



JOGGINS FOSSIL INSTITUTE
COLLECTION MANAGEMENT POLICY

Approved by JFI SAC on March 12, 2010
Approved by JFI Board of Directors on July 15, 2010

Joggins Fossil Institute Association
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1.0 INTRODUCTION

The Joggins Fossil Centre (herein referred to as “the Centre”) is an interpretation, education and research institution that highlights the Joggins Fossil Cliffs (herein referred to as “the Site”), a UNESCO World Heritage Site. As per agreement with provincial Department of Natural Resources and the provincial Department of Tourism, Culture and Heritage, the Joggins Fossil Institute Association (herein referred to as “the Institute”) works in partnership to manage the Joggins Fossil Cliffs. The primary resource to be housed at the Centre is a collection of fossils representing the Carboniferous Period of Earth’s history, collected from the Site and surrounding areas. The Centre will also house a working collection of specimens to support its various scientific, educational and interpretive programs. Effective management of this collection is integral to the mission of the Joggins Fossil Institute.

This Collection Management Policy sets standards and guidelines for the Institute to acquire, manage, care for, and ensure the appropriate use of its collection. The purpose of this policy is to ensure that the collection is preserved for future generations and will not diminish in scientific or educational value. This policy applies only to the Joggins Fossil Institute collection and not items that are on loan from other museums or institutions.

2.0 STATEMENT OF PURPOSE

The first priority of the Institute is in the stewardship of its primary resources, the fossils and the Site. The Institute’s vision statement is: “... to hold for the benefit and education of humanity a collection and geographic site representative of the Carboniferous Period and ensure that the site and collection is conserved, safely studied and exhibited”.

The second priority is the promotion of natural heritage values through research, education and interpretation. The Institute will manage the Site and the Centre as a place where Global Heritage values are protected, respected, understood and presented, so that the story of these values and other cultural and natural heritage values can be told to the world.

The Institute will conduct and provide support for research and advancement of knowledge in areas including, but not limited to, Paleontology, Geology and related Earth Science fields.

Educational activities at the Centre and the Site will include, but are not limited to, field schools, visiting scholars, public lectures and seminars, and tours of the Site and Centre.

The Institute will make its collection accessible to the public for education, research and promotion of natural heritage values.

The Statement of Purpose may be amended only on formal recommendation by the JFI Board of Directors.

3.0 COLLECTION DEVELOPMENT

The Institute will build a comprehensive collection consisting of specimens from the Carboniferous Period, as well as non-Carboniferous Period specimens for the purposes of comparative study, research, exhibit or educational use. The Institute's collection will consist of specimens belonging to the Institute and are exclusive of specimens on loan from other institutions.

The Institute recognizes its responsibility to practice due-diligence in managing the collection, which contains specimens of local, regional, national and international importance. The collecting strategies of the Institute will also consider the interests of the community, regional, national and international public institutions.

In developing the collection, the principal objectives are to acquire and preserve:

- Specimens of rocks, minerals, fossils and associated materials from the Carboniferous Period of Earth's history;
- Specimens that are representative of Earth's biological, chemical, or physical conditions and evolutionary processes leading to or following the Carboniferous Period.

The collection housed by the Institute will consist of a:

a) Permanent Collection

All specimens designated as part of the JFI Permanent Collection have a clear title of ownership held by the Institute. Specimens are formally accessioned into the Permanent Collection through the process outlined in this policy in section 7.0 *Accessions*. Specimens designated as part of the Permanent Collection are assigned the highest degree of preservation, care and documentation. The formal deaccessioning process [section 11.0], must be initiated to remove these specimens from the collection.

b) Type Collection

The Type Collection is a subset of the Permanent Collection. Specimens designated as types (those specimens upon which the original description of a new taxonomic group (genus, species, etc) is based) will be housed at the Institution in specific cabinets and will not normally be loaned out of the Institution, unless deemed appropriate by the Curator of Palaeontology.

c) Working Collection

Specimens designated as part of the Working Collection belong to the Institute and are formally accessioned. These specimens may be handled, altered or discarded for educational or research programs at the discretion of the Curator of Palaeontology. It must be noted in the collection records that a specimen will be used for these purposes by designation of a "w" included in the specimen's ID number. The decision that leads to a designation of 'working collection' may also result in a reduced level of care, documentation, conservation, and restoration.

