

University Museum Core Documents

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Mission, Vision, and Values

Date of Approval: XXXX

Mission: To serve the public as an inclusive center for object based learning and research regarding the human condition across space and time.

Vision: To foster a humanistic appreciation of cultural diversity by creating opportunities for object based experiential learning and investigation.

Values: To foster inclusivity and respectful dialogue about the worlds cultures by training the next generation of museum professionals.

Principal Activities of the University Museum

Preservation: The University Museum is dedicated to acquiring and preserving collections of material culture, and holding these collections in the public trust. The museum only acquires collections in line with its stated mission. It strives to meet the highest standards of responsible stewardship, documentation, and care to preserve these collections (and the knowledge associated with them) for future generations.

Exhibitions: The University Museum uses interpretive exhibitions to provide opportunities for diverse audiences to engage with informal education about local and global cultural heritage. Staff, faculty, student, and affiliated scholar curators implement a mixture of permanent, semi-permanent, and rotating exhibitions based on original and participatory research with visiting scholars, indigenous experts, and other cultural heritage specialists and institutions. These exhibitions make the museum an active, knowledge producing center in the local and regional community.

Teaching: The University Museum offers curriculum in methodological and theoretical approaches to material culture in museums through the Department of Anthropology, and enhances instructional activities across other NMSU academic units by creating collaborative and experiential object-based learning opportunities. The museum also provides formal coursework in Museum Studies and helps train undergraduate and graduate students from a variety of disciplines—including anthropology, art, museum conservation, and public history—for future careers in museums and public heritage management. The museum makes its collections available for coursework, along with the expertise of its staff.

Research: The University Museum conducts original research and creative activities utilizing the museum's collections, and facilitates research by students, faculty, and scholars both within and outside the university. Through independent and collaborative research with other NMSU departments, private/state/federal/international organizations, other universities and museums, and outside researchers, the University Museum engages with diverse disciplines and supports the production and dissemination of knowledge.

Outreach and Collaboration: As a relational space, the University Museum uses collections and museum practices to form relationships and create learning opportunities centered on cultural heritage. The museum integrates with local, state, national, and global communities by developing collaborative partnerships, producing scalable K-12 programming, facilitating access, and offering public events. The museum opens its experiences to the broadest possible audiences.

Institutional Code of Ethics

Date of Approval: XXXX

Mission: To serve the public as an inclusive center for object based learning and research regarding the human condition across space and time.

Vision: To foster a humanistic appreciation of cultural diversity by creating opportunities for object based experiential learning and investigation.

Values: To foster inclusivity and respectful dialogue about the worlds cultures by training the next generation of museum professionals.

Background

The University Museum was established in 1961 with a mission to serve as: “1) a depository of knowledge and objects to be found in a general museum, 2) an aid to instruction, 3) an aid of research, and 4) an aid to the state University in its service to the State of New Mexico” (Camien, n.d.). In 1981, the University Museum moved to Kent Hall where it remains today (Baker 1997). The Cultural Resources Management Division operated out of the second floor of Kent Hall for many years.

Guiding Principles

The University Museum holds objects in public trust for the state of New Mexico. Museum Exponents shall take on this role as a solemn responsibility, and in doing so place the interests of the public above the interests of institution or any individual. In carrying out their duties, Exponents shall commit to engaging in open, honest, and trustworthy conduct. General ethical principles apply to University Museum Exponents.

Ethical Duties and Organizational Values

University Museum Exponents shall act both legally and ethically. Exponents are bound by applicable cultural property law including, but not limited to:

- Antiquities Act of 1906 (54 U.S.C. §§320301-320303)
- Archaeological Resources Protection Act of 1979 (16 USC 1b §§470aa-470mm)
- Native American Graves and Repatriation Act of 1990 (25 USC 32 §§3001-3013)
- New Mexico Cultural Properties Protection Act (§§18-6A-1 through 6)

While the law sets minimum standards of acceptable conduct, it may fall short of ethical standards. Exponents shall make decisions based on adherence to both legal and ethical principles. Museum Exponents have an ethical duty to commit to reading, understanding, and abiding by the American Alliance of Museums Pledge of Excellence (AAM 2018) and Code of Ethics for Museums (AAM 2017), the Association of Academic Museums and Galleries Code of Ethics (AAMG 2021), and NMSU ARP §3.00 (NMSU 2017).

