

IV. STORAGE

The new Guam Museum must have the right amount of storage as well as storage that meets certain strict guidelines for conservation.

But what is the right amount? Enough to satisfy Guam's need at the present time? Enough to last the next five to ten years? Or enough to last for the predicted life of the building? To answer these questions takes some cost-benefit analysis, some calculations of the present volume and its current rate of growth, and some educated assumptions.

The present volume of material that should ideally be housed in the new Museum facility is about 6000 cubic feet. This figure involves estimates for fifteen component parts currently stored in a wide assortment of temporary places. The estimates were provided by the curator of the Guam Museum or were based on information gathered by members of the Commission. We have used these estimates in our plans but recommend that they be considered tentative.

ESTIMATES FOR PRESENT COLLECTION VOLUMES

Library workroom and hallway	200 cubic ft
Library first floor storage (1)	500 cubic ft
Library first floor storage (2)	600 cubic ft
Library third floor lounge	400 cubic ft
Museum-- current exhibit (if packed and stored)	250 cubic ft
Library exhibit including the canoe (if disassembled, packed, and stored)	700 cubic ft
Adelup exhibit (if packed and stored)	10 cubic ft
Government House display (if packed and stored)	20 cubic ft
Judicial building exhibit (if packed and stored)	25 cubic ft
Department of Parks and Recreation in Veteran's Cemetery Building	700 cubic ft
PHRI Archeological Research Corporation	1700 cubic ft
MARS Archeological Research Corporation	300 cubic ft
IARII Archeological Research Corporation	50 cubic ft
Anderson Air Force Base	200 cubic ft
Bishop Museum, Hornbostel Collection	200 cubic ft

The total present volume of material approaches 6000 cubic feet. To calculate its present need, we can assume that the collection can stand on shelving six feet high with a total of about a foot of vertical space between shelves. Thus we divide the volume by 5 and get 1200 square feet. Then we will want aisles four feet wide between each pair of shelves two feet wide and some vacant space for maneuvering, so we multiply the area by three and get 3600 square feet. Many collections should be stored in special drawers in museum storage cases (quarter units and half units) where they can be packed carefully in acid-free

material. These units consume a lot of floor area, so we added another 2000 square feet giving 5600 square feet. Another 2000 square feet should be free for bulk items such as additional canoes or items so heavy that they cannot be stored on shelving. This yields 7600 square feet. To allow for ten year growth the current rate, this figure should be doubled giving 15,200 square feet and then rounded to the nearest thousand. The result is a storage area of 15,000 square feet.

The Commission now has a computer graphics program based on AUTOCAD which designs adequate museum storage space given certain parameters and estimates. In Phase II museum planning, once accurate figures on present collections and a good idea of the special needs of some of the items are known, this program may provide not only a better space estimate but also a layout for the most effective floor plan.

Because storage of metals poses special conservation problems, we recommend that a separate room kept at a very low relative humidity level and protected by special intrusion detection devices be designated as the metals storage area. If underwater galleon excavations are undertaken, potentially large amounts of iron, bronze, brass, silver and gold may emerge and need specialized storage. As it is, the Government of Guam is entitled to 25% (by appraised market value) of the material currently being brought up in the Pilar excavation. We have tentatively included a 500 square foot space for this kind of storage area in the architectural plans.

It was for purposes of estimating crude construction costs that we made these space determinations. The figure is based on many estimates and many assumptions. We advise that the next stage in museum planning involve much more precise inventories of material

broken down by storage needs. Much archeological material can be stored in bulk without fear of additional breakage or other deterioration. Pottery sherds, small broken lithic material, shell and non-human bone debris, and soil samples do not require elaborate protective measures and can remain in plastic bags within larger boxes for the indefinite future. Other material, such as wood carvings, whole ceramic vessels, basketry, and textiles must have special storage in drawers with protective padding. At this time, we do not know the exact volume of material in need of special treatment. This information will be necessary in the next phase of planning.

We felt that allowing for ten to fifteen years growth in the present building and preparing for the inevitable need to expand the building through the addition of modular storage "pods", is the best alternative. Savings in construction costs now as well as savings of the energy costs to air condition the interior space will more than offset any extra costs when a new modular addition must be made in the future.

Furthermore, the anticipated slack in the rate of construction in high acreage developments will mean a rate of growth for the future considerable less than it has been for the past even accounting for some momentum in archeological recovery. The Commission estimates that 15,000 square feet will be more than adequate for a decade or two, but these estimates should be reviewed and revised in the light of additional collections surveying.

The storage planned for the new museum must comply with certain regulations applying to collections made under federal archeological salvage laws.

The Archeological Resources Protection Act (ARPA) (16 USC 470 and 43 CFR Part 7) was passed in 1979 to govern Archeological excavations made on Federal Government or

Indian Lands and the care of the resulting collections. The law requires that materials excavated and their associated records be preserved in a suitable repository. The act further stipulates that the Secretary of Interior has the authority to issue regulations for the ultimate disposition of archeological resources recovered.

National Historic Preservation Act (NHPA) (16 USC 470)

Created the National Register of Historic Places. Under this Act the Secretary of the Interior again is required to issue regulations ensuring that significant prehistoric and historic artifacts, and associated records, recovered under the authority of the act are deposited in an institution with adequate long-term curatorial capabilities.

The Secretary of the Interior did ultimately issue a set of standards and guidelines for the storage of the collections obtained through activities on Federal lands or conducted in pursuance of other federal antiquities laws. This was 36 CFR Part 79 (September 12, 1990).

