Museum Property Handbook Index

AAM
American Association of Museums I,B:1

AASLH
American Association for State and Local History I,B:1

Abbreviations
used in cataloging Historical and/or Scientific Document Collections II,C:14

Access
to Historical and/or Scientific Document Collections II,C:5
Access procedures
written, sample of I,I:8

Accessibility
intellectual II,1:1
physical II,1:1
through cataloging II,3:1

Accession Receiving Report II,2:3, II,2:26
sample of II,2:38

Accessioning II,1:2, II,2:1
acceptance of acquisition by bureau-designated authority
II,2:2
accession file II,2:4
Accession Receiving Report II,2:3
accession transaction documents II,2:26, II,2:34
changes in accession transaction status II,2:33
computerization of data II,2:32
data, mandatory II,2:20
data, optional II,L:1
documentation, types of II,2:25
general procedures II,2:3
Historical and/or Scientific Document Collections II,C:1, II,C:5
incomplete accession records II,2:33
intention at time of acquisition II,2:3, II,6:3
restrictions on acquisitions II,2:8
review of potential accessions II,2:3
see also Acquisitions
transactions, types of II,2:10
uncataloged accessions II,2:32

Accountability II,1:1
deaccessioning procedures II,6:2
receipt of shipment I,8:18
through accessioning II,2:1
through cataloging II,3:1
through museum records II,1:1
through photographic documentation II,I:1

Acquisitions
approval of II,2:2
documentation of II,2:26
guidelines I,3:24
intention at time of acquisition II,2:3, II,6:3
restrictions on II,2:8
see also Accessioning
selection criteria I,3:23
storage considerations I,9:9
types of I,3:17
Act for the Preservation of American Antiquities of June 8, 1906 I,A:42
Administrative office artwork and artifacts see Office Art
AIC
- American Institute for Conservation of Historic and Artistic Works I,B:3
Air pollutants
dust I,5:28, I,G:1
effects of I,5:28
gaseous I,5:28
particulate I,5:28
relationship between I,5:28
sources of I,5:28
Air pollution
controlling I,5:32, I,G:1
monitoring I,5:31
Alarm system
- fire detection I,11:11
- fire suppression I,11:11
- in storage spaces I,9:11
- intrusion detection I,11:4
American Association for State and Local History I,B:1
American Association of Museums I,B:1
Code of Ethics I,C:1
American Institute for Conservation of Historic and Artistic Works I,B:3
Code of Ethics I,C:4
American Society of Appraisers (ASA) I,3:30
Appraisals
- American Society of Appraisers I,3:30
deaccessioning II,6:5
definitions of I,K:2
- for donations (tax deductions) I,3:25, I,3:32, II,2:10
re-appraisals I,3:32
staff I,3:26, I,13:4
Appraisers, professional I,3:26, I,3:29
Archaeological Resources Protection Act of 1979 (ARPA) I,A:43
Archeological and Historic Preservation Act of 1974 I,A:42
Archeological Collections I,3:10
cataloging resource management records related to
Architecture, historic
resource management records related to II,C:13
Archival quality I,9:21, II,C:1
Archives
abbreviations related to II,C:14
collection within II,C:2
see Historical and/or Scientific Document Collections II,C:1
ARPA
Archaeological Resources Protection Act of 1979 I,A:43
Arrangement
see also Historical and/or Scientific Document Collections
II,4:1, II,C:1
Arsenic I,9:7, I,13:9
Artwork I,3:11
classification of II,D:4
copyright considerations II,2:5
definition of I,A:3
lot cataloging of II,E:3
see also Office art I,A:3
ASA
American Society of Appraisers I,3:30
Associated Records
definition of I,K:2, II,Q:3
for field collections II,2:15
for objects and/or specimens collected under permit II,2:15
Audio tape
storage of I,11:16
Authenticity I,3:24
evidence of historical II,2:30
Authorities
abstracted I,A:42
bureau I,3:5
deaccessioning II,6:2
Departmental I,3:3
other laws, regulations, and conventions I,3:8
Authority, bureau-designated
acceptance of acquisitions by II,2:2
Availability for acquisition I,3:24
Bald Eagle Protection Act of 1940 I,A:46
Bats I,6:5
Biological agents  I,5:1
    see also Pests  I,6:1
Biology
    see Natural History Collections  II,D:5
Birds  I,6:6
Board of Survey
    loss of museum property (deaccessioning)  II,6:11
Book, Accession  II,2:1, II,2:19
    correcting entries in  II,2:24
    creating a copy of  II,2:20
    sample of II,2:36
Book, Deaccession II,6:7
    sample of II,6:24
Books
    fumigation of I,6:21
Budget
    see Funding
Building
    see Structure
Cabinet, museum
    modular system I,9:20, I,G:1
    recommended loads I,9:19
Cannons
    cataloging of II,4:13
Catalog record
    backup of II,3:3
    for Historical and/or Scientific Document Collections II,C:6
Cataloging II,1:2, II,3:1
    backup of records II,3:3
    costs by discipline II,B:5
data, highly recommended for Natural History Collections II,N:1
data, highly recommended for cultural resources II,M:2
data, mandatory (all museum property) II,3:4
data, mandatory (Archeology) II,3:5
data, mandatory (cultural resources) II,3:4
data, mandatory (Natural History) II,3:10
data, mandatory: definitions II,3:5
data, mandatory: definitions (archeology) II,3:8
data, mandatory: definitions (Natural History) II,3:12
data, optional II,M:1
data, optional for cultural resources II,M:13
data, optional for Natural History Collections II,N:1
estimating costs II,B:1
Federal Information Processing Standards (FIPS) County Codes II,G:1
folder II,3:2
Historical and/or Scientific Document Collections II,C:1
issuing catalog numbers in groups II,3:18
labels II,J:21
location of museum property II,4:7
lot cataloging
   see Lot Cataloging
marking and numbering museum property II,J:1
photographic documentation as a supplement to II,3:18, II,I:1, II,I:29
procedures for II,3:1
recommendations on completing the catalog record II,3:17
recommended readings for II,H:1
Record II,3:1
Record for Cultural Resource Objects, sample of II,3:22
Record for Natural History Specimens, sample of II,3:21
Record work sheet II,3:4
recording dimensions II,K:3
special numbering considerations for component parts, pairs, and sets II,J:17
United States Postal Service (USPS) State and Territory Codes II,F:1
Categories
   of museum property I,A:2
Cellulose nitrate film I,5:34, I,9:7
Characteristics
   of museum property I,A:1
Checklist
   Accession Transaction II,2:57
   Checklist for Preservation, Protection, and Documentation of Museum Property I,2:2, I,E:24
   housekeeping supplies and equipment I,7:22
   Scope of Collection Statement evaluation I,D:17
   Security Survey I,I:2
   Checklist Report for Preservation, Protection, and Documentations I,2:8
Chemicals
   Arsenic I,13:9
   Ethylene Oxide (EtO) I,13:9
   hazardous I,9:7, I,13:8
   Paradichlorobenzene (PDB) I,6:22, I,13:9
Classification II,3:7, II,D:1
Archeological Collections II,D:1
Artwork II,D:4
Historic Object Collection II,D:3
Historical and/or Scientific Document Collections II,D:4
Native American (Ethnographic) Collections II,D:2
Natural History Collections (Biology) II,D:5
Natural History Collections (environmental samples) II,D:6
Natural History Collections (Geology) II,D:6
Natural History Collections (Paleontology) II,D:5

