facility, the Museum and Archeological Regional Storage Facility (MARS), served three key functions: a central repository for museum collections, a clearinghouse for NCR deaccessioned museum collections, and an archeology laboratory. Elements of the region's Museum Services Program at MARS operated as a field unit under the direction of the Regional Curator/Director and a Site Manager, while the NCR's Archeology Program was managed under the direction of the Regional Archeologist and a Laboratory Supervisor.

In 1982, the Vietnam Veterans Memorial (VIVE) was dedicated on the National Mall in Washington, D.C. Shortly after in 1984, the NCR Regional Curator informally assumed responsibility for objects left in tribute by visitors at VIVE. At this time, the VIVE museum collection became the first collection administered solely by MARS staff.

David Guynes became the Site Manager of MARS in 1985. That same year the first Collection Management Report (CMR) for collections stored at MARS was documented¹ and an updated SOCS was approved for MARS; although, the facility still did not have a museum collection of its own at this time. Under the direction of West and Guynes, the mission of MARS expanded to include: providing guidance and support for museum objects, structures, and exhibits; processing museum collections; updating catalog records; providing access for staff, researchers, and media; maintaining the regional, computerized museum catalog database; coordinating park museum accreditation efforts; serving as an information resource; and providing specialized training for field museum staff. Duery Felton was hired as Curator for the VIVE collection in 1989.

Starting in 1990², a museum collection associated with MARS was first created. In 1996, the MARS facility was renamed the Museum Resource Center (MRCE). David Guynes continued to serve as the Site Manager of MRCE until 1997, at which point he was succeeded in the role by Tyra Walker. Also in 1997, formal responsibility and accountability for the VIVE collection was officially delegated to the Regional Curator/Director of MRCE through the memorandum: *Delegation for Accountability of the Vietnam Veterans Memorial Collection*.

In 2000, the NCR leased a new 53,000 square foot storage facility in Landover, Maryland through the GSA. This new facility featured approximately 37,000 square feet of primary collection storage which was retrofitted to meet NPS museum standards for security and environmental conditions. That same year, NCR collections previously stored in the Lanham facility were moved to the new Landover facility retaining the MRCE name.

Regional Curator/Director of MRCE Pam West retired in 2010; she was succeeded as the NCR Regional Curator/Director of MRCE in 2011 by Robert (Bob) Sonderman. Also in 2011, Walker retired and the role of the MRCE Site Manager was assumed by the NCR Regional Curator/Director of MRCE. In 2014, two mezzanines were installed at MRCE adding 9,000 square feet of usable storage in the primary collection storage area. Duery Felton retired as Curator of the VIVE collection in 2014. Shortly after on February 10, 2015, responsibility for the VIVE museum collection was transferred from the NCR Regional Curator/ Director of MRCE to the Superintendent of the National Mall and Memorial Parks (NAMA). Following the retirement of Robert Sonderman in 2018, Laura Anderson was appointed as Regional Curator/Director of MRCE later in 2018.

Today, MRCE continues to serve as the central museum curatorial repository of the NCR featuring 46,000 square feet of useable storage space and providing care, preservation, and access to the

¹ NPS Washington Office; March 17, 2017.

² Earliest accession record date year in the MRCE Accession Book as of March 17, 2017.

region's museum collections in a secure, climate-controlled storage environment. In total, MRCE provides stewardship for NPS museum collections from across the NCR. In addition to this fundamental role, MRCE manages its own museum collection and functions as the base of operations for two NCR Cultural Resource Programs: the Museum Services Program and the Regional Archeology Program. MRCE also provides support for museum collections from other NPS partners, units, and support offices, and other Department of Interior units outside of NCR administration through formal agreement.

