

# SPNHC Newsletter

## PRESIDENT'S REPORT

As this is my last President's letter to the membership I thought that rather than report on the current state of the Society, which is in fact growing, financially solvent and doing very well, I would prefer to look back over the two years that I have served as President. My objective was to continue to develop the Society and to increase its profile as a leading force for the management and preservation of natural history collections. Following the Madrid congress, SPNHC was poised to achieve a true leadership position. All that we had to do was to reach out and take it and through the hard work of our members we have been very successful. We published "Storage of Natural History Collections: Ideas and Practical Solutions"; work is progressing on a second book "Storage of Natural History Collections: Basic Concepts", and there are plans to translate the handbook into Spanish and French. We were heavily involved in the NIC Project - "Conservation and Preservation of Natural Science Collections" that resulted in the publication "Preserving Natural Science Collections: Chronicle of our Environmental Heritage". "Guidelines for Collections Care in Natural History Collections" is nearly complete. We are planning for the upcoming joint meeting with ASC and we continue to cooperate with ASC through participation in their project "Strategic Planning and Institutional Policies: Guidelines for Natural History Museums". All of this was accomplished while the Society continued to publish a first-rate journal and newsletter, and provide high quality training opportunities to the museum community. We have earned our recognition and voice for the care of natural history collections.

The wisdom of the individuals who established the structure of Council and Committees under which we operate is evident when one sees how much continues to be accomplished. It provides for initiative, flexibility and adequate control so that tasks can be accomplished by people spread around the globe. As President I have done relatively little but have received a lot of the credit. In fact the work has been done by many dedicated people. The President's role has been to provide coordination and direction, ensure that resources are available and allow some very competent people to get on and do what must be done. Often I felt that I didn't contribute enough but in retrospect perhaps it is better for a President not to have his hands too tight on the reins. Perhaps it is better to give the horse its head as long as it is going in the desired direction.

It has been a pleasure for me to serve the Society and to have had the opportunity to work with such a group of fine individuals. I have learned a great deal and have benefitted far more than my contribution deserves.

Starting in the Spring, the office of Past-President will offer new challenges while I continue to work with old friends. Thank you for allowing me to lead the Society for two years. I hope you feel, as I do, that it has grown for the good during that time.

--Jerry Fitzgerald

## FROM THE EDITOR

Since the beginning of SPNHC the newsletter has been edited by Julia Golden. As most of you know, Julia has become SPNHC Treasurer this year. In order to devote her attention to that demanding position she stepped down as newsletter editor after the last issue of 1993 was completed.

I attempt with this issue to pick up where Julia left off. Over the years Julia set a standard that will be difficult to match. As I put this issue together I am getting a very real picture of just how much time and effort goes into producing a newsletter of this size. Fortunately for me, Julia created a network of members who supplied her, and now me, with 'fodder' for the newsletter and for that I am grateful.

The Society extends its thanks to Julia for all her efforts in producing a first-rate newsletter for all of these years. I personally want to thank her for helping me learn the ropes and for making this transition as smooth as possible for me.

Contributions for the newsletter are always welcome. Please send any ideas or contributions to me at the return address printed on the mailing page of this newsletter. I can also be reached by: Fax: 414-278-6100, Phone: 414-278-2740, and e-mail: ps@csd4.csd.uwm.edu. It is helpful (but not required) if longer contributions are submitted on diskette, preferably in WordPerfect 5.1.

## NOTICE OF ANNUAL GENERAL BUSINESS MEETING

The Ninth Annual General Business Meeting of the Society for the preservation of Natural History Collections will be held on Friday, May 13, 1994, at 4:30 p.m. at the Missouri Botanical Garden, St. Louis, Missouri.

### Agenda

1. Call to Order
2. Minutes of the 1993 General Business Meeting.
3. Report of the Treasurer
  - 3.1 Financial Report
  - 3.2 Appointment of Auditor
4. Report of Council meetings
5. Report of the President
6. Reports of the Standing Committees

7. Reports of the Sessional Committees and Representatives
8. Unfinished Business
9. New Business
  - 9.1 Amendments to the By-Laws
  - 9.2 Guidelines for Collections Care
  - 9.3 Other Business
10. Awards and Recognitions
11. Change of Office
12. Announcements
13. Adjournment

If you cannot attend the meeting, you may designate another member in good standing to act on your behalf. Please fill out the form of proxy below and give it to the person named or forward it by April 30th to: Janet Waddington, SPNHC Secretary, Royal Ontario Museum, 100 Queen's Park, Toronto, Ontario, CANADA M5S 2C6

#### Instrument of Proxy

I, the undersigned member of the Society for the Preservation of Natural History Collections (SPNHC), hereby appoint Gerald R. Fitzgerald, President of the Society, or, failing him,

\_\_\_\_\_  
 (please name an alternative, a member in good standing) to vote on my behalf at the Annual General Business Meeting of the Society on the 13th of May, 1994 in St. Louis, Missouri.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_

#### TREASURER'S NOTE

As of January 1, 1994, the Treasurer's Office moved to University of Iowa, 121 Trowbridge Hall, Iowa City, IA 52242-1379. Please send changes of address to the above address.

1994 dues will be past due February 15, 1994. An additional charge of \$2.00 will be added to the renewal fee of members who must be billed a second time. Please send renewal payments to the above address

#### MEMBER NEWS

The Canadian Museum of Nature was pleased to welcome Sylvie Marcil in December in the new Conservation position. Ms. Marcil comes from the Musée de la Civilisation and was more recently in private practice.

William G. Tompkins has assumed the position and duties formerly held by Mary Case as Registrar for the Smithsonian. The address, phone, fax and e-mail address listed under Mary Case's name in the directory now belong

to Bill.

Sally Shelton has accepted a position at the San Diego Natural History Museum as collections conservation specialist. She can be reached at: San Diego Natural History Museum, Balboa Park, P.O. Box 1390, San Diego, California 92112; phone 619-232-3821; FAX 619-232-0248.

#### Florian Endowment Fund

At the 1993 SPNHC annual meeting the Society chose to honor the museum's retired Chief of Conservation Services, Mary-Lou Florian, with its first Lifetime Achievement Award.

While she retired from the Royal British Columbia Museum in 1991, having been with the Museum since 1978, Mary-Lou remains active in her profession and continues her contributions to the Museum as Conservation Scientist -Emerita.

Upon her retirement, Mary-Lou's friends, colleagues and family chose to celebrate her long career by establishing an endowment fund in her name which would contribute to her commitment to train young people in the profession of conservation.

The Florian Endowment fund is directed by the Fannin Foundation and the proceeds of the Fund will be used to assist future Conservation Interns at the Museum as they follow in the footsteps of dedicated scientists like Mary-Lou Florian.

The Foundation would greatly appreciate your financial support for this valuable project. Please send your contribution to the Fannin Foundation, Royal British Columbia Museum, 675 Belleville Street, Victoria, British Columbia, Canada V8V 1X4.

#### Collection Move

The National Ecology Research Center announces the move of the Biological Survey Collection, Fort Collins, Colorado (BS/FC) to Albuquerque, New Mexico, effective January 1994. The collection will be relocated in the Museum of Southwestern Biology at the University of New Mexico. Currently the collection numbers 20,000 mammals, 3,000 birds, 7,800 amphibians and reptiles, and 4,600 catalogued lots of fishes. After 15 November 1993, loan requests and inquiries should be made to Michael Bogan (Curator) or Cindy Ramotnik (Collections Manager) at their new address: National Biological Survey, Museum of Southwestern Biology, Department of Biology, University of New Mexico, Albuquerque, New Mexico 87131; (505-766-3903).