Section 79.9 of the document lists standards to determine when a repository possesses the capability to provide adequate long-term curatorial services. Under these guidelines, a repository must be able to:

(I) Accession, label, catalog, store, maintain, inventory and conserve the particular collection on a long-term basis using professional museum and archival practices; and

(II) Comply with the following:

(a) Maintain complete and accurate records of the collection including:

- (1) Records on acquisitions;**
- (2) Catalog and artifact inventory lists;**
- (3) Descriptive information, including field notes, site forms and reports;**
- (4) Photographs, negatives and slides;**
- (5) Locational information, including maps;**
- (6) Information on the condition of the collection, including any completed conservation treatments;**

- (7) Approved loans and other uses;
- (8) Inventory and inspection records, including any environmental monitoring records;
- (9) Records on lost, deteriorated, damaged or destroyed Government property; and
- (10) Records on any deaccessions and subsequent transfers, repatriations or discards, as approved by the Federal Agency Official;

(b) Dedicate the requisite facilities, equipment and space in the physical plant to properly store, study and conserve the collection. Space used for storage, study, conservation and, if exhibited, any exhibition must not be used for non-curatorial purposes that would endanger or damage the collection;

(c) Keep the collection under physically secure conditions within storage, laboratory, study and any exhibition areas by:

- (1) Having the physical plant meet local electrical, fire, building, health and safety codes;
- (2) Having an appropriate and operational fire detection and suppression system;
- (3) Having an appropriate and operational intrusion detection and deterrent system;
- (4) Having an adequate emergency management plan that establishes procedures for responding to fires, floods, natural disasters, civil unrest, acts of violence, structural failures and failures of mechanical systems within the physical plant;
- (5) Providing fragile or valuable items in the collection with additional security such as locking the items in a safe, vault or museum specimen cabinet, as appropriate;
- (6) Limiting and controlling access to keys, the collection and the physical plant; and
- (7) Inspecting the physical plant for possible security weaknesses and environmental control problems, and taking necessary actions to maintain the integrity of the collection;

(d) Require staff and any consultants who are responsible for managing and preserving the collection to be qualified museum professionals;

(e) Handle, store, clean, conserve and, if exhibited, exhibit the collection in a manner that:

- (1) Is appropriate to the nature of the material remains and associated records;
- (2) Protects them from breakage and possible deterioration from adverse temperature and relative humidity, visible light,

- ultraviolet radiation, dust, soot, gases, mold, fungus, insects, rodents, and general neglect; and
- (3) Preserves data that may be studied in future laboratory analyses. When material remains in a collection are to be treated with chemical solutions or preservatives that will permanently alter the remains, when possible, retain untreated representative samples of each affected artifact type, environmental specimen or other category of material remains to be treated. Untreated samples should not be stabilized or conserved beyond dry brushing;
- (f) Store site forms, field notes, artifacts inventory lists, computer disks and tapes, catalog forms and a copy of the final report in a manner that will protect them from theft and fire such as:
- (1) Storing the records in an appropriate insulated, fire resistant, locking cabinet, safe, vault or other container, or in a location with a fire suppression system;
 - (2) Storing a duplicate set of records in a separate location; or
 - (3) Ensuring that records are maintained and accessible through another party.
- (g) Inspect the collection for possible deterioration and damage, and perform only those actions as are absolutely necessary to stabilize the collection and rid it of any agents of deterioration;
- (h) Conduct inventories to verify the location of the material remains, associated records and any other Federal personal property that is furnished to the repository; and
- (i) Provide access to the collection for any scientific, educational, or religious uses under conditions necessary to protect and preserve condition. Access should be provided to curators, conservators, collection managers, exhibitors, researchers, scholars, archeological contractors, educators, and students under supervision.

Attached to this report is a photocopy of Appendix A of the National Park Service's *Museum Handbook* which summarizes the essential points from other legislation that may be relevant to the Guam Museum in later stages of planning.

It may be particularly important to consider the applicability of the Native American

Graves Protection and Repatriation Act (PL 101-601) which applies to human remains, funerary objects, sacred objects, and the cultural patrimony of a Native American group that were found on federal or Indian lands. The Guam Museum's Board of Trustees should get a determination concerning this law's applicability to Chamorro graves, grave goods, sacred objects, and the Chamorro cultural patrimony and particularly to the role of the museum in carrying out its terms.

The Board of Trustees should also know that its collections management policy can be tailored to specific component collections. They might want, for example, to distinguish between the "permanent collection", "study collection", "school collection", and "archival collection". The care exercised in the storage and use of each can be geared toward the purpose of the collection. Some study collections might be considered replaceable, especially study boards containing examples of Guam's prehistoric pottery types, or study boards containing examples of Guam butterflies. Other collections should be considered of the highest priority in preservation and conservation.

The Board of Trustees should also consider creating a permanent relationship with one or more institutions which would be entrusted with any biological "type" specimens found through museum-related research in the future. Such collections are of the highest scientific importance and should probably reside in museums capable of providing the ultimate in collections care conditions.

The Board of Trustees should also be aware of the paramount importance of documentation in formulating an acquisitions policy. Objects without any records concerning their provenance and the circumstances under which they came into the possession of each

owner prior to the Museum lose significance for research. Archeological collections should always include all site information, records of provenience, and references to relevant site reports, subsequent research, or publications.

Documentation, including accession records, correspondence, catalogs, photographs, slides or negatives, and any other written, taped, or filmed records concerning the objects must be considered as significant as the objects themselves. These records should be housed in conditions appropriate for archives. Specifically the temperature should rarely rise above 75 degrees fahrenheit and the relative humidity must hover in the neighborhood of 40-50%. Exposure to large amounts of ultraviolet radiation should be avoided by storing these records in boxes or other containers. Any material coming in direct contact with the records should be of an archival quality with a pH of 7 or slightly higher (for "buffered" containers).

Sometimes items can be formally removed from a collection. This should be done with great caution and attention to the ethics of such an action. Collections might be irrelevant to the mission of the museum or deteriorated beyond repair. When objects are deaccessioned, the Board should be very vigilant that there is no party to the deaccessioning, especially not among the members of the Board, who may have a conflict of interests or who may, even indirectly profit from deaccessioning determinations.

