

**Q. GLOSSARY**

**Accession Number**

A unique control number assigned to an accessioning transaction as an identifier for tracking.

**Accessioning**

Property management term is "acquisition". A transaction whereby one or more objects and/or specimens is or are acquired in the same manner from one source at one time for the museum property collection. Accessioning is the process of formally accepting and establishing permanent legal title (ownership) and/or custody for an object or specimen or group of objects and/or specimens.

**Accountable Officer**

A bureau or office employee designated as responsible for ensuring establishment and maintenance of property accountability records, to provide for effective control over property assigned to a particular organizational entity (410 DM 60-100).

**Acid Migration**

Transfer of an acid from an acidic material to a less acidic material with which it is in contact.

**Administrative Art**

Administrative art includes artwork, artifacts, and other museum property appropriate for display in accordance with basic standards of preservation, protection, and documentation in spaces such as offices, hallways, libraries, conference rooms, and public areas.

**Air Suspension System**

A suspension system used on some larger vans and trucks to provide a cushion of air to absorb road shocks and reduce vibration during transit.

### **Appraisal**

The process by which the National Archives and Records Administration (NARA) determines the value and thus the final disposition of Federal records, making them either temporary or permanent (36 CFR Part 1220);

the practice of an expert assigning a monetary value to museum property for a specific management purpose (e.g., to designate controlled museum property, or in preparation for an exchange, loan, or deaccession).

### **Archival Quality**

Materials manufactured of inert materials specifically designed to extend the life of museum objects by protecting them from agents of deterioration.

### **Artwork**

The conscious human elaboration of any medium beyond the purely utilitarian.

### **Associated Records**

All documentation generated by the activity of collecting and analyzing artifacts, specimens, or other resources that are or subsequently may be designated as museum property, such as site forms, field notes, drawings, maps, photographs, slides, negatives, films, video and audio cassette tapes, oral histories, artifact inventories, laboratory reports, computer cards and tapes, computer disks and diskettes, printouts of computerized data, manuscripts, and reports. These records are "associated" with objects and specimens generated during such activities. See also definition in 36 CFR Part 79. These records are needed to effectively manage museum property collections and should be maintained as part of those collections. Because these are museum materials maintained solely for reference or exhibition purposes, they are excluded from official records as defined by the National Archives and Records Administration in 44 USC 3301. (See "Resource Management Records.")

### **Authorized Parties**

The persons representing one or more entities, either within or outside the Federal government, who have authority to act on behalf of their institutions.

### **Bill of Lading**

The basic document in van, truck, or ocean shipping; it is both the contract of carriage between the shipper and carrier and the receipt for the shipment.

### **Catalog**

A file or database comprised of systematically-arranged catalog records. The act of classifying objects into categories and documenting them with descriptive detail and identifying or descriptive catalog numbers.

### **Catalog Number**

A unique number assigned to an item or lot of museum property based on its classification and used for description and identification purposes.

### **Catalog Record**

A standardized record that contains detailed information about an object, specimen, or lot in a museum property collection.

### **Cataloging**

Property management term is "identification". The action of assigning and applying a unique identifying catalog number to an object or specimen or group of objects and/or specimens and completing written documentation.

### **Certificate of Insurance**

A document, signed by the agent of an insurance company, that provides written evidence that insurance is in force at the time of issuance. Museums or lenders often require certificates of insurance from one another before releasing objects on loan.

**Checklist for Preservation, Protection, and Documentation of Museum Property**

A Department of the Interior document that measures the current status of museum property management against Departmental standards. The checklist is designed as a tool to assist bureaus in conducting self-assessments of the status of preservation, protection, documentation, and accountability of museum property in their custody, and in identifying deficiencies measured against standards. (Refer to 411 DM 2.2B(2)(c) and 411 DM Volume 1, Appendix E).

**Checklist Report on the Preservation, Protection, and Documentation of Museum Property**

A bureauwide summary of the data from the Department of the Interior Checklist for the Preservation, Protection, and Documentation of Museum Property completed by all bureau units holding museum property [refer to 411 DM 3.3A). The report is submitted every 4 years on March 1, beginning in 1996.

**Collection Management Plan (CMP)**

A document approved by unit managers that assists in the proper preservation, protection, and documentation of museum property, and includes: problem statement(s); description(s) of action(s) to be taken and identification of the responsible party(ies); list of actions in priority order; and cost estimate(s) that include or trigger appropriate bureau-specific programming and budgeting documents that will be inserted in the bureau's programming process.

**Complete Metamorphosis**

A biological term describing insect development that starts with an egg, progresses through a larval stage, goes through a pupal stage and finally emerges as an adult. Each life stage is distinct from the next.

**Condition**

The physical state of an object and/or specimen;  
a contract provision or stipulation.