#### National Park Service Survey

A survey will be distributed in early 1994 asking repositories to provide information on property in their institutions that is associated with Federal lands or projects. Repositories will be asked to respond by May, 1994. The survey focuses on cultural (art, history, archeology, ethnology, and documentation) and vertebrate paleontology

collections, although information on other collections will also be accepted. Typical examples of Federally-associated collections include archeology collections and WPA art generated with Federal funding.

The survey is being conducted by National Park Service staff for the Interior Museum Property Program in cooperation with the 28-agency Federal Collections Working Group. It seeks to gather baseline resource information needed by Federal managers, to identify collections for which Federal agencies may be legally accountable, and to increase access to those collections. Survey results will be totaled nationally and shared with each Federal agency identified. Questions may be directed to National Park Service Staff Curator, Ron Wilson at 202-523-0268.

#### CSZ Database of Zoological Collections

The CSZ Zoological Collections Advisory Committee has compiled a database on over 150 zoological collections in Canada, other than those of terrestrial arthropods, that is available through the Canadian Heritage Information Network. The database provides names, addresses, telephone numbers, contacts, details on the collections, accessibility to researchers, current research topics, eventual fate of the collections, and type of collections welcomed by the owner for deposit. Where confidentiality was requested by the source, all or part of the record is unavailable.

The database is accessible for searches and subscriptions. Persons desiring a printout, a diskette, or a subscription information kit should contact:

Marridy Bradley, Museum Services, Canadian Heritage Information Network, Communications Canada, 365 Laurier Avenue West, Ottawa, Ontario, K1A 0C8.

Telephone: (613) 992-3333

Fax: (613) 952-2318

e-mail (GEMDES): MUS.SER

Persons wishing to add information to the database should contact:

Chair, CSZ Zoological Collections Advisory Committee, c/o Biological Survey of Canada (Terrestrial Arthropods), Canadian Museum of Nature, P.O. Box 3443, Station D, Ottawa, Ontario, K1P 6P4.

### MEETINGS/WORKSHOPS

#### ASC/SPNIIC Joint Meeting:

ASC and SPNIIC will hold a joint meeting May 11-15 at the Missouri Botanical Garden, St. Louis, Missouri. For registration or program information, contact ASC at 202-347-2850 or SPNIIC (Carolyn Rose) at 202-357-2208.

#### AIC Annual Meeting:

The American Institute for Conservation of Historic and Artistic Works will hold its 22nd annual meeting June 6-11 at the Stouffer Hotel in Nashville,

Tennessee. More than 1,000 conservators, curators, art historians, artists, and historians from around the world will examine artist's intent as an issue in conservation. Speakers will explore the relative importance, merit, practicality, and possibility of determining intent.

Further additional sessions will focus on conservation in specialties such as architecture, book and paper, photographic materials, objects and sculpture, wooden artifacts, paintings, and textiles.

For more information, including registration materials, please contact: AIC, 1717 K Street, NW, Suite 301, Washington, DC 20006; phone 202-452-9545; FAX 202-452-9328.

#### Pest Control Workshop

The Indiana Historical Society, the Midwest Museum Registrars Committee and the Association of Illinois Museums and Historical Societies will sponsor a "Museum Marauder" workshop on Tuesday, May 17, 1994 at the Danville Area Community College Conference Center in Danville, Illinois. Presented by Thomas Parker of Pest Control Services, the workshop will focus on non-toxic pest management in museums, historic houses, libraries and archives. The all-day workshop will present an overview of problems confronted by museums and libraries. Morning and early-afternoon sessions will be devoted to specific pests. The final session of the day will be devoted to designing a personalized, in-house Integrated Pest Management Program.

The workshop will meet from 9:30 a.m. to 4:00 p.m. and the cost will be under thirty dollars. The fee will include lunch and a resource notebook. For more information and a registration brochure contact Mary Turner, AIMHS Coordinator, 1 Old State Capitol Plaza, Springfield, IL 62701-1507; or call (217) 524-7080.

#### Pest Management Conference

An integrated pest management conference sponsored by "Technology & Conservation" and Harvard University's Environmental Health & Safety Department will be held October 22-23, 1994 in Boston, Massachusetts.

This intensive international meeting will have as speakers over 20 distinguished authorities in the fields of conservation, entomology, environmental engineering, occupational health and regulatory affairs, agricultural science, genetic engineering, and IPM science. All of the lecturers are involved with the care and protection of historic/cultural works, existing buildings, and/or historic sites from degradation and loss caused by flying and crawling insects, vertebrate pests, fungi, and bacterial organisms.

A special additional session will be held on Saturday evening which will view insects in a somewhat different light; this presentation will be on the design and operation of the insect zoo at the Smithsonian Institution.

The basic registration fee prior to August 1, 1994 is \$250 (U.S. funds) per person for the Saturday and Sunday 8:15 am-6:30 pm program. The special Saturday

evening program is an additional \$45.00. For more information contact Susan E. Schur, Technology & Conservation, One Emerson Place, 16M, Boston, MA 02114 or call 617-227-8581.

#### Call for Papers

The Conservation of Ethnographic Materials, Field Museum of Natural History, Chicago, IL, April, 1995.

Papers concerning the conservation and preservation of ethnographic materials are invited for a symposium sponsored jointly by the ICOM Working Group on Ethnographic Materials and the Division of Conservation, Field Museum. Papers can include any aspect of the care and conservation of material culture from Africa, Asia, Oceania, and the Americas, such as case studies, technology, material science, curatorial and ethical problems, repatriation, and interaction of native peoples with museum collection. The language of the symposium will be English. The proceedings of the symposium will be published. In conjunction with the symposium, the ICOM Ethnographic Working Group will hold an interim meeting. It's not too late! Ignore the previously published deadline for abstracts. If you think that you would like to attend and/or give a paper, we would like to hear from you to help us in our planning. A post card will do. Abstracts are not required until August 31, 1994 but earlier submissions are appreciated. Please contact Catherine Sease or Christine Del Re, Division of Conservation, Field Museum, Roosevelt Road at Lake Shore Drive, Chicago, Illinois USA 60605; Fax 312-427-7269.

#### Cultures Connected

Rapid advances in communications and computer technology are opening new possibilities for museums around the world. From August 28 through September 3, 1994, two conferences are being held in Washington, D.C. to explore the theme, "Cultures Connected: Automating Museums in the Americas and Beyond". These consecutively scheduled meetings are organized by ICOM's International Documentation Committee and the Museum Computer Network to explore the many facets of automation in the museum environment. For more information write: Museum Computer Network, 8720 Georgia Avenue, Suite 501, Silver Spring, Maryland 20910 or Fax: 301/495-0810.

#### Campbell Center

The 1994 schedule of courses at the Campbell Center for Historic Preservation Studies is now available. Courses will be offered mid-May through mid-October in the areas of Architectural Preservation, Care of Collections and Conservation. Most courses are 4-5 days in length. For more information please write to the Campbell Center at 203 E. Seminary, P.O. Box 66, Mount Carroll, IL 61053, or call 815-244-1173.

Natural Sciences Section of UKIC

In February 1993, a new group was formed to promote the conservation and collection care of Natural Science specimens. Their aims are stated as:

"To promote the conservation of Natural Science collections through advances in technical and ethical standards in their conservation, development, preparation, care and display. To encourage and develop education, training and research in these areas through publications and regular meetings".