Climate
as a factor in conservation treatment I,10:11
climatic zone I,5:9, I,6:4

CMP see Collection Management Plan

Codes
Federal Information Processing Standards (FIPS) II,G:1
United States Postal Service (USPS) State and Territory Codes II,F:1

Collecting
field, by staff I,13:6
see also Field Collections
see also Scope of Collection Statement
personal, by staff I,13:3
unauthorized II,2:16

Collection Management Plan I,2:5
Collection Management Policy I,2:1
Collection Management Policy Statement I,2:4
Collection Storage Plan I,2:6
addressed in Housekeeping Plan I,7:35
Scope of Collection Statement addressed in I,9:9
writing a I,9:9

Combination control I,I:22
Committee, Museum Property
see Museum Property Committee I,3:2

Computer data
computerizing accession data II,2:32
storage of mixed media I,11:16

Condition
as criteria for acquisition I,3:24
determination of I,10:9
documentation following shipping I,8:18, II,2:4
documentation in annual inventory II,4:7
documentation of prior to shipping I,8:7

Condition Report II,5:1
following receipt of shipment I,8:18
prior to shipping museum property I,8:7
sample of II,5:36

Confidentiality II,2:9
Conservation Survey I,2:7, I,4:1
addressed in Housekeeping Plan I,7:20
content of I,4:6
for office art I,15:3
process for I,4:7
Report I,4:9
Scope of Work Statement for, sample of I,H:2
Conservation treatment  I,4:1, I,10:1
aesthetic considerations in  I,10:5
contracting for I,10:8
documentation of I,10:7, I,10:8, I,H:1, II,2:31
emergency supplies and equipment I,12:11
examination report, sample of I,H:1
factors to consider in I,10:3
minimal intervention I,10:2
report, sample of I,H:11
reports I,10:7, I,H:11
reversibility of I,10:3
role of curatorial staff I,4:3, I,10:8, I,10:11
see also Preventive Conservation
subcontracting for I,10:10
treatment proposal, sample of I,H:1

Conservator
selecting a I,10:10

Construction materials
unsuitable I,5:31
Consultation I,K:5, II,2:9, II,Q:9
deaccessioning II,6:4
in compliance with NAGPRA I,3:15

Consumptive use I,K:5, II,4:13, II,Q:10
Container list
Historical and/or Scientific Document Collections II,C:6
Contracting I,10:12
steps in the acquisition of conservation services I,10:13

Controlled property
identification of II,3:6
Cooperating association I,14:3, I,B:7
Cooperative Agreement, sample of II,5:47
Copyright I,3:26, II,2:5
duration of II,2:8
how to acquire II,2:7
reproduction of copyrighted materials II,2:8
right to display images of borrowed works II,2:7
Statement II,2:29
Statement, sample of II,2:47
Visual Image Reproduction and Use Request II,2:29
Visual Image Reproduction and Use Request, sample of II,2:61

Couriers I,8:17
Credit line II,5:4
Cremations II,J:4

CSP
see Collection Storage Plan

Cultural patrimony
see Native American Graves Protection and Repatriation Act of 1990 I,3:14

Cultural Resources
data, highly recommended categories for cataloging II,M:2
data, optional categories for cataloging II,M:1, II,M:12
"Curation of Federally-Owned and Administered Archeological Collections", 36 CFR Part 79 I,A:44
Curatorial staff
see Staff
Custody, legal II,2:1
Custody, temporary
of an incoming loan II,5:2
of possible donations II,2:2
receipt II,2:29
Receipt, sample of II,2:43
Data loggers I,5:9
Data, highly recommended
for Cultural Resources II,M:2
for Natural History Collections II,N:1
Data, mandatory
for accessioning II,2:20
for cataloging II,3:4
for cataloging specific disciplines, see Cataloging
for deaccessioning II,6:9
for incoming loans II,5:2
for outgoing loans II,5:13
for inventory II,4:5
Data, optional
for accessioning II,L:1
for cataloging II,M:1
for cataloging Cultural Resource Objects II,M:13
for cataloging Natural History Specimens II,N:1
for deaccessioning II,P:1
for incoming loans II,N:40
for outgoing loans II,N:40
Deaccessioning II,6:1
through abandonment and involuntary destruction II,6:22
accepting acquisitions with intent to deaccession II,2:3
appraisals II,6:5
approval of II,6:8
Board of Survey II,6:11
Book II,6:7
Book, sample of II,6:24
catalog data for II,6:6
consultation required prior to II,6:4
data, mandatory for II,6:9
data, optional for II,P:1
disapproval of II,6:8
disposition by preferred order of alternatives II,6:18
documentation of II,6:6
by donation to museum or similar non-Federal institution
by exchange with museum or similar non-Federal institution

by exchange with or transfer to other federal collections

folder

form

through loss or involuntary destruction

materials outside the Scope of Collection Statement

packing as a result of

procedures

Public Interest and Trust issues related to

purpose of

by return to rightful owner

revenues from sales related to

by sale to museum or similar non-Federal institution

by sale to, or exchange with, individuals or entities, other than

see also Loss

shipping resulting from

types of

Deed of Conveyance

Deed of Gift

sample of

Dehumidifiers

Department of the Interior

see Departmental Manual

Departmental Manual (DM)

definition of

text of 411 DM, "Museum Property Management"

Desiccant

Destructive analysis

Detectors

heat

smoke

Deterioration

agents of

biological activity resulting in

chemical reactions resulting in

consumptive use resulting in

destruction of damaged museum property caused by

inappropriate numbering and marking methods resulting in

mishandling resulting in

of museum records

physical

rates of
resulting from conservation treatment  I,10:2
stabilization of  I,10:1
storage as a factor in preventing  I,9:1
structural  I,5:29

Dimensions
measurement of  II,K:1

Disasters
see Emergency Management Plan  I,12:1

Disposal
see Deaccessioning  II,6:1

Disposal of Records (44 USC 3301 et seq.)  I,A:45
"Disposition of Federal Records", 36 CFR Part 1228  I,A:45

DM
see Departmental Manual

Documentation
of appraisals  I,3:32
of deaccessions II,6:6
field-generated  II,C:11
Freedom of Information Act, related to  II,2:9
importance of  I,10:7
lack of  II,2:18, II,2:33
lack of, sample form for tracing  II,2:58
of conservation treatment  I,10:7
of office art  I,15:9
see Photographic Documentation of Museum Property  II,I:1
protection from fire  I,11:15
see also Records, Museum  II,1:1