### **Condition Report**

A general written description of the observable condition of an item in a museum property collection. The report records specific features (i.e., abrasion proper left lower corner) of the object or specimen and assists in planning for conservation treatment.

### **Conservation Survey**

Provides information on the environmental parameters of spaces housing museum property and on the general condition of individual or groups of museum materials, identifies conservation needs and recommends priorities, and records baseline data for future assessment of preservation and protection of museum property.

### **Conservation Treatment**

The interventive (hands-on) work of preserving museum objects. Conservation is a stabilizing technique which maintains the object's physical, historic, and/or scientific, integrity. Conservation treatment usually requires the services of a conservator who is trained and experienced in dealing with the problems of a particular class of objects and whose work conforms to the Code of Ethics and Standards of Practice of the American Institute for Conservation of Historic and Artistic Works.

### **Consultation**

As used in this Handbook, "consultation with interested parties" is defined in accordance with the requirements of the National Historic Preservation Act of 1966, as amended, the Archeological Resources Protection Act of 1979, as amended, and the Native American Graves Protection and Repatriation Act of 1990.

### **Consumptive Use**

The conscious damage of objects and/or specimens through use that results in loss due to wear, weathering, destructive analysis, hands-on educational activities, or other uses in

which the interpretive or scientific benefits are considered to justify the degradation or loss.

### **Controlled Property**

An individual object or a cataloged "lot" of objects that is especially sensitive; has high intrinsic or scientific value; is especially vulnerable to theft, loss, or damage; or is valued at or above a threshold value established by each bureau; or is a museum firearm. The catalog card must indicate that it is controlled museum property. For the purpose of inventory, short-term incoming loans are treated like controlled property.

### **Copyright**

The legal recognition of special property rights that a creator may possess separately from the right to possess the work. Copyright may apply to published and unpublished writings as well as paintings, sculpture, audiovisuals, pictures, graphics, photographs, and other media of expression.

### **Credit Line**

The wording with which a lender or donor wishes acknowledgment to appear on a gallery label or publication.

### **Curatorial Staff**

A generic term used to refer to persons in each bureau who have direct responsibility for museum property management. Museum Property management may be carried out by museum curators, museum specialists, and museum technicians, or it may be carried out by property management specialists, rangers, archeologists, historians, resource management specialists, interpreters, or others as a collateral duty.

### **Customs Broker**

An individual or firm that arranges customs clearance of objects travelling between countries; frequently employed also as a Freight-Forwarding Agent for international shipments.

### **Deaccessioning**

Property term is "disposal". The formal procedure whereby objects and/or specimens are permanently removed from the museum property collection. Examples of deaccessions are exchanges, transfers, and losses.

### **Departmental Manual**

The only authorized means of publishing and recording instructions that apply to Departmental activities. It describes the structure and functions of the Department's organizational units, documents delegations of the Secretary's authority, and prescribes the policies and general procedures for administrative activities and specific program operations, including prescribed reports, forms, systems, and procedures.

### **Desiccant**

A chemical compound that promotes drying (e.g., calcium chloride, silica gel).

### **Designated Authority**

Person(s) identified by a bureau who shall have training appropriate to the size, nature, and complexity of the collection being managed to make accessioning and deaccessioning decisions based on a comprehensive knowledge of the methods and techniques pertinent to the preservation, protection, and documentation of museum property. The designation as museum property management official may or may not correspond to the individual's official job title. It may be appropriate for an organizational unit to have more than one designated authority for museum property management if the size and scope of the museum property collection managed by the unit precludes regular review of the museum property by one designated authority.

### **Emergency Management Plan (EMP) for Museum Property**

A document approved by unit managers that anticipates vulnerabilities to potential hazards and identifies appropriate responses to minimize damage and regain control as efficiently as possible. This may be a stand-alone

document, or may be incorporated as a statement into a unit's general Emergency Management Plan (EMP).

**Frass**

A term describing insect excreta and other by-products of insect activities.

**Fumigant**

A chemical that at a required temperature and pressure can exist in a gaseous state in sufficient concentration to be lethal to a given pest organism.

**Gravid**

Bearing eggs.

**Habitat**

The combination of organic and inorganic features that comprise the space where an organism lives.

**Historical and/or Scientific Document Collections**

Historical and/or scientific document collections provide evidence of historic and/or scientific activities occurring in or related to a unit, and/or that are related to events, persons or resources associated with the unit. Such materials are important to understanding and managing cultural and natural resources, and frequently are resources themselves.

Historical and/or scientific documentation may be acquired from non-Federal sources (e.g., records from Thomas Edison's laboratory managed by Thomas Edison National Historic Site), or may be generated in the course of Federal business (e.g., most resource management records and associated records). Because these historical and/or scientific document collections are made or acquired for the purposes of reference or exhibition, they are not official records as defined by the National Archives and Records Administration



(44 USC 3301).