V. ALTERNATIVE SITES: PROS AND CONS

The Commission has identified four alternative sites for the new Guam Museum. Each of these has the advantages and disadvantages as listed below in addition to advantages and disadvantages that have not yet come to the attention of the members. Many factors must be taken into account before a final site is chosen so the Commission chose not to establish any priority or preference.

I. Present Administration Building site on the south side of Plaza de Espana. (approximately 4 acres or 174,000 sq feet)

This site has the advantage of being in a central location in Agana. It is next to the present museum and the historic structures in the Plaza de Espana. A building designed with sensitivity to the surrounding buildings and the Cathedral, especially one that incorporated certain design elements from these buildings, could be an attractive addition to the Plaza environment. The proximity to the historic district would also benefit the museum whose visitors would appreciate the general cultural ambiance. If the Governor's palace is reconstructed and if the present museum structures are fully restored, an entire cultural complex including festivals, concerts and art fairs could be developed in the Plaza. Any landscaping in and around the Plaza could include species native to Guam or species introduced during the Spanish administration and this gardening could have an educational value in conjunction with indoor museum programs.

Using this site would assume that at least the southern administration building, if not both administration buildings, would have to be relocated. In the long run, a redesign of the Plaza and its surrounding buildings will be beneficial, but such a project would certainly be

costly in the short run.

Another disadvantage is that the streets leading to the site cannot handle much additional traffic. The museum would attract tour busses, school busses, and cars. The replacement of the administration building with the museum may mean, in fact, less traffic than at present, however, since museum traffic pressure will be evenly distributed throughout the day instead of concentrated during rush hours. This plan may actually turn out to mean an improvement over the status quo.

Parking could be another problem. As it is, the parking lot serving the administration buildings, Academy of Our Lady of Guam High School, and the Plaza is always filled to capacity. We do not know what proportion of those cars belong to commuters to the administration building, but if the administration building were removed, so too would its associated cars. Perhaps there would be a greater number of available parking places to serve the remaining users.

II. The "Civic Center" site next to the Agana Pool and Tennis Court Parking Lot (approximately 7.75 acres or 337,590 sq feet).

The land next to the Agana Pool and Tennis Court Parking Lot has been conditionally deeded by legislature to the Civic Center Foundation. The right to build on the site is good until 1998 at which time the property reverts back to the government of Guam if plans are not implemented. At this time, Peter Onedera as director of the Civic Center Foundation is still considering the site for its multi-use facility, even though the fund raising effort has fallen short of the \$55,000,000 necessary. The plan of the Civic Center Foundation includes an exhibition area intended primarily for traveling exhibits. No internal exhibit fabrication area or collections storage have, thus far, been included in the plans, but Peter Onedera

indicated that the Foundation is open to some reconsideration of the museum use.

If funding for the project is unavailable, then the site will once again be available for an exclusively museum facility. And if plans for the Civic Center continue, the kind and scale of museum that the Commission advocates may be designed as part of the complex. According to Jack Jones, who has done some preliminary design work for the Civic Center Foundation, the various component parts of the complex can be built at different stages. If the museum obtains funding before the Civic Center Foundation does, the museum may be built first with full allowances for a future Civic Center sharing the location.

We also learned from Jack Jones that almost four acres of the site is situated over a limestone substrate that would form a good foundation.

Another advantage is that the site is next to a recreation facility that serves primarily local families and individuals. A goal of a new museum on Guam is to attract the community of Guam, especially school and family groups, so its proximity to recreation oriented to the same audience would be an advantage.

The proximity to the Agana swamp, too, can be considered an advantage, especially if the museum chooses to provide elevated walkways and a self guided tour of this fascinating wetland habitat to its visitors. In the future, there may be a river walk linking the site with the Paseo, and this, too, would make a very desirable setting.

The site is near the center of Agana and very near to the Agana Shopping Center. If projections are accurate, the center of business and retail activity may begin slowly to creep eastward to embrace this site. Currently traffic management in that area is no problem, but future growth in the area could change this condition. If the Civic Center with its theater

facilities share the site, traffic would be very congested before and after productions. But since these productions would generally be in the evening, they would not effect museum traffic flow and the museum would not have any impact on theater attendance traffic flow.

One of the disadvantages of this site is that it is not in an obviously historic spot and does not already attract a community of visitors who is interested in its cultural and historic resources. On the other hand, this location was probably extremely significant agriculturally to pre-European Chamorros, and its disassociation from the context of Spanish influence may prove an advantage rather than a disadvantage to the one of the missions of the museum as a resource for information on Chamorro culture.

Another problem is the intention of the Guam Mass Transit Authority to build a maintenance site across the street. This would be a serious aesthetic liability with disabled busses, repair machinery and industrial site development so close to a facility that should ideally be surrounded by a pleasant view.

III. The Old Guam Memorial Hospital Site (48 acres)

There are 48 acres on the Old Guam Memorial Hospital site if the traffic circle is included. Chuck Crisostomo, Administrator for the Guam Economic Development Authority, has outlined a plan for the site which includes a convention center, a hotel, a performing arts center, and a museum/cultural center. Since a museum figures into these plans, our collaboration in the development is certainly appropriate.

The site would have certain notable advantages. The first is the total space available for parking, and landscaping as well as for the structures.

The second advantage is the proximity to the tourist audience. It is easily accessible

to the San Vitores strip and Tumon, and, if the site had the additional attractions of a hotel of its own and a performing arts center, then a greater museum attendance could be assured.

Third, assuming the traffic circle is eliminated, the site involves fewer traffic management problems except at times of major performances and events at the performing arts center or convention center. But, such activities would generally involve either evening or rush hour traffic rather than the daytime traffic that a museum would create.

The cluster of facilities at the site -- convention center, performing arts center, etc. -- may allow some shared maintenance and building administrative responsibilities. This could mean a savings for the museum.

The disadvantages of the site include the costs of demolishing the Old Hospital and moving its present tenants. The building is not adequate or attractive, however, and should not remain in its present condition on such a conspicuous site in any case.