They have set up working parties on standards, publications, research and training. These groups are assessing the state of each of these fields with respect to natural sciences prior to developing projects. A training survey, a natural science section for the UKIDC disasters manual and a series of leaflets are underway.

Anyone working with or interested in natural science collections is welcome to join and enquiries should be addressed to Dick Hendry at Glasgow Art Gallery and Museum, Kelvingrove, Glasgow G3 8AG UK; tel 041 357 3929.

The group publishes in each issue of Conservation News and members will also receive a newsletter.

The group will be holding its first annual meeting in Liverpool on 24 February 1994, to consist of a day of talks and posters followed by a second day of tours of relevant departments at the National Museums & Galleries on Merseyside. Requests for further information should be addressed to Dr. Angus Gunn, The Liverpool Museum, William Brown Street, Liverpool L3 8EN; UK tel 051 207 0001.

#### Conference on Value and Valuation

The International Conference on the Value and Valuation of Natural Science Collections will be held April 19-21, 1995 in Hulme Hall, University of Manchester, UK. The Biology Curators' Group, the Geological Curators' Group and the Manchester Museum are jointly planning the International Conference to discuss the value of natural science collections, and to examine ways in which these collections can be financially valued.

If you or your organization would like further information about the conference, please return the preliminary application form below to the Valuation Conference Secretariat, c/o Manchester Museum, University of Manchester, M13 9PL, England.

#### IN PROGRESS

The following summary was submitted by the authors for publication in the Newsletter and is reprinted with their permission.

Computerization of U.S. Invertebrate Paleontology Collections. Warren D. Allmon, Paleontological Research Institution, 1259 Trumansburg Road, Ithaca, NY 14850 and James H. Beach, Arnold Arboretum, Harvard University, 22 Divinity Avenue, Cambridge, MA 02138.

According to the 1993 MITRE Corporation report on scientific computing in natural history museums, only 8% of invertebrate paleontology collections in the U.S. are computerized, a figure lower than all major categories of collections aside from entomology and botany. Despite the perception among some that discussions of systematic database standards are by now exercises in plowing the same furrow, the fact is that, although those responsible for the nation's major vertebrate paleontology collections have held extensive discussions about standards for and common problems of computerization of their collections, those responsible for the major invertebrate paleontological collections have never had such discussions. In an effort to remedy this situation, collections managers and curators representing most of the largest collections of invertebrate fossils in the U.S. met at the Museum of Comparative Zoology (MCZ) in Cambridge, MA on October 16, 1993 to discuss collections computerization.

Summaries by participants of the status of computerization in collections under their care were most revealing. Several collections have all type specimens and a significant proportion of non-types computerized. Other collections have no collection computerization at all. Still others, having started computerization several years ago, are in a transition between software and/or hardware systems and have not yet decided how to proceed.

Three collections database systems were demonstrated at the meeting: the MCZ's modified MUSE system, the Academy of Natural Science's Paradox-based system, and a portion of the Berkeley Museum of Paleontology's Paradox-based system available on World Wide Web through Internet.

Discussion focussed on three principal themes: 1) the mechanics of choosing and operating a system, including what software platform to use, 2) the potential roles of computerization in facilitating collections management and enhancing access (and thereby improving public relations), and 3) the need to develop database standards.

There was considerable discussion about whether it was more advisable to select a system supported by the "community" (MUSE currently being the only example) or a more easily modified system based on an "off-the-shelf" and commercially supported product such as Paradox or Access. It was the eventual consensus of the group, however, that the software/platform used was ultimately unimportant as long as the data were "transferable".

Discussion of what "transferable" means led to a consensus by the group that invertebrate paleontology collections should move toward "semantic" or definition standards for catalog data and for authority file information, which would include the identification of data elements that are common across the discipline. Such cataloging and description standards, used with community authority (such as will eventually be developed by the Paleobanc, the electronic database parallel to the Treatise on Invertebrate Paleontology), would significantly advance

computerization and network access to the information represented in invertebrate paleontology collections.

The final result of the meeting was a decision to pursue organization of a larger and longer meeting within the next six months, which would have the goal of formalizing database standards for invertebrate paleontology collections.

## RESOURCES ON THE INTERNET

The list of electronic resources and discussion groups grows rapidly. Information about new resources will be included in each newsletter. To help keep your colleagues informed, please send information on any new resources to the editor at [ps@csd4.csd.uwm.edu](mailto:ps@csd4.csd.uwm.edu). Corrections or changes to any of the groups previously mentioned here are also welcomed.

Please keep in mind when using any of these services that the commands may be case sensitive. Please use upper and lower case as indicated in the instructions.

ENT-LIST is an Entomology mailgroup based at the University of Michigan since 1989. The purpose is to promote communication among systematics collections and people interested in systematics, taxonomy, collection management, and technologies related to these topics. Ent-list is also the "official" mode of informal communiques to members of the Entomology Collections Network. Ent-list currently has about 130 members. To be included in Ent-list mailings, send a request to Mark O'Brien at the UMMZ. E-mail: [mark.obrien@um.cc.umich.edu](mailto:mark.obrien@um.cc.umich.edu). Please include your full name and address in your message. Please do not send "subscribe to ent-list" as your only message. To send a message to the entire list, send it to: [ent-list@umich.edu](mailto:ent-list@umich.edu).

MUSEUM-L is a group of more than 500 museum professionals sharing information, debating issues, and learning computer networking. To subscribe, send an e-mail message to [listserv@unmvma.unm.edu](mailto:listserv@unmvma.unm.edu) with a one line message: subscribe MUSEUM-L your name.

ARCH-L is an unmoderated list formed to facilitate discussions of archaeological problems, especially those concerned with research, excavations, etc. To subscribe, send the following message to [listserv@tamvm1.tamu.edu](mailto:listserv@tamvm1.tamu.edu): Subscribe ARCH-L your name.

HERITAGE is a new mailing list initiated by Heritage Interpretation International in cooperation with Massey University in New Zealand. It is designed "for all interpreters, heritage managers, academics, and students interested in the interpretation and presentation of the world's heritage." To subscribe send the following message to [listserv@massey.ac.nz](mailto:listserv@massey.ac.nz): SUBSCRIBE HERITAGE your name.

**Minnesota Vascular Plant Database:** A computerized database containing specimen data from the University of Minnesota Herbarium's Minnesota Vascular Plant Collection is now available. It contains such information as county, nearby town, township/range, locality details, habit details, collector, etc. The database has been customized with user menus providing various type of checklists as well as the entire specimen record and the option of tailoring your own queries.

Access is available on-line for a small annual subscription fee (\$150 for academic institutions, \$300 for government agencies, \$600 for private corporations). The subscription provides passwords and unlimited access time. For more information contact: Dr. Anita F. Cholewa, Dept. of Plant Biology, 1445 Gortner Ave., University of Minnesota, St. Paula MN 55108; 612-625-0215; e-mail [anita@mozart.cbs.umn.edu](mailto:anita@mozart.cbs.umn.edu).

The National Endowment for the Humanities (NEH) 'Overview of Endowment Programs', a publication outlining all grant programs, including individual fellowships, is now accessible via the upenn gopher. The address is [gopher.ccat.sas.upenn.edu](http://gopher.ccat.sas.upenn.edu). Select "other services and general information" from the menu to reach the NEH option.