2. Significance

Statements of significance for MRCE identified by NCR curatorial staff are as follows:

- MRCE serves as the central repository and support center for the care and preservation of museum collections from NPS parks in the NCR.
- MRCE features 46,000 square feet of useable storage space in a secure, climate-controlled storage environment.
- MRCE supports the NPS NCR by providing care, preservation, and access to park museum collections held in trust for the public.
- The Museum Services Program at MRCE provides expertise in professional conservation, museum, and archival management assistance to park staff and partners.

3. Purpose

The purpose of MRCE identified by NCR curatorial staff is as follows:

The MRCE serves as the field resource unit in the NCR responsible for preserving, protecting, and documenting those museum collections within the physical facility of the center. MRCE staff are responsible for assisting NCR parks with preserving, protecting, and documenting those collections that are at the parks or in other off-site facilities. The collections are utilized for educational, research, and public access purposes and are used to promote the stewardship function of the NPS to the public.

4. Themes

NCR curatorial staff has identified the following themes for the MRCE museum collection:

- MRCE collections are utilized for educational, research, and public access purposes and are used to promote the stewardship function of the NPS to the public.

5. Goals

NCR curatorial staff have identified the following goals to guide the MRCE museum collection:

- Support MRCE's resource management, interpretive program themes, and objectives.
- Identify, inventory, and assess MRCE's cultural and natural resources to form a basis for implementing management strategies.
- Document and protect MRCE's cultural and natural resources to preserve the integrity and diversity of these resources for the enjoyment of present and future generations.
- Provide information to the public through traditional means such as exhibits, publications and interpretive programs or new technology including electronic access through web sites, online databases, and emerging communication methods.
- Support scientific research through documentation, preservation, and access.

E. Laws, Regulations, and Conventions Related to Museum Collections

Archeological materials, except inalienable and communal property (as defined by the Native American Graves Protection and Repatriation Act of 1990 [25 USC 3001-13]), recovered from within the NPS's boundaries through systematic collection are NPS property, and must be retained in a NPS museum collection in accordance with 43 CFR 7.13 and *NPS Management Policies* (2006).

In accordance with the NPS Research Permit and Reporting System, permits to collect natural resource specimens state that retained specimens remain Federal property and will be incorporated into a NPS museum collection. As stated in 36 CFR 2.5, any natural history specimen collection permits issued require the following conditions: specimens placed in displays or collections will bear official NPS museum labels and their catalog numbers will be registered in the NPS National Catalog; and specimens and data derived from consumed specimens will be made available to the public and reports and publications resulting from a research specimen collection permit must be kept on file as part of the museum collection.

In addition to legislation related to NPS museum collections, MRCE is also subject to Service-wide NPS policies and guidelines. *NPS Management Policies* (2006) lays the foundation by which the NPS meets its responsibilities toward museum collections and provides policy standards and requirements for preserving, protecting, documenting, and providing access to, and use of NPS museum collections. *Director's Order #28: NPS Cultural Resources Management* (1998) states, "The National Park Service permits and encourages the acquisition of museum objects by donation, purchase, exchange, transfer, field collecting, or loan when these objects are clearly significant to an area." *Director's Order #24: NPS Museum Collections Management* (2008) and the accompanying *NPS Museum Handbook I-II* (1998-2006) ensure that NPS museum collection managers and staff have information on NPS standards and actions to successfully and ethically comply with *NPS Management Policies* (2006) regarding museum collections. These documents also provide a means of measuring and evaluating progress in preserving, protecting, documenting, accessing, and using museum collections. *Director's Order #12: Conservation Planning*,

Environmental Impact Analysis, and Decision-making (2011) and the accompanying handbook create a method which MRCE is to follow for projects. MRCE is to follow the decision-making process laid out in *Director's Order #12* which includes impact analysis for museum collections. The process can also include cultural resource surveys including archeology. The objects associated with the archeological surveys are placed in the MRCE museum collection for future curation and research. It is the responsibility of MRCE to preserve and protect the natural and cultural resources that might be impacted through park related projects.

