

APPENDIX I: PROTECTION OF MUSEUM PROPERTY

A. MANDATES AND REQUIREMENTS FOR SECURITY AND FIRE PROTECTION OF MUSEUM PROPERTY

1. Laws and Regulations

Security and crime prevention programs are based on various statutes requiring federal agencies to properly manage and protect their buildings and other property. The most pertinent statute is Title 40 of the United States Code, entitled "Public Buildings, Property, and Works." Paragraph 486(c) of Title 40 requires the head of each executive agency to issue such orders and directives as may be necessary to carry out the Government's property management regulations. This and other statutes have been translated into the Code of Federal Regulations. The most pertinent part of the Code is contained in 410 DM 114-60 which is "Federal Property Management Regulations." 41 CFR 101-20.103 is entitled "Physical Protection and Building Security". It prescribes policies and methods for the physical protection of buildings and grounds operated by GSA and other Federal Executive agencies. The Department of the Interior's property management regulations are in 410 DM 114-60.

The Department of the Interior has supplemented CFR 41. Chapter 1 of Part 444 of the Departmental Manual "provides guidelines on that part of the Departmental security program related to measures designed to safeguard personnel; prevent unauthorized access to Federal real and personal property and records; and safeguard against espionage, sabotage, vandalism, and theft."

2. The Departmental Manual

Part 411 of the Administration Series, "Museum Property Management" outlines the standards for the protection of museum property.

3. Bureau Management Policies

Excerpts from appropriate bureau management policies and guidelines relevant to security and fire protection

should be cited in bureau-specific museum property manuals and handbooks.

B. MANDATES AND REQUIREMENTS FOR EMERGENCY MANAGEMENT FOR MUSEUM PROPERTY

1. Laws

The subject of emergency preparedness is addressed in a number of Federal laws and regulations, although in every instance the focus is upon protection of visitors or upon broad, general issues of unit management and resource protection. (Refer to the following U.S. Code Citations: USC 12 & 17; 16 USC 1a-6, 1b-1, and 3; 28 USC 1346 & 2672; and 31 USC 6483; also see 36 CFR 1.5.)

2. The Departmental Manual

Part 411 of the Administration Series, "Museum Property Management" outlines the standards for the protection of museum property. Refer to Section A above for a listing of these standards.

3. Bureau Management Policies

Excerpts from appropriate bureau management policies and guidelines relevant to security and fire protection should be cited in bureau-specific museum property manuals and handbooks.

C. MUSEUM PROPERTY SECURITY SURVEY CHECKLIST

This section provides a general outline of the types of broad topics that may be addressed in a detailed security survey of spaces housing museum property. A security survey addresses facility perimeter security, the structure(s) housing the collection, procedural concerns, fire protection, emergency action planning, and individual object protection. This checklist may be used to form the basis of a Scope of Work Statement when contracting for a security survey.

G 1. The Unit or Facility

G a. Name or identification

- G b. Function or purpose
- G c. Location
 - G 1) Proximity to other facilities
 - G 2) Proximity to communities

- G d. Physical nature of the facility and its surroundings
- G e. The climate
- G f. Staffing
 - G 1) Nature and size of staff
 - G 2) Hours
 - G 3) Seasonal variations
- G g. Visitor access
 - G 1) Visitor use characteristics
 - G 2) Numbers of visitors
 - G 3) Hours
 - G 4) Seasonal variations
- G h. The law enforcement situation
 - G 1) Type of jurisdiction
 - G 2) Reaction/response times

- G 2. Perimeter Security (External)
 - G a. Fences, gates, natural barriers, and grounds
 - G 1) Nature of fences and gates
 - G 2) Gates (control, access, locks)
 - G 3) Natural barriers
 - G 4) Clear zones
 - G 5) Underground passages
 - G b. Cover for possible illegal activity (e.g., vegetation)
 - G c. Lighting
 - G 1) Nature
 - G 2) Location and areas of coverage
 - G 3) Maintenance and testing
 - G 4) Power supply, circuit, and switching reliability
 - G 5) Tamper resistance
 - G 6) Operation
 - G d. Access control
 - G e. Patrols
 - G 1) Nature
 - G 2) Frequency
 - G 3) Seasonal variations

