



Designation of Natural and Cultural History Repository Initial Application

About Your Institution

This section collects information about your institution.

1. Institutional Profile

Organization Name

Physical Address of
Organization

Mailing Address (if
different)

Director or Chief
Administrator

Telephone Number

Fax Number

E-mail Address

Web Site URL

Indicate which months of
the year you are open

Summer Open Hours

Winter Open Hours

Number of paid full-time
staff

Number of paid part-time
staff

Number of volunteer staff

Admission Charge

Annual Visitation

2. Control of Institution

	City or Borough	Non-profit organization	Tribal organization	State	Federal	Other
Who governs your institution?	<input type="checkbox"/>					
Who owns your collections?	<input type="checkbox"/>					
Who owns your building(s)?	<input type="checkbox"/>					
Who pays staff salaries?	<input type="checkbox"/>					

* 3. Do you have a statewide scope of collection?

Yes

No

4. Please add your scope of collections statement here. You may copy and paste up to 10,000 characters of your statement.

5. Please describe how your institution disseminates knowledge on a statewide basis.



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Qualification Question(s)

This section collects information required under 4 AAC 58.300 to determine whether your institution is eligible to be designated as a Natural and Cultural History Repository.

* 1. Are you accredited through the American Alliance of Museums (AAM)?

No

Yes, and last year accredited is



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Alternative Accreditation Requirements

Because you are not accredited through the American Alliance of Museums, this section collects information based on 4 AAC 58.305 to determine whether your institution qualifies to be designated as a natural and cultural history repository by complying with alternative accreditation requirements.

* 1. Does your institution maintain a certification or accreditation issued by a nationally recognized entity other than the American Alliance of Museums?

- Yes
 No

What is your accrediting institution?

* 2. Does your institution operate under a curatorial and collections management plan that includes procedures for accessioning, cataloging, and deaccessioning museum property and for handling incoming and outgoing loans?

- Yes
 No

* 3. Does your institution have a written plan for the care of all collections and materials in case of institution closure?

- Yes
 No

* 4. Does your institution have a designated curator of record and staff trained in the curation and basic conservation of the collections contained in the holdings?

- Yes
 No

* 5. Does your institution have a written scope of collections statement that details the nature of present and future collections at the repository

- Yes
- No

* 6. Does your institution have a written access plan that provides access to collections for scientific research, educational, administrative, or exhibition purposes?

- Yes
- No

* 7. Does your institution have procedures in place to protect confidential or sensitive information including site-specific locality information, nature of certain ethnographic collections, and objects addressed by the Native American Graves Protection and Repatriation Act ("NAGPRA");

- Yes
- No

* 8. Has your institution implemented an ethics policy regarding the behavior of curatorial staff that addresses the acquisition of personal collections, outside employment, and engagement in commercial collecting activities?

- Yes
- No

* 9. Does your institution store specimens with appropriate environmental controls, including temperature and humidity, in order to prevent deterioration and minimize the need for conservation treatment?

- Yes
- No

* 10. Does your institution have a pest management plan and keeps the facility free of insects, vermin, mold, and mildew?

- Yes
- No

* 11. Does your institution forbid the consumption or storage of food and drink in the same rooms where collections are stored?

- Yes
- No

* 12. Does your institution protect all collection areas with both locks and alarm systems. A system must be in place that tracks all keys and security codes and identifies who is authorized to be in collections storage areas?

Yes

No

* 13. Does your institution have a fire prevention/suppression plan and equipment in place?

Yes

No

* 14. Does your institution maintain a visitor log or sign-in sheet in order to track the use of collections by non-museum staff?

Yes

No

* 15. Does your institution have a disaster preparedness plan in place which identifies known and potential hazards?

Yes

No

* 16. Does your institution separate collections storage areas from offices, employee gathering areas, preparation and conservation laboratories, and has as few doors and windows as possible?

Yes

No

* 17. Does your institution store collections away from utility service panels and water/sewer pipes? These should be located outside of collections storage areas and procedures should be in place to minimize the necessity to access conduits and utility corridors from collections storage areas. Or, if the construction of the building necessitates the presence of water or sewer pipes in collections areas, the museum has demonstrated how the collections are protected from potential disasters resulting from catastrophic failures of these pipes.

Yes

No

* 18. Has your institution taken steps to minimize ultraviolet light in collections areas? Windows should be shuttered or covered with UV filters. Lighting should be designed to minimize UV radiation.

Yes

No

* 19. Does your institution store collections in stable and secure cabinetry with smooth moving drawers and adequate clearance above each specimen? Over sized specimens may be stored on open shelving, but dust and UV covering should be considered in order to supplement protection.

Yes

No

* 20. Does your institution store each object properly? Archives should be in archival (acid-free) Does your institution us boxes and folders. Objects and artifacts should be in ethafoam-lined boxes, non-gassing polyethylene reclosable bags, glass vials, or other state of the art containers. Each object or artifact should be cradled, supported, or positioned, so that damage will not occur by its own weight over time or by the opening and closing of sliding drawers.

Yes

No

* 21. Does your institution have a custodial plan that addresses daily waste collection, periodic cleaning, and sanitation procedures?

Yes

No

* 22. Does your institution safely store flammable liquids away from all archival materials?

Yes

No

* 23. Does your institution's accession files contain transmittal documentation that certifies that the specific collection, object, or archive was acquired and transferred by legitimate means? This may include copy of federal collecting permit, deed of gift, will-and-testament, or sales receipt.

Yes

No

24. Does your institution's accession files contain receiving reports that ensure that the specific collection falls within the repository's scope of collections statement and is approved by a designated receiving official (usually a curator or museum director)?

Yes

No

* 25. Does your institution's accession files contain pertinent contextual information including field notes, maps, photographs, conservation or preparation records, related archives?

Yes

No

* 26. Does your institution's accession files contain administrative documentation that relates to the past, present, and future status of the collection?

Yes

No

* 27. Does your institution maintain conservation and preparation documentation that records techniques, chemicals, and treatments that have been applied to the objects, artifacts, or archives over time?

Yes

No

* 28. Does your institution have a system in place to monitor the status and location of objects while they are checked out of collections storage? This may include outgoing loans or removal for study, conservation, preparation, or exhibit.

Yes

No

* 29. Does your institution ensure that all objects and archives display a unique catalog identification that includes the repository acronym and unique catalog number and identifies ownership?

Yes

No

* 30. Does your institution have a system in place to conduct a periodic inventory of its holdings? While complete inventories are ideal, random sample inventories are sufficient.

Yes

No



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Certification

This section certifies your application. This section must be completed by a principal of the organization with legal authority to obligate and with knowledge of the matters contained herein.

The undersigned certifies:

* 1. All information herein is accurate or represents a reasonable estimate of future operations, based on data available at the time of the application.

Yes

* 2. Type your name as your signature that you are a principal of your organization and that you certify the answers in this application.