

Michigan State University Museum

Collections Policy

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Destructive Sampling Section Revised Fall 1997

NAGPRA Statement Section Revised 2001

Nazi/World War II Era Materials Statement Revised 2001

Pest Management Section Revised April 2002

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Diagnosis, Reporting, and Documentation

- 1) Signs of infested collections are reported immediately to Collections Managers (or other Collections staff, as indicated in the emergency plan). Signs of infestation include
 - Dead or live insects or casings, frass, etc., or other evidence of insect activity;
 - Rodent feces, urine stains, nests, or live or dead animals; and
 - Damaged areas on objects or specimens, such as loss of fur or fibers; holes in animal skins, cloth, or wooden objects; grazed nap on fabrics; or chewed quills or feathers.
- 2) The MSU Entomology Department is contacted for pest identification and technical assistance (when needed).
- 3) Collections Management staff maintains records of infestations and treatments.

Food and Beverage Policy

Food and beverage in the Museum building adds a level of complexity to housekeeping and Integrated Pest Management protocols. Negligence of the policies and protocols can lead to damage and loss of collections. These policies are upheld, even when faced with special requests.

Museum Spaces

Food and beverage are not permitted in collections storage repositories or collections work/processing areas in the Museum building, Cultural Collections Resource and Education Center, Stadium, and McDonel Hall. Multi-use areas are places in the Museum where food may be consumed or collections used (*although not simultaneously*). These areas include the Auditorium, Conference Room, and Ground Floor Conference Room. Consumption of food and beverage by public visitors is permitted only in the Education Station on the Ground Floor of the Museum building.

As part of organized special events, food and beverage are permitted in the following spaces:

Museum Ground Floor

West Gallery

Education Station and adjacent hallway

Ground Floor Conference Room

Museum First Floor

Museum Main Foyer
East Main Hallway
West Main Hallway up to the Heritage Hall entrance
Hallway next to staff mailboxes

Museum Second Floor

Landing
Refrigerator and microwave area on second floor west
Habitat Hall
Conference Room
Auditorium

CCREC First Floor

Hallways
Lunchroom

Staff is permitted to eat in the following spaces:

Museum Building

Staff offices
Refrigerator and microwave area on second floor west
Conference Room
Auditorium
Ground Floor Conference Room

CCREC First Floor

Hallways
Lunchroom

McDonel Hall

Staff lounge outside offices on mezzanine level
C103 Teaching Classroom

Staff Responsibilities

All staff is informed of Integrated Pest Management protocols and adheres to food and beverage guidelines that prevent pest infestation and other types of damage to collections.

Staff is responsible for either cleaning multi-use areas after staff events or for coordinating cleanup with facilities management staff. Post-event cleanup includes cleaning of tables and chairs, vacuuming carpets, and extracting spills from carpets and/or mopping floors when necessary. Teaching assistants are trained to clean table surfaces after each natural

science lab session in the Auditorium.

In the CCREC lunchroom and the Museum building second-floor refrigerator/microwave area, the sink, tables, counters, and appliances are cleaned after each use. Dishes and utensils must be washed after use and stored.

Because the Museum building lacks a common area for staff food consumption, food is permitted in staff offices.

Staff is aware of the risks associated with eating within collections spaces for the protection of collections and for their own health and safety.

Food waste is daily deposited in trash containers by staff, and is removed daily to the dumpster by custodians. (Third-floor staff is responsible for trash removal from their area because of current trial arrangement.)

Visitors

Individual visitors are permitted to bring their own food into the Museum building, but are asked to consume it in the one area only: Education Station on the Ground Floor.

Signs are posted at tables and/or areas indicating where food is and is not allowed.

Visitors are expected to deposit food waste and wrappers into trash receptacles.

Food and beverage guidelines for visitors are summarized on a sign posted near the Information Desk, as well as on the MSU Museum website.

All staff and contracted caterers are authorized to remind visitors of these regulations.

School groups and other large groups may coordinate lunch in the Auditorium or Conference Room with the Education Team and Facilities staff.

Special Events

With the exception of two spaces (Habitat Hall and Main Foyer), Museum building special events and rental special events are held in specifically allocated spaces that do not contain collections items. When feasible, collections items are removed from the allocated space. If special events must be held in the same areas as collections items, additional effort is made to keep the two separate (e.g., closed vitrines or the addition of temporary barriers). A distance of six feet between food and exhibitions is observed.

Additional tables are provided to prevent food and beverage items from contacting exhibition furniture and adequate temporary waste receptacles are provided for both visitors and caterers.

The allocated events spaces are generally furnished with tile flooring and are therefore easy to clean and maintain.

Facilities management staff coordinates housekeeping activities for catered rental events. A cleaning deposit is collected as part of the facility rental agreement to cover post-event cleanup. Housekeeping routines may be altered to accommodate the events, such as extra waste disposal and cleaning directly after an event.

Post-event cleanup includes cleaning of tables and chairs, vacuuming carpets, and extracting spills from carpets and/or mopping floors where necessary.

Because caterers must pass through spaces containing collections to set up, cleaning protocols are also observed in these areas. Caterers are advised of the policies designed to prevent damage to collections. Caterers are authorized to advise visitors if they are acting in violation of the policies.

Foods that are simple to consume are encouraged, such as finger foods and hors d'oeuvres that can be eaten with one hand. Foods that stain or are difficult to remove, such as fried foods, gum, red beverages (wine, juice, or punch), ice cream, and popcorn, are discouraged. Clear liquid beverages are encouraged.

Standards of Research. (<http://rpanet.org/>)

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