Another disadvantage is that if the museum is situated close to the hotels and resorts it may convey the message that it exists primarily to serve the tourist audience. This image would have to be overcome with a strong public relations campaign.

The site is not perfectly level, but there would probably not be construction problems there. More significantly, though, the site is exposed to salt spray which, if it comes in contact with collections or records, will be very damaging.

IV. The Agana cliffline site (3.5 acres)

Above the lower cliff line overlooking Agana and adjacent to Fort Apuguan is the Navy Hospital Housing area. This site has been identified as highly desirable for a museum.

The view from that location is spectacular. A museum with sheltered overlooks and

lanais would be very attractive.

In addition Fort Apuguan gives the site a link with Guam's early history and attracts visitors by the busload. Some additional parking and bus traffic could easily be absorbed at that location. There are six acres in all including Fort Apuguan.

Traffic can be heavy along Route 7 at rush hour, but the rest of the time, it is not generally bad.

The location between the Navy Hospital fence line and the roadway serving Fort Apuguan is being considered as a site for the reburial of human remains that are uncovered through public works activities. A museum whose mission is to foster an understanding of and respect for Chamorro culture and history will be particularly appropriate at that location. The memorial grounds should be landscaped using native plants and especially endemic plants of Guam which would be beautiful, educational, and appropriate to the site.

The major problem with the site is that nine duplex housing units serving navy hospital staff are already there and the land itself is owned by the U.S. Government. Negotiations to have this land transferred to the Government of Guam for the museum may prove difficult, but the Commission feels that the advantages of the site merit including the site among the alternatives in the event that negotiations are successful.

Other remarks and conclusions

There are other sites that might be considered by the legislature, two of which we add here with some qualifications. The Vocational Rehabilitation Center site in Tamuning would be a good location for a museum, but the Commission strongly feels that it should only be considered when and if an equal or better location as well as improved facilities are secured

for the Vocational Rehabilitation Center. The return of the Naval Air Station to the Government of Guam is now being negotiated. Should this become a reality in the near future, the legislature may also wish to consider some portion of the land, as far from the Guam International Airport flight path as possible, as another alternative for the museum.

The Commission is not capable of knowing all the ramifications of choosing any one of these sites and has not set any priorities or preferences. Each of the above mentioned sites would be satisfactory from the perspective of the Commission.

VI. ARCHITECTURAL SPECIFICATIONS

It would be most desirable for the Guam Museum to be designed in such a way that modular expansion is anticipated. At this point, for instance, there are under 6,000 cubic feet of collections that belong in the museum, but at the present rate of growth, there may be as much as twice this volume in the next decade. Even with the economic slowdown and its eventual impact on the amount of contract archeology on Guam, there is still a large volume of material that will accumulate in the coming several years and a steady influx of material from then on. We recommend the construction of a building which is capable of comfortably housing Guam's collection for the next 5 to 10 years, but has the capacity to be expanded for future growth without requiring structural improvements in the original building and without spoiling its appearance. The Guam Museum will be able to expand with its collections and will serve its function for many decades.

Some guidelines will apply to the structure as a whole, other guidelines apply to specific activity areas within the building.

The entire building must be accessible to the handicapped visitor with ramps, elevators, rest rooms designed for wheelchairs, and room in the auditorium for wheelchairs without creating a violation of fire codes.

The roof, walls and windows must be so well constructed that the most torrential downpour and the strongest winds will not result in leakage. There may be an advantage to a roof with a slight to moderate pitch.

The entire building must be air-conditioned, and for energy conservation, a high

percentage of air should be recirculated. Some air loss is inevitable with the constant entrance and exit of the public and with a large loading dock. Additional air exchange is necessary to exhaust destructive gasses from the conservation lab and the photocopier room. Air intake should be located far away from exhaust. The air conditioning system must be equipped with a filter to trap particulate matter, especially mildew and fungus spores, but the air filtering system should not release ozone. If the site of the museum is likely to have high radon emission levels, the building should be designed to minimize the amount of this gas that penetrates the foundations. There must be a loading dock to serve immediately five major activity areas: the exhibit galleries, the exhibit fabrication area, backstage of the auditorium, the collections intake storage and work room, and the gift shop stock room. The loading dock should have a hydraulic lift for rolling large cargo off of trucks and lowering the cargo to ground level. Because loading docks are generally unsightly, there should only be one, and it should not be visible from the front of the building. Trucks must be able to get to it by way of a road that could never be confused with the museum entrance.

All corridors should be at least six feet wide.

All areas of the building should be easily served by fire escapes.

The construction should be "column and beam" in order that most interior walls be "demountable". This will allow much more flexible use of interior space.

The building will have to have standby power for the too-frequent occasions of power loss. The diesel powered generators that provide auxiliary power make so much noise and cause so much vibration, that it is usually desirable to construct a separate out building for them. A box-like structure 20 X 30 X 15 should be adequate at a distance of about 40 feet

from the building in a direction not visible to the general public.

Beyond these requirements for the building as a whole, the following spaces are identified. The spaces are estimates only and should be discussed and reviewed by museum design professionals as plans for the specifics of the museum develop.