DOI
see Departmental Manual

Donations  II,2:1, II,2:10
appraisals of, for tax deductions  I,3:32
deaccessioning of  II,6:3
documentation of  II,2:25, II,2:34
tax deduction for  I,3:25, I,3:32, II,2:9

Donor letter  II,2:26
Dustcovers  I,5:25
fire-retardant  I,9:6

Emergency
mandates for emergency management of museum property  I,1:2

Emergency Management Plan  I,2:6, I,12:1
addressed in Housekeeping Plan  I,7:1
evaluation of  I,12:7
guide to emergency supplies and equipment  I,12:8
interagency cooperation in  I,12:4
mandates for emergency management of museum property  I,1:2
preparing the plan  I,12:4
writing a  I,12:6


Energy
conservation  I,5:2  
costs  I,5:2, I,5:15  
laws and regulations  I,5:2

Environment  
environmental agents  I,5:1  
establishing environmental parameters  I,5:5  
fluctuations  I,5:15, I,5:16  
in a structure  I,5:5  
in office spaces  I,15:6  
monitoring equipment  I,5:9  
reason for monitoring  I,5:4

Environmental samples  
classification of  II,D:6

Equipment  
Checklist for Housekeeping  I,7:22  
emergency  I,12:8  
environmental monitoring  I,5:9, I,F:1  
for handling museum property  I,8:2  
housekeeping  I,7:16  
maintenance of  I,7:1, I,F:1  
photographic  II,I:2  
sources of  I,J:1  
storage  I,9:19, I,J:1

Ethics  
Codes of  I,3:30, I,4:2, I,10:1, I,10:8, I,13:2, I,C:1

Ethnographic Collections  
see Native American (Ethnographic) Collections  I,A:3

Ethylene Oxide (EtO)  I,13:9

Examination Report  I,10:15, I,H:1

Exchange  II,2:1, II,2:13  
Agreement  II,2:27  
Agreement, sample of  II,2:55  
documentation of  II,2:25, II,2:34  
see Deaccessioning  II,6:1

Exhibits  
aesthetic considerations  I,10:5  
conservation treatment of objects for  I,10:2  
display techniques  I,15:7  
Housekeeping Plan for  I,7:6  
human remains  II,J:4  
Integrated Pest Management for  I,6:3  
measuring objects to calculate space requirements for  
II,K:1  
preventing infestations in  I,6:16  
reproductions in  II,4:13  
right to display images of borrowed works  II,2:7  
security of  I,11:1

Exhibits, Outdoor  
cataloging of  II,4:13
Housekeeping Plan for I,7:6  
numbering and marking large objects II,J:12
Extinguishers, fire I,9:6, I,11:10, I,11:12
Fair Market Value I,3:27
Federal Energy Management Improvement Act of 1988 I,5:2
Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA) I,6:21, I,13:8
Federal Property Management Regulations (FPMR) (41 CFR 101) I,A:45
Field collections I,3:25, II,2:1, II,2:15
assembled by staff I,13:6
"found in unit or bureau" II,2:17
documentation of II,2:16, II,2:31, II,2:35
objects manufactured by unit staff as II,2:17
unauthorized II,2:16
Field Purchase Order receiving report copy of II,2:27
FIFRA see Federal Insecticide, Fungicide, and Rodenticide Act
File, accession II,2:4, II,2:25
Film  
cellulose nitrate I,5:34, I,9:7
filtering I,5:27
processing of II,I:28
Finding Aid II,C:2
FIPS codes II,G:1
Fire protection addressed in Housekeeping Plan I,7:11
alarm systems for I,11:11
detection for I,11:11
flammable liquid storage cabinet for I,G:8
halon for I,11:13
insulated files for I,11:15
interagency cooperation in I,I:8
museum property I,11:9
in office spaces I,15:5
sources of assistance for I,I:7
suppression as a means of I,11:11
Survey I,2:6
Fire suppression systems I,11:11
halon I,11:13
portable extinguishers I,11:12
sprinkler systems I,11:13
Firearms as controlled property II,3:6
Floodplain I,5:8
Executive Order 11988, "Floodplain Management" I,9:3
Floor plans
   for storage spaces  I,G:9
Folder, Catalog  II,3:2
   contents of  II,3:3
Food  I,6:17, I,9:8
FPMR
   see Federal Property Management Regulations
Freedom of Information Act  II,2:9
Fumigation  I,6:19, I,6:20, I,13:8
Funding
   estimating cataloging costs  II,B:1
   housekeeping  I,7:18
   programming  I,14:1
   requirements  I,7:12
   sources of  I,14:2, I,B:7
Fungi  I,6:3
Gaseous Pollutants  I,5:28
Geology
   see Natural History Collections  II,D:6
Halon  I,11:13
Handbook
   Departmental Museum Property  I,1:2
   topics  I,1:2
Handling
   conservator's recommendations for  I,10:10
   emergency equipment  I,12:9
   equipment  I,8:2
   general rules  I,8:4
   health and safety concerns  I,8:4, I,13:8
   office art  I,15:9
   packing  I,8:6
   planning for  I,8:2
   procedures  I,7:1, I,8:1
   shipping  I,8:6, I,10:11
   training for  I,8:2
   written rules for  I,8:1
Hazard Communication Standard  I,13:9
Hazards
   identifying  I,12:2
Health  I,8:4, I,9:7, I,13:8
Heat
   controlling  I,5:27
   effects of  I,5:27
   light and heat measurement chart  I,F:8
   produced by artificial lighting  I,5:28
   produced by natural light  I,5:27
Heat detectors  I,11:11
Historic structure  I,5:7-5:8, I,5:16, I,6:13
   environmental monitoring in  I,5:14
   Historical and/or Scientific Document Collections related to
Housekeeping Plan for I,7:7
interpretive objectives in I,7:7
security in I,11:1

Historical and/or Scientific Document Collections I,3:11
accessioning II,C:1
accessioning procedures for II,C:5
cataloging II,C:1
cataloging (general guidelines) II,C:4
classification of II,D:4
copyright considerations II,2:5
data, mandatory cataloging, for II,C:6
definition of I,A:3, I,K:8, II,Q:15
estimating cataloging costs of II,B:3
items that should be separately cataloged from organic
collection in a II,C:9
lot cataloging of II,C:8
National Inventory of Documentary Sources, inclusion in
II,C:15
non-organic (or artificial) collection as part of
II,C:4
organic collection as part of II,C:3
Society of American Archivists (SAA) I,B:2
terminology for II,C:1
types of II,C:12

Historical Collections (Objects) I,3:12
cataloging costs of II,B:3
classification of II,D:3
definition of I,A:4
lot cataloging of II,E:3