Specimens designated as part of the Working Collection must

- Be demonstrated to be expendable (e.g. A duplicate with no defined purpose, over representation in the collection)

- Be safe to use
- Belong to the Institute

When a specimen is transferred from the Permanent Collection into the Working Collection, the reasons for the change for status must be documented in the collection database.

d) Collection Records

Collection records are considered part of the JFI collection and are kept in two locations: one in a secure location in the Centre and one offsite location (Cumberland Economic Development Association (CREDA)).

4.0 GOVERNANCE AND OPERATIONS OVERVIEW

The Institute is a not-for-profit charitable society, as defined by the Nova Scotia *Societies Act* (R.S.N.S. 1989 c. 435) and *Canadian Income Tax Act*. A Board of Directors (herein referred to as “the Board”) governs the Institute. Board members are representatives from the community, stakeholders and experts in various relevant fields. There are also a set of bylaws defining the membership, powers, duties, and procedures of both the Institute and the Board.

The Joggins Fossil Institute Board will fulfill its responsibilities under the UNESCO Convention for the Protection of World Cultural and Natural Heritage (the World Heritage Convention) to protect, conserve, present and transmit to future generations the World Heritage values of the Site.

4.1 Legal Authority

The Institute has entered into management partnerships with agents from the local and provincial government, as well as the CREDA, a regional development agency providing administrative and management support to the Institute. As per legally binding agreements with the Minister of Natural Resources, the Institute has the authority to: “...allow designated personnel from the Institute to “remove or displace any rock, mineral, fossil, sand, gravel or other aggregate or object of natural curiosity found on the beach” (from section 4.5d of the Management Agreement made with JFI, CREDA, and DNR).

The Institute will conduct transactions with museums and perform many activities associated with museums. Thus, the Institute will respect the standards and procedures for museums and the authority of relevant municipal, provincial, federal, and international conventions or legislation concerning collections management.

4.2 Ownership of the Collection

Specimens with a clear title of ownership held by the Institute are either accessioned into the Working Collection or the Permanent Collection. Only specimens meeting the criteria outlined in section 6.1 Criteria for Acquisitions will be acquired for the Working Collection. The Permanent

Collection will contain specimens formally accessioned through the process outlined in section 7.0 Accessions.

Fossils housed at the JFI can be categorized according to the following:

a) Collected from Nova Scotia, since 1980

The *Special Places Protection Act* (R.S.N.S. 1989 c. 438) legislates the Nova Scotia Museum as the legal repository for all archaeological and paleontological material recovered in Nova Scotia since 1980. The Nova Scotia Museum has legal right to all archaeological and paleontological material collected from the field by individuals with a Heritage Research Permit and by unauthorized individuals.

The Institute will not have ownership of specimens in this category. However, upon permission from the Curator of Geology, these specimens may be provided to the Institute on renewable loan from the Nova Scotia Museum for exhibit or research purposes. The vast majority of material housed at the Site falls under this category. The Nova Scotia Museum works with the Institute as a managing partner in the collecting, identification, screening, conservation, and housing of specimens collected from the Site.

b) Collected from Nova Scotia, prior to 1980

Individuals may have legal ownership of specimens collected from Nova Scotia prior to 1980. These specimens can proceed through the acquisitions process to become part of the Institute's Working Collection or Permanent Collection.

c) Collected from outside Nova Scotia

Specimens with a legal, transferable title of ownership and clearly documented provenance and authenticity may become acquired by the Institute. Accession of any specimen collected from outside Nova Scotia must be based on the guidelines outlined in this policy [section 7.1].

Record-keeping of fossils housed at the Centre:

The Institute will maintain an electronic catalogue containing all pertinent information on specimens housed at the Centre. The Institute will provide the Nova Scotia Museum with an updated copy of a separate catalogue for specimens collected from the Site under the legislation of the *Special Places Protection Act* and the Regulations of the *Beaches Act*. Communication of new specimens under this category will be completed at a frequency agreed to upon by both parties (monthly).