Other laws , regulations, directives, and conventions, pertinent to the MRCE museum collection include: *Curation of Federally-owned and Administered Archeological Collections* (36 CFR Part 79, Section 79.10(c)), the Endangered Species Act of 1973, as amended (16 USC 1531 - 1543); the Bald Eagle Protection Act of 1940 (16 USC 668a); the Migratory Bird Treaty Act of 1918 (16 USC 703 - 711); the American Indian Religious Freedom Act of 1978 (42 USC 1996); *Disposition of Federal Records* (36 CFR Part 1228); Preservation, Arrangement, Duplication, Exhibition of Records (44 USC 2109); NPS Special Directive 87-3, the 1983 Convention on International Trade in Endangered Species of Wild Flora and Fauna (CITES); and the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property (implemented in the United States by P.L. 97-446 in 1983, 19 USC 2601). As of December 19, 2014, several of the commonly known laws specific to the NPS mentioned above may have been realigned under Title 54 of the U.S. Code (54 USC).

F. Structures, Landmarks and Park Resources Listed on National or International Registries

MRCE does not have any structures, landmarks, or other park resources listed on any national or international registries.

II. TYPES OF COLLECTIONS

The legal mandates, resource management goals and objectives, and interpretive themes stated in this SOCS provide general direction for acquiring materials for MRCE's museum collection. NPS museum collections are divided into two main categories: cultural (archeology, ethnology, history, and archives) and natural (biology, geology, and paleontology.) The guidelines identified in the following sections for each sub category are intended to direct collecting and to prevent arbitrary and excessive growth of the center's museum collection, while ensuring that the collection remains relevant to the center's mission and purpose.

As stated in *Section IV* of the *NPS Museum Handbook* (2000), reproductions which are acquired for exhibition purposes are managed as part of the museum collection until it is determined that they have reached the end of their useful life. Original objects and reproductions acquired exclusively for living history and reference library materials acquired by the center are managed separately from the museum collection. NPS policies and procedures followed for library materials are outlined in *Director's Order #28: Cultural Resources Management Guideline, Section A. Chapter 2* (1998).

A. Cultural Collection

MRCE's cultural collection functions to support the center's mission, resource management programs, scientific research, interpretation and education through providing preservation and baseline data of the center's cultural resources. Additionally, it is meant to document changes these resources are undergoing because of internal center conditions and external effects, and to guarantee the protection of important cultural resources whose in-situ preservation cannot be assured.

To ensure that only relevant materials are accessioned into the cultural collection, future growth is restricted to those that fulfill the following:

- Needs identified in the center's approved planning documents and resource studies.
- Service-wide initiatives.
- Enhancing the understanding of and promoting increased stewardship of the center's cultural resources.
- Cultural resource baselines, inventorying, and monitoring activities.
- Regulatory and compliance activities such as those mandated by the National Historic Preservation Act of 1966, as amended, the Archeological Resources Protection Act of 1979 and the National Environmental Policy Act of 1970.

NPS cultural museum collections are subdivided into four disciplines: archeology, ethnology, history and archives. Cultural collections from the center, or those directly associated with persons or events commemorated by the center are more desirable than similar materials without primary association.

The following identifies, by discipline, the focuses of MRCE's cultural museum collection:

1. Archeology Collection

Archeological collections are generated in response to cultural resource management requirements related to legal mandates and by research authorized under the Archeological Resources Protection Act of 1979, as amended (16 USC 470aa-mm).

Archeological materials recovered within NPS boundaries and all associated documentation are the property of the United States and will be maintained in accordance with 43 CFR 7 and *NPS Management Policies* (2006) [except inalienable and communal property, as defined by NAGPRA]. Archeological materials may be recovered only by NPS archeologists or archeologists affiliated with approved institutions, in compliance with the Act for the Preservation of American Antiquities (34 Stat. 225) and ARPA, as amended (16 USC 470aa-mm). Artifacts and specimens recovered as a result of an ARPA investigation become part of the collection once the case is closed.