Governance Authority and Responsibility

The University Museum is part of the New Mexico State University Department of Anthropology and is administratively supported by it. University Museum Staff and Volunteers are immediately supervised by the University Museum Curator. The Curator is immediately supervised by the University Museum Director. The Director and Curator are both immediately supervised by the Anthropology Department Head. Within the College of Arts and Sciences, the University Museum is also overseen and supported by the Associate Dean for Research, College of Arts and Sciences Dean, the Vice President for Research, and the Provost. The University Museum is ultimately governed by the university's Board of Regents.

Conflicts of Interest

Exponents of the University Museum shall commit to the highest standards of ethics and integrity in all operations. Exponents have a duty to recognize and resolve conflicts of interest. When actual, potential, or perceived conflicts of interest arise, Exponents are duty bound to remain loyal to the Mission of the University Museum and the public it serves. No Exponent may use their position in the University Museum for personal gain or benefit at the expense of the University Museum, its Mission, reputation, and society that it serves.

Exponents are duty bound to consider conflicts of interest that arise in domains including but not limited to: affiliations with other institutions; business dealings outside of the museum; dealing in objects of material culture, particularly if they overlap with museum collections; disclosure of information about the museum or its collections that is private and privileged;

receipt of gifts or favors on behalf of the museum, or as a museum representative; loans of objects either incoming or outgoing; outside employment while serving as a museum Exponent; outside volunteer exercise; personal collecting, particularly if it overlaps with museum collections; political activity and public issues that may impact either the museum or the public it serves; purchase of museum property, including associations with the vendor; referrals related to museum activities; use of museum assets; use of confidential museum information; and use of museum's name. In such situations, Exponents are duty bound by ethical Guiding Principles to put the interests of the public and the institution before their own personal interests.

Collection

In dealing with the museum's collections, University Museum Exponents must adhere to the highest legal and ethical standards. This includes legal and ethical issues related to: acquisition objects for the collection; deaccession & disposal of objects from the collection; care and preservation as well as conservation of all museum collections; appraisals of museum collections; addressing restitution and claims of ownership; cultural property; and truth in presentation.

Acquisition

When considering the acquisition of, or acquiring, objects for any University Museum collection, Exponents of the museum must adhere legal standards and ethical best practices. These principles apply to commissions, purchases, and receipt of gifts.

Deaccession & Disposal

The University Museum limits the use of funds that are derived from deaccessioning objects in the permanent collection to either 1) acquire new objects for accession or 2) the direct care and conservation of accessioned objects in the permanent collection.

Unique or Discipline-Specific Issue Relevant to Museum's Mission and Collections/Collecting

Institutional Plan

Date of Approval: XXXX

This document is created to serve as a guide for University Museum Administration, Staff, and Volunteers (collectively referred to herein as “Exponents”) in reference to their individual and collective roles in conducting University Museum affairs.

North Star Statements

Mission: To serve the public as an inclusive center for object based learning and research regarding the human condition across space and time.

Vision: To foster a humanistic appreciation of cultural diversity by creating opportunities for object based experiential learning and investigation.

Values: To foster inclusivity and respectful dialogue about the worlds cultures by training the next generation of museum professionals.

Brief History of the University Museum

The University Museum was established in 1961 with a mission to serve as: “1) a depository of knowledge and objects to be found in a general museum, 2) an aid to instruction, 3) an aid of research, and 4) an aid to the state University in its service to the State of New Mexico” (Camien, n.d.). In 1981, the University Museum moved to Kent Hall where it remains today (Baker 1997). The Cultural Resources Management Division operated out of the second floor of Kent Hall for many years.

The University Museum’s permanent collection ($n > 180,000$) consists of archaeological ($n \approx 170,000$), ethnographic ($n \approx 5,000$), and historic ($n \approx 10,000$) objects that reflect the diversity of the South, US-Mexico border region, global connections to diverse cultures, and the educational and research pursuits of NMSU.

Overview of the University Museum's Current Operations and Programs

The University Museum maintains two full time staff members, a Curator and Director. In addition, museum operations are supported by a staff of undergraduate students enrolled at the New Mexico State University. Museum staff facilitates research by faculty, students, and the public through efforts to conserve the collections and make them available to investigators.

In addition to researching and conserving the collection, museum staff prepare and host two rotating public exhibitions a year. Exhibitions are supported by programming in the form of public lectures and community workshops. As part of fulfilling its educational and outreach missions, the University Museum regularly hosts K-12 school tours and tables at community events.

The University Museum is a teaching institution and much of the institutions operations are carried out by students and interns in the museum studies program. Collections research, conservation projects, and educational programming are all made possible by the student staff. The museum is a hands on experiential learning environment for emerging museum professionals.