4.3 Responsibilities of staff and volunteers

All Institute staff and volunteers are responsible for maintaining the security of the collection and the specimens placed under the care of the Institute. All Institute staff and volunteers will strive to maintain the Institute's collection and collection records in an environment conducive to preservation. Any loss or breach of security must immediately be reported to Curator of Palaeontology. The Director will debrief the JFI Board of Directors and the NSM (if the fossil is

part of their collection) on any incidents. In some cases, legal considerations may require that the RCMP also be notified.

All Institute staff and volunteers will conduct themselves within the ethical guidelines outlined in section 5.0 Ethics. Any staff member or volunteer who discovers a preservation problem or damage to a specimen must document and report it immediately to the Curator of Palaeontology.

The Curator of Palaeontology will ensure that staff and volunteers who have physical access to the collection are trained in and use appropriate care and handling. Access to the collections is prohibited without training. Entry to the Collection Room must be logged and permission must be granted (from Director, Curator of Palaeontology, or Operations Coordinator) to take any material out of the room and this must be also be recorded.

The operational hierarchy and summary of responsibilities associated with the collection are outlined below:

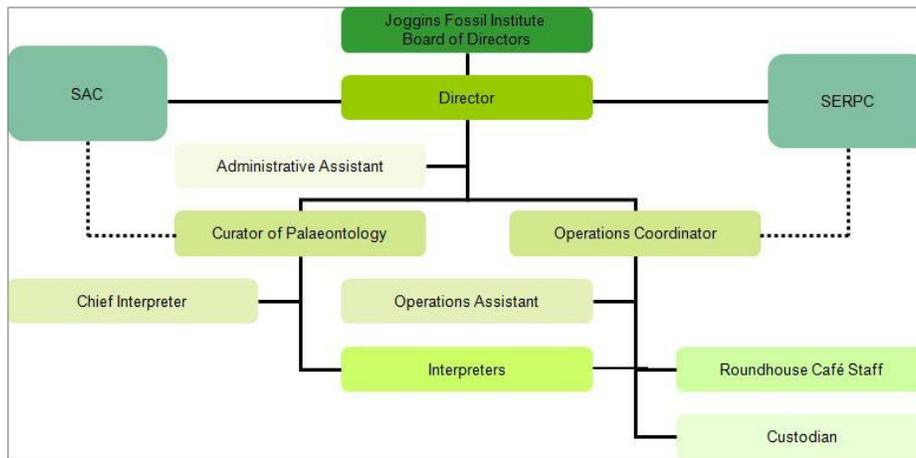


Figure 1. Organizational Chart of the Joggins Fossil Institute

- **Board of Directors**

The Board will approve any changes to this collection policy. The Board, on the advice of the Director, SAC (when appropriate), and the Curator of Palaeontology, will make the final decision regarding acquisitions, deaccessions, or any changes from Permanent to Working Collections.

- **Director**

The Director will act as a liaison between the Curator of Palaeontology, SAC, and the Board, including recommending any changes to this collection policy and proposing any new policies concerning collection management to the Board. In co-operation with the management team and Board of Directors, the Director will procure and manage funds for the collection, seek full insurance for the collection and oversee any monetary transactions associated with the collection. The Director is responsible for overseeing the implementation of this policy and to ensure that it is understood by all Institute staff, donors, and prospective donors. The Director will seek

approval by the Board on incoming and acquisitions, deaccessions, or any changes from Permanent to Working Collections.

- **SAC (Science Advisory Committee)**

The Science Advisory Committee acts as an advisory body to the Director and Board of Directors and liaises with the Curator of Palaeontology on matters of acquisitions and deaccessioning. Appropriate members of the SAC, along with experts from other institutions, will be contacted as required by the Curator of Palaeontology for advice on acquisitions and deaccessioning.

- **Curator of Palaeontology**

The Curator of Palaeontology is ultimately responsible for the development, security, preservation, documentation of the collection and any specimens under the care of the Institute. The Curator of Palaeontology will provide curatorial input into the development of permanent exhibitions of the collection. He or she is responsible for training collection staff and volunteers. The Curator of Palaeontology, or designated personnel, will perform the daily monitoring, maintenance, cataloguing and documenting of the collection. The Curator of Palaeontology will initiate the majority of the acquisition, loans, accessions, and deaccessions. The Curator of Palaeontology, with the Director's input, can approve all loans and exchanges without Board approval.