The MRCE museum collection does not have an archeological sub collection. MRCE is located in a privately owned facility that is leased by the NPS through the United States GSA. Since the NPS does not own the land associated with MRCE, it is not anticipated that an archeological sub group will be added to MRCE museum collection in the future.

2. Ethnology Collection

At present, MRCE does not have ethnological materials in its museum collection. Should collection of ethnographical materials begin at MRCE, this sub collection will include:

- a. **Future Collections Activity.** Future collecting activity in this area will concentrate on the acquisition of outstanding examples of ethnological materials noted in MRCE's approved planning documents which are currently not represented in the collection.

3. History Collection

The history collection is an important component of the interpretive and resource management programs that support MRCE's mission and purpose. Priority for acquisition is given to documented site-related objects. When a large quantity of an object is available, priority is given to acquiring the best preserved example.

The following categories have been identified as sub categories for MRCE's history collection:

- a. **History of MRCE (1976- present).** This sub category of collecting includes objects and artifacts that illustrate the history and development of the MRCE (and its predecessor facilities) beginning in 1976 through the present. These include: the Regional Museum Vault in Washington, D.C. (1976- 1982); the Museum and Archeological Regional Storage Facility in Greenbelt, MD (1982-1996); and the MRCE in Landover, MD (1996- present).
- b. **Artwork.** Items contributing to this sub category include historic paintings, drawings, or other artistic works commissioned or acquired for the MRCE museum collection. In addition to any artwork collected, copyright and use permissions are to be obtained.
- c. **Commemorative Events.** This sub category consists of objects and artifacts from important/ significant current or commemorative events at MRCE.
- d. **Future Collections Activity.** Future collecting activity will concentrate on the acquisition of outstanding examples of historical objects noted in the center's approved planning documents which are not represented in the collection.

4. Archive Collection

Archival collections consist of all types of documents, regardless of format. Documents may be in hardcopy (paper) or any kind of magnetic, electronic, digital, or film technology. Materials may include documents; manuscripts; drawings; field notes; films; laboratory reports; maps; oral histories; blueprints; photographic negatives' prints, and slides; reports; and audio and video tapes

that document the park's development, history, and/or mission. Carbon copies, photocopies, and other duplicates may be regarded as original documents depending on specific circumstances.

National Park Service policy and procedures for archival collections are outlined in *NPS Management Policies* (2006), *Director's Order #11D: Records and Electronic Information Management* (2012), the *Museum Handbook, Part II, Appendix D: Archives and Manuscript Collections* (2008), and the *NPS Records Disposition Schedule* (2010).

The following categories are sub categories of MRCE's archival collection:

- a. Resource Management Records of MRCE (1976- present).** Archival collection materials in this sub category include resource management records that document the administrative history and development of the MRCE (and its predecessor facilities) beginning in 1976 through the present. These include: the Regional Museum Vault in Washington, D.C. (1976- 1982); the Museum and Archeological Regional Storage Facility in Greenbelt, MD (1982-1996); and the MRCE in Landover, MD (1996- present).
- b. Rare Books.** Books retained for their physical properties, associative value, or for purposes of exhibition or historic furnishing plans, are managed as part of the center's museum collection.
- c. Commemorative Events.** This sub category focuses on collecting archival materials from important/ significant current or commemorative events at MRCE.
- d. Future Collections Activity.** Current and future archive collection materials are managed in accordance with *Director's Order #11D: Records and Electronic Information Management* (2012) and the *NPS Records Disposition Schedule* (2010). The center's Records Management Committee examines all park files before they are transferred to the National Archives and Records Administration, MRCE's museum collection, or disposed of, to ensure the retention of important official records in the center.

B. Natural History Collection

The MRCE museum collection does not have natural history (biological, geological, or paleontological) sub collections. MRCE is located in a privately owned facility that is leased by the NPS through the GSA. Since the NPS does not own the property associated with MRCE, it is not anticipated that natural history sub groups will be added to MRCE museum collection in the future.