For questions about the Division of Public Programs, including the Museums Program, please contact NEH at [nehpub@gwuvvm.gwu.edu](mailto:nehpub@gwuvvm.gwu.edu)

Conservation OnLine (CoOL) is a Wide Area Information Server for Conservation Professionals. An elaborate database established by the Preservation Department of Stanford University Libraries provides full text access to conservation information. The databases cover a wide spectrum of topics of interest to those involved with the conservation of library, archives, and museum materials. The address: [gopher.ftp.tex.ac.uk](http://gopher.ftp.tex.ac.uk).

Conservation DistList is a discussion group of over 850 individuals from museums and libraries interested in conservation issues. Cons DistList is a moderated digest that is issued as often as participants send in material to be distributed. It is less formal than a newsletter, but more so than a bulletin board. It includes a directory of e-mail addresses for conservation professionals that is updated regularly and distributed via e-mail. It also includes FileList: a list of text files that are available by sending a message to the account [condist-request@lindy.stanford.edu](mailto:condist-request@lindy.stanford.edu). Topics include information on using networks, preservation survey techniques, and disaster planning. For subscription information please e-mail Walter Henry at Stanford University; e-mail [whenry@lindy.stanford.edu](mailto:whenry@lindy.stanford.edu) or call 415-725-1140.

The Conservation Information Network features three online databases and an electronic mail system. It is the result of a coordinated effort between the Canadian

Conservation Institute, Conservation Analytical Laboratory of the Smithsonian Institution, ICCROM, ICOMOS, ICOM, the Getty Conservation Institute and the Canadian Heritage Information Network (CHIN).

The Bibliographic Database contains records from Art and Archaeology Technical Abstracts and the abstracts of ICCROM's library. The Materials Database contains records on products relevant to the practice of conservation. It covers adhesives, consolidants, coatings, pesticides, solvents, and backing and support materials. The Suppliers Database contains records documenting the name, addresses, and products of international manufacturers, retailers, and distributors of materials used in conservation.

Network subscription costs US \$50.00 (CAN \$55.00). Charges for searching the databases are based on a rate of US \$40.00 (CAN \$45.00) per hour. Charges for sending and receiving e-mail messages are based on a rate of US \$.70 (CAN \$0.80) per 1,000 characters.

For more information contact Client Services, CHIN, Communications Canada, 365 Laurier Avenue West, Journal Tower South, Ottawa, Ontario, CANADA K1A 0C8; phone 613-992-3333; FAX 613-952-2318.

**The Pacific Rim Biodiversity Catalog:** The University of California Berkeley Museum of Paleontology, and the Pacific Rim Research Program, are in the process of compiling a database on Pacific Rim Biodiversity. Information has been sought from nearly 200 natural history institutions throughout the world. The database will be periodically updated to reflect additional survey responses. The index was set up by WAIS Index and can be searched using boolean parameters. Access is available via Gopher at the address: [ucmp1@berkeley.edu](mailto:ucmp1@berkeley.edu) 70.

**Harvard University Gopher:** The Biodiversity and Biological Collections Gopher ([huh.harvard.edu](http://huh.harvard.edu) 70) has mounted an archive of 292 high-quality biological images of plant and animal species with catalog information. The images are intended for research and educational use. They are only available through the BBC Gopher.

In order to obtain a view the images, you will need a Gopher client which is capable of binary file transfers and an image viewer program on your local computer. For more information contact Jim Beach [beach@huh.harvard.edu](mailto:beach@huh.harvard.edu).

The Library of Congress Information System can be accessed by telnet to [locis.loc.gov](http://locis.loc.gov) ( or 140.147.254.3). You will see a menu for the Library of Congress catalog files, federal legislation, copyright information, foreign law, braille and audio files and a file of selected organizations. The system is available Monday-Friday, 6:30 A.M. - 9:30 P.M.; Saturday, 8 A.M. - 5 P.M.; and Sunday, 1 P.M. - 5 P.M. (EST). Searching manuals are available by anonymous ftp at [seq1.loc.gov](http://seq1.loc.gov). Login in as "anonymous," send your e-mail address as a password, and type the

command "cd/pub" to get to the public directory.

The Smithsonian Institution's National Museum of Natural History announced the Smithsonian Natural History Gopher Server. The service provides access to more than 120 million specimens, including associated data, as well as information and tools for the study of the natural world. Contact the server at: nmnhgoph.si.edu 70 or 160.111.64.84.

Diana Alper, on behalf of the Smithsonian Institution, the Library of Congress, the National Park Service, and the National Archives and Records Administration, has introduced a "Primer on Disaster Preparedness, Management, and Response: Paper-Based Materials". To access the six-file document, FTP to: FTP.CU.NIH.GOV or 128.231.64.7. Log on as anonymous and type in your e-mail address at the password prompt. The primer is found under the NARA\_PRESERVATION directory.

The NEODAT Fish Biodiversity Gopher can be accessed at fowler.acnatsci.org 70. If you do not have gopher in your system, telnet consultant.micro.umn.edu and type gopher at the login prompt. Follow the menu through "Other Gopher and Information Servers/North America/USA/Pennsylvania/Fish Biodiversity Gopher (NEODAT Project, ANSP)."

Additional gopher addresses: Australian National Botanic Garden (osprey.erin.gov.au 70); Environmental Resources Information Network (kaos.erin.gov.au 70); Smithsonian Institution (nmnhgoph.si.edu 70); University of Colorado (gopher.colorado.edu 70). To telnet to the U.S. National Fungus Collection the address is fungi.ars-grin.gov. Access with "login user" and "user".

## PRODUCTS/SERVICES

University Products, Inc., Holyoke, MA, announces the availability of new, pre-formed, self adhesive mounting corner which can support prints, photographs and documents much larger than previously possible. These new corners are made from transparent, archival, Mylar polyester and feature a safe, acid free, acrylic adhesive. The corners measure 1-3/8" across. A heat welded strip of Mylar on the face of the corners allows you to insert the item to be mounted completely and securely.

For more information, call or write, University Products, Inc., P.O. Box 101, Holyoke, MA 01041, 1-800-762-1164.

Balcar, S.A. of France has appointed Barbizon as exclusive North American agent for their full spectrum fluorescent lighting equipment

The Balcar Fluxlite's special fluorescent tubes provide full spectrum output with a color rendering index

of ninety-six or higher. These luminaries are ideally suited to such color critical applications as restoration and conservation and catalog photography. For more information contact Barbizon, 3 Draper St., Woburn, MA 01801-4596; Fax: 617-935-9273; Phone: 617-935-3920.

## Glass Skull/Skeleton Vials

The Mammal Division of the Museum of Natural History at the University of Kansas is purchasing flint glass shell vials for small mammal skull and skeletal storage. Locating a supplier was problematic, but one willing to produce high quality specimen vials at reasonable cost has been found. They may be ordered from: Acme Vial and Glass Col, Inc. 1601 Commerce Way, Paso Robles, CA 93446; Phone: 805-239-2666. The contact person is Kay Anderson.

The Kansas Museum's vials are of two sizes - 22.5 x 50 mm and 29 x 52 mm. Both sizes are made of glass 1.4 mm thick. Acme will also supply cork closures cut to fit. Prices will vary with quantity purchased. Acme is willing to accept joint orders from museums and bill individual participants separately within reason. A significant price break is available by purchasing in bulk.

## Northeast Document Conservation Center:

The Northeast Document Conservation Center is the largest nonprofit regional conservation center in the United States and the primary center in the northeast for conservation and preservation of a full range of paper based material including books, manuscripts, photographs, maps, posters, documents, and works of art on paper. It also performs preservation microfilming and copying of photographic materials.