Housekeeping I,6:15
attitude of staff involved in I,7:14
components of I,7:1
definition of I,7:1
in exhibit spaces I,7:6
funding for I,7:18
see Housekeeping Plan I,7:3
in storage spaces I,9:8
integrated approach to I,7:1
see also Preventive Conservation I,7:1
in storage spaces I,7:5

Housekeeping Plan I,2:10, I,7:1
analysis of space prior to developing a I,7:8
assignment of duties in I,7:17
components of a I,7:1, I,7:3
development of a schedule in I,7:16
forms for I,7:22
implementation of I,7:18
interdisciplinary nature of I,7:2
management and use of museum objects and spaces described in
monitoring of procedures described in program objectives of purpose of quantity of museum property described in scope of a see also Housekeeping space usage described in management and use of museum objects and spaces described in supplies and equipment identified in tasks identified in writing a

Human remains Cremations Inhumations marking and numbering see also Native American Graves Protection and Repatriation Act of 1990 skeletal remains with soft tissue

Humidifiers HVAC addressed in Housekeeping Plan air-conditioning system controlling the environment in storage spaces installing pollutants introduced by seasonal adjustments

Hygrometers Hygroscopic materials Hygrothermographs calibration of interpreting hygrothermograph charts organizing data from charts Identification of museum property assigning values based on in outdoor exhibits Incoming Loans as controlled property data, mandatory data, optional Incoming Loan Agreement, sample of inspection of, for pests see also Loans see also Outgoing Loans procedures for, long-term procedures for, short-term

Indian Lands
definition of I,K:8, II,Q:16
Infestations I,6:6
environmental conditions supporting I,6:7
preventing I,6:13, I,6:14, I,6:16, I,G:1
related to shipping I,8:8, I,8:18
treatment strategies for I,6:18, I,13:8
Infrared radiation I,5:21
see also Light
Inherent value I,3:26
Inhumations II,J:5
Ink, India II,J:7
use of II,3:2
Insects I,6:4
life stages of I,6:10
monitoring for I,6:10
Instruments I,5:9
see Monitoring equipment
Insurance of museum property I,8:7, II,5:5
alternatives to II,5:26
claims against II,5:30
deductibles in II,5:30
exclusions in II,5:28
limits of liability in II,5:28
paying for premiums for II,5:26
perils insured by II,5:28
purchasing II,5:25
United States Government, (self-insuring) II,5:30
updating coverage of II,5:31
using the lender's policy for II,5:26
valuation for II,5:29
waiver of subrogation in II,5:29
wall to wall coverage in II,5:28
Integrated Pest Management (IPM) I,2:10
addressed in Housekeeping Plan I,7:1
cultural controls for I,6:16
Departmental Policy for I,A:50
eliminating pests through I,6:13
in exhibits I,6:3
freezing as a technique in I,6:19
fumigation as a technique in I,6:19
goal of I,6:2
housekeeping as a technique in I,6:15
monitoring in I,6:7
for Office art I,6:3
for museum property I,6:6
in office spaces I,15:7
preventing infestations through a I,6:13, I,6:14,
I,6:17
Program Activities of I,6:7
routine inspection as a technique in I,6:7, I,6:9
see also Pests
  in storage spaces I,9:8
  thresholds established for I,6:17
  trapping insects as a technique in I,6:8
  treatment strategies in I,6:12-I,6:13, I,6:18-6:20
Interior Property Management Regulations (IPMR) I,A:45
Internal Revenue Service requirements
  for deaccessioning II,6:3
  Noncash Charitable Contributions Form, sample of II,2:29
  Noncash Charitable Contributions, sample of II,2:48
  for tax deductions, for donations I,3:25, I,3:32,
    II,2:9
  for tax deductions, loss of II,2:3
Interns I,14:5
Interpretation
  collections designed for teaching or I,A:6
  objectives of I,7:7
  planning documents related to a Scope of Collection
    Statement I,3:6
  reproductions, preferred use in II,4:13
  uses of museum property in I,13:5
Intrusion alarm I,11:4
Inventory II,1:2, II,4:1
  annual I,15:10, II,4:1
  Annual Certifications of I,2:9
  baseline II,4:1
  by accession II, 4:1, II,4:3
  conducting the II,4:3
  data for, mandatory II,4:5
  for controlled property II,4:1, II,4:2
  in compliance with NAGPRA I,3:17
  of historical and/or scientific document collections II,C:2
  of incoming loans, short-term II,5:7
  of incoming loans, long-term II,5:10
  Inventory of Museum Property, sample of II,4:18
  location validation as part of II,4:7
  loss, discovery of during II,4:8
  in office spaces I,15:10
  of outgoing loans II,5:19
  of outgoing loans, procedures for II,5:22
  prior to shipping I,8:14
  random sample II,4:1, II,4:2
  shipment, following receipt of I,8:18
  Reports II,4:1
  responsibility for conducting II,4:4