- G f. Intrusion detection system
 - G 1) Type of system
 - G 2) Signal transmission mode
 - G 3) Inspection, testing, and maintenance
 - G 4) Power supply
 - G 5) Tamper resistance
 - G 6) Monitoring
 - G 7) Records of alarm incidents

- G 3. The Structure Housing Museum Property
 - G a. Perimeter security
 - G 1) Doors
 - G 2) Windows
 - G 3) Other openings
 - G 4) Walls
 - G 5) Roofs
 - G 6) Floor, basement, and attic
 - G b. Interior security
 - G 1) Connecting doors and pass-throughs
 - G 2) Walls
 - G 3) Ceilings
 - G 4) Floors and crawl spaces
 - G 5) Ductwork
 - G 6) Storerooms, closets, utility rooms
 - G 7) Security safes and vaults
 - G 8) Storage cabinets
 - G 9) Hiding places
 - G c. Locks and related hardware
 - G 1) Type
 - G 2) Installation
 - G 3) Maintenance
 - G d. Lighting
 - G 1) Security
 - G 2) Emergency
 - G 3) Lighting reliability
 - G a) Back-up power
 - G b) Switch security
 - G c) Wiring protection
 - G d) Maintenance
 - G e. Intrusion detection system
 - G 1) Nature and area of coverage
 - G 2) Location of controls
 - G 3) Tamper resistance of wiring and components
 - G 4) Alarm transmission mode

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- G 5) Maintenance and testing
 - G 6) Back-up power
 - G 7) Operating procedures and instructions
 - G 8) Monitoring and documentation of alarm incidents
 - G 9) Response
 - G f. Fire safety and control
 - G 1) Detection systems
 - G a) Nature and area of coverage
 - G b) Location of controls
 - G c) Tamper resistance of wiring and components
 - G d) Alarm transmission mode
 - G e) Maintenance and testing
 - G f) Back-up power
 - G g) Operating procedures and instructions
 - G 2) Suppression mode(s)
 - G 3) Housekeeping
 - G 4) Evacuation
 - G g. Fire-resistant enclosures
 - G 1) Insulated filing cabinets
 - G 2) Insulated safes
 - G 3) Record vaults
- G 4. Procedures
- G a. Key control
 - G b. Building opening and closing (policies, procedures and practices)
 - G c. Housekeeping practices
 - G d. Employee control
 - G 1) Screening and investigation
 - G 2) Identification
 - G 3) Package and material control
 - G e. Visitor control
 - G 1) Control of visitors to staff-only areas
 - G 2) Passes
 - G 3) Records of visits
 - G 4) ID's for contractors, tradesmen, utility workers
 - G f. Visitor surveillance and inspection
 - G g. Protection of administrative records
 - G h. Security of cash and valuables
 - G 1) On site
 - G 2) In transit
 - G i. Control of access to restricted areas or

facilities

- G j. Property inventory and control
 - G k. Security communications
 - G 1) Mode(s)
 - G 2) Reliability
 - G 3) Back-up power and alternate modes of communication
 - G 4) Employee operation
 - G 5) Efficiency and speed
 - G l. Incident response
 - G 1) Reporting
 - G 2) Timeliness
 - G 3) Effectiveness
 - G m. Incident reporting (documenting incident and response)
 - G 1) Timeliness
 - G 2) Accuracy
- G 5. Emergency Operations Plan (EOP)
- G a. Does it deal with all possible contingencies?
 - G 1) Bomb threats and bombings
 - G 2) Civil disturbances (riots, war, breach of peace)
 - G 3) Natural catastrophes
 - G 4) Vandalism
 - G 5) Robbery and assault
 - G 6) Burglary
 - G 7) Fire
 - G 8) Equipment failure
 - G 9) Accidents with injury
 - G b. Does it provide for notification of the right people in the right sequence?
 - G c. Does it provide detailed reaction instructions or provide directions on how to obtain instructions?
 - G d. Does it provide for reporting of emergency incidents to bureau-level officials and to the proper local authorities?
6. Individual Object Protection
- G a. Storage spaces
 - G 1) Physical construction
 - G 2) Access control
 - G a) Physical barriers