Individuals are encouraged to call NEDCC with any questions concerning the conservation or reformatting needs of your collections. NEDCC can be reached by calling 508-470-1010 weekdays between 8:30 - 4:30 or by writing to the Northeast Document Conservation Center, 100 Brickstone Square, Andover, MA 01810.

## NEW BOOKS AND SOFTWARE

Storage of Natural History Collections: Ideas and Practical solutions, published with support from an IMS grant, has sold 850 copies since it was issued in January of 1993. With recurring block orders from college bookstores, our first edition may soon be out of print. If you still have not bought your copy, please contact Sue McLaren before it is too late. A single book sells for \$30.00 plus shipping; orders of 10 or more are \$25.50/book plus shipping (large orders usually sent by UPS).

USA ONLY library rate	\$4.00
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MasterCard or VISA orders should include the name as it appears on your credit card; credit card #, expiration date; amount charged (in \$US); and an authorized signature. Please include phone or FAX number and the exact mailing address to insure proper receipt of your order. Mail or FAX your order to: SPNIIC, c/o Sue McLaren, 5800 Baum Blvd., Pittsburgh, PA 15206-3706; FAX 412-665-2751, Pre-payment only please - your order is shipped in no more than one week from the date received.

A representative list of commonly available entomological and botanical software is available in the August, 1993 newsletter of the Michigan Entomological Society. For a copy, or to make additions to the list, please contact Mark O'Brien, Insect Division, Museum of Zoology, The University of Michigan, Ann Arbor, MI 48109-1079; e-mail mark\_obrien@um.cc.umich.edu.

National Museum of Natural History Collections and Research Information System Master Plan. Prepared by the Mitre corporation for NMNII, 1992. a long range automation plan completed during the development of a higher level plan for the eight largest natural history museums in the U.S. Copies of the report are available from Janet Gomon, Assistant Director of Collections, NMNII. (Notice from Archives and Museum Informatics 7(2)).

The Association of Systematics Collections has published the report, "Guidelines for Institutional Database Policies," the result of its two-year study and workshop on data sharing and database ethics. The report contains guidelines for natural history institutions housing specimen-based databases which address legal ownership, responsibilities of owners and users, and financial support. In addition the report contains examples of data sharing agreements, presentations from the data sharing workshop, the ASC position on collections use agreements, and references on data sharing and transfer policies. 76 pp., 1993. Copies are available for \$12.00 (includes postage) from ASC, 730 11th Street, NW, Washington, D.C. 20002-4521, 202-347-2850.

The Permanence and Care of Color Photographs: Traditional and Digital Color Prints, Color Negatives, Slides, and Motion Pictures, by Henry Wilhelm and contributing author Carol Brower. Preservation Publishing Company. Tells how these fleeting color images can be preserved for many hundreds - or even thousands - of years. Generously illustrated, 744 pages. \$69.95 plus \$4.95 shipping. To order call 800-335-6647 Ext. 32 or Fax: 515-236-0800.

The National Park Service announces "Museum Handbook, Part 1, Museum Collections", a source of information for institutions responsible for collecting, preserving, studying

and interpreting natural and cultural museum collections, is now available for sale. Order stock number 024-005-01078-5 and send a check for \$36.00 to the Superintendent of Public Documents, U.S. Government Printing Office, Washington, D.C. 20402-9325.

Preservation Pathfinder No. 2: Archival Storage of Paper is a free pamphlet published by Gaylord Bros. Also available free of charge is Pathfinder No. 1: An Introduction to Preservation. contact Gaylord Bros., P.O. Box 4901, Syracuse NY 13221-4901; phone 800-448-6160

The Imperfect Image: Photographs, Their Past, Present and Future, published by the Centre for Photographic Conservation, is the proceedings from the center's first international conference. Contact the Centre for Photographic Conservation, 233 Stanstead Rd., Forest Hill, London SE23 1HU, UK; 081-690-3678; fax: 081-314-1940.

## HEALTH AND SAFETY

The following are reprinted from ACTS FACTS. Through the courtesy of Monona Rossol, SPNIIC receives ACTS FACTS, a monthly review of Federal regulations which affect the health and safety of artists, theater or crafts people, and is equally applicable to museum staff. It is published by Ms. Rossol and is available to individuals for \$10 per year. Contact Monona Rossol, Editor, 181 Thompson St., #23, New York, NY 10012-2586.

"Airborne Particles in Museums". The Getty Conservation Institute, Nazaroff, et al. 1993.

Museum workers and conservators interested in how surfaces and artifacts get soiled should send a check for \$20 to the Getty Book Distribution Center (P.O. Box 2112, Santa Monica, CA 90407) for a copy of Airborne Particles in Museums. This book is a fascinating compilation of data on factors influencing particle deposition.

Book Mold Causes Illness: Abby Newsletter. 17(4). September 1993, p. 52.

The University of Minnesota/Duluth library spent \$100,000 and closed for three weeks in June to have dust and mold cleaned from the ventilation system, books, and periodicals. The university's Department of Environmental Health and Safety advised the cleanup after an investigation of staff illnesses. Fifteen workers on a project to computer barcode the library's holdings reportedly had breathing problems, eye irritations and skin rashes. Now they handle books with gloves and masks. The library director noted that other libraries might have to take similar precautions.

Conservators and Restorers Face Flood Hazards: Editorial re: 1993 Midwest flood.

Flood water hazards. When the rivers finally



recede, many historic buildings, books, paintings, and other artifacts will need repair. They must be cleaned of flood water residues which can be contaminated with human and animal wastes, disease organisms, fertilizers and pesticides, gasoline and fuel oils, and much more.

Artifacts and interior decor also may be contaminated by chemicals within the building in which they were housed. Water rising through boiler rooms may carry fuel oil, antioxidants, and air conditioning chemicals. Flood water in homes can contain household chemicals such as moth repellents, drain cleaners, paint solvent, and bleach. The artifact itself also may be hazardous (e.g. coated with damaged lead paint, metal corrosion, etc.). Conservators and restorers must consider all these hazards and select gloves and other protective equipment depending on the size and hazards of the job.

Molds and fungi also will be growing in damp indoor sites. Repeated or massive exposures to these microorganisms can sensitize some individuals creating lifelong allergy problems. Some microorganisms also are toxic in large quantities. Combatting them requires ventilation which provides fresh air, humidity and temperature control.

If ventilation cannot be provided, or if the workplace has a moldy odor, shows evidence of infestation, or workers develop symptoms, air sampling should be done. In 1986, the ACGIH Committee on Bioaerosols proposed that "total count exceeding 10,000 colony forming units per cubic meter indicates a need to proceed to remedial actions": and that the presence of "any one fungus in levels exceeding 500 colony forming units per cubic meter can lead to a presumption of a building-related source."

Currently, the ACGIH recommends the use of rank-order comparisons of indoor and outdoor air sample populations, rather than specifying thresholds. This is not very helpful in flood areas since outdoor concentrations also may be quite high. Instead, the 1986 guidelines can be used as benchmarks for decisions about respiratory protection (although many people may not be able to tolerate molds at these levels). Consult an industrial hygienist for advice and to test air for molds and other toxic substances on site.