University Museum Organizational Structure

The University Museum's daily operations are carried out by a staff of undergraduate students from the New Mexico State University. This student staff is directly managed by the University Museum's two full time staff members: Curator and Director. The Curator is charged with the dual responsibilities of collections and exhibitions. The Curator reports to the Museum Director. The Museum Director is responsible for museum administration as well as the supervision of museum staff. Both the Curator and Director report to the Anthropology Department Head. These individuals in turn report to the Associate Dean of Research in the College of Arts and Sciences, the Dean of the College of Arts and Sciences, the Vice President for Research, the university's Provost, and ultimately the NMSU Board of Regents (Figure 1).

Summary of University Museum Planning Process

- Anthropology Department Head, Museum Director, and Curator will think and act strategically to acquire, develop, and allocate resources to advance the mission of the University Museum.
- Exponents of the museum engage in regular reflexive institutional planning that involves both audience and community.

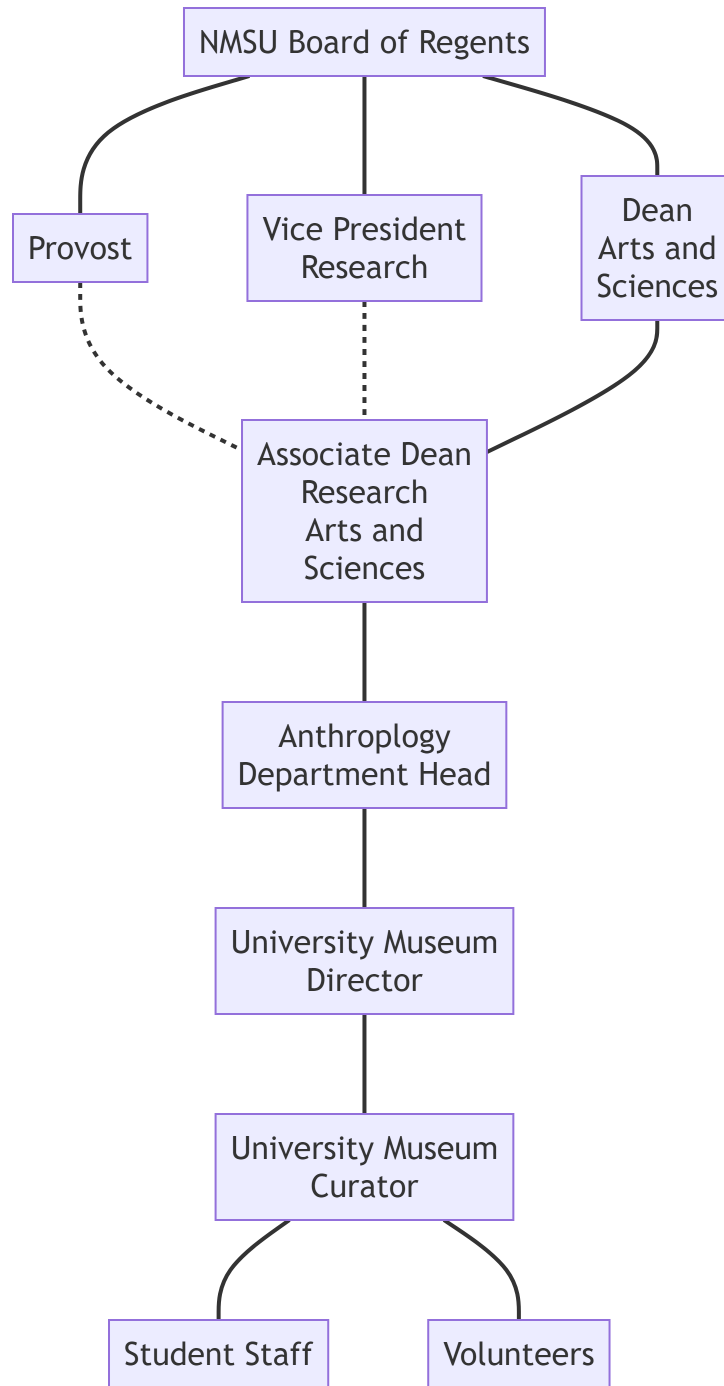


Figure 1: University Museum Organizational Chart

- The Director and Curator establish metrics for success and use them to evaluate and adjust activities to better align with the mission of the University Museum.
- When developing its Institutional Plan, the University Museum Director and Curator seek to articulate UM goals and objectives with the NMSU (2023) LEADS's strategic plan.