**Hygroscopic**

The ability of an object to absorb or release moisture into the air. Hygroscopic objects contain water as a constituent, with the amount determined by the relative humidity of the surrounding air. Wood, paper, leather, and bone are examples of materials that are hygroscopic.

**Incomplete Metamorphosis**

A biological term describing insect development that starts with an egg, develops through a nymph that resembles an adult, and then transforms into the adult.

**Indian Lands**

This term has the same meaning as in Section -.3 (e) of uniform regulations 43 CFR Part 7, 36 CFR Part 296, 18 CFR Part 1312, and 32 CFR Part 229. The ARPA definition states that "Indian lands means lands of Indian tribes, or Indian individuals, which are either held in trust by the United States or subject to a restriction against alienation imposed by the United States, except for subsurface interests not owned or controlled by an Indian tribe or Indian individual." Consult appropriate statutes and regulations for definitions that apply to bureau-specific collections.

**Insecticide**

A chemical that kills insects.

**Instar**

A biological term describing an insect's larval life stages between molts.

**Integrated Pest Management**

The selection, integration, and implementation of pest management methods based on predicted economic, ecological, and sociological consequences. IPM can also be defined as a decision-making process that helps one decide if a treatment is necessary and appropriate, where the treatment should be

administered, when treatment should be applied, and what strategies should be integrated for immediate and long-term results.

### **Inventory**

An itemized listing of objects; the act of physically locating all or a random sample of the items for which a unit is responsible. Physical inventory is required by 410 DM 114.60.3. Certification in writing is required to the bureau that physical inventories of museum property have been completed and reconciled. Bureaus shall require bureau and, through appropriate instruments, non-bureau repositories to make available objects and/or specimens for the unit's required inventory, or verify, to the bureau, in writing the presence and condition of museum property listed in the inventory.

### **Larva**

The juvenile stage of an insect that goes through complete metamorphosis. Larval insects are physically dissimilar from the adult--worm or grublike in appearance. Fish and amphibians also develop through a larval stage.

### **Loans, Incoming**

Temporary assignments of objects and/or specimens that are in the custody of the bureau, on either a short-term or long-term basis, to further the bureau's goals of preservation, interpretation, and research. Incoming loans involve temporary legal custody changes but not a change in ownership or title, and are covered by an incoming loan agreement, cooperative agreement, or similar instrument. Such instruments include the following: conditions of the loan, address, the handling, shipping, insurance arrangements, and the initiation and termination dates. Agreements should be signed by both authorized parties.

### **Loans, Outgoing**

Temporary assignments of objects and/or specimens to other parties, on either a short-term or long-term basis, in order

to further the Bureau's goals of preservation, interpretation, and research. Outgoing loans involve temporary legal custody changes but not a change in ownership or title, and are covered by an outgoing loan, cooperative agreement, or similar instrument. Such instruments include the following: conditions of the loan, address, the handling, shipping, and insurance arrangements, and the initiation and termination dates. Agreements are signed by both authorized parties.

### **Modification**

As it pertains to Integrated Pest Management, changes to a pest's habitat to inhibit survival.

### **Museum Property**

"An assemblage of museum objects collected according to some rational scheme and maintained so they can be preserved, studied, or interpreted for public benefit. Museum objects include prehistoric and historic objects, artifacts, works of art, archival documents, and natural history specimens that are part of museum collections. Elements, fragments, and components of structures are objects if they are no longer a part of the original structure. Museum property does not include those items necessary to display a collection such as exhibit cases, dioramas, special lighting, graphics, etc." (410 DM 114-60.100n). (Refer to Volume I, Chapter 3 of this Handbook for additional definitions of museum property.)

### **Museum Property Committee**

A committee composed of representatives of disciplines relevant to a unit's museum property collection and staff responsible for the preservation, protection, and documentation of museum property. The Museum Property Committee is established at the bureau or unit level, to advise on such aspects of museum property management as Scope of Collection Statements, accessions, deaccessions, loans, and establishment of required data appropriate to specific disciplines represented in the museum property collections.

### **Museum Property Preservation**

The action taken to prevent damage and to minimize

deterioration of museum property by practicing "preventive conservation," or by performing a suitable treatment on an object itself.

### **Museum Property Survey**

A study documenting the types and numbers of museum objects and/or specimens held by the unit, their location, and their general status, and assessing the status of their documentation and accountability; mandatory data for the museum property survey are described in 411 DM 3.3B.

### **Museum Property Survey Report**

Provides a status report of transactions affecting museum property that occur within one fiscal year, and is submitted annually by June 30 following the fiscal year reported.

### **Museum Records**

Official records that are generated by the museum property system to manage museum property (e.g., accession, catalog, loan, and inventory records). As agency records, these records must be appraised through agency record schedule procedures, and, as necessary, certified to the Archivist of the United States that they are needed for current business.