A NIOSH-approved toxic dust mask is probably sufficient for moderate mold concentrations. For higher concentrations, use a cartridge respirator with toxic dust filters. It is even conceivable that air-supplied respirators would be needed in some situations. Heavy infestations on building surfaces or on artifacts may manifest as colored (black, tan, pink, etc.) blooms. These should be swab-sampled and identified if people are having severe symptoms and to plan effective conservation (e.g. removing stains).

People already allergic to molds and fungi may not find any level of respiratory protection sufficient. And people with heart and lung problems, or pregnant women may not be able to use respirators safely. check with your doctor first.

These are only some of the health factors which must be considered. ACTS has additional information on request and will be happy to discuss difficult jobs with conservators and restorers as we did after the Florida and Hawaii hurricanes.

## PUBLICATIONS OF INTEREST

An evaluation of disposable pens for permanent museum records. Wood, R.M., and S.L. Williams, 1993. *Curator* 36(3):189-200. A study of commercially available products and some recommendations.

Specimen shrinkage in Tennessee Warblers and "Trail's" flycatchers. Winkler, K., 1993. *Journal of Field Ornithology* 64(3):331-336. Shrinkage in museum specimens appears to vary by species and can be up to 4% of the length of living body components. Investigators using museum measurements for identifying sexing criteria should be aware of the shrinkage factor for that species.

GSI016: Museum Specialist. Case, M., 1993. *Museum International* No. 180:22-26. Describes the 1992 project to revise position classifications at the Smithsonian Institution.

The anatomy of a loan. Malaro, M.C., 1993. Outlines the need for loan policies and practices that place greater emphasis on the museum's true purpose and its responsibilities to the public and to its collections.

Cracking in albumen photographs: an ESEM investigation. Messer, Paul and Timothy Vitale, 1993. *Microscopy Research and Technique* 25:374-383. Describes a study of the interaction of water with albumen photographs.

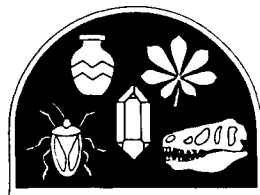
Exhibit mounts on a budget. Doe, P.C., C.A. Peacock, and R.E. Paula, 1993. *American Association for State and Local History (AASLH) Technical Leaflet* No. 187. 12 pp. Discusses design and construction of simple custom mounts.

Nitrate films in the public institution. Young, C., 1989. (AASLH) *Technical Leaflet* No. 169. Discusses the properties and hazards of cellulose nitrate film and strategies for minimizing risks in handling and storage.

Visual effects of selected biocides on easel painting materials. Koestler, R.J., E. Parreira, E.D. Santoro, and P. Noble, 1993. *Studies in Conservation* 38(4):265-273. This paper reports on the results of experiments to test for visual damage to 11 different pigment systems caused by four biocides.

**SPNHC COUNCIL**

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**SPNHC** NEWSLETTER is a benefit of membership in the SPNHC and is published biannually, summer and winter. Address all inquiries concerning membership to SPNHC Treasurer. Inquiries concerning newsletter content should be addressed to the editor. Deadlines for submitting information for inclusion in the SPNHC NEWSLETTER are January 15 and July 15.

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Paula M. Sumpter  
Milwaukee Public Museum  
800 W. Wells Street  
Milwaukee, WI 53233-1478

**FIRST CLASS MAIL**

DEAR SPNHC MEMBER,

THE SPNHC COUNCIL IS PROPOSING A REVISION IN THE SPNHC BYLAWS TO REFLECT THE NEEDS OF A MATURING ORGANIZATION AS WELL AS TO REFLECT ACTUAL PROCEDURES AND PRACTICES OF OPERATION. TO BE IN AGREEMENT WITH THE CURRENT BYLAWS, THE GENERAL MEMBERSHIP IS NOW BEING NOTIFIED OF THE PROPOSED CHANGES SO THAT THE DOCUMENT MAY BE REVIEWED IN A TIMELY MANNER BEFORE THE VOTE AT THE 1994 BUSINESS MEETING OF THE GENERAL MEMBERSHIP. UNDERLINED TEXT REPRESENTS PROPOSED ADDITIONS, WHEREAS STRIKEOUTS REPRESENT PROPOSED DELETIONS. DETAILS ABOUT A QUORUM (ARTICLE V. SECTION 4) ARE STILL BEING ADDRESSED BY THE COUNCIL. ANY QUESTIONS OR PROPOSED CHANGES TO THE FOLLOWING SHOULD BE SENT TO STEPHEN L. WILLIAMS, CHAIRMAN OF THE BYLAWS COMMITTEE (MUSEUM OF TEXAS TECH UNIVERSITY, BOX 43191, LUBBOCK, TX 79409-3191 U.S.A.).

#### BYLAWS of the SOCIETY FOR THE PRESERVATION OF NATURAL HISTORY COLLECTIONS

##### ARTICLE I. NAME

The name of the organization shall be the Society for the Preservation of Natural History Collections, hereafter referred to as the Society.

##### ARTICLE II. NATURE

The Society is a multidisciplinary organization, including persons within the fields of anthropology, botany, geology, paleontology, zoology, and others who are interested in the development and preservation of natural history collections. Natural history collections comprise specimens and supporting documentation, such as audio-visual materials, labels, library materials, field data, and similar archives. Preservation refers to any direct or indirect activity providing continued and improved management and care of these collections and supporting documentation.

##### ARTICLE III. PURPOSE

The purpose of the Society ~~as contained in the Letters Patent~~ shall be:

- a) to provide for and maintain an international association of persons who study, care for, work with, or are interested in natural history collections;
- b) to encourage studies about the essential requirements for ~~preserving~~ preservation, management, storage ~~storing, research, and displaying~~ of natural history collections;
- c) to publish at least a newsletter and encourage the dissemination of information about natural history collections in journals, bulletins, proceedings, and wherever such information is appropriate; and
- d) to hold regular meetings and encourage conferences, symposia, workshops, and other meetings about natural history collections in order to facilitate exchanges of ideas and information.

##### ARTICLE IV. MEMBERSHIP

**Section 1. Classes of Members.** The Society shall consist primarily of four classes of membership, namely, Regular Members, Subscribing Members, Associate Members, Emeritus Members, and Honorary Members. Other categories of membership, such as Life Member, Student Member, or similar category, can be added or deleted as needed by the Society, with approval of a majority of the Council members. Unless otherwise stated, membership is by way of application to Council.

**Section 2. Regular Members.** Any individual interested in or concerned about natural history collections is eligible to apply for Regular Membership. Regular Members shall be eligible to vote at ~~Annual~~ Annual Business Meetings of the general membership, vote for Councillors on Society ballots, hold office in the Society, and receive Society ~~its~~ publications.

**Section 3. Subscribing Members.** Libraries, university departments, corporations, institutions, private organizations, individuals, and others ~~who are interested in natural history collections~~ shall be eligible to join the Society as a Subscribing Members. Subscribing Members shall receive only the publications of the Society and they shall not be entitled to voting privileges.

**Section 4. Associate Members.** Government departments, university departments, corporations, private institutions, individuals, and others shall be eligible to join the Society as an Associate Member. Associate Members shall receive the publications of the Society, and may appoint a delegate to attend Annual Business Meetings of the general membership. Associate members, through their delegate, may vote at Annual Business Meetings of the general membership and vote for Councillors on Society ballots. Delegates may not hold office in the Society.

**Section 5. Emeritus Members.** ~~A Regular Member may become an Emeritus Member upon retirement and by submitting written notification thereof to the President. Emeritus Members shall have all the privileges of Regular Members, i.e., they may vote at Annual Business Meetings, vote for Councillors on Society ballots, receive the Society's publication and hold office.~~

Section 5 6. Honorary Members. Council may elect honorary members in recognition of outstanding contributions to natural history collections or to the Society. Honorary Members have all the rights and privileges of Regular Members, only receive the publications of the Society.