III. MUSEUM COLLECTIONS SUBJECT TO THE NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT OF 1990

The Native American Graves Protection and Repatriation Act of 1990 (NAGPRA) (25 USC 3001-13), requires, in addition to other actions, a written summary of unassociated funerary objects, sacred objects, and objects of cultural patrimony by November 16, 1995.

MRCE has determined that no collections within the center's museum collection fall within the scope of the NAGPRA categories. Acquisition of such objects by the center is not anticipated.

IV. ACQUISITIONS

MRCE continues to acquire objects that relate to MRCE (and its predecessor facilities) through donation, purchase, exchange, transfer, field collection, research, and loan. Acquisition of museum objects is governed by the center's ability to manage and preserve materials according to *NPS Management Policies, Chapter 5* (2006), the standards for managing museum objects, in *Director's Order #28: Cultural Resources Management Guideline* (1998); *Special Directive 80-1 Guidance for Meeting NPS Preservation and Protection Standards for Museum Collections* (1990); and the *NPS Museum Handbook I-II* (1998-2006). In accordance with NPS policy, the center will discourage donations with limiting conditions. Museum objects must be acquired, accessioned, and cataloged in accordance with the *NPS Museum Handbook, Part II* (2000). In accordance with *Director's Order #44: Personal Property Management, Chapter 10* (2008), all proposals for the acquisition of firearms and ammunition, except archeological field collections, must be reviewed and approved by the Regional Curator. Acquisition of firearms included on the ATF list of prohibited and restricted weapons requires concurrent review by the Regional Curator and Regional Law Enforcement Specialist.

The MRCE Director, by delegation, represents the Director of the National Park Service and the Secretary of the Interior in accepting title to, and responsibility for, all museum objects. The MRCE Director bears the ultimate responsibility for the acquisition, proper care, and management of the MRCE museum collection. The MRCE Director has delegated the day-to-day care of the collection to the Custodial Officer.

All permanent acquisitions must receive formal approval from the MRCE Director before they can be accepted into the museum collection. Upon receipt, all newly acquired objects and related documentation must be turned over to the MRCE Director (or their appointed Custodial Officer). The MRCE Director oversees the preparation of all instruments of conveyance, and letters of thanks, acceptance, or rejection, and transmits them as appropriate to the donor, lender, vendor, or other sources of acquisition.

V. USES OF THE COLLECTION

MRCE's museum collections may be used for exhibits, interpretive programs, research, and other interpretive media such as publications based on museum objects. The governing consideration on the use of museum objects is the conservation of each object in question and of the center's collection as a whole.

In accordance with *NPS Management Policies, Chapter 7* (2006), the center will not exhibit Native American disinterred skeletal or mummified human remains, or photographs or replicas. There will be no display of grave goods or other objects if culturally associated Native Americans object to such an exhibit.

Any and all uses of materials from the MRCE museum collection will be consistent with the preservation standards set out in *Director's Order #28: Guideline for Cultural Resources Management* (1998). Any consumptive or destructive use of museum objects will comply with the requirements and restrictions on such use detailed in *Director's Order #6: Guideline for Interpretation and Visitor Services* (2005), and *Director's Order #24: NPS Museum Collections Management* (2008).