4.4 Access

Access to the collections can be given only by people trained in collections management and curatorial practices, these are to include the Director, Curator of Palaeontology, or Operations Coordinator and one of the aforementioned, must be present while collections are being accessed. Unless authority has been granted by the above staff, specimens must not be altered in any way.

Photographs of specimens are permitted; however, permission must be obtained through the aforementioned staff to use photos for publication (whereby acknowledgement must be made to the JFI and the JFI's form on "Permission to Publish a Fossil Image" (Appendix A) must be completed), or commercial use (refer to JFI's policy on commercial photography).

5.0 ETHICS

All Institute staff, volunteers and associates will perform collection-related activities for the benefit of the public and not for the advancement of personal interests. Under no circumstances will the Joggins Fossil Institute and Cliffs name, or the name of any of its associates, be exploited for personal gain, or for the gain of any other person or entity.

The Institute has adopted the Canadian Museum Association's *Ethical Guidelines* (1999) [see <http://www.museums.ca/media/Pdf/ethicsguidelines.pdf>].

If there is conflict over ethical practices, Nova Scotia provincial legislation takes precedence over the Institute's policies and the Institute's policies take precedence over professional ethical guidelines.

5.1 Conflict of Interest

There should be no competition between the Institute and the Institute's staff, volunteers or associates in collecting and/or acquiring specimens. No Institute staff, volunteers or associates may form or expand their personal collection with specimens collected in association with the Institute or appropriate, in any way, specimens from the Institute's collection, even on a temporary basis, to promote their private collecting activities. No Institute staff, volunteer, associate, or their relatives may acquire objects disposed of from the collection.

5.2 Appraisals

Institute staff, volunteers, and associates may not undertake paid or unpaid authentications or appraisals on specimens that the Institute is obtaining or wishing to obtain in the future for the collection. Qualified designated personnel may undertake appraisals of specimens belonging to the Centre for internal purposes only. Subject to approval of the Director, qualified designated personnel may appraise or authenticate specimens outside the collection if the specimen is not to be added to the permanent collection.

For tax purposes and to avoid a conflict of interest, specimens to be acquired by the Institute must be appraised by a qualified third party who has no past, present or future financial interest in the transaction. In the case of a donation, the Institute must ensure that fair market values are substantiated for tax benefits of the donor.

6.0 ACQUISITIONS

Only specimens with a transferable title of ownership can be acquired by the Institute [see section 4.2 Ownership of the Collection for types of specimens the Institute may legally own]. All specimens must go through the accessions process [section 7.2] to become part of the Permanent Collection or Working Collection.

The acquisition process will be initiated by the Curator of Palaeontology and be recommended by the Director and SAC (when appropriate) for approval by the Board.

6.1 Criteria for Acquisitions

Prior to the acquisition of any specimen, the Institute will make a reasonable effort to ensure that the specimen has not been illegally obtained and holds a valid title. A full history of the specimen from its discovery to its present status must be established prior to acquisition. The decision to acquire a specimen will be based upon the following considerations:

- The specimen is significant to the mandate of the Institution's collecting goals, striving to incorporate the full biodiversity represented at the site

- There are opportunities for use, exhibition, research and other program requirements
- Authenticity and provenance for the specimen is well documented
- The manner in which the specimen was obtained is ethically acceptable
- Resources are available to acquire the specimen and ensure proper care
- Legally obtained
- Free and clear title of ownership conveyed by the gift agreement or some other legal statement
- Provenance can be fully verified
- Price, if a purchase

The following specimens that meet any of these criteria should not be accepted by the Institute as a gift, sale, exchange or loan:

- Inconsistent with the collecting mandate
- Inadequate provisions for care for or utilization
- To which special condition apply, particularly if these condition cannot be met in a timely manner or would impose unmanageable restrictions in the future
- Acquired in an illicit, unethical, illegal or exploitive manner
- Acquired in a manner that involved destruction or damage of geological and paleontological sites and natural habitats

6.2 Process of Acquisitions

Using the criteria in section 6.1 Criteria for Acquisitions, the Curator of Palaeontology, with advice from the SAC (if required), will make a recommendation on whether to acquire a specimen. The Curator of Palaeontology is responsible for reporting to the Director on all potential acquisitions. It is the Board who makes the final decision on whether the specimen is to be accepted or refused for acquisition.