University Museum Planning Assumptions

The following assumptions are made during the planning process:

- the University Museum receives an operating budget of ~\$21,000 from NMSU;
- the University Museum largely relies on Federal Work Study to cover student staffing needs; and
- the University Museum must balance external (exhibitions, workshops, and talks) and internal (inventory, cataloging, and conservation) efforts.

Summary of External and Internal Opportunities and Challenges

Internal and external challenges and opportunities are summarized below Tables [1](#) and [2](#).

Table 1: Summary of internal challenges and opportunities.

Internal Opportunities	Internal Challenges
<ul style="list-style-type: none"> • The museum’s diverse collections offer many opportunities for research and exhibition. • The museum’s staff is largely composed of students who are inquisitive and energetic. • The Southwest and Border Cultures Institute (SBCI) was established in 1998 to enable acquisitions by the University Library and University Museum as well as to fund faculty and graduate research on Southwestern and US-Mexico Border issues in the humanities as well as to fund public programs related humanities issues in the Southwest and US-Mexico Border region. 	<ul style="list-style-type: none"> • The museum’s collections are wide ranging, diverse, and varied. Some collections were accessioned in 1960’s and are now disassociated with documentation which complicates effectively using those collections. • Most of the museum’s staff are students working 20% time. Shifts are short and work can progress slowly. Most student staff lack prior museum experience. • Kent Hall is an old building that suffers from roof leaks and flooding pipes. Heating, ventilation, and air conditioning (HVAC) systems in Kent Hall are unable to maintain collections areas within recommended target ranges. Some storage areas lack ventilation or HVAC of any kind.

Table 2: Summary of external challenges and opportunities.

External Opportunities	External Challenges
<ul style="list-style-type: none"> • There is a vibrant community of museums in the city and surrounding region. 	<ul style="list-style-type: none"> • Responding to outgoing loans can be taxing on staff. Preparation and return require time and effort to carry out properly.

Goals, Strategies, & Priorities

During the planning process, the University Museum identified five priorities:

1. Professionalize the University Museum
2. Elevate University Museum research profile and increase research capacity
3. Fulfill museum’s public education mission and build on past successes
4. Elevate experiential learning at the University Museum
5. Build core organizational and financial capacity

Professionalize the University Museum

Strategies	Activities
Attain AAM Accreditation	<ul style="list-style-type: none"> • Obtain AAM core documents toolkit • Review AAM toolkit • Work at least two hours each week drafting core documents • Conduct AAM Museum Assessment Program (MAP) • Once complete submit core documents for AAM approval

Elevate the University Museum research profile and increase research capacity

Strategies	Activities
Complete object level inventory of ethnographic, historic, and exhibit quality archaeological materials in permanent collection	<ul style="list-style-type: none"> • Train student staff on inventory methods and use of PastPerfect • Seek out areas of museum that have not been inventoried and work through systematic inventory of those units • Audit existing inventories to ensure that information is complete and correct
Complete box level inventory of archaeological research collections	<ul style="list-style-type: none"> • Train student staff on methods of box level inventory • Identify research collections that have not been inventoried, inventory those collections, and enter data into PastPerfect

Strategies	Activities
Make all collections searchable	<ul style="list-style-type: none"> • Update existing web search interface at each semester's end to incorporate new data • Research contemporary enterprise collection management systems to replace PastPerfect <ul style="list-style-type: none"> – price out systems in relation to operating budget – system should have API or ability to make one

Fulfill museum's public education mission and build on past successes.

Strategies	Activities
Host two temporary exhibitions each academic year	<ul style="list-style-type: none"> • One exhibition should be organized by museum staff, developed over summer, and opened Fall semester to coincide with the start of the academic year. Where possible, Summer staff should be hired to work on exhibition. • One exhibition should be organized by museum studies students, developed in the context of a class, and open Spring semester to coincide with end of the academic year activities.
Host workshops, talks, and presentations that support exhibitions and public outreach	<ul style="list-style-type: none"> • Each exhibition organized by staff should be accompanied by a plan for at least one supporting public event like a workshop, talk, or film. • Additional events to support public outreach should be pursued as the opportunity arises. • Build connections with researchers on campus and pursue the possibility of hosting events and lectures at the museum. • Improve the museum auditorium by purchasing a better projector, larger screen, and new computer.

Strategies	Activities
Host multiple K-12 educational events per academic year	<ul style="list-style-type: none"> • Each academic year, identify a member of the student staff who will serve as the lead person for K-12 events. • Inventory all educational materials and determine pedagogical purpose of each. Eliminate activities with either a weak or no pedagogical purpose. • All museum staff participate when hosting K-12 educational events.