I. EXHIBITION, EXHIBIT FABRICATION, AND STAGING AREA PLUS ASSOCIATED OFFICES AND STORAGE

- A. EXHIBITION GALLERY(IES) A TOTAL OF BETWEEN 12,000 AND 18,000 SQUARE FEET SHOULD BE ADEQUATE TO HOUSE SEVERAL MAJOR AND SEVERAL MINOR EXHIBITS.**
- 1) Must have little or no exterior wall surface.
 - 2) Must have no natural lighting.
 - 3) Must have UV filtered artificial lighting. UV should remain below 75 microwatts per lumen.
 - 4) Levels of absolute light should be appropriate to the objects on exhibit:
 - a) 50 lux for dyed or treated organic matter (including textiles), and watercolors or prints
 - b) 200 lux for undyed organic materials, oil painting, tempera painting, and unfinished wood
 - c) 300 lux for stone, metal, ceramics.
 - 5) Must have doorways interconnecting galleries 8 feet wide at least. (The object is to be able to serve all galleries with large moving equipment and maintain access to loading dock.) In fact there should be no permanent load-bearing walls separating exhibits, anyway.
 - 6) Galleries must be connected with few corners to loading dock entrance and all intermediate passages must be at least 8 feet wide with no obstructions. (This allows for temporary exhibits fabricated elsewhere to be transported as modules and for large objects to be brought into the building.)
 - 7) Gallery (ies) must be accessible to exhibit staging area (see item "F") with doorways and passages at least 8 feet wide and few corners.
 - 8) Gallery dividing walls should be temporary so that exhibits of different sizes can be mounted
 - 9) Ceiling height should be at least 13 feet except perhaps for an area, like an atrium, that is higher for boat masts and tall sculpture.
 - 10) Must minimize echos within large gallery space.
- B. EXHIBIT PLANNING AND DESIGN OFFICE -- 200 SQUARE FEET**

- C. **FABRICATION SHOP -- 800 to 1000 SQUARE FEET**
 - 1) Must be accessible to loading dock with few corners and wide passages (> 8 feet) and doorways (> 8 feet)
 - 2) Must lead directly to exhibit staging area
 - 3) Must be next to supply and storage room (see below)
 - 4) Must have sufficient grounded power for heavy tools
 - 5) Air and dust must be filtered well when exhausted from room before recirculation into rest of building -- or else exhausted outside building.
- D. **EXHIBIT FABRICATION SUPPLY ROOM -- 250 SQUARE FEET** (This space can also accommodate cases and panels saved from other shows that shouldn't be discarded)
- E. **LABELING, DRYMOUNTING, SILK SCREENING AND FRAMING AREA -- 200 to 400 SQUARE FEET**
- F. **EXHIBIT STAGING AREA (COULD BE A PORTION OF THE FABRICATION SHOP) -- 500 SQUARE FEET**
 - 1) Must link fabrication shop to gallery with wide doorways, wide passages, and few corners.

II. **COLLECTIONS STORAGE AND PROCESSING AREA INCLUDING CATALOGS AND ACCESSION RECORDS**

- A. **GENERAL COLLECTIONS STORAGE SPACE -- 15000 SQUARE FEET**
 - 1) Must have little or no exterior wall surface (except possibly ceiling)
 - 2) Must be kept at a temperature below 75 degrees and a relative humidity about 50 %.
 - 3) Must contain no particle board or plywood that containing formaldehyde in any construction
 - 4) Must not have oil based paints or varnishes
 - 5) Must have sealed concrete surfaces
 - 6) Must not have too much traffic in area
 - 7) Must not have any water or sewer pipes passing over or under. (except for sprinkler system)
 - 8) Should have floor drainage with backflow check valves and fine mesh screens (to keep out pests) in case sprinklers go off.
 - 9) Should have (as much as possible) construction materials that are fire resistant
 - 10) Should have an intrusion alarm system
- B. **SPECIAL METAL STORAGE SPACE -- 100 to 300 SQUARE FEET**
 - 1) Must be dehumidified to be as dry as possible.
 - 2) Must contain no elements that release corrosive gasses (see guidelines

for A. above)

- 3) Must have special security devices for protection of precious metals

C. CONSERVATION LABORATORY AND SUPPLY ROOM -- 700 Sq ft

- 1) Must have hooded work space ventilated to exterior of building. Any air intake vents for the building should be far from this exhaust vent.
- 2) Must have enough supply room to accommodate bulky items such as acid-free boxing, bubble wrap, and foamcore boards so that these can be ordered in quantity.
- 3) Should have a fireproof storage closet with built-in shelving for chemical storage.
- 4) Must have an industrial sink.

D. REGISTRAR'S OFFICE, CATALOG, AND PROCESSING LAB--700 to 900 SQUARE FEET (This is the room where all catalogs are kept-- there should be manual hard copy catalog cards maintained as well as a computerized database. This is also where all accession records, site reports and field notes are kept. This is also where loans are processed and there is an object packaging area with boxes and other supplies. The room should also house the museum's photo collection, since photographs of the most significant objects in the collection forms part of the record. (Duplicates of ALL records should be housed elsewhere too).

- 1) Must remain below 75 degrees fahrenheit and 40 - 50% relative humidity
- 2) Must be no photocopier machine in this room, but might be next door to the photocopier room for convenience.

E. OBJECT PHOTOGRAPHY ROOM WITH ADJACENT DARK ROOM -- 80 - 150 SQUARE FEET

- 1) No windows
- 2) Must have running water and equipment storage space

F. PHOTOCOPIER ROOM -- 80 - 100 SQUARE FEET

- 1) Should be ventilated to the exterior to get rid of ozone. Door should be kept closed and ventilation fan should be on during working hours. I think there are OSHA regulations for photocopier machine workspaces.

G. INTAKE STORAGE AND WORK ROOM -- 400 SQUARE FEET

- 1) Should be accessible to freight elevator and/or loading dock with wide passages, few corners, and wide double doors.
- 2) Should have an industrial sink
- 3) Should be connected to registrar's office and work room as well as to collections storage through wide corridors with wide doors and few

corners.