IR
  see Infrared Radiation

IRS
  see Internal Revenue Service
Key control I, I:22
  in office spaces I, 15:3
Labels II, J:21
  for Natural History Collections, sample of II, J:28
Lacey Act of 1900 I, A:46
Last Will and Testament II, 2:27
Laws
  abstracted I, A:42
  see Authorities I, 3:3
Legal custody II, 2:1
Light I, 5:20
  control of, addressed in Housekeeping Plan I, 7:12
  controlling I, 5:25, I, G:1
  damage to museum property by I, 5:20
  effects of I, 5:1, I, 5:20
  evaluate data from light monitoring I, 5:24
  evaluate data from light monitoring program I, 5:20
  heat produced by I, 5:27
  in office spaces I, 15:6
  infrared radiation I, 5:21
  light and heat measurement chart I, F:8
  maximum acceptable illuminance levels I, 5:26
  meter I, 5:22
  monitoring equipment I, 5:21
  monitoring program I, 5:20-5:26
  nature of I, 5:20
  reciprocity law of I, 5:21
  ultraviolet light (UV) I, 5:20
  visible light I, 5:20
Literature, professional
  Departmental Manual I, 13:1
  journals I, B:5
  Museum Property Handbook I, 13:1
  recommended readings for cataloging II, H:1
  technical publications I, B:5
Living history I, 13:5, II, 4:13
Loans
  book or tracking system for II, 5:1
  folder II, 5:1
  Cooperative Agreement for II, 5:1
  Cooperative Agreement, sample of II, 5:47
  see also Incoming Loans II, 1:3
  see also Outgoing Loans II, 1:3
  Standard Facility Report for, sample of II, 5:45
  third party II, 5:21
Location
  File II, 4:7
  Report II, 4:7
Log, Visitor and Researcher Sign-in I, 9:5, I, I:15,
  II, C:5
Log, Object Photograph  II,I:27
storage of  II,I:31
Loss  II,4:8
actions to take upon discovering  II,4:8
deaccessioning due to  II,4:9, II,6:11
law enforcement involvement in  II,4:8
reporting to outside agencies  II,4:10
see also Deaccessioning  II,6:1, II,6:11
subsequent recovery of museum property after  II,6:13
Lot cataloging  II,E:1
of Archeological Collections  II,E:2
of Artwork  II,E:3
discipline-specific rules for  II,E:2
of Historical and/or Scientific Document Collections  II,C:8
of Historical Collections (Objects)  II,E:3
of Native American (Ethnographic) Collections  II,E:3
of Natural History Collections  II,E:4
Manuscripts  II,C:2
abbreviations related to  II,C:15
cataloging of  II,C:4
MARC Format for Bibliographic Data  II,C:15
Marine Mammal Protection Act of 1972  I,A:47
Marking
inappropriate methods of  II,J:10
large objects  II,J:12
location of number  II,J:12
methods of  II,J:7
museum property  II,J:1
paper  II,J:5
photographic negatives  II,J:6
removal of  II,J:9
special considerations for component parts, pairs, and sets  II,J:17
special techniques for, cultural collections  II,J:3
special techniques for, large objects  II,J:11
textiles  II,J:6
Material Safety Data Sheets (MSDS)  I,13:8
Materials
archival quality  I,9:21
flammable  I,9:2, I,9:7, I,G:8
not considered museum property  I,A:5
packing  I,8:10, I,J:8
shipping  I,8:10, I,J:8
Measurements  II,K:1
Mechanical system
addressed in Housekeeping Plan  I,7:10
see also HVAC
Mice  I,6:5
Micro-climate  I,5:17
in storage spaces  I,G:1
Migratory Bird Treaty Act of 1918  I,A:46
Minimal intervention  I,10:2
Mission
  bureau  I,3:5
  unit  I,3:6
Mixed media
  fire protection of  I,11:16
Mold  I,6:3
Monitoring
  addressed in Housekeeping Plan  I,7:1
  air pollution  I,5:31
  equipment  I,5:9, I,F:1
  establishing environmental parameters through  I,5:5
  light  I,5:9
  Museum Environmental Monitoring Record used in  I,F:5
  pests  I,6:7
  reason for  I,5:4
  relative humidity  I,5:9
  in storage spaces  I,9:13
  temperature  I,5:9
Monuments  II,4:13
Moth balls
  see Paradichlorobenzene
Mounts
  natural history  I,A:6
Museum cabinet
  see Cabinet, museum
Museum property
  ability to manage  I,3:24
  accessioning  II,1:2, II,2:1
  accountability  II,1:1
  baseline data for  I,4:6
  cataloging  II,1:2
  categories of  I,3:9, I,3:10, I,A:2
  characteristics of  I,A:1
  classification systems for  II,D:1
  collected under permit  II,2:15
  condition of  I,8:7
  consultation for certain types of  I,3:20
  consumptive use of  II,4:13
  current representation of  I,3:9
  deaccessioning  II,1:3, II,6:1
  Departmental definition of  I,A:1
  destruction of damaged  II,6:13
  destructive analysis of  II,4:15
  deterioration of  I,5:1
  emergency planning for  I,12:1
  environmental standard for  I,5:1
  equipment used in managing  I,J:1
  evidence of manufacture and use of  I,10:4
fire protection for  I,9:6, I,11:9  
handling of  I,8:1  
having functional capability  I,10:4  
hazardous  I,9:7  
housekeeping program for  I,7:1  
identification of  I,3:23, I,A:1, II,2:18  
illicit trade in  I,3:25  
insurance for  II,5:25  
Integrated Pest Management Program for  I,6:2  
inventory of  II,1:2, II,4:1  
loan of  II,1:3  
loss of  I,11:1, II,4:8  
mandates for  I,A:1  
marking and numbering of  II,J:1  
measuring dimensions and weights of  II,K:1  
moving  I,8:3  
packing  I,8:6  
photographic documentation of  II,2:4, II,3:18, II,I:1  
professional considerations for staff  I,13:1  
protection of, planning for  I,2:6  
   see Security  
   see Fire Protection  
purpose of unit  I,3:6  
recovery of stolen or lost  II,6:13  
restrictions on  I,3:18, I,15:2, II,2:8  
sale of  II,6:21  
scientific research value of  I,10:4  
security for  I,11:1  
   see Security  
shipment of  I,8:6, I,8:14  
spaces housing  I,5:7  
   see Spaces Housing Museum Property  
staff awareness of  I,7:15  
standards for managing  I,A:1  
storage of  I,9:1  
   see Storage  
supplies for  I,J:1  
types of materials not considered to be  I,A:5, II,4:13  
value of  I,3:2  
   see Value  
Museum Property Committee  I,3:2  
   role in acquisition of museum property  II,2:2  
   role in deaccessioning  II,6:2, II,6:12, II,6:16  
   role in loaning museum property  II,5:1  
   role in writing Scope of Collection Statement  I,3:2  
Museum Property Management  
   Checklist for Preservation, Protection, and Documentation of Museum Property  I,2:2, I,E:24  
estimating cost of  I,7:18
identifying deficiencies in I,2:2
management support of I,7:19
mandates for I,A:42
mandates for emergency management of I,I:2
mandates for security and fire protection of I,I:1
planning process for I,2:1
programming for I,2:1, I,2:4, I,7:18, I,14:1
Scope of Collection Statement for I,3:1
staffing for I,7:12, I,7:18, I,14:3
Museum Property Storage Plan
see Collection Storage Plan
Museum Property Survey I,2:2, I,3:9
completing the II,4:16
Report I,2:7, II,3:3
sample of II,4:27
Museum Records I,3:22
see also Accessioning II,1:2
see also Cataloging II,1:2
definition of I,K:11, II,Q:22
permanence of II,1:3
protection of I,11:14
threats to I,11:14
NAGPRA see Native American Graves Protection and Repatriation Act of 1990
National Historic Preservation Act of 1966, as amended I,A:43
National Institute for the Conservation of Cultural Property I,B:4
National Inventory of Documentary Sources II,C:15
Native American (Ethnographic) Collections I,3:10
classification of II,D:2
definition of I,A:3
estimating cataloging costs of II,B:2
lot cataloging of II,E:3
resource management records related to II,C:13
see also Native American Graves Protection and Repatriation Act of 1990 I,3:14
consultation in compliance with I,3:15
deaccessioning procedures in compliance with II,6:4, II,6:23
Summary of Unassociated Funerary Objects, Sacred Objects, and Objects of Cultural Patrimony I,3:14
Natural History Collections I,3:13
accessioning of II,2:1
cataloging costs of (Biology) II,B:3
cataloging costs of (Geology) II,B:4
cataloging costs of (Paleontology) II,B:4
classification of (Biology) II,D:5
classification of (environmental samples) II,D:6
classification of (Geology) II,D:6
collected under permit II,2:15
data, highly recommended for cataloging II,N:1
data, optional for cataloging II,N:1
definition of I,A:4
labels for, sample of II,J:28
lot cataloging of II,E:4
mandated I,3:8
numbering techniques for II,J:21
purchase of I,3:25
resource management records related to II,C:13
Society for the Preservation of Natural History Collections (SPNHC) I,B:2
Negatives, photographic
cellulose nitrate I,5:34, I,9:7
see Photographic Negatives
NFPA
see Fire Protection
Noncash Charitable Contributions Form II,2:29
Numbering
Cultural Resources, special techniques for II,J:3
inappropriate methods of II,J:10
of large objects II,J:11
location of II,J:12
methods of applying II,J:7
museum property II,J:1
paper II,J:5
photographic negatives II,J:6
removal of II,J:9
special considerations for component parts, pairs, and sets II,J:17
textiles II,J:6
Objects
accessioning II,2:1
acclimation to environment of I,5:6
aesthetic considerations of I,10:5
authenticity, evidence of historical II,2:30
cataloging of II,3:1
collected under permit II,2:15
condition report for II,5:1
consumptive use of II,4:13
destructive analysis of II,4:15
exhibited I, 7:6, I,10:2, II,4:13
flammable I,9:7
having functional capability I,10:4
hazardous I,9:7, I,13:8
history of I,5:6, I,10:9
identified as museum property II,2:18
inorganic I,6:1
manufacture and use, evidence of I,10:4
marking and numbering II,J:1
measuring techniques II,K:1
organic I,5:20, I,5:31, I,6:1, I,6:4, I,6:10
photographic documentation of II,2:4, II,2:31
protection of individual I,I:6
scientific research value of I,10:4
see also Objects, sensitive
site-specific I,3:23
Temporary Removal Slip for II,4:8
that outgas I,5:34