Elevate experiential learning at the University Museum through staff capacity building

Strategies	Activities
Build staff collections capacity	<ul style="list-style-type: none"> • Inventory collections (permanent, research, teaching) • Audit existing inventories in all collections types
Build staff exhibits capacity	<ul style="list-style-type: none"> • Develop Spring student exhibition in a classroom setting • Hire students over the summer to develop exhibition
Build staff conservation capacity	<ul style="list-style-type: none"> • Develop student conservation projects to be carried out by staff and interns • Seek to have at least one conservation project per semester

Build core organizational and financial capacity

Strategies	Activities
Seek internal support to pursue museum goals.	<ul style="list-style-type: none"> • Each funding cycle submit one or more proposal to the Southwest and Border Cultures Institute (SBCI).
Seek external support to pursue museum goals.	<ul style="list-style-type: none"> • Pursue RAS Seed Grant funding if available. • Submit at least one external grant each academic year. <ul style="list-style-type: none"> – Institute of Museum and Library Services – National Endowment for Humanities • Consistently pursue external support to fund graduate student assistants and researchers.
Seek to expand the permanent staff of the museum to four individuals.	<ul style="list-style-type: none"> • Consistently submit external grants to demonstrate relevance to the university.

Financial Resources Needed

Human Resources Needed

Timeline

Responsible Parties

Evaluation Methods/Measure of Success

Monitoring and Updating Process/Schedule

Disaster Preparedness & Emergency Response Plan

Emergency Preparedness/Response Procedures

The UM's evacuation plan is current as of 2024 (Figure 1).

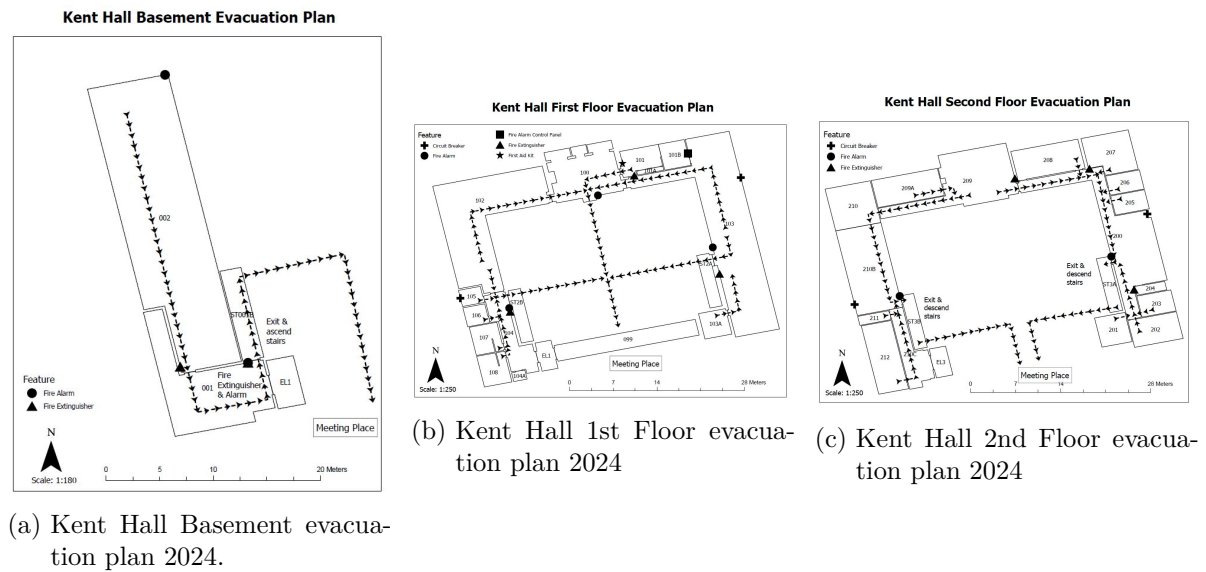


Figure 1: Kent Hall evacuation plan 2024. Click figure for full size pdf image.

General Guidelines

Accidental Damage

Bomb Threat

Civil Disturbance

Earthquake

Environmental Emergencies

Fire

The Director and Curator are authorized to use portable fire extinguishers to fight fires. All other employees, students, or volunteers must evacuate the museum immediately when the fire alarm sounds. Each year, employees authorized to use portable fire extinguishers must be trained to use the devices. Fire extinguishers in the museum must be inspected, tested, and maintained [29 CFR 1910.157\(b\)\(2\)](#).