III. EDUCATION AND PUBLIC PROGRAM SPACE

- A. **GROUP ORIENTATION ROOM -- 500 to 900 SQUARE FEET**
(This is an education room where school groups and adult groups can hear an informal presentation and have a hands-on learning experience. Classes of school children can come here first to settle down after their bus ride and have a chance to touch objects and get a close look at small modular collection cases. These cases could be sealed in plexiglas and include such items as pottery types, ferns, and butterflies. There should also be a reading and reference area for adults and students.)
- 1) Should have big bright windows and perhaps even egress to an outdoor, but walled courtyard. Should be cheerful and welcoming.
 - 2) Should have a glass interior wall so that the activities inside can be seen by museum visitors.
- B. **OFFICES OF PUBLIC PROGRAM DIRECTOR, EDUCATION DIRECTOR, AND ASSISTANT -- 250 SQUARE FEET TOTAL**
- C. **AUDITORIUM/THEATER AND BACKSTAGE (DRESSING ROOMS) -- 2500-3000 SQUARE FEET**
If the museum is not part of a civic center complex, then there should be a small auditorium/performance theater.
- 1) Should have a capacity of 250-280 or so
 - 2) Should be near fire escape
 - 3) Should have space for wheelchairs
 - 4) Should have sloped seating
 - 5) Stage should meet the approval of dancers
 - 6) Backstage should accommodate props, sets, and a dressing area.
 - 7) Should be easy for performers to reach the nearest rest rooms from back stage without going through public area of the theater.

IV. ACCOMMODATIONS FOR THE PUBLIC AND STAFF

- A. **REST ROOMS**
- 1) Two to four public rest rooms on main exhibit floor--200 to 400 square feet total
 - 2) Two to four staff rest rooms for each of the floors -- 450 to 1200 square feet depending on number of rest rooms per floor and number of floors.
- B. **FOYER WITH INFORMATION DESK, SOME SEATING, POTTED PLANTS, SECURITY DESK, AND INTRODUCTORY EXHIBIT CASES - 800 - 1200 SQ FEET**
- 1) This space should open directly onto

- a) the education/orientation room
- b) the gallery space
- c) the gift shop
- d) one set of public rest rooms

- V. **PROFESSIONAL STAFF OFFICES – EACH 80 TO 150 SQUARE FEET**
 FOR -- DIRECTOR ARCHEOLOGIST
 HISTORIAN BIOLOGIST
 GEOLOGIST SECRETARY & MUSEUM'S FILES
 FINANCIAL OFFICER MEMBERSHIP AND DEVELOPMENT
 NEWSLETTER EDITOR 2 OR 3 SUPPORT STAFF
 BUILDING MANAGEMENT
- VI. **HOUSEKEEPING STATIONS – 50 SQUARE FEET (ONE FOR EACH FLOOR)**
 1) Must have running water
- VII. **BUILDING MAINTENANCE SHOP AND STORAGE – 150 SQUARE FEET**
- VIII. **GIFT SHOP, MANAGER'S OFFICE AND STOCK ROOM–1200-2000 SQ FT**
 1) Should be close to entrance, but should not seem like the primary attraction of the museum.

The sum of the total square footage given above should be increased by a factor of between 30 to 35 percent to account for corridors, stairwells and elevator shafts.

Thus the total area of the building may range from 50,000 to 66,000 square feet. It might rise two, three, or even four stories depending on the site that is selected for it, and would, therefore need between 12,500 and 33,000 square feet of ground area.

Parking requirements for the museum have been tentatively estimated by Richard Sana from the Department of Land Management who recommends that the Museum grounds be able to accommodate three or four tour or school busses and well as 140 parking places. Parking, alone, will take nearly 50,000 square feet. An alternative to a 50,000 square foot asphalt parking lot would be a multi-level facility that would take up a much smaller footprint and might be designed as an integral part of the Museum Building.

The landscape should be an integral part of the structure providing an outdoor activity and exhibition area. Trees and shrubs should be labeled and walk ways, shady seating areas, a small sculpture garden, a semi-outdoor fiesta food shelter, and group meeting places create an inviting appearance of activity and recreation.

The entire site, if the museum stands alone, will require at least two acres. But if the museum shares space with a civic center, a convention center, and a large theater, the whole complex will need to be designed as a coordinated unit.

VII. GOVERNANCE

Under the present museum governance, the Library Board has responsibility for the Guam Museum as well as the Guam Territorial Library. This was adequate as long as the library system and the museum remained small and involved few administrative or policy decisions. At this time, however, both the library system and the museum are anticipating rapid expansion and face serious fiscal and policy decisions. Now they each merit the exclusive attention and commitment of a governing board. The Commission recognizes the findings of the Library Board's Committee on Expansion and Accreditation under section I.5 of their 1989 "Preliminary Assessment Survey of the Guam Museum" in which they said that "The Guam Museum Board of Trustees shall be separate from the Library Board". The Twenty-first legislature, too, in Bill 21-42 asserted its feeling that the Museum should be autonomous from other branches of the government. The Commission wholeheartedly agrees with these statements and therefore strongly recommends the creation of a separate governing structure for the museum apart from the preexisting Library Board.

The Commission advocates the immediate enactment of legislation repealing Chapter I of Title XXXVIII of the Guam Territorial Code and adding a new title creating an independent governing structure for the Museum. This action of instituting a new law governing the Museum will resolve any current or future discrepancies within statutes.

The following is a draft of the proposed bill.

LEGAL AUTHORITY

PUBLIC LAW _____

AN ACT

An act to repeal Chapter I of Title XXXVIII of the Government Code and to add a new title _____ to the Government Code to create the Guam Museum Foundation.

Be it enacted by the People of the Territory of Guam:

Section 1. Chapter I of Title XXXVIII of the Government Code is repealed on the effective date of this act.

Section 2. A new Title _____ of the Government Code is enacted to read:

CHAPTER I

Section x001. This title may be cited as the "Guam Museum Foundation Act"

Section x002. Authority. There is hereby established as a public non-profit corporation the Guam Museum Foundation (the "Foundation"), whose mandate it is to foster an appreciation for the cultural and natural heritage of Guam, through, though not exclusively through, the establishment of a public museum to be called the Guam Museum. The Foundation shall have the perpetual succession unless sooner terminated by law and shall adopt a seal and sue or be sued in its own corporate name.

Section x003. Definitions. As used in this Chapter and unless otherwise indicated:

- (a) 'Foundation' means the Guam Museum Foundation
- (b) 'Board' means the Board of Trustees of the Guam Museum Foundation
- (c) 'Executive Director' means the person employed by the Board to supervise the administration of the Foundation.