Objects, sensitive
acceptable relative humidity levels for I,5:6
consultation and confidentiality regarding II,2:9
as controlled property II,3:6
culturally I,10:4
environmentally I,5:17, I,9:21
human remains as I,13:5
hygroscopic objects as I,5:3
illuminance levels for I,5:20, I,5:26
sacred I,3:14, I,13:5
see also Native American Graves Protection and Repatriation Act of 1990 I,3:14
see also Objects
storage of I,9:5, I,9:21

Office art I,15:1
access procedures for I,15:5
display techniques for I,15:7
documentation of I,15:9
emergency management procedures for I,15:4
example of I,3:7
fire protection for I,15:5
handling of I,15:9
identified in Scope of Collection Statement I,3:7, I,15:1
Integrated Pest Management for I,6:3, I,15:7
light affecting I,15:6
location of I,15:8
management of I,15:3
opening and closing procedures for, sample of I,I:21
purpose of I,15:1
responsibilities for I,15:1
selecting I,15:2
tapestries used as I,15:9

Official Records I,A:5
definition of I,K:12, II,Q:23
Opening and closing procedures I,2:9, I,I:18

OPM Classification Standards
staffing I,14:4
Order for Supplies or Services  II,2:27
Organizations, funding  I,B:7
Organizations, professional
  see Professional Organizations
Outgassing  I,5:34
Outgoing Loans  II,1:3, II,5:1, II,5:13
  Conditions for Outgoing Loans, sample of  II,5:40
  data, mandatory  II,5:13
  data, optional  II,N:40
  extensions of  II,5:21
  see also Incoming Loans
  see also Loans
  Office art as  I,15:9
  Outgoing Loan Agreement, sample of  II,5:38
  procedures for, long-term  II,5:22
  procedures for, short-term  II,5:18
Packing  II,5:12
  cavity  I,8:12
  container  I,8:9
  deaccessions, related to  II,6:8
  materials  I,8:10, I,8:13, I,J:8
  materials, sources of  I,J:11
  materials, storage of  I,8:14
  of incoming loans  II,5:6
  of outgoing loans  II,5:21
  preparation for  I,8:7
  scheduling  I,8:9
  see also shipping  I,8:10
  unpacking after  I,8:18
  workspace for  I,8:8
  wrapping related to  I,8:10
Paintings
  copyright considerations of  II,2:5
Paleontology
  see Natural History Collections  II,D:5
Paper
  deacidification of  I,10:1
  numbering and marking of  II,J:5
  protection from fire  I,11:15
Paradichlorobenzene (PDB)  I,6:22, I,13:9
Particulate pollutants  I,5:29
Permits
  museum property collected under  II,2:15
Pesticides  I,6:1, I,6:2, I,13:8
  Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA)  I,6:21
Pests  I,6:1
  control of  I,6:1
  eliminating  I,6:12
  identification of  I,6:3
insects, as a type of  I,6:1, I,6:4
microorganisms, as a type of  I,6:1, I,6:3
monitoring for  I,6:7
see also Infestations I,6:6
see also Integrated Pest Management I,6:2
shipping problems related to  I,8:18
traps  I,6:7
vertebrates, as a type of  I,6:1, I,6:5
Photographic documentation II,I:1
in accessioning II,2:4, II,2:31
as a supplement to cataloging II,3:18
basic standards for  II,3:19
cataloging of  II,I:29
equipment for  II,I:2
film processing of  II,I:28
for outgoing loans II,5:21
procedures for  II,I:7
storage of prints and negatives of  II,I:30
Photographic negatives I,5:34
deterioration of  I,5:31
numbering and marking II,J:6
storage of  I,11:16
Photographs I,A:6
copyright considerations of  II,2:5
Planning
checklist I,2:1
Standards I,2:1
Plans, mandatory
Collection Management Plan I,2:4
Collection Management Policy Statement I,2:4
Emergency Management Plan I,2:4
Scope of Collection Statement I,2:4
see individual plans by title
Plans, optional
Collection Storage Plan I,2:4
Conservation Survey I,2:4
Housekeeping Plan (procedures) I,2:4, I,7:1
Security and Fire Protection Survey I,2:4
see individual plans by title
Policy, Collection Management I,1:2, I,1:4
Pollutants
see Air pollutants
Position descriptions I,14:3
Preservation
see Conservation treatment
see Preventive conservation
Preservation, Arrangement, Duplication, Exhibition of
Records I,A:45
Preventive conservation I,4:1, I,7:1
integrated approach to I,7:1
see also Housekeeping Plan I,7:1
storage as part of I,9:1, I,G:1
Privacy Act II,2:9
Procedures, mandatory
access procedures I,2:9, I,I:8
accessioning I,2:9, II,1:2, II,2:1
cataloging I,2:9, II,1:2, II,3:1
deaccessioning I,2:9, II,6:1
incoming and outgoing loan recordation I,2:9, II,5:1
Integrated Pest Management I,2:9
key and combination control I,2:9, I,I:22
opening and closing I,2:9, I,I:18
Procedures, optional
Housekeeping Plan I,2:10
Professional organizations I,B:1
American Association for State and Local History (AASLH) I,B:1
American Association of Museums (AAM) I,B:1
American Institute for Conservation of Historic and Artistic Works (AIC) I,B:3
Regional and State Museum Conferences and Associations I,B:4
Regional Conservation Guilds and Associations I,B:4
Society for the Preservation of Natural History Collections (SPNHC) I,B:2
Society of American Archivists (SAA) I,B:2
Programming
for housekeeping I,7:18
for museum property management I,14:1
Proof of ownership II,2:5
Statement II,2:29
Statement, sample of II,2:46
"Protection of Archeological Resources", 43 CFR Part 7 I,A:44
Protection of museum property
see Security and Fire Protection I,I:1
Psychrometers I,5:9
Public interest II,6:4
Public trust II,6:4
Purchase of museum property II,2:1, II,2:12
documentation of II,2:25, II,2:34
Purchase Contract II,2:27
Radiation I,9:7
Rarity I,3:24
Rats I,6:5
Receipt for Property II,2:28
sample of II,2:41
Receiving Report copy of Field Purchase Order II,2:27
Record
see Associated Records
see Cataloging Record
see also Documentation
see Historical and/or Scientific Document Collections
see Museum Records
see Official Records
see Resource Management Records