- G b) Procedural measures
 - G 3) Housekeeping practices
 - G 4) Storage cabinets and shelves
 - G 5) Inventory and material movement
 - G 6) Alarms
- G b. Exhibit spaces
 - G 1) Case construction
 - G 2) Lighting of space and cases
 - G 3) Surveillance by the staff
 - G 4) Intrusion and tamper detection systems
 - G 5) Inventory and object removal
- G c. Furnished rooms
 - G 1) Access control
 - G a) Physical
 - G b) Procedural
 - G 2) Intrusion detection systems
 - G 3) Housekeeping practices
 - G 4) Inventory and object movement/removal

D. SOURCES OF ASSISTANCE

1. Organizations and Societies

The principal organizations and societies for museum property security and fire protection are as follows:

- a. The American Society for Industrial Security (ASIS)
1655 North Fort Meyer Drive
Suite 1200
Arlington, VA 22209
703/522-5800

The Society's Standing Committee on Museum, Library, and Archive Security has published a book "Suggested Guidelines in Museum Security." This publication provides guidance on physical security and fire protection in museums. The society also promotes and coordinates the annual National Conference on Museum Security.

- b. The Museum Association Security Committee of the American Association of Museums (MASC)
c/o Smithsonian Institution
1111 North Capitol Street
Washington, DC 20560

703/357-1630

This committee is active in the printing and reprinting of publications on museum physical security and in promoting and coordinating the annual International Conference on Museum Security sponsored by the Smithsonian Institution. In addition, the Committee publishes a newsletter.

- c. The National Fire Protection Association (NFPA)
1 Batterymarch Park
P.O. Box 9101
Quincy, MA 02269-9959
617/770-3000

This association, a voluntary membership organization, promotes and improves fire protection and prevention. This Association operates the Charles S. Morgan Technical Library that acts as a clearinghouse for relevant information on all aspects of fire prevention and management. It publishes numerous fire protection standards, as well as books and other educational materials on fire prevention, detection, and suppression. Write or phone the NFPA for a copy of its latest catalog. The Association's Technical Committee on Protection of Cultural Resources, (Libraries, Museums, Places of Worship, and Historic Structures) has developed for the NFPA standards applicable to archives, libraries, museums, and historic structures.

2. Protection Staffs at Museums

Some of the larger museums in the country (e.g., Smithsonian Institution) have full-time staff who specialize in museum property protection. Curatorial staff should consult with nearby museum protection staffs for technical assistance in security, fire protection, and emergency management.

3. Law Enforcement Agencies and Fire Departments

Police departments or fire departments located in or near urban areas should be consulted for technical assistance in the protection of museum property. Police departments

in large communities may have officers specializing in the recovery of stolen museum property.

E. SAMPLE UNIT MUSEUM PROPERTY ACCESS PROCEDURES

The Departmental Manual, Chapter 411, "Museum Property Management" requires that management of museum property includes preparing and implementing written access procedures. This section provides suggested format and language for comprehensive written procedures for access to a museum property collection. The sample procedures are designed to cover all elements that need to be considered. Format and language can be expected to vary considerably depending on each situation.

SAMPLE UNIT MUSEUM PROPERTY COLLECTION ACCESS PROCEDURES

PURPOSE

It is the policy of the (Name of Bureau), and of (Name of Unit), that its natural and cultural resources be made available for educational and scholarly purposes. The primary value of the unit's museum property collection is as a resource of this unit; with that value in mind, the unit staff is charged with the preservation of its museum property. However, such property also possesses considerable research value and its use for research is always encouraged. The (Name of Bureau) is mandated to protect its resources at the same time that those resources are made accessible to the public. With that mandate in mind, the staff also is charged with regulating access to the unit's museum property. This document serves as a guide to the staff in carrying out its responsibilities for both encouraging and regulating access to museum property and for meeting the needs of prospective researchers.

GENERAL ACCESS PROCEDURES

1. Except as noted below, this written procedural statement applies equally to museum objects, historical and/or scientific documentation, and associated documentation of museum property. These procedures also apply to information about such unit resources written by the staff in the course of their official duties.

