

## BASIC CURATORIAL STANDARDS FOR SYSTEMATIC COLLECTIONS OF MAMMALS

*(as established by the ASM Systematic Collections Committee and  
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1. Collections should be administered by non-profit or private institutions unless an individual or profit-making organization is willing to establish a perpetual trust returning a reasonable per-specimen, per-year maintenance cost for the collection.
2. A collection must have at least one professional mammalogist (director, curator, collection manager) who is directly responsible for it. This individual is encouraged to contact the chair of the Systematic Collections Committee of ASM if the basic standards for collection care are not, or can no longer be, met.
3. Collections must be housed in buildings that provide adequate protection from fire, water, dust, excessive heat or light, and other physical hazards. We strongly recommend that important permanent records (such as catalogues and field notes and permits) be kept in a fireproof or fire retardant safe or its equivalent. Moreover, we strongly encourage the practice of keeping back up copies of important permanent records offsite.
4. Specimens must be stored in insect, dust, light, and fumigant-proof containers. We strongly encourage the use of archival quality containers conforming to current collection management standards.
5. Specimens must be regularly inspected for pests. Pest problems, when they occur, must be dealt with expeditiously and within the standards set by statute and the institution. Fumigants are closely regulated and their use may only be in accordance with all applicable regulations. Use of an integrated pest management approach is

encouraged. Pest control without toxic chemicals (where feasible and safe, such as anoxic environments or cryo-fumigation) is encouraged.

6. Specimens must be prepared in a manner that insures their utility. It is particularly critical that osteological materials be properly prepared. The use of dermestid beetles and their larvae in cleaning small skulls and other osteological materials is strongly recommended, but dermestid colonies should be housed so as to prevent infestation of the collection proper or its ancillary resources.
7. Specimens must be arranged according to a specific plan that is recorded and, preferably, posted.
8. Original field notes and ancillary data must be preserved as a part of the permanent record for each specimen, ideally stored as per standard number 3.
9. Data on specimen labels, in field notes, in the permanent catalogues, and wherever else data are recorded in the collection must be accurate.
10. A permanent catalogue of all specimens in the collection must be maintained. The catalogue must include at least the minimal data recommended by the American Society of Mammalogists' Committee on Information Retrieval: catalogue number; genus; species; sex; country, continent, or ocean of capture; state or province of capture; method of preparation; date of capture. Implementation of electronic data-processing techniques to facilitate management of specimens, ancillary material, and data is recommended. Each collection is strongly encouraged to make these data available electronically. Also, it is recommended that collections maintain catalogues of individual accessions, in addition to those of individual specimens, to facilitate keeping records of collecting permits, field notes, and other information ancillary to the specimens.

11. The collection must be accessible to all qualified users.
  
12. Accessibility to collections by unqualified persons must be restricted. We recommend the formation of separate teaching collections for use in basic courses, and the restriction of catalogued specimens for research purposes.
  
13. Loans with other institutions must be handled in a professional manner. Specimens sent on loan should be properly packaged in accordance with federal regulations (Williams et al., Special Publication, Carnegie Museum of Natural History, 4:62-68, 1977).
  
14. Type specimens must be identified as such, stored in cases marked accordingly, and made accessible only to qualified scientists. They should not be sent on loan. Type specimens should be deposited only in institutions wherein the specimens will receive the perpetual care they require.
  
15. Evidence should be furnished that the institution intends to continue support of the collection at least at a level necessary to maintain these standards. Should institutional priorities be changed at some future time, the institution should express a willingness to transfer the collection to another public institution that will insure its perpetual maintenance.
  
16. Acquisition and possession of specimens of mammals must accord with state, federal, and international regulations pertaining thereto. Assurance of adherence to such regulations will be sought when a collection is considered for inclusion on the list of collections that meet basic standards. All pertinent permits, international, federal, state, and local, for acquisition, possession, and importation must be kept on file in such a way that they may be easily and quickly associated with specimens in question.

17. The status of a collection may be reviewed at any time at the request of the institution or the discretion of the ASM Committee on Systematic Collections. Curators should strive to cooperate in the review process.
  
18. Tissues, when they are collected, should be held minimally to the same data standards as any other specimen and must be completely cross-referenced to vouchers. Tissue specimens should be made available for loan to qualified researchers. The development of guidelines for the consumptive and/or destructive use of specimens and guidelines for tissue loans is encouraged.