All potential acquisitions must be fully documented by the Curator of Palaeontology.

If the specimen is refused, and it belongs to a third party, the third party will be notified and be given 90 days to retrieve the specimen. If no reasonable effort has made by the third party to retrieve the specimen after 90 days, the specimen will be disposed of following the procedure outlined in section 11.1 Methods of Disposition.

6.3 Methods of Acquisition

a) Field Collecting with a Heritage Research Permit

Specimens collected with a Heritage Research Permit belong to the collection of the Nova Scotia Museum. Specimens acquired in this manner must be returned to the NSM by the permit holder.

b) Purchase

Any transfer of ownership of a specimen must be accompanied by a legal document. For purchases, Institute staff should receive a bill of sale, with the name, address and telephone

number of the vendor clearly visible. Purchases should be made in the name of the Institute. All purchases made by the Institute should be made with the intention of accessioning the specimen into the Permanent collection, not for the purpose of eventual disposal.

c) Gift

Gifts will be accepted from any source, including a staff member. Institute staff must obtain a signed Gift Agreement from the donor. It will be stated on all gift forms that a donation to the Institute becomes property of the Institute, that the Institute may use the donation as it wishes, and that the Institute may dispose of the donation if deemed necessary. This policy must be explained to each donor and the donor must sign the Gift Agreement (see Appendix B and C for Gift Agreement form and Receipt for Specimens, respectively).

d) Exchange

The exchange of specimens between institutions may be done to improve the collection. Exchanges can be permanent or temporary, depending on the agreement between the JFI and the other institution. Exchanges may be arranged through the Curator of Palaeontology and will be managed and tracked with loan forms.

e) Loans

See section 10.0 Loans

6.4 Tax Receipts

The Institute is a registered charity and will issue tax receipts for gifts. We will apply the Nova Scotia Museum's policy as appropriate for gifts as outlined in section 5.4 Income Tax Receipts and Appraisals in the Collection Management Policy for the Nova Scotia Museum.

7.0 ACCESSIONS

Specimens will become part of the Institute's Permanent or Working Collection when formally accessioned. Specimens to be accessioned will be done so from a view of permanency; the accessions process should be carried out for items intended to be added to Permanent or Working Collection, not for the purpose of eventual disposal. Specimens to be accessioned are deemed invaluable to the integrity of the Institute's collections and are afforded the highest level of care, documentation, conservation and restoration.

Record keeping duties are assigned to the Curator of Palaeontology, as is the responsibility for ensuring that accurate record keeping procedure is followed.

8.0 DOCUMENTATION AND INVENTORY

The Institute will follow the Nova Scotia Museum's policy regarding documentation outlined in section 6.0 Documentation of the Collection Management Policy for the Nova Scotia Museum.

8.1 Catalogue

Every specimen in the Working and Permanent Collection is assigned a catalogue number. The catalogue number will be placed on the specimen using accepted modern practices. The Institute will adopt an information management system based on the Nova Scotia Museum's to catalogue specimens. Legal documents concerning acquisitions and accessions will be kept in hard copy. A duplicate set will be stored at the CREDA office.

All cataloguing is assigned to the Curator of Palaeontology unless designated. The identification and cataloguing of all specimens will be done within two months of acquisition by the Curator of Palaeontology or designated personnel.

8.2 Inventories

Yearly inventories are necessary in order to maintain and to identify strengths and weaknesses in the existing collection. The Curator of Palaeontology will be responsible for setting procedure and a schedule for inventories. He or she will be responsible for carrying out inventories unless designated. The Curator of Palaeontology will also be responsible for setting procedure for missing specimens.

9. CARE OF THE COLLECTION

In order to properly care for the collection, a regular maintenance schedule is to be established according to the standards of the discipline. The Institute will comply with the standards set in Collection Conservation Policy for the Nova Scotia Museum (1997) and any future updates to said policy. The Curator of Palaeontology will develop a maintenance schedule and procedure and documentation system concerning the care of the collection.

9.1 Storage

When not being used for the purposes of teaching, research, or exhibition, all specimens within the collection must be kept in the Collection Room or another designated storage area. The specimens must be stored according to modern standards best suited for each specimen, including appropriate materials, shelving units, and environmental conditions.

The storage location of each specimen is to be documented in the catalogue system under the specimen's catalogue number.

