

## **UNIVERSITY OF ABERDEEN**

### **THE SCHOOL OF BIOLOGICAL SCIENCES ZOOLOGY MUSEUM**

#### **MUSEUM REGULATIONS**

##### **Note**

The term 'Museum' covers The Zoology Museum and its associated stores and facilities, both in the Zoology Building and elsewhere.

##### **1 Users**

- 1.1 The Museum welcomes use by staff, students and the general public.
- 1.2 Admission to the public galleries is normally free of charge, though a charge may be made for certain temporary exhibitions. Admission times are posted at the Museum, in publicity information, and on the Museum web pages  
<http://www.abdn.ac.uk/zoologymuseum>
- 1.3 Use of the Museum or its facilities implies an undertaking to observe these Regulations.

##### **2 Conduct in the Museum**

- 2.1 The behaviour of visitors should not detract from the use of the Museum by others, including teaching groups.
- 2.2 It is forbidden to damage or attempt to damage Museum objects or property.
- 2.3 Children are welcome, but **MUST** be accompanied by a responsible adult. Pushchairs are welcome in the public galleries, though these should be used with consideration for other visitors.
- 2.4 Dogs (other than guide dogs) are not permitted in the Museum.
- 2.5 Smoking is not permitted in the Museum. The consumption of food and drink is not permitted in the Museum, except in areas designated for this purpose during specific events.
- 2.6 Belongings left unattended may be removed by Museum staff. The Museum accepts no responsibility for personal items left on Museum premises.

##### **3 Use of Reserve Collections**

- 3.1 Users are welcome to study the reserve collections of the Museum by arrangement. All visitors must be accompanied.

- 3.2 Before using the facilities, all users must sign their name in the register provided and give such additional details as are requested. Documents proving identity and address may be requested.
- 3.3 Users are required to leave cases, bags and backpacks in the office or other facilities provided.
- 3.4 Users must observe instructions and advice on use from Museum staff.
- 3.5 Users must work only in pencil.
- 3.6 Care must be taken of all Museum materials. No user may damage or mark them, and any such damage found should be reported. Users will be required to compensate the Museum for any damage, to the satisfaction of the Director. Deliberate damage may lead to further action at the discretion of the Director.
- 3.7 Destructive sampling is permissible only with the written consent of the Museum, and must follow the terms agreed in writing.

#### **4 Artists & Photographers**

- 4.1 General photography of the displays for private purposes is welcome, but images must not be sold, copied or published (including electronically) without the permission of the Museum. Flash photography is not permitted. All detailed photography, and all photocopying and scanning must be carried out by, or by arrangement with, Museum staff.
- 4.2 Artists are welcome, but certain precautions must be taken to protect the collections and to prevent inconvenience to other visitors. A small floor covering should be used to prevent damage to the carpet where wet or dirty materials (such as paint, charcoal and pastels) are involved. Even low concentrations of aerosol vapours can damage Museum objects and sprays of any sort are not permitted. Only one person should work beside each case to minimise the impact on other visitors.

#### **5 Loans**

- 5.1 Museum materials are not generally available for loan to individuals.
- 5.2 No items may be removed from the Museum without first being formally issued as a loan. Removal or attempted removal of an item without complying with this procedure constitutes an offence and renders the remover liable to disciplinary action and/or prosecution.
- 5.3 All loans remain the responsibility of the borrower until they are returned to the Museum and a receipt received.
- 5.4 All items must be returned by the date agreed.

#### **6 Compliance**

- 6.1 In the event of any disorderly or improper conduct or contravention of Museum regulations, visitors may be required to leave the premises. Such conduct may lead to disciplinary and/or legal action.
- 6.2 Student disciplinary matters will be enforced in accordance with Senate Resolution no. 196 of 1996 [Code of Practice on Student Discipline, available at [www.abdn.ac.uk/Academic\\_Section/discode.doc](http://www.abdn.ac.uk/Academic_Section/discode.doc)].
- 6.3 In addition to the above resolution, the attention of users is drawn in particular to the provisions of the Data Protection Act, 1998, Computer Misuse Act, 1990, current copyright legislation and the general and specific requirements of health and safety regulations.

## **7 Appendix: Loans for display of museum objects on University premises: procedure and requirements**

- 7.1 The Museum supports the responsible use of Museum objects around the University.
- 7.2 Persons wishing to borrow items from the collection should submit a request to the Honorary Curator at the Museum.
- 7.3 The proposed location will be assessed by Museum staff to ascertain if it is appropriate for the particular item requested. The item will be checked to see if it is in a suitable condition for display (conservation may be necessary before certain items could go on open display). Loans will be declined if particular locations or objects are unsuitable.
- 7.4 If conditions are satisfactory, a loan agreement will be completed for each item and a senior member of the borrowing department (or equivalent) will be asked to sign this and take responsibility for the item.
- 7.5 All items will be prepared, transported and installed by Museum staff. Once installed, items must not be moved, or cases opened, other than by Museum staff.
- 7.6 In the case of long-term loans, borrowers will receive annually a list of the items that they have borrowed and be invited to renew their loan and confirm the location of the item(s). Sites will be inspected by Museum staff every two years.
- 7.7 There are a number of costs associated with the loan of items: security and environmental assessments; alterations to bring the proposed location up to standard; transport and hanging; administration; possibly conservation. The use of items around the University is subject to available resources, and borrowers may be asked to assist with some or all of these costs.
- 7.8 Criteria for assessing the suitability of an area for display include environmental conditions (light, temperature, relative humidity), room use and security.

Martyn L Gorman  
Honorary Curator

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