Flood (weather or internal plumbing)

Hazardous Materials

Hurricane

Mechanical Failure

Medical/Health Emergency

Mold

Neighboring Emergency

Pests

In both Kent and Wells Halls there is a high potential for pest infestations if left unchecked. Museum records indicate that in Kent Hall pest infestations, particularly dermestid beetles, were a problem in the past. Little is known about the pest history in Wells Hall. However, in Wells Hall there is presently a great deal of debris, and insect pests have been observed on more than one occasion.

Museum pests include insects, vermin, as well as mold and microbes; all of these are agents of deterioration (NPS 2019, 3:2). Of these pests, rodents are perhaps the greatest potential for harm, but “the museum cat can be a cheap and simple method of reducing rodent problems” (Ambrose and Paine 2006, 176). There is a UM cat, and there are no signs of rodents at KH Figure 2. Controlling insects is much more difficult, and they have been a greater issue for the UM. Pesticides are not recommended for museum collections because the chemicals may harm the objects (NPS 2019, 5:8). The National Park Service prescribes, and the UM seeks to follow, a program of Integrated Pest Management (IPM).



Figure 2: UM cat takes in late day sun on the second floor ledge of the East Wing of Kent Hall 2023-12-21.

Elements of an IPM:

- Gather information about collections and kinds of pests likely to impact them. Information gathering should include interior and exterior conditions of the building and the condition of the building envelope.
- Identify information about pests that are likely to damage collections.
- Review IPM policies.
- Establish priorities to focus on. Eg. monitor all doors into the second floor or traps in collection areas that are near doors.
- Establish action thresholds. How many pests in collections are too many.
- Monitor objects, environmental conditions, and pests.
- Implement ecosystem approach to management and control of pests.
- Document monitoring and treatment.
- Work and coordinate with museum staff.
- Evaluate results and calibrate as needed.

IPM and museum housekeeping are intimately connected and should be done in concert (NPS 2019, 5:12).

Sticky traps are used in Kent Hall. Generally, traps are set near doorways and by HVAC systems.

Pandemic/Public Health Emergency

Power Loss/Energy Cutback

Security/Theft/Vandalism

Structural Failure

Terrorism

Tornado/Windstorm

Active Shooter/Assailant

Pipeline Incident

Emergency Salvage Procedures

This should include specific recovery actions for types of materials in the collection.

Collections Management Policy

Date of Approval: XXXX

Mission: To serve the public as an inclusive center for object based learning and research regarding the human condition across space and time.

Vision: To foster a humanistic appreciation of cultural diversity by creating opportunities for object based experiential learning and investigation.

Values: To foster inclusivity and respectful dialogue about the worlds cultures by training the next generation of museum professionals.

Scope of Collections

Since its inception, the University Museum has maintained a commitment to serve as a “depository of knowledge and objects to be found in a general museum” as a key aspects of its mission.

The University Museum’s permanent collection ($n > 180,000$) consists of archaeological ($n \approx 170,000$), ethnographic ($n \approx 5,000$), and historic ($n \approx 10,000$) objects that reflect the diversity of the South, US-Mexico border region, global connections to diverse cultures, and the educational and research pursuits of NMSU.

Authority

Ethics specifically related to collections stewardship and management

Native American Graves Protection and Repatriation Act (NAGPRA)

NMSU recieves federal funding. Therefore, the University Museum is subject to NAGPRA retulation. The University Museum serves as a repository for objects that qualify under the

Native American Graves Protection and Repatriation Act.

NAGPRA was enacted on November 16, 1990 and applies in part to institutions that receive federal funding. As a bill, NAGPRA was introduced during the 101st Congress as [H.R. 5237](#). Once signed by President George Bush on November 16, 1990, the act became [Pub. L. 101-601](#). In US Code, the law is located in [25 U.S.C. 32 §§3001-3013](#). As a regulation, the law is located at [43 CFR 10](#) which was most recently revised and updated on 2023-12-13 via publication in the *Federal Register* (Office of the Secretary of the Interior 2023).

For the University Museum some key sections of relevant code include:

- [43 CFR 10.1\(d\) Duty of Care](#)
- [43 CFR 10.2 “Cultural items” definition](#)
- [43 CFR 10.2 “Object of cultural patrimony” definition](#).

i [43 CFR 10.1\(d\) Duty of Care](#).