Recordkeeping
see Museum Records II,1:1
see also Documentation

Regulations
abstracted I,A:42

Relative humidity I,5:3, I,5:9
acceptable levels of I,5:6
addressed in Housekeeping Plan I,7:12
controlling I,5:3, I,5:15, I,G:1
definition of I,5:3
effects of I,5:1, I,5:3, I,6:3, I,8:7
hygroscopic objects affected by I,5:3
interpreting hygrothermograph charts I,5:3
monitoring I,5:23
in office spaces I,15:6
ranges for various materials, optimum I,5:7
relationship between temperature and I,5:3

Release Form II,2:28

Replacement value I,3:27

Report of Survey II,4:24

Reports
see individual reports by title
Accession Receiving Report
Condition Report
examination I,10:15, I,H:1
law enforcement, related to loss of museum property II,4:9
on location of museum property II,4:7
Security Survey Report

Reports, mandatory
Annual Inventory Certifications I,2:8, II,4:1
Checklist Report for Preservation, Protection, and Documentation I,2:8

Museum Property Survey I,2:2, I,2:7, II,3:3

Repository I,3:21, I,9:17
holding Historical and/or Scientific Document Collections II,C:3
loan-term loan of museum property to a II,5:10, II,5:22
subject to Departmental standards II,2:15

Reproductions I,7:7, II,4:13, II,4:16
copyright considerations of  II,2:8
documentation of  II,4:13
Requisition  II,2:27
Research
  conservation treatment required for  I,10:2
Reservoir Salvage Act of 1960, as amended  I,A:42
Resource management
  planning documents related to a Scope of Collection
  Statement  I,3:6
Resource Management Records
  cataloging of  II,C:11
  definition of I,K:13, II,Q:25
  related to archeology  II,C:12
  related to Native American (Ethnographic) Collections
  II,C:13
  related to Natural History Collections  II,C:13
Restoration  I,4:2, I,10:1
  definition of I,10:2
  guidelines for  I,10:6
Restrictions  I,3:18, I,15:2, II,2:8
Revenues
  from sales of deaccessioned museum property  II,6:8
Risk management  I,11:5, I,12:3
Rodents
  monitoring for  I,6:10
SAA
  Society of American Archivists  I,B:2
Sale
  of museum property  II,6:8, II,6:21
Samples, environmental
  classification of  II,D:6
Scope of Collection Statement (SOCS)  I,2:5, I,3:1
  approval of  I,3:22
  as a factor in Collection Storage Plans  I,9:9
  bureau-specific  I,3:1
  categories of museum property in  I,3:10
  checklist for evaluating  I,D:17
  current representation of objects and specimens described in  I,3:9
  deaccessioning materials outside of  II,6:3, II,6:14
  guidance on  I,2:2
  implementation of  I,3:22
  management actions for  I,3:21
  NAGPRA addressed in  I,3:14
  purpose of  I,3:3
  role of Museum Property Committee in  I,3:2
  sample of  I,D:1
  writing a  I,3:2
Scope of Work Statement  I,10:13
sample of  I,H:2
Sculptures
copyright considerations of  II,2:5
Security  I,11:1, I,G:9
access procedures  I,I:8
addressed in Housekeeping Plan  I,7:20
of combinations  I,I:22
Departmental guidelines for  I,11:1, I,I:1
designing a program for  I,11:6
identification of controlled property as a factor in
II,3:6
interagency cooperation in  I,I:8
intrusion alarm  I,11:4
key control as a factor in  I,15:3, I,I:22
mandates for  I,I:1
in office spaces  I,15:5
opening and closing procedures as a factor in  I,2:9,
   I,15:4, I,I:18
operating procedures as a factor in  I,11:3
preventive planning for  I,11:7
sources of assistance for  I,I:7
staff responsibility for  I,11:2
standards at the bureau level  I,11:7
in storage spaces  I,9:5, I,9:11
Security and Fire Protection Survey  I,2:6
Security Survey
   basic inspection  I,11:3
   checklist for  I,I:2
   comprehensive  I,11:4
   description of  I,11:2
   Report  I,11:4
   Risk Management addressed in a  I,11:5
Security system
   addressed in Housekeeping Plan  I,7:11
Seismic activity
   storage in an area of  I,9:3
Sensitivity issues regarding museum property
   see Objects, sensitive
   see Specimens, sensitive
Shelving  I,9:20
types of  I,G:1
Shipping  I,8:14, II,5:12, II,5:21
   by air freight  I,8:16
   containers  I,8:9
   couriers, use of  I,8:17
   of deaccessions  II,6:8
   documentation of condition when  II,2:4
   hazards of  I,8:6
   of incoming loans  II,5:6
   materials  I,9:20
method of I,8:8
of outgoing loans II,5:21
personal transport I,8:17
preparation for I,8:7
by private parcel services I,8:15
see also Packing I,8:11
by specialized art handling companies I,8:15
by U.S. Postal Service I,8:15
unpacking following I,8:18
Silica gel I,5:18
Skeletal Remains II,5:5
see also Human Remains
Slides
storage of photographic I,11:16
Smoke detectors I,11:11
Smoking I,6:17, I,9:8, I,15:5
Society for the Preservation of Natural History Collections (SPNHC) I,B:2
Society of American Archivists (SAA) I,B:2
Code of Ethics I,C:2
SOCS
see Scope of Collection Statement
Source address list II,J:14
Spaces housing museum property
characteristics of I,7:8
environmental conditions in I,5:6
see also Exhibits I,5:8
fire protection in I,7:11, I,11:9
see also Historic structures
Integrated Pest Management Program for I,6:2
mechanical systems in I,7:10
security in I,11:1
security planning for I,11:7
security systems I,7:11
see also Structure I,5:7
see also Office art I,6:3
see also Storage I,7:5
uses of I,7:8, I,7:11
utilities in I,7:9
Specimens
acceptable relative humidity levels for I,5:6
accessioning of II,2:1
acclimation to environment of I,5:6
aesthetic considerations of I,10:5
cataloging of II,3:1
collected under permit II,2:15
condition report for II,5:1
consumptive use of II,4:13
destructive analysis of II,4:15
hazardous I,9:7, I,13:8
history of I,5:6, I,10:9
hygroscopic specimens I,5:3
identified as museum property II,2:18
inorganic I,6:1
marking and numbering II,J:1
marking and numbering, special techniques for II,J:21
measuring techniques for II,K:1
organic I,5:20, I,5:31, I,6:1, I,6:4, I,6:10
photographic documentation of II,2:4, II,2:31
protection of individual specimens I,I:6
scientific research value of I,10:4
see also Specimens, sensitive
see also Specimens, type
Temporary Removal Slip II,4:8