Only designated personnel are permitted into the Collection Room. The doors are to be closed and locked at all times and are only accessible by key access. Visiting researchers must acquire permission to access the Collection Room through the Curator of Palaeontology, Operations Coordinator, or Director. A log book of all activity concerning the Collection Room will be maintained.

10. LOANS

The Institute will follow the NSM's Collection Management Policy regarding loans to and from the Institute.

Loans to and from the Institute will be secured by the Curator of Palaeontology. All outgoing loans must be approved through the Director, but does not necessarily require Board approval unless the Director deems it appropriate. Normally, loans will only be granted to institutions and not individuals. Outgoing loans must be fully documented. The documentation will include one copy of the signed loan form (Appendix D) and information relating to value and condition. These records will be retained in perpetuity. The JFI retains the right not to lend specimens from their collection.

Care, curation, and use of any specimens on loan to the JFI will be cared for in a manner dictated by the loaning institute, agreed upon in advance.

11. DEACCESSIONING

The Institute will follow the NSM's Collection Management Policy regarding deaccessioning, with the exception of the Methods of Disposition, which are listed below in the Institute's order of preference.

The process of deaccessioning may be initiated at any time. The Board, on the advice of the Curator, Director and SAC, will approve or reject all proposals for deaccessioning.

11.1 Methods of disposition

Methods for disposition of specimen(s) in the Working or Permanent collection are listed below in the order of preference:

1. Internal Transfer:

Specimen is transferred from the Permanent collection into the Working collection for uses such as destructive analysis, training, etc.

2. Sale to a public institution:

A concerted effort will be made to sell the deaccessioned specimen to a public cultural or educational institution.

3. Exchange with another cultural or educational institution for item(s) from their collection.

4. Sale through a third party such as an auction house. Proceeds from the sale or auction of deaccessioned objects should be dedicated to expanding the collection. No Institute staff, volunteer or associate may purchase any specimen(s).

5. Donation to another cultural or educational institution.

6. Returning of the fossil to the site in which it was found (if possible) or disposal:

If the specimen is in total disrepair and the previous methods are not feasible, it can be returned to the site in which it was found (if possible) or disposed of as a last resort. Attention must be paid on how to destroy it safely and ethically. At least two personnel should be present to witness the event and the event must be clearly documented.

11.2 Returns and Repatriation

The Institute will follow the NSM's Collection Management Policy regarding return and repatriation of deaccessioned specimens. The Institute will respect any legislation and professional standards regarding return or repatriation of specimens.

12. INSURANCE

The Director is responsible for insuring the collection at market value, providing valuations for insurance purposes and acquiring additional insurance when necessary. JFI provides insurance for its collection and for loans to and from the JFI. JFI carries several types of insurance including blanket property and general liability. Additional insurance may be required under certain circumstances.

13. POLICY REVIEW

This Collection Management Policy is subject to approval by the Joggins Fossil Institute Board of Directors on the advice of the SAC. It is recommended that the policy be formally reviewed by the Board every five years, or sooner, should major changes occur in the NSM's Collection Management Policy. Any amendments that may be required after the formal review, or at other times, must be approved by the Board.

GLOSSARY

Accession - The act of recording an addition to the Collection.

Acquisition – The act of taking legal possession and ownership of a specimen to develop a collection

Catalogue - A complete record of scientific information about a specimen including the process of identification and documentation

Collection - The accumulation and storage of a grouping of related specimens

Conservation - The applied science of examination and treatment of specimens including their environment in which they are stored; to keep from harm or damage

Designated Personnel - Volunteer or Staff Member of the Joggins Fossil Institute with expressed permission from appropriate authorities to perform certain duties on behalf of the Institute

Deaccession - The formal process of removing a specimen from the permanent collection

Fossil - The remains or traces of once-living organisms preserved in the Earth's crust

Joggins Fossil Cliffs (the Site) - the area designated under section 7 of the Nova Scotia *Special Places Place Protection Act*, which includes the cliff face, beach and land/water zone 500 m seaward from the top of the cliff from Downing Head [latitude 45° 45' 07" N, longitude 64° 25' 05" W] south to Ragged Reef Point [latitude 45° 40' 24" N, longitude 64° 23' 09" W]

Specimen - A natural object, including rock, mineral, fossil, animal, or plant material, as distinguished from an object made or modified by human actions (artifact)

REFERENCES

Canadian Museum Association. 1999. *Canadian Museums Association Ethical Guidelines*.
<http://www.museums.ca/media/Pdf/ethicsguidelines.pdf>

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Malaro, Marie C. Museum Governance: Mission, Ethics, Policy.
Washington and London: Smithsonian Institution Press, 1994. Chapter 6: Controlled Collecting,
Pp: 43-49.