### **Native American (Ethnographic) Collections**

Contemporary Native American basketry, pottery, rugs, jewelry, and other cultural items. Native American is defined as relating to a tribe, people, or culture indigenous to the United States, Alaska, Hawaii, or U.S. territories.

### **Nymph**

Juvenile life stage of an insect that goes through incomplete metamorphosis. Physically similar to the adult.

### **Official Records**

As defined by the National Archives and Records Administration (NARA) in 44 USC 3301, official records are as follows: "Records include all books, papers, maps, and photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics,

made or received by an agency of the United States Government under federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operation or other activities of the Government or because of the informational values of the data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included."

**Ootheca**

Egg case or egg capsule (usually of cockroaches).

**Pest**

An organism that can cause damage or otherwise interfere with human objectives for a controlled environment.

**Pesticide**

A chemical used to kill a pest.

**Preventive Conservation**

Preventive conservation is that part of the preservation function of museum property management that employs non-interventive actions(s) to prevent damage to and to minimize deterioration of an object and its associated data. Such actions include monitoring and controlling environmental agents (e.g., light, relative humidity, temperature, air pollution, and pests); practicing proper handling, storage, exhibit, and packing and shipping techniques; implementing an ongoing housekeeping program in all spaces housing museum property; and preparing and implementing emergency management plans for museum property.

**Provenience**

The location where an object was originally collected, or the site and excavation coordinates at which an archeological object was recovered. Disciplines other than archeology often use the term "provenience."

### **Relative Humidity (RH)**

The relationship between the air's water content and its temperature. Stated as a percentage (0%-100%), relative humidity relates the moisture content of the air being measured to the amount of water vapor it could hold at saturation, assuming that there is no change in temperature.

### **Resource Management Records**

Documentation such as site forms, field notes, drawings, maps, photographs, slides, negatives, films, video and audio cassette tapes, oral histories, artifact inventories, laboratory reports, computer cards and tapes, computer disks and diskettes, printouts of computerized data, manuscripts, and reports made or acquired by the Federal Government to record information on cultural and natural resources for the purposes of reference or exhibition and for preservation of the Nation's natural and cultural heritage. These records may or may not be specifically associated with other museum property. If associated with other museum property (e.g., artifacts or specimens) they are also known as "associated records." They are excluded from the National Archives and Records Administration definition of official records because they qualify as "library and museum materials made or acquired and preserved solely for reference or exhibition purposes. . ." (44 USC 3301). (See "Associated Records.")

### **Rodenticide**

A pesticide formulated to kill rodents.

### **Scope of Collection Statement (SOCS)**

The basic museum property planning document that is required for all Department of the Interior bureaus. Each unit having or expecting to have museum property must have an approved Scope of Collection Statement. The document guides a unit in the acquisition of those museum objects and specimens that contribute directly to the mission of the unit, as well as those additional objects that the bureau is legally mandated to preserve.

### **Sticky Trap**

A passive insect or rodent trap consisting of cardboard with an adhesive layer.

**Temporary Custody Receipt**

A document recording acceptance of temporary custody of museum property by a bureau unit for purposes of identification, review for possible donation, or examination for purchase. Used for short-term custody within a time limit defined by the bureau (e.g., 30 days), generally without insurance. The receipt obligates the bureau for liability only in the case of gross negligence.

**Tendering of Textiles**

The embrittlement or weakening of textile fibers.

**Type Specimen**

The specimen(s), used as the basis for the original description of a biological taxon, that functions as the standard for the application of the scientific name assigned to the type.

**Unit**

A bureau organizational entity (e.g., administrative unit, office, park, center, laboratory, repository, site, refuge, or accountability area).

**Ultraviolet Radiation (UV)**

Ultraviolet radiation is that portion of the electromagnetic spectrum just beyond the visible limits of violet light, within the wavelength range of 300 to 400 nanometers. The short wavelength makes UV radiation the most damaging part of the light spectrum.

**Warp**

The foundation threads of a textile.

**Weft**

The threads in a textile that are woven over and under the warp threads in a textile.

### **Working Collections**

Initial organic and inorganic raw materials collected for survey and assessment activities, and may or may not be further processed, and may or may not contain specimens that will become museum property. Certain collections of specimens made for teaching and identification purposes also may be considered working collections. Materials in working collections are gathered for a specific function that facilitates a program or project and are not intended to confirm or corroborate any identification or natural history information related to the specimens or samples themselves or to the locality where they were collected. Factors that distinguish working collections from museum property collections include, for museum property, the need to maintain information regarding the specimens themselves and the localities they represent, and the need for long-term preservation of the specimens to verify that information. Working collections may be disposed of upon completion of the associated project, whereas museum collections should be maintained in perpetuity.



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Appendix Q

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