

APPENDIX E.

GUIDELINES FOR REPOSITORY AGREEMENTS

Approval of repository agreements is the responsibility of the Repository Agreement Committee. The Repository Agreement Committee is appointed annually by the director of the museum and consists of the director's designee(s), a curator, and a collections manager, plus a representative of the division requesting the repository agreement. The Repository Agreement Committee assists in the preparation of repository agreements by providing advice and reviewing draft copies of each agreement before it is signed.

Each repository agreement must be developed in the context of the particular requirements of the participating institutions. These guidelines are provided as a framework for negotiating individual agreements.

Outline of a typical repository agreement

- I. Purpose
- II. Authority for the agreement
- III. Applicability
- IV. Terms of the agreement
- V. Definitions
- VI. Management, preservation, and curation of collections
- VII. Standards to determine the effectiveness of the agreement
- VIII. Use of collections
- IX. Inspections and inventories
- X. Signatures of responsible authorities

PURPOSE

This section:

- Describes the intent of the repository agreement.
- Explains why the repository agreement is needed.
- Describes the benefits of the repository agreement to each participating institution.

AUTHORITY FOR THE AGREEMENT

This section identifies those responsible for the agreement. The information to be provided includes:

- The name of each participating institution.
- The shipping address, mailing address, and telephone number of each participating institution.
- The name, title, mailing address, telephone number, FAX number, and electronic mail address of the key individuals from each participating institution.

APPLICABILITY

This section defines:

- The general time frame that the repository agreement is to be in force.
- Provides a list of activities included in the agreement (e.g., field training, curation support).
- Defines the specimens, objects, and collections included under the terms of the agreement.

TERMS OF THE AGREEMENT

This section defines:

- The starting date and termination date of the agreement.
- Provides a schedule for renewal and/or revision of the agreement (if applicable).
- Details how collections included in the agreement are to be distributed upon dissolution of the agreement.
- Identifies the individual representatives from each institution who are responsible for carrying out the repository agreement.

DEFINITIONS

This section provides a glossary that defines the terminology used in the repository agreement, e.g.:

- Bona fide researcher
- Cataloging
- Collection
- Collection care
- Curation
- Fieldwork
- Loan
- Research use
- Researcher
- Specimen
- Student
- Tissue sample
- Training
- Shipping

MANAGEMENT, PRESERVATION, AND CURATION OF THE COLLECTIONS

- Specimens will be managed, preserved, and curated at the same level of standards as regular collections in the Natural History Museum and Biodiversity Research Center.
- Each specimen will be tagged in the field with a legible field number.
- Each specimen will be tagged with a unique catalog number after it is received by the Natural History Museum and Biodiversity Research Center
- Each specimen or specimen container will be labeled with current scientific name and correct locality information.
- Specimen records will be entered into a digital database.
- Specimens will be housed in the Natural History Museum and Biodiversity Research Center in accordance with current discipline standards.

- The institution which owns the specimens will be charged a one time processing fee of US \$15.00 per specimen for cataloging and housing, and an annual fee of \$5.00 per specimen for curation, conservation, and management costs.
- Specimens will be available for reasonable loan requests by members of the *bona fide* international scientific community.

STANDARDS TO DETERMINE AGREEMENT EFFECTIVENESS

This section establishes standards that can be used to assure all parties that the repository agreement is effective. Violations of these standards may lead to the termination of the repository agreement by the Natural History Museum and Biodiversity Research Center at any time.

USE OF COLLECTIONS

Defines standard use of the collections covered by the repository agreement by staff and students of the Natural History Museum and Biodiversity Research Center and the *bona fide* international scientific community.

INSPECTIONS AND INVENTORIES

Provides for reasonable, regular inspections and/or inventories by all parties of the collections covered by the repository agreement.

SIGNATURES

Provides for legal signatures of the official representatives of all parties involved in the repository agreement.