Section x004. Purpose. The purpose of the Foundation is to promote increased understanding of Guam's geology, biota, prehistory, and contemporary culture. The Foundation shall foster research and shall convey the results of this and other research to the public primarily through the medium of public exhibitions, demonstrations, lectures and other public programs, and publications. It is mandated to retain, preserve, and conserve collections relating to the cultural and natural heritage of Guam.

Section x005. Board:

- (a) The Foundation shall be directed by a Board of Trustees which shall consist of seven (7) members appointed by the Governor with advice and consent of the Legislature.
- (b) Any board member may be removed upon charges, and after hearing by the Governor.
- (c) Four (4) board members shall constitute a quorum and four (4) affirmative votes are required for the transaction of all business. The Board shall meet in regular session at least once each month and in special sessions as often as it may deem necessary.
- (d) Each board member shall receive the sum of Fifty Dollars (\$50.00) for his/her attendance at any meeting of the Board, but such compensation shall not apply to more than two meetings in any one calendar month. No Director shall receive any other compensation, but shall be reimbursed for actual travel, subsistence, and out-of-pocket expenses incurred in the discharge of his/her responsibilities, including authorized attendance at meetings held away from Guam.

(e) Board members shall serve staggered terms beginning and ending on pre-established dates.

Section x006. Board Duties. The Board shall:

- (a) Conduct their first meeting within (30) days of their appointment;
- (b) Elect a Chairman, Vice-Chairman and Secretary from among its members;
- (c) Ensure that collections storage conditions conform to the guidelines and standards established by the Department of Interior (36 CFR Part 79) and establish policy for exhibitions, collections, acquisitions, collections deaccessioning, merchandise sale either directly by agents of the Museum Foundation or indirectly by vendors operating under lease agreements with the Museum Foundation.
- (d) Define the duties and rights of the executive director of the Museum Foundation, and in conformance with EEO guidelines, hire the best qualified individual for this position.
- (e) Maintain constant review and evaluation of the museum and its programs;
- (f) Establish, review and occasionally revise the By-Laws and Articles of Incorporation for the Museum Foundation and register these documents with the Guam Department of Revenue and Taxation;
- (g) Establish and adopt internal organization, management, and personnel rules and regulations for the administration and conduct of its affairs, in conformance with the Administrative Adjudication Act;
- (h) In accordance with law, control, manage, and have jurisdiction over all Government of Guam lands within the boundaries of the Museum Compound and over all lands deemed a part of the Museum Foundation at remote locations;

(i) Acquire and manage revenues on behalf of the Museum Foundation, apart from Government of Guam General Funds, through fixing all entrance fees, concessions, and charges for use and occupation of the public facilities or equipment of the Museum and for services rendered by the Museum;

(j) Establish and enforce any policies regarding the expenditure of Museum Foundation funds and any policies regarding the fiscal accounting practices;

(k) Employ a firm of independent certified public accountants who shall examine and report to the Board, at least annually, upon the status of the financial records and accounts maintained by the Foundation. Copies of any such report shall be furnished to the Governor and to the Legislature.

(l) Report to the Governor concerning its administration of the Foundation by annual report within one hundred twenty (120) days of the end of each fiscal year, and if requested by the Governor, shall present special reports within thirty (30) days of such a special request.

(m) Exercise its power and perform its duties by resolution adopted by majority vote of the Board in public meeting.

Section x007. Board Powers: The Board may:

(a) Enter into and perform such contracts, leases, cooperative agreements, and other transactions with any agency or instrumentality of the United States or with any state, territory, possession, or any political subdivision thereof, or with any person, firm, association or corporation, as may support the mandate of the Museum Foundation.'

(b) Obtain in the name of the Museum Foundation, loans or grants from the Government of Guam, the United States, foundations, corporations, or individuals; and from time to time incur indebtedness;

(c) In conformance with relevant labor laws, remove the Executive Director from employment by the Museum Foundation;

(d) Employ, retain or contract for services qualified managers, specialists or experts as individuals or as organizations, for advice and assistance;

(e) Obtain titular right in the name of the Museum Foundation, to any real property needed in support of the mandate of the Museum Foundation;

(f) Acquire in the name of the Museum Foundation, revenues through the establishment of entrance fees, funds generated from the sale of merchandise, membership dues, solicitation of gifts, and/or applications for grants;

(g) Invest in the name of the Museum Foundation, in any security that is not in actual or potential conflict with the mandate of the Museum Foundation.

(h) Do any and all other things necessary to the full and convenient exercise of the above powers.

Nothing contained in this Section, or by implication in this Title shall be construed to be in any way in derogation or limitation of powers conferred upon or existing in the Foundation or in the Board by virtue of the Organic Act, the laws of Guam or of this Code.

Section x008. Executive Director: The Executive Director, shall be the Foundation's chief executive officer and shall serve at the Board's pleasure. He/she shall be responsible for the maintenance, operation and development of the Foundation administration and for the Foundation's business affairs.

Section x009. Executive Director's Duties: The Director Shall:

(a) Insure that the Board's rules and regulations are enforced.

- (b) Attend all Board meetings unless the Board specifies otherwise in isolated cases.
- (c) Keep the Board advised as to the needs of the Foundation.
- (d) Approve demands for the payments of obligations of the Foundation within the purposes and amount authorized by the Board.
- (e) Prepare or cause to be prepared all plans and specifications for the construction of the works of the foundation.
- (f) Select and appoint the employees of the Foundation, except as otherwise provided by this Act, and to plan, organize, coordinate and control the services of such employees.
- (g) Publish a financial report in a manner provided by the board within one hundred twenty (120) days from the end of each fiscal year showing the result of operations for the preceding fiscal year and the financial status of the Foundation on the last day thereof.
- (h) Render a monthly accounting statement to the Board in such form as the Board directs.
- (i) Shall annually submit to the Board and the Governor programs and financial plans in accordance with the provisions of Chapter III, Title VI of the Government Code of Guam.
- (j) Perform such other and additional duties as the Board may direct.