To fulfill the principal purposes of MRCE, the objects in the museum collection may be used for exhibits, research, and interpretive programs under the following conditions:

- All exhibits or displays containing museum objects must have proper security and appropriate environmental controls to ensure their long term preservation.
- Objects will be available for research purposes consistent with the preservation of the collection, subject to the guidelines outlined in *Director's Order #28* (1998) and *Director's Order #24* (2008). No use of the museum collection will be permitted without curatorial staff present. Prior arrangements must be made to examine museum collection materials. Non-NPS researchers who wish to use the collection must complete an application form, which will be reviewed by MRCE curatorial staff.
- Museum objects will not be used in interpretive demonstrations. Exhibits may be incorporated into programs through organized tours or other non-consumptive techniques.
- Requests for consumptive analysis or testing of museum materials will comply with restrictions and procedures outlined in *Director's Order #28* (1998).
- Objects may be loaned to qualified institutions for exhibition or research use. No loans are made to individuals. Institutions must meet NPS museum standards for security, handling, and exhibition of museum objects. Sensitive materials may require additional conditions prior to a loan commitment. Expenses related to the loan of museum collection objects, including shipping and insurance, will be assumed by the borrower.

VI. RESTRICTIONS

Restrictions in addition to those applying to the use of the museum collection outlined in *Section IV: Acquisitions* of this SOCS are as follows:

In accordance with *NPS Management Policies* (2006), 7.5.6. *Consultation* and 5.3.5.5 *Museum Collections*, and *Directors Order #24: NPS Museum Collections Management* (2008), curatorial staff should consult with traditionally associated peoples and other cultural and community groups for whom the collection has significance. Archeological objects in the museum collection shall be made available to persons for use in religious rituals or spiritual activities in accordance with *Curation of Federally-owned and Administered Archeological Collections* (36 CFR Part 79, Section 79.10(c)). Requests to borrow non-archeological material for religious ritual or spiritual activities will be addressed on a case-by-case basis. The park will not approve research on human remains and associated funerary objects without the consent of the affected group(s).

In accordance with the National Historic Preservation Act of 1966, as amended (16 USC 470 et seq.), the Archeological Resources Protection Act of 1979, as amended (16 USC 470aa-mm), the National Parks Omnibus Management Act of 1998 (16 USC 5937), and *NPS Management Policies* (2006) 4.1.2. *Natural Resource Information* and 5.2.3 *Confidentiality*, MRCE may withhold from the public sensitive information concerning: rare, threatened, or endangered species; commercially valuable resources; minerals; paleontological resources; archeological and other cultural resources; objects of cultural patrimony and sensitive ethnographic information; information provided by individuals who wish the information to remain confidential; the identities of individuals who wish to remain anonymous. Inquiries of this nature will be referred to the regional Freedom of Information Act and Privacy Act Officer for consultation and possible review.

Restrictions may be placed on the publication of images or manuscripts in the museum or archives collection if these materials are subject to copyright, and the National Park Service does not hold the copyright.

All endangered, threatened, or rare plants and vertebrate and invertebrate animals will be collected only when accidentally killed or when dead from natural causes. The collection of threatened, endangered, or rare plant and animal species will comply with *NPS Management Policies* (2006), be in accordance with the provisions of the Endangered Species Act of 1973, as amended, and will be strictly limited according to the applicable rules of the U.S. Fish and Wildlife Service.

MRCE staff will not knowingly be a partner to or encourage in any way the trafficking in illicitly collected materials.

VII. MANAGEMENT ACTIONS

MRCE has identified the following management actions required to maintain and improve its museum collections:

- Review this Scope of Collection Statement every five years, and revise, when necessary, so that it remains supportive of, and consistent with, any changes in the center's mission. Any revision to this document requires the approval of the MRCE Director.
- Establish a Collections Advisory Committee to support acquisitions and deaccessions per *Director's Order #24: NPS Museum Collections Management*.
- Accessioned items that do not meet the criteria established in this Scope of Collection Statement should be reviewed by the MRCE Collection Advisory Committee and the MRCE Director to determine if the accession (or part of) is appropriate for deaccession in accordance with the *NPS Museum Handbook, Part II: Museum Records, Chapter 6: Deaccessioning* (2000) and *Director's Order 24: Museum Collections Management* (2008)
- Working with the NCR records' managers, develop, approve, and implement a records management schedule specific to the structure and needs of MRCE. This schedule should include timelines to process and incorporate future accretions.