Specimens, sensitive
consultation and confidentiality of II,2:9
as controlled property II,3:6
culturally I,10:4
environmentally I,5:17, I,9:21
Human Remains as II,J:3
illuminance levels for I,5:20, I,5:26
see also objects, sensitive I,13:5
storage of I,9:5, I,9:21
Specimens, type I,3:20, II,3:16

SPNHC
Society for the Preservation of Natural History Collections I,B:2

Sprinkler systems I,11:13

Staff
appraisals by I,3:26, I,13:4
attitude of I,8:1
buying and selling of antiquities or natural history specimens by I,13:3
conducting the annual inventory II,4:3
coordination of I,7:19
deaaccessioning by II,6:4
emergency preparedness training for I,12:6
field studies by I,13:6
Hazard Communication Standard for I,13:9
health and safety of I,13:8
objects manufactured by II,2:17
outside professional activities of I,13:6
personal collecting by I,13:3
personal property in office spaces I,15:2
professional considerations for I,13:1
professional development of I,13:1, I,14:4
professional organizations for I,B:1
security training for I,11:6, I,11:8
standards of conduct for I,13:2
unauthorized field collecting by II,2:16
use of collections by I,13:5

Staffing
for housekeeping I,7:18
position descriptions I,14:3
requirements for museum property management I,7:12
volunteers in lieu of I,14:5

Standard Facility Report, sample of II,5:45

Standards
of conduct for curatorial staff I,13:2
for office art I,15:3
performance I,14:3

Storage I,9:1, I,G:1
access to I,9:5, I,9:11
alternatives to bureau storage I,9:16, I,9:18
characteristics of I,9:3
climate-controlled I,5:18
components of I,9:2
containers I,9:8, I,9:20, I,J:21
dedicated I,9:2
Departmental standards for I,9:2, I,A:1, I,E:1
enclosures I,9:20, I,J:1
environment I,9:4, I,9:7
equipment I,9:8, I,9:19, I,G:1, I,J:1
equipment, assessment of I,9:15
facility, assessment of I,9:10
fire protection in I,9:6, I,9:12
in a floodplain I,9:3
floor plans for I,G:9
general considerations I,9:18
health and safety concerns in I,9:2, I,9:7
Housekeeping Plan for I,7:5
HVAC system in I,9:14
in insulated files I,11:15
locating museum property in I,9:19
measuring objects to calculate space requirements for II,K:1
mixed media in I,11:16
of flammable liquids I,G:8
of photographic documentation II,I:30
physical security in I,9:5
planning for I,9:8
preventing infestations in I,6:16
reproductions in II,4:13
security in I,9:11, I,11:1
in a seismic zone I,9:3
superinsulated prefabricated building for I,5:18,
I,9:20, I,G:7
supplies I,J:1
techniques I,9:16  
of uncataloged accessions II,2:32
Structure I,4:4  
as a physical barrier to pests I,6:13  
building envelope I,5:16  
capabilities of I,5:7  
condition of I,5:8  
fire protection in a I,11:9  
see also Historic structure  
needs of I,5:5  
pests affecting I,6:5  
see also Spaces housing museum property
Summary of Unassociated Funerary Objects, Sacred Objects,  
and Objects of Cultural Patrimony I,3:14
Supplies I,8:2  
emergency I,12:8  
housekeeping I,7:16, I,7:22  
 sources of I,J:1
Survey  
see individual survey names  
Conservation I,2:7  
Fire Protection I,2:6  
Museum Property I,2:7  
Security I,2:6
Tags II,2:32
Tapestries I,15:9
Tax deduction I,3:25, I,3:32  
see also Internal Revenue Service  
loss of II,2:3
Temperature  
addressed in Housekeeping Plan I,7:12  
controlling I,5:2, I,G:1  
effects of I,5:1, I,5:2, I,6:3  
as a factor in determining relative humidity I,5:3  
fluctuating I,5:2  
important points about I,5:2  
interpreting hygrothermograph charts I,5:3  
monitoring I,5:23  
in office spaces I,15:6
Temporary Custody Receipt II,2:29
Temporary Removal Slip II,4:8  
sample of II,4:25
Textiles  
numbering and marking II,J:6  
tapestries I,15:9
Thermohygrometers I,5:9
Title, legal II,2:1, II,2:2  
proof of ownership II,2:5  
Proof of Ownership Statement II,2:29  
Proof of Ownership Statement, sample of II,2:46
see also deaccessioning II,6:1

Tort claim II,5:25

Training I,13:1
  emergency preparedness I,12:6
  fire protection I,11:10
  handling I,8:2
  housekeeping I,7:18
  security I,11:6, I,11:8

Transfer of Property II,2:1, II,2:14, II,2:28
  documentation of II,2:25, II,2:35
  see also Deaccessioning II,6:1

Traps I,6:7, I,6:10
  "sticky" I,6:8

Treatment proposal I,10:14, I,H:1

Treatment report I,H:11

Treatment, conservation
  see Conservation treatment I,10:1

Type specimen I,3:20, II,3:16

Ultraviolet radiation I,5:20
  filtering film I,5:24
  see Light I,5:27


Unpacking I,8:18

Uses of museum property
  consumptive II,4:13
  described in a Housekeeping Plan I,7:8
  described in Scope of Collection Statement I,3:18
  having research value I,10:4
  by staff I,13:5
  restricted, in administrative offices I,15:2

USPS codes II,F:1

Utilities
  addressed in Housekeeping Plan I,7:9
  in storage spaces I,9:4

UTM (Universal Transverse Mercator Grid) II,3:9

Value
  characteristics that affect monetary I,3:28
  of controlled property II,3:6
  fair market I,3:27
  for insurance purposes II,5:29
  of Historical and/or Scientific Document Collections II,C:10
  inherent I,3:26
  professional appraisal of I,3:29
  replacement I,3:27

Vendors I,J:1

Vertebrates I,6:5

Video tape
storage of I,11:16
Visible light I,5:20
see Light I,5:25
Visitor and Researcher Sign-in Log I,9:5, I,I:15, II,C:5
Visual Image Reproduction and Use Request II,2:29
sample of II,2:61
Volunteers I,14:5
Waiver of Subrogation II,5:29
Wall to Wall Coverage II,5:28
definition of I,K:15, II,Q:29