Section 6 7. Dues and Assessments. Council shall set annual dues and special assessments to the members according to the needs of the Society. The membership year shall be the calendar year, and dues shall be payable in advance, but will not be accepted for more than three years beyond the current calendar year. Honorary and Emeritus Members shall not be billed for annual dues or other assessments. A member who has not paid annual dues by the 15th day of February will be expected to pay a surcharge for handling and expenses, if subsequent billings and special mailings are necessary. Failure to pay dues will result in loss of membership, but membership may be reinstated for the years that dues are paid.

Section 7 8. Removal of Membership. ~~A member who has not paid dues or assessments within a period of one year after billing shall, upon being billed for the succeeding year, be notified of forfeiture of membership unless all indebtedness to the Society is met within sixty days. Reinstatement following this sixty-day period shall require the request of the delinquent member, approval by Council, and liquidation of all indebtedness. Members will be expected to pay a surcharge for handling and expenses if subsequent billings are necessary. Any member that who conducts activities counter to the objectives of the Society and in a manner viewed as unacceptable by members of the officers and Council, may have his/her membership revoked by two-thirds majority vote of the Council. Reinstatement may be provided by a simple majority vote of the Council members after supporting information has been presented.~~

Section 8 9. Voluntary Membership Withdrawal. Any member may voluntarily withdraw from membership by delivering a written resignation to the President ~~and a copy of same to the Secretary.~~

#### ARTICLE V. MEETINGS

Section 1. Annual Business Meeting. ~~The Society membership shall meet annually at the Head Office of the Society within sixty days of the year end of the Society or at such other place and time as the Council shall resolve. A meeting of Council Meeting of officers and Council and Members-at-Large, and a Business Meeting of the general membership, shall be held during the annual meeting of the general membership. The general membership can request that Council call special meetings of the Society by submitting a written requisition signed by at least 20% of the voting members. Special meetings of the membership shall be called by Council on written requisition of members carrying not less than 20% of the voting rights.~~

Section 2. Conduct of Business. Business of the Society shall be transacted at the Annual or Special Business Meetings of the general membership. Conduct of the meeting shall adhere to "Robert's Rules of Order" in all cases to which they are applicable, and in which they are not inconsistent with the bylaws or other rules adopted by the Society. Every resolution shall be determined by a majority of votes voting members present, unless specifically provided by statute or these By-Laws.

Section 3. Notice of Meetings. ~~The President shall give Members shall be given written notice of Annual or Special Business Meetings of the general membership and special meetings of the membership as a whole by mailing to each member a notice stating the place, day, and hour of the meeting and, in case of a special meeting, the purpose for which the meeting is called, and give sufficient information to members about such meetings to allow them to form a reasoned judgment on any decision to be taken. Such Notice of Special Business Meetings of the general membership shall be mailed not less than ten days before the date of the meeting. Written notice of the next Annual Business Meeting of the general membership is to be given no later than six days before the date of the meeting.~~

Section 4. Quorum. A quorum for transaction of business at Business Meetings of the general membership shall be not less than 20% of the total number of ~~Emeritus Members, delegates for Associate Members in good standing, Regular Members in good standing, Honorary Members, delegates for Associate Members in good standing, and assigned proxies, recorded as attending the Annual Business meeting.~~

Section 5. Voting and Representation. ~~Each Regular Member in good standing who is present, and each Honorary Member Emeritus Member present, and each Associate Member delegate present, and appointed by an Associate Member, present shall be entitled to one vote on each issue at Business Meetings of the general membership Society. Regular Members, Honorary Members, Emeritus Members, and delegates of Associate Members who cannot be present at a Annual Business Meeting of the general membership may designate another member in good standing to vote on their behalf by means of a written with an assigned proxy. Proxies are to be in writing and may be in the form as sent with every notice sent pursuant to Section 3 above.~~

#### ARTICLE VI. OFFICERS

Section 1. Executive Officers. The executive officers shall be the President, the Past-President, the President-Elect, the Secretary, the Treasurer, and the Managing Editor of the Society's publications. Executive officers are required to be Regular or Honorary members in good standing.

Section 2. Presidential Officers. The President shall be the chief executive officer of the Society, shall preside at meetings of Council and Business Meetings of the general membership Society, shall be responsible for executing policies determined by Council, shall act as spokesperson for the Society, and shall see that all orders and resolutions of Council are carried into effect.

The Past-President and the President-Elect shall assist the President, shall be members of Council, and shall substitute for the President when necessary. ~~The Past-President shall take precedence over of the President-Elect in substituting for the President.~~ The President and President-Elect shall be elected by a plurality of votes cast by voting members of the Society.

~~The presidential officers are required to be Regular or Emeritus members in good standing.~~

Section 3. The Secretary. The Secretary shall assist the President, shall answer all general correspondence directed to the Society, ~~shall maintain a current list of members~~ and shall be responsible for the minutes of all meetings of Council and the annual Business Meetings of the general membership ~~and any special meeting.~~ The Secretary-Elect shall assist the Secretary in carrying out his/her duties while preparing to assume that office.

The Secretary and the Secretary-Elect shall be elected by a plurality of votes cast by the voting members of the Society.

**Section 4. The Treasurer.** The Treasurer shall be responsible for all monies and valuable effects in the name and to the credit of the Society, and for full and accurate accounting of receipts and disbursements in books belonging to the Society, and for maintaining a current list of members. The Treasurer shall have signatory powers and shall disburse the funds of the Society as may be ordered by Council. The Treasurer shall render to the President and Council at its regular the Annual Business Meetings of the general membership, or when Council so requires, an account of the financial transactions and status of the Society. The Treasurer shall be appointed by the President with the approval of at least a majority vote of the Council members.

**Section 5. The Managing Editor of Society's Journal.** The Managing Editor of the Society's publications shall be responsible for obtaining reviews, selection selecting and editing copy, layout, printing, distribution, and any other functions necessary to get material to the members in a timely fashion. The Managing Editor shall be appointed by the President with the approval of at least a majority vote of the Council members.

**Section 6. Nomination of Officers.** Slates of candidates for officers shall be prepared annually by a Committee appointed by Council from the roll of Regular and Honorary Emeritus members in good standing by Council. Candidates may must be proposed in writing by a Regular or Honorary Emeritus member in good standing. The Council shall present a slate with a minimum of one name not less than two nor more than three names for each position, taking into consideration the representation of scientific disciplines, and with due regard to the proposals received. The ballot will also include space for write-in candidates. Elections of officers under this Article shall be carried out by mail as follows: Elections of officers under this article shall be carried out by mail prior to the Annual Business Meeting of the general membership, and the officers elected will take office at the Annual Business Meeting of the general membership following the election. With the notices to be sent the membership under Article V, Section 3, the President shall include the slate of candidates herein as well as a ballot. Each member entitled to vote shall complete the ballot and return it by mail or fax with a postmark or date-stamp that is no later than the deadline for returning ballots to the Head Office of the Society within thirty days of it being mailed to the member. Members A member who fails to return their ballot within that time period will be deemed not to have voted. Regular and Members, Honorary Emeritus Members, and delegates of Associate Members the Association may vote for officers. The President shall be responsible for overseeing the elections and the counting of ballots. Officers will take office at the Business Meeting.