These regulations require a museum, Federal agency, or DHHL to care for, safeguard, and preserve any human remains or cultural items in its custody or in its possession or control. A museum, Federal agency, or DHHL must:

- (1) Consult with lineal descendants, Indian Tribes, or Native Hawaiian organizations on the appropriate storage, treatment, or handling of human remains or cultural items;
- (2) Make a reasonable and good-faith effort to incorporate and accommodate the Native American traditional knowledge of lineal descendants, Indian Tribes, or Native Hawaiian organizations in the storage, treatment, or handling of human remains or cultural items; and
- (3) Obtain free, prior, and informed consent from lineal descendants, Indian Tribes, or Native Hawaiian organizations prior to allowing any exhibition of, access to, or research on human remains or cultural items. **Research includes, but is not limited to, any study, analysis, examination, or other means of acquiring or preserving information about human remains or cultural items.** Research of any kind on human remains or cultural items is not required by the Act or these regulations. (emphasis added)

Comment 7 revolves around concerns regarding the balance between the interests of repatriation and scientific study. The Department of the Interior (DOI) noted that “[n]owhere in the Act did Congress say that decisions about disposition or repatriation are made by balancing the interests of science against the interests of human rights” (Office of the Secretary of the Interior 2023, 86459). DOI (Office of the Secretary of the Interior 2023, 86460) further noted “the objective of the systematic processes in the Act is the disposition or repatriation of human remains or cultural items, not to achieve any kind of balance between the interests of science and the interests of human rights.”

Comments 12-XX cover §10.1(d) Duty of Care.

“We can, and have, included requirements for museums and Federal agencies to consult, collaborate, and, in the case of scientific study or research, obtain consent from lineal descendants, Indian Tribes, or NHOs (see Comment 15). In addition, these regulations require museums and Federal agencies to defer to the Native American traditional knowledge of lineal descendants, Indian Tribes, and NHOs in all decision-making steps.” (Office of the Secretary of the Interior 2023, 86460)

State Laws and University Policies Regarding Firearms

New Mexico State Law Regarding Firearms

New Mexico criminal offense statute [§30-7-2.4 NMSA](#) makes it unlawful to carry a firearm on university premises except by: 1) a peace officer; 2) university security personnel; 3) university authorized personnel engaged in army, navy, marine corps, or air force reserve training program or state-authorized hunter safety training program; 4) a university-approved program or class involving the carrying of a firearm, or 5) a person over 19 years old who is on university premises in a private automobile or other private means of conveyance and the firearm is for the lawful protection of the person’s or another person’s person or property.

New Mexico State University Rules and Policies Regarding Firearms

Both NMSU Administrative Rules and Procedures (ARP) [§16.06.3.A.1-5](#) and NMSU Regents Policy Manual (RPM) [§16.67.C.1.a-e](#) adhere to the language of [§30-7-2.4 NMSA](#) which makes carrying of a firearm unlawful criminal activity when not covered by one of the five aforementioned exceptions. On 2015, NMSU Chief of Police [promulgated](#) “New Mexico State University System Standards and Requirements for Firearms on University Premises.” This document cites relevant NM statute ([§30-7-2.4 NMSA](#)) and articulates specific requirements involving the five exceptions outlined in [§30-7-2.4 NMSA](#) ARP [§16.67.C.1.a-e](#) and RPM [§16.67.C.1.a-e](#).

Key to the University Museum is the exception outlined in [§30-7-2.4.A\(4\) NMSA](#), NMSU ARP [§16.06.3.A.4](#), and RPM [§16.67.C.1.d](#) each of which identify an exception as “[a] person conducting or participating in a university-approved program, class or other activity involving the carrying of a firearm.” Regarding University-approved programs, classes or other activities involving the carrying of a firearm the NMSU’s Chief of Police document regarding Standards and Requirements for Firearms on University Premises states in part:

In order to be considered approved by the university, programs, classes, and other activities involving the carrying of a firearm must be registered with and approved through the Department of Campus Activities, with approval by the NMSU Chief of Police. Academic classes involving the use of a firearm must also have the approval of the Provost or Vice President for Academic Affairs of the particular

campus. Other programs sponsored by the university must also have the approval of the appropriate Dean, Director, or Vice President overseeing the sponsoring unit. All programs and activities must submit a safety plan for approval by the Chief of Police, and participants may only have a firearm on university premises immediately prior to, during, and immediately after the authorized activity. Firearms may not be possessed in other parts of university premises except as necessary for transportation to and from the authorized activity. During transportation to and from the activity, the firearms shall be unloaded and locked inside approved containers. All participants shall undergo a fingerprint background check conducted by the NMSU Police Department prior to being allowed to bring a firearm onto university premises for the purpose of participating in authorized university activities, and may be issued an authorization/identification card by the NMSU Police Department that must be kept on their person when utilizing a firearm on campus. Instructors or supervisors of authorized activities are responsible for ensuring the safe operation of firearms at all times. Any discharge of a firearm while on university premises (outside of designated training) must be immediately reported to the NMSU Police Department.