Ontario Ministry of Culture. 2002. Note # 3: *Writing a Collections Management Policy for the Museum*. www.culture.gov.on.ca/english/culdiv/heritage/munote.3.htm

Nova Scotia Tourism and Culture. 2002. *Collection Management Policy for the Nova Scotia Museum*. Accessed 14 Nov 2006 [online]
http://museum.gov.ns.ca/info/NSM_Collection_Management.pdf

Appendix A



Permission to Publish a Fossil Image

Name of Photographer

Address

What is the image intended for: e.g.: publication in a thesis, journal, newspaper, etc.

Signature of the responsible party recognizing that all images taken of the JFI's collection must be acknowledged in the publication

Appendix B



Gift Agreement

This is to certify that I _____ the **legal owner** of the objects listed below, do hereby confirm the unconditional gift and **transfer of full title** and all privileges of ownership of the objects to the Joggins Fossil Institute Association. I understand and agree that specimens may be displayed, stored, loaned, disposed of, or used in such manner as in the discretion of the Institute authorities may seem to be in the best interest of the Institute.

Object/description/background information

- The Donor assigns the Joggins Fossil Institute Association any and all of the Donor's copyright rights to material under copyright

Tax receipt:

- Not required by donor
 Requested by donor
 Receipt No. _____

Date _____ Signature _____

Address _____

Phone _____

Accepted _____ (Curator of Palaeontology)

The collections of this Institute are developed, in part, through the generosity of individuals like yourself.

Appendix C



Receipt for specimens

This is to recognise that _____ has brought to the Joggins Fossil Institute Association the objects listed below:

- As a gift As a loan For sale For study/examination
 Other _____

I understand that after examination by the Curator of Palaeontology, I will be notified. If the object is to be returned, I understand that I, or my duly authorized agent, may retrieve the objects by presenting this form.

Important:

I agree, by signing this form, that upon the Institute sending notice to the address below that if the Institute does not want the object(s) listed below that I will retrieve them as soon as possible or the objects will be disposed of at the discretion of the Institute.

Object/description/background information

Date _____ Signature _____

Address _____

Phone _____ Email address _____

Return: I acknowledge the return of the above in satisfactory condition

Date _____

Signature of owner or authorized agent _____

Appendix D



Fossil Loan Agreement

Name of Institution

Institution Address

Who will be responsible for the specimen?

Specimen (s) to be loaned for what length of time

Purpose of Specimen Loan

What is the work intended for: e.g.: publication, thesis, other?

Are there going to be photographs taken of the specimen? If yes, for what purpose?

Signature of the responsible party

Conditions Concerning the Loan of specimens from
The Joggins Fossil Institute

- *All forms for obtaining a loan of a fossil from the JFI must be submitted and completed before the specimen is handled in any way.*
- *The Director of the Institute has final power concerning authorization of loans*
- *Material that has been loaned may be at no time transferred to another facility that has not been pre-approved by the director of the Institute*
- *No replication of fossil material may be taken of any material that has been loaned without written consent from the director*
- *The borrower of the material will take full responsibility of the material at all times and will make sure the return of the material is on time and without harm to the material*
- *No physical harm is to act upon the fossil at any time*
- *Any preparation work that needs to be taken of the specimen has to be approved by the Director of the Institute in writing*
- *Any and all photographs and or scientific information that is taken from any fossil that has been loaned shall be made to the Institute for its archival files*
- *Any Scientific paper written with loaned material should have credits to JFI and also any fossil shall have a JFI number accompanying the photo*
- *Also, no photographs of JFI fossils without written permission from the director*

If any of these conditions are not met at any time or any other inappropriate actions are taken on the material loaned, the borrower will lose the privilege of obtaining any specimens from the Joggins Fossil Institute at a future time.