**Section 7. Vacancies.** Should the office of the President become vacant, the President-Elect shall become President. The President-Elect will complete the term of the President as well as the regular term of President for which the individual was elected.

Should the position office of President-Elect become vacant, Council shall by majority vote, elect a councillor to serve in an interim capacity until a replacement can be elected by the general membership, thus the following election may include candidates for the offices of President-Elect and President.

Should the office of Past-President become vacant, it will not be filled.

In the event Should the office of Secretary become vacant, the President shall appoint a Regular or Honorary member in good standing to serve as interim Secretary with the approval of a majority of the Council members, until a replacement can be elected.

In the event Should the office of Treasurer or Managing Editor become vacant, the President shall appoint new officers with the approval of a majority of the Council members.

**Section 8. Removal from Office.** An officer who is found to carry out the duties of office in a manner counter to the interests of the Society may be removed from office by written majority vote a secret ballot vote expressing a consensus of two-thirds of all the members of Council members, or by a majority vote of the membership taken at an Annual Business Meeting of the general membership or any special meeting of the membership called for that purpose.

**Section 9. Term of Service of Officers.** Each presidential office shall be filled by the same individual for no more than a two-year term, except when the President-Elect must prematurely assume the office of President. The President shall be elected for no more than a non-repeatable two-year term. The Secretary shall be elected for a two-year term, repeatable consecutively unlimited times. The Treasurer and the Managing Editor shall be appointed for a two-year term, repeatable consecutively unlimited times.

## ARTICLE VII. COUNCIL

**Section 1. Council.** The Society's affairs shall be conducted through a Council consisting of the following members: the Executive Officers plus six Members-at-large. All members of Council shall be entitled to one vote each. All members of Council will act without remuneration.

**Section 2. Quorum.** A quorum of Council shall consist of two-thirds of the members of Council.

**Section 3. Meetings.** Council shall meet at the Annual Meeting of the general membership and at other times and places as it deems necessary. Council may make decisions by a resolution in writing signed by all the Councillors entitled to vote on the resolution. Where all Councillors consent, a Councillor may be deemed to be in attendance attend a meeting by conference or speaker telephone, or other such when communications equipment can be used to allow whereby all persons participating in the meeting to hear all other participants pursuant to this Section shall be deemed to be in attendance at the meeting. A Councillor also may be represented with the use of a written proxy given to another Councillor attending the meeting. Written notice of any meeting will be mailed to each Councillor at least fourteen days prior to the date of the meeting. Any Councillor at any time may waive notice of such meeting and may ratify, approve, and confirm any or all proceedings taken or had thereat.

**Section 4. Election of Members-at-large.** The Members-at-large shall be elected by a simple plurality of votes of the voting members of the Society Regular and Emeritus members. All vacancies in Member-at-large positions shall be filled on an interim basis by Presidential appointment of a Regular or Honorary member in good standing. by the President from the list of Regular or Honorary Emeritus members.

**Section 5. Nomination of Members-at-large.** Slates of Regular and Honorary Emeritus member Candidates for Member-at-large positions shall consist of Regular and Honorary members in good standing. Slates of candidates shall be prepared by a Committee appointed by Council through the same procedures and guidelines stipulated for the selection of nominees for officers. Elections shall be carried out by mail ballot also through the same procedure

as for the election of officers. The members that are selected will take office at the following Annual Business Meeting of the general membership following the election.

**Section 6. Term of Office.** Each year, two Members-at-large shall be elected for a three-year term.

**Section 7. Removal from Office.** A Member-at-large who is found to carry out the duties of office in a manner counter to the interests of the Society may be removed from office by ~~written a secret ballot vote expressing a consensus of two-thirds of all the members of Council members,~~ or by a majority vote of the membership taken at the Annual Business Meeting of the general membership or any special meeting of the membership called for that purpose.

~~Section 8. Replacement of Provisional Council. At the first meeting of the members the Council then elected shall replace the provisional Council named in the Letters Patent of the Society.~~

**Section 8.9. Execution of Documents.** Contracts, documents, or instruments in writing requiring the signature of the Society shall be signed by the President or the Treasurer ~~Secretary.~~ The Councilors ~~may shall have power from time to time by resolution, to~~ appoint an officer or officers, on behalf of the Society, to sign specific contracts, documents, and instruments in writing.

#### ARTICLE VIII. COMMITTEES

**Section 1. Committees Appointed by Council.** Council may appoint Standing Committees for special purposes and designate their duties and powers in the resolution of appointment. Such resolutions must be adopted by a majority of the ~~members of Council members, or by proposal of the President with approval of two-thirds of the members of Council.~~ The chair positions and members of Standing Committees are appointed on an annual basis by the President. Unless individual exceptions are approved by a majority of the Council members, only members in good-standing are permitted to serve on committees of the Society.

**Section 2. Committees Appointed by the President.** The President may appoint Sessional Committees and designate function, chairpersons, and members. Unless reappointed by the incoming President, such Sessional Committees shall cease to function upon the conclusion of the term of the President who appointed them.

#### ARTICLE IX. FISCAL YEAR

**Section 1.** The fiscal year of the Society shall be the calendar year commencing on the first day of January and ending on the 31st day of the following December.

~~Section 2.3. Auditor Committee.~~ Every year Council shall appoint an external auditor, subject to approval of a majority of voting members at the Annual Business Meeting of the general membership, to a one year term to audit the accounts of the Society for the fiscal year ~~(calendar year)~~ in which appointed.

~~Section 3.2.~~ The audited accounts will be made available to Council at least ~~90~~ thirty days prior to the Annual Business Meeting of the general membership following appointment. ~~A report will be presented to Council before the next Annual Meeting. The remuneration of the auditor shall be set by Council.~~

#### ARTICLE X. AMENDMENTS

On resolution by majority of the Council, or by written proposal signed by not less than two-thirds of the members in good standing, these Bylaws may be amended or repealed by a simple majority vote of the members in good standing at the Annual Business Meeting of the general membership. Written notice of the substance of the proposed amendment is to be sent to all members not less than thirty days prior to the time at which it shall be submitted to a vote. Changes in the Bylaws shall go into effect following their adoption at the Annual Business Meeting of the general membership.

~~The Bylaws of the Society not embodied in the Letters Patent may be repealed or amended by a Bylaw enacted by a majority of the Councilors at a meeting of the Council and sanctioned by an affirmative vote of at least two-thirds of the members at a meeting duly called for the purpose of considering the said Bylaw, provided that the repeal or amendment of such Bylaws shall not be enforced or acted upon until the approval of the Minister of Consumer and Corporate Affairs has been obtained.~~

#### ARTICLE XI. SEAL

**Section 1.** The Society shall have an official seal which shall contain the words "Society for the Preservation of Natural History Collections-1986".

**Section 2.** The Seal shall be placed in the custody of an Executive Officer designated by the President. ~~the Secretary of the Society.~~

#### ARTICLE XII. DISSOLUTION OF SOCIETY.

~~In the event of the dissolution of the Society and after payment of all debts and liabilities, the remaining assets of the Society, if any, shall be distributed in equal shares to two significant and important natural history collections. The Councilors of the Society shall decide by a vote which two collections will be chosen.~~

Any proposal for the dissolution of the Society must be sent to each member not less than ninety days prior to the vote. A decision in favor of dissolution requires a two-thirds vote of the total voting membership.

Upon the dissolution of the Society, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed to the Federal government, or to a state or local government, for a public purpose.