University Museum Adherence to New Mexico State Law and University Policy

The University Museum will X, Y, and Z.

Categories of Collections

The University Museum maintains 3 primary types of collections.

- **Permanent collections** are composed of accessioned items that are owned by the University Museum
- **Research collections** are composed of objects that are federal or state property reposed at and in the custody of the University Museum. These objects are not accessioned.
- **Teaching collections** are composed of objects that are owned by the museum but are not accessioned into the permanent collection. These objects are used for instructional purposes.

Acquisitions/Accessions

All acquisitions or accessions are made at the discretion of the Director. The Director's decision should be made in consultation with the Curator.

Deaccessioning/Disposal

The University Museum limits the use of funds that are derived from deaccessioning objects in the permanent collection to either 1) acquire new objects for accession or 2) the direct care and conservation of accessioned objects in the permanent collection.

Loans

The University Museum can make outgoing loans of accessioned objects from the permanent collection. The University Museum will permit outgoing loans to museums, libraries, government agencies, and other entities on a discretionary basis. The University Museum reserves the right to decline an outgoing loan request.

The University Museum can receive incoming loans of objects for the purposes of exhibition and research. The University Museum will permit incoming loans from museums, libraries, government agencies, and other entities on a discretionary basis. The University Museum reserves the right to decline an incoming loan request.

All incoming and outgoing loans must be accompanied by loan agreements that are signed by both the lender and recipient as well as pre- and post- lend condition reports to be completed by University Museum staff.

Prior to an outgoing loan, museum staff will complete a condition report for every object to be lent. The Director or Curator will draw up a loan agreement for the objects lent. Prior to the transfer of custody, this loan agreement will be signed by both the lender and recipient. The museum will keep pre-lend condition reports on file in Kent Hall.

Upon receiving an incoming loan, the University Museum will conduct an incoming condition report within 24 hours of receiving the object. This report will be supplied to the lending party within 24 hours of completing the condition report. Therefore, the lending party should receive a condition report from the University Museum within two days of the transfer of custody.

Upon the completion of an incoming loan, the University Museum will complete a post-lend condition report.

Upon transfer of custody at the termination of a lend, both parties will sign the loan agreement acknowledging return of the objects to their owner.

Objects Found in Collections

The University Museum reserves the right to accession objects that are found in collections. However, the museum is not compelled to accession all objects that are found in collections. The decision on whether to accession objects found in collections is the Directors and is should be made in consultation with the Curator.

The first accession of each calendar year should be reserved for items that are found in collections. For example, accession 2023.01 would represent all objects that were found in collections and accessioned during the calendar year of 2023.

Federal Archaeological Collections

The University Museum has served as a long-term repository for several Federal archaeological collections. While the objects are in the museum's long-term but temporary custody, the museum will work to ensure they are stored consistent with XXXX guidelines. The museum will seek support from these federal agencies to help cover curation costs while serving as a temporary repository.

Abandoned Property & Unclaimed Loans

Care of Collections

Care of the collections is the responsibility of museum staff, the Curator, and ultimately the Director. Lapses or failures are the joint responsibility of the Director and Curator. It is leadership's job to ensure that student staff follow best practices when caring for the collections.

Housekeeping

Museum housekeeping is the responsibility of museum staff. This involves organizing tools, equipment, and instruments as well as regular monitoring and trapping of museum pests. NMSU custodial staff maintains bathrooms and empties trash, but is not responsible for housekeeping or the maintenance of order.

Insurance and Risk Management

The University Museum possesses a Letter of Administration (Tyndall, n.d.) establishing the Property and Liability Certificates of Coverage as set by Rule 1.6.5 of the New Mexico Administrative Code showing that the museum is covered by the Risk Management Division under the Tort Clams Act (NMSA 1978, § 41-4-1 et seq.). and the Insurance on Public Buildings Act (NMSA 1978, § 19-5-1 et seq.). The University Museum also possesses a Declaration (Reid, n.d.) indicating the State of New Mexico is covered with a policy type of “Museum Collection and Temporary Loans”. Both documents are maintained in the museum SharePoint at <HOME>\Policies\Insurance\.

Documentation/Collections Records

Inventories

Access

Appraisals

Laws

Cultural Property

Rights & Reproductions

Photography

Review/Revision

Glossary

Forms

- Loan agreement

- Condition report

References

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- Tyndall, Mark. n.d. “Letter of Administration Issuing Certificates of Coverage Description of, Type, Extent, and Nature of RMD Administered Insurance and Self-Insurance Programs.”