Section x010. Fiscal Authority:

- (a) There is established a fund to be known as the 'Guam Museum Fund' which

the Foundation shall maintain separate and apart from other funds of the Government of Guam, and the board shall have the authority to make any investments using this fund as defined above.

(b) All monies received by the Foundation from whatever source derived shall be deposited in said Fund.

(c) All expenditures, except as otherwise provided by law, shall be made from said Guam Museum Fund.

(d) All revenues and other property owned by the Museum Foundation shall be exempt from taxation by the Government of Guam or by any political subdivision thereof, and from all taxes imposed under the authority of the Legislature providing that the Legislature is authorized to grant exemption.

Section x011. Employment

(a) The Board shall establish rules and regulations governing selection, promotion, performance, evaluation, demotion, suspension, dismissal and other disciplinary action for employees of the Foundation.

(b) Some employees may be considered classified civil service employees and be eligible to participate in any Government of Guam health and life insurance plan. The Museum Foundation shall contribute to the Government of Guam Retirement Fund as assessed by the Retirement Fund's own schedule of contributions for those civil service employees. Annual and sick leave will be accumulated in accordance with the provisions of the Government of Guam Personnel Rules and Regulations.

(c) Some employees may be paid from funds managed by the Museum Foundation. A choice of health and life insurance and retirement plans, as well as the accumulation of annual and sick leave should be, as nearly as possible, equivalent to those benefits accruing to Government of Guam civil servants.

(d) The employers contribution to the Workman's Compensation Fund that is assessed by the Workman's Compensation Commission for the benefit of Foundation employees shall be paid by the Foundation.

Section x012. Transition: Within two weeks of the issuance of an occupancy permit for the new museum building, the Territorial Librarian shall transfer to the Foundation:

(a) All items and property which the Library Board owns or controls including works in progress, which are used by the Foundation or operations to be assumed by the Foundation and all materials and supplies used and useful exclusively in connection with the administration of the Guam Museum.

(b) All items of property and materials and supplies used by the Library for museum purposes in common with other operations of the Guam Library which the Territorial Librarian agrees to transfer;

(c) All items of property and materials and supplies used by the Library exclusively for Museum purposes, including, but not limited to, (1) the collections considered to be the collections of the Guam Museum, housed in the current Guam Museum, storage areas in the Plaza de Espana, auxiliary storage areas in the Guam Territorial Library, and any other storage areas maintained by the Guam Territorial Library for the Museum and (2) rights to collections intended to be housed in the Guam Museum which are maintained by personnel and corporations having completed certain archaeological and environmental research under the terms of the National Historic Preservation Act (NHPA) (16 USC 470) which states that significant prehistoric and historic artifacts, and associated records, recovered under the authority of the act are deposited in an institution with adequate long-term curatorial capabilities.

(d) All working capital, cash, accounts payable and receivable, deposits, advances, payable and receivable, all books, records and documents, and all other rights, obligations, assets, liabilities, agreements, contracts, leases, concessions and all other rights, obligations and privileges pertaining to the operation of the Guam Museum and other matters and

concerns of the Library which are to be assumed by the Foundation, including the assets in the Museum Fund.

(e) All personnel of the Library assigned exclusively to the existing Guam Museum or assigned exclusively to the projects within the said Department which will be assumed by the Foundation shall be transferred to the Foundation upon the date of general transfer specified in this section and shall be retained by the Foundation for a period of not more than six months thereafter. After the expiration of said period, the Board or Executive Director, as the case may be, may, subject to the Personnel Rules and Regulation then adopted, appoint said personnel to permanent positions within the Foundation or appoint others to said positions as may be in the best interest of the Foundation.

(f) All benefits, such as sick and annual leaves, retirements benefits, medical and life insurance benefits provided by the Government, shall be continued and carried over to the Foundation on behalf of all employees and officers so transferred from the Library and Museum shall pay the employer's share of said benefits.

Section x013. Effective Date: The effective date of this Act shall be thirty days after approval by the Governor. If necessary to insure a smooth transition, the Governor may extend the period fixed by Section 5, enacted herein, by no more than 30 days.

Attachment A. Opinion Survey Results

The Museum Commission formulated their own 11 question survey and conducted the survey on a sampling of about 150 people selected at random. They were polled via telephone. Below are results.

1. When was the last time you visited the Museum ?

The majority indicated more than five years ago, with a smaller percentage indicating they had never been, or they had been to the Museum within the last three years.

2. Do you feel the current Museum is adequate?

An overwhelming majority, or 99% indicated that the current facility is not adequate, and most felt a Museum is a very important priority, and again, almost all wanted to see a bigger museum.

3. How big would you want a Museum ?

Most felt the size of Town House Department Store would be a good size. A significant number also indicated whatever size would be adequate to showcase and care for our historical and cultural objects and resources.

4. Who should pay ?

Most felt that it is the responsibility of the Government of Guam to pay for the new Museum, however, many stressed that private companies and individuals should contribute.

5. What village would you like to see a new Museum ?

Aware of the parking problems in Agana, most still wanted a museum in Guam's capital city. Central was another location given by respondents. A smaller percentage indicated near the Tumon area.

6. Fees charged ?

The range went from \$10 for tourists, to free for children. Over 60 % indicated

that perhaps Guam residents should be given a break on the fees, while tourists could be charged more. Kids should be free.

7. What kinds of things would you like to see in a Guam Museum?

Natural history, archaeology, cultural, historical, ancient Chamorro history, Spanish History, WWI and WWII displays, Micronesian History, Museum Souvenir Shops and Food Concessions. All obtained firm support, with comments indicating food concessions should be outside the museum.

8. When should the Museum be open?

The majority indicated seven days a week would be good. Local residents feel it is important to stay open on weekends especially to cater to the residents who work during