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2. Access to objects in the collection, to storage cabinets and exhibit cases, and to keys to locks on storage rooms, storage cabinets, and exhibit cases will be strictly controlled by a designated unit employee, usually the unit manager or law enforcement specialist. All areas thus controlled shall be identified as "Secure Areas".
3. Only those persons identified under "Eligibility for Access to Museum Property" will be permitted access to secure areas under ordinary conditions. Under emergency conditions, emergency response personnel may have access to secure areas, but only under such conditions and with such supervision and control as has been established in the unit's Emergency Operations Plan.
4. The granting of access to a secure area does not automatically grant access to objects, historical and/or scientific documentation, or associated documentation kept in those areas. Only persons with legitimate needs to use, study, photograph, or handle museum property will be granted access to them; other persons may be granted access only to areas housing such items.

A request for access must indicate whether the request applies only to a secure area or to both the area and the museum property therein.

5. The unit manager will designate, in writing, those unit personnel whose positions or duties dictate that they should have access to secure areas or to the collections without their being accompanied by other staff. Normally, only staff directly responsible for museum property will receive such a designation. Persons not so designated must be accompanied by one of the designated personnel in order to gain legitimate access to the collections. Persons holding a designation from the Unit Manager are referred to as "Authorized Staff" in this policy statement.
6. All persons, except Authorized Staff, who request access to museum property for the purposes of using or viewing objects, historical and/or scientific documentation, or associated documentation must specify in their request which items or groups of items they will want to use. If permission to access museum property is granted, only those items will be

made available. Persons already working with the museum property collections may verbally request access to additional items; their requests will be considered on a case-by-case basis.

7. This procedural statement should be reviewed, at a minimum, every two years and revised as necessary for it to remain current and viable. It may be convenient to conduct this review concurrently with review of the unit's approved Scope of Collection Statement.

ELIGIBILITY FOR ACCESS TO MUSEUM PROPERTY COLLECTIONS

Access to the collections should be granted by the Unit Manager or designated official to the following persons or classes of persons:

1. **Bonafide researchers.** A person may be considered "bonafide" by:

(a) presenting documentation that he/she is affiliated with a recognized educational institution, either as faculty or as a registered student, or that he/she is on the staff of a recognized museum; (b) demonstrating, preferably in writing, that he/she needs to study objects, specimens, or records in the bureau's collections in order to conduct research; (c) demonstrating that the research to be conducted has merit, i.e., that it is not frivolous and that the results of the research will benefit either the researcher's institution or the unit (or ideally both); and (d) that those results will be made available to the unit in some form. All persons granted access under this item of eligibility must be accompanied at all times by authorized unit staff.

2. **Bureau staff visiting the unit on official business.** The nature of their work must require them to evaluate, inspect, or work with the museum property collections or the rooms, cabinets, or cases housing museum property, or with its associated documentation. Persons granted access under this category of eligibility do not necessarily have to be accompanied by unit Authorized Staff at all times; a decision in that respect will be based on their reasons for needing access and on other factors that the Unit Manager or designated official may consider germane at the time.

3. **Members of Native American groups having official business with the unit staff, for examining, handling, or appraising archeological or ethnographic objects in the museum property collections.** The Unit Manager or designated official should ascertain that the individuals are tribal members, and not individuals who may or may not otherwise be eligible to request access on their own right. Refer to Appendix A, Section B of this Handbook (411 DM 1.7D(10)) regarding consultation. Normally, when persons from a certain tribe are allowed access to the museum property collections to use objects representing that tribe, they will not be allowed access to other objects, including those representing other tribes. Exceptions may be made on a case by case basis as necessary. All persons granted access under this item of eligibility must be accompanied at all times by unit Authorized Staff.
4. **Unit employees not directly responsible for museum property, including volunteers, who are being oriented to the unit and their work or who require access to museum property as part of their internal training.** Such persons must be accompanied at all times by unit Authorized Staff.
5. **Unit maintenance and protection staff in the performance of their official duties.** Except in the most unusual circumstances, such personnel may have access only to areas in which museum property is kept, but not to storage cabinets or exhibit cases or to key boxes or other places where keys to cabinets and cases are secured. As provided below, other means shall be made available to these personnel for emergency access. Persons granted access under this item of eligibility should be accompanied by unit Authorized Staff, except when infeasible due to emergency.

Access to museum property by the following persons or classes of persons is discretionary but may be granted by the Unit Manager or designated official:

6. **Private individuals seeking to use museum property for research or study.** Such persons must present credentials satisfactory to the Unit Manager or designated official showing that they have serious intent and are engaged in research that necessitates examination of objects or records at close hand. They may be required to present a written

research proposal or other documentation of the type that would be presented by someone affiliated with an educational institution or museum (see number 1 above). Persons granted access under this item of eligibility must be accompanied at all times by unit staff.

7. **Individuals or representatives of organizations, institutions, or corporations desiring to use objects or documentation in the museum property collection for commercial or publicity purposes.** Such persons must satisfy the designated official that their purposes are legitimate and that the proposed uses are in keeping with unit purposes and the bureau mission and will not reflect adversely on the unit, the bureau, or a Native American group, if the request is for tribal materials. In addition, such persons must satisfy the designated official that their purposes cannot be met by access to property or institutions outside the unit. Access should not be granted solely on the grounds that access to the unit's museum property would be more economical or "easier" for them than access to another source. Persons granted access under this item of eligibility must be accompanied at all times by unit Authorized Staff.
8. **Employees of construction or service companies who require access to areas housing museum property in order to service or maintain the building or its utilities, including alarm systems.** Such persons will be allowed access only under the terms of a contract or purchase order issued by or for the unit and only to those areas where they are supposed to work. Under no circumstances shall such persons be allowed unsupervised access to objects kept in storage cabinets and exhibit cases. Except as may be otherwise provided in the language of the contract or purchase order, all persons granted access under this item of eligibility must be accompanied at all times by Authorized Staff. The designated official shall have the authority to restrict access otherwise granted by this paragraph, under such circumstances where it is deemed advisable.
9. **Other persons or groups of persons may be allowed limited access to museum property, on determination by the designated official that such access will be to the mutual benefit of the persons or groups and the unit.** Examples of circumstances to which this item of eligibility might apply include: tours for school classes, tours for members of

museum organizations or historical societies, tours for families of unit employees, orientation for local political/governmental officials, orientation for visiting bureau employees not on official business, and tours for non-bureau museum personnel, teachers, and prospective researchers who are considering applying for permission to use or view the museum property collection. All persons granted access under this item of eligibility must be accompanied at all times by Authorized Staff.

In applying the above items of eligibility, persons under 16 years of age generally should not be admitted to collection storage areas. That provision may be waived by the designated official in respect to family members of unit employees or when circumstances dictate that it may be waived without endangering collections. Authorized Staff may allow access to members of their immediate families under 16 years of age without further permission; the staff person must accompany his/her family member(s) and will be held responsible for their conduct.

All organized groups of school-age children must be under the direct control of at least one adult (teacher or parent) for every 10 children on the tour. To comply with this policy, it may be necessary to allow only limited numbers of students into a secure area at one time. This policy does not apply to groups in exhibit areas open to the general public during regular visiting hours. This policy does apply to such groups outside of regular visiting hours, and may apply even in otherwise publicly accessible exhibit areas, depending on the level of security required in the exhibit area.

CONDITIONS OF ACCESS

The following conditions apply equally to all non-staff persons granted access to a secure area, unless so indicated to the contrary.

1. Access to a secure area will be allowed only during regular unit operating hours, unless other arrangements have been made in advance of the visit.
2. The staff is obliged to consider requests for access only when requests are made in advance of the day of visit. Therefore, persons needing to have access are urged to make

their requests known to the designated official as far in advance as possible.

3. Prospective visitors should be aware that the unit staff is extremely busy at certain times of the year and that Authorized Staff may not be available to assist them at those times. Accordingly, it is suggested that persons needing access offer or be prepared to discuss alternative times with the staff when they submit their requests.
4. The unit's decision to allow access may depend upon the availability of space in which the requester may work. The unit attempts to keep at least some space available at all times for visiting researchers. However, if one researcher already has been accommodated, there might not be space for others at the same time. Space availability also might be affected by in-house activities, such as inventorying collections, cleaning exhibits, and staff research activities.
5. All guidelines for handling objects and historical and/or scientific documentation must be followed by all museum property users, whether staff or non-staff. Those guidelines are published separately and may be requested in advance of a visit. A copy of the guidelines also will be provided to each user at the time he/she arrives.
6. All persons, staff and non-staff alike, must sign in and out of museum property storage areas on the "Collections Access Log". A sample page from one such log is attached to these procedures. A log book will be found outside the door to each storage area. Completed log book pages should be filed and retained indefinitely in order to determine who had access to objects if there are objects missing.
7. All non-staff visitors and all staff visitors who are not designated as "Authorized Staff" must be accompanied at all times by Authorized Staff when in museum property storage areas or when working in open exhibits. Exceptions to this rule may be made on a cases-by-case basis at the discretion of the designated official. When Authorized Staff are not required to accompany a visitor, they still will be available to render assistance.

8. The unit reserves the right to require a third-party recommendation for any individual desiring access to museum property who is not already known to the staff.
9. The unit reserves the right to receive the following as a condition for granting access to the collections:
 - a. Copies of any notes, measured drawings, or photographs taken on or of objects, specimens or records in the museum property collection.
 - b. Copies of completed research papers and publications deriving from work on museum property.
 - c. Copies of completed research papers and publications when they contain photographs of museum objects or facsimile copies of documents of historical and/or scientific documentation.
 - d. Copies of any reports or publications based solely or largely on research conducted on the museum property collection.

Copies of formal reports and other published materials shall be provided at the researcher's expense. Copies of notes, drawings, photographs, and other products of research shall be provided at the researcher's expense, except when doing so constitutes an economic burden, in which case the designated official can elect to defray those costs or waive the requirement for the researcher to provide the materials.

Because the physical integrity and safety of museum property is a primary unit responsibility, no one will be granted unlimited, totally discretionary access to museum property except for the designated official and such other permanent staff that may be designated in writing. Anyone's access may be denied or restricted by the designated official at any time. Any unforeseen questions or problems regarding access will be considered by the designated official on a case-by-case basis.

Under no circumstances, excepting emergencies, will persons other than Authorized Staff possess, carry, use, or otherwise have access to keys to locks on storage rooms, storage cabinets, exhibit cases, and other places where museum property is kept. This rule also applies to combinations of locks on safes , vaults

and filing cabinets.

U.S. Department of the Interior
(BUREAU NAME)

CONDITIONS FOR USING MUSEUM PROPERTY

1. Bureau museum property and research materials shall be used within the designated area under staff supervision. Material may not be removed from the designated work area.

2. Researchers must present photographic identification to staff responsible for the collections. When signed, the visitor log attests the user has read and agrees to abide by these rules. Upon departure from the workroom, researchers may be asked to submit for inspection note paper, personal books, and other materials carried into the designated workroom.

3. Only soft lead pencils are to be used for notes. Pens, food, drink, smoking materials, and any other material that may endanger the preservation of the collections or records are not allowed in the workroom. Personal laptop computers are permitted only if their use does not intrude unfairly on the concentration of other users. Briefcases, notebooks, purses, coats and other outdoor clothing and extraneous materials must be left outside the workroom.

4. Artifacts and documents must be put back in the order and condition in which they are found. Researchers may not mark or in any way change the shape or appearance of an object or document.

5. The (Bureau's Name) reserves the right to limit and control access to fragile materials so as to preserve them for future use.

6. Certain materials may be restricted due to copyright status. Researchers are responsible for discovering and satisfying any copyright liabilities in material being used for research and publication. Researchers are responsible for obtaining permission to publish an image or document from the holder of the original copyright, which is not necessarily vested in the (Bureau's Name).

7. Researchers must have the written permission of the creating office of documents or the donor of personal papers, or their duly

authorized agents, to search restricted materials. (Bureau's Name) requires that researchers request written permission from the appropriate sources to quote from any document in its holdings. Credit should be given to the (Bureau's Name). The preferred credit line is "Courtesy of the (Bureau's Name)."

8. Copyright Law of the United States (Title 17, USC) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction, including the condition that the reproduction is not to be used for any purpose other than private study, scholarship, or research. If a user makes a request for or later uses a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. (Bureau's Name) reserves the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involve violation of the copyright law.

9. There is a charge for creation of xerographic and photographic copies of unrestricted photoprints and archival materials. Copying arrangements may be made with Bureau staff. Materials to be photocopied may be flagged only with plastic paper clips, which will be provided by Bureau staff. Documents to be photocopied must be identified without disturbing the arrangement of documents in folders. Use of personal copying equipment such as microfilm cameras and electrostatic copiers is not permitted.

10. In accordance with bureau policy and mission to use and preserve collections, bureau staff may inform researchers of the work of others sharing the same subject interests.

Figure I.1b. Sample Visitor Log (Continued)

F. SAMPLE UNIT MUSEUM PROPERTY AREA OPENING AND CLOSING PROCEDURES

1. Opening and Closing Procedures for Spaces Housing Museum Property

The Departmental Manual, "Museum Property Management" (411 DM 3.2A) requires that museum property concerns be included in written opening and closing procedures for each facility, or space within a facility, that houses museum objects in storage or on exhibit. The sample document included in this appendix addresses protection concerns that are common to areas housing museum property, and much of the language can be applied to a number of situations. However, written procedures vary in format and content depending on each situation. "Authorized Staff" refers throughout the document to staff responsible for museum property who have been so designated by the unit's designated official.

2. Sample Opening and Closing Procedures

OPENING AND CLOSING PROCEDURES FOR AN AREA HOUSING MUSEUM PROPERTY

Memorandum

To: All Unit Personnel

From: Unit Manager

Subject: Opening and Closing Procedures: Building 28

Purpose: To establish responsibilities for security and daily opening and closing procedures of Building 28.

Policy: Building 28 houses the visitor orientation exhibit and management offices. Unit personnel assigned to Building 28 will follow established guidelines to ensure proper security of the building and protection of the museum property housed therein.

Guidelines:

The intrusion detection system at Building 28 will be

activated during all non-business hours. Generally this is from 4:30 PM to 7:30 AM daily. (Hours may vary slightly on weekends.)

On weekends when management staff are not at work, alarm zones covering the management area of the building will remain armed; only the visitor exhibit area will be deactivated by unit interpretive staff on duty. That staff is responsible for rearming the entire intrusion detection system at the end of the workday. During regular business days (Monday-Friday), it is the responsibility of the unit guard staff to arm the system at approximately 6:30 p.m.

Each morning, it is the responsibility of the Unit Guard staff to disarm the intrusion detection system. The guards on duty will turn off the systems during the early morning at approximately 6:30 a.m.

It is the responsibility of Authorized Staff to maintain security on days when the visitor orientation area is not open to the public. Entry doors should remain locked at all times and the area should be secured and alarmed throughout the day when Authorized Staff are not present.

It is the responsibility of the interpretive staff to secure the visitor orientation area and the building on weekends, and to secure the visitor orientation area on other days that it is open to the public. The closing procedures should include inspecting all areas of the building where alarms have been deactivated during the day, not just the areas used by the public.

The evening guard patrol of unit will include an inspection to ensure that the building has been properly secured. Before entering the building, the guard will patrol around the exterior of the house shining the flashlight on each of the windows to ensure that they are closed. Only if all appears secure, will the guard enter the house alone to complete the inspection.

Opening Procedures:

Intrusion detection systems at Building 28 are disarmed each morning by either the guard or by another designated

member of the interpretive staff. The systems will be off prior to the time that other unit staff need to enter the building.

1. Before entering Building 28, walk around the outside of the building and check for signs of entry. If anything looks suspicious do not enter; report the observation to the guard staff immediately.
2. Enter the building through the front foyer. Enter the visitor orientation area, then lock the door behind you.
3. Check the status lamps and alarms on the sector's alarm system panels behind the information desk and record any malfunctions or apparent activations.
4. Make a walk-through visual inspection of the orientation area. Make particular note of signs of attempted entry, safety or maintenance needs, and the location of individual museum objects. Report concerns or problems to the appropriate guard or Authorized Staff.
5. Just prior to opening the area to the public, take down the two portable fire detectors. Place them in the storage closet.
6. If the area is to be open to visitors, open window blinds and turn on the appropriate lights. Ensure that blinds are adjusted with the slats turned upward to avoid direct sunlight on exhibits. Make a special note of safety and security concerns in these visitor use areas.
7. Prepare for greeting visitors by placing the open signs in the foyer. Establish staff assignments, prepare the visitor statistic sheet and ensure that a supply of folders is available.
8. Call the guard desk and the receptionist to let them know the visitor orientation area is ready for visitors and to check for any special tours or activities.

9. Unlock the entry doors.

Closing Procedures:

The following steps are to be taken by designated interpretive or Authorized Staff. As you walk through the orientation area, note maintenance or safety concerns or questions about museum property security.

1. Ensure that visitors are out of the area. Record visitation statistics (when the area has been open to the public).
2. Lock both entry doors.
3. Close all windows and fasten those that can be locked. Check all windows in the area.
4. Close window blinds as each window is checked.
5. Put the two tripods with fire detectors in their proper position near the information desk. Poles should be extended so the detector heads are as close to the ceiling as possible.
6. Leave night lights on in the following areas:
 - Behind the information desk
 - To the right of the map
 - Beside water fountain
7. Notify guard that building is being vacated, and intrusion alarms activated in the orientation area.
8. Activate the two intrusion detection system panels beside the entry door. Exit the building through the foyer door. Secure the door using the dead bolt.
9. Make a final patrol around the outside of the building to check doors and windows. Do not jiggle doors or windows from the outside. Doing so might cause an intrusion alarm.

3. Additional Considerations for Office Areas

While office areas are subject to concerns similar to

those addressed in the sample opening and closing procedures in section F.2, it may be necessary to adapt the principles underlying those procedures to an office setting. Offices or corridors containing works of art may not be lockable, and cannot be 'opened' or 'closed' in the conventional sense. Procedures that compensate for this problem, and that ensure, to the extent possible, the protection of museum objects in offices should be developed. Alternative approaches for securing museum property exhibited in office areas are:

- a. maintain a written log to document the opening and closing of the office. The log should record the names of the persons responsible, the times of opening and closing, and any problems encountered or observations made at the time (e.g., faulty locks).
- b. write procedures for conducting a daily inventory and inspection of designated areas, with attention to the following:
 - ! evidence of unauthorized entry or attempted entry;
 - ! missing or damaged museum property;
 - ! any incident occurring since the office was secured, such as a fire, vandalism, structural collapse, water leak, toppled objects in an exhibit or bookcase, and alarm or fire suppression system activation.
- c. establish as policy that offices housing museum property (if possible) should be secured whenever staff are not present, unless the area is guarded by an activated alarm system.
- d. as appropriate, establish procedures for notifying designated authorities before returning to an office after regular working hours.

G. STEPS FOR ESTABLISHING KEY AND COMBINATION CONTROL

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The Departmental Manual, "Museum Property Management" (411 DM 3.2A), requires that procedures be written and implemented to control possession and use of keys and combinations that provide access to spaces housing museum property. The following steps ensure key and combination control:

1. Establish written procedures to be signed by the designated official designating curatorial staff who are authorized access to museum property collections storage spaces, museum records storage areas, and exhibit cases. These procedures should state who may keep keys or combinations permanently, on a temporary basis, or only during work hours. Keys and combinations to museum property spaces should not be issued to staff whose need for access is occasional. Procedures should indicate that all staff and visitors not permanently authorized entry to museum property storage should be accompanied by appropriate curatorial staff (e.g., staff directly responsible for museum property and so authorized by the designated official).
2. Identify staff members who need long-term or temporary possession of keys and combinations to accomplish their duties. Document issuance of keys and combinations to museum property storage spaces or exhibit cases with a signed Receipt for Property Form DI-105 or its equivalent. On the form, specify the duties that require each individual to receive the issued keys and combinations, and establish a time frame for retaining possession of them. Stipulate that the person receiving the key or combination may not provide unauthorized persons access to either. Maintain a copy of the form in a file established expressly and solely for that purpose.
3. Review key control accountability once a year to ensure that records are current. When an employee with museum property responsibilities permanently or temporarily transfers to another assignment, ensure that all museum property keys are returned and acknowledged, and that combinations are changed. Museum property keys should be stamped "U.S. property, do not duplicate."
4. Secure all keys not in use. Operational keys should be kept in a key box to be readily available for issue, while spare keys should be secured in a safe. Keep all

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keys to museum specimen storage cabinets and to exhibit cases in a secure key cabinet or other locked container. The container should be located in the museum property storage space or other secure space. Only permanent curatorial staff with museum property responsibilities should be issued a key to this container. When removable core cylinders are in use, spare cores and the core removal key are secured in a safe.

5. Seal a written record of a combination in an envelope designed to show evidence of tampering and secure the envelope in a safe. Regularly change the combination to minimize the chances of compromise should the old combination have been lost or stolen. Change wrenches and instructions for changing combinations should be protected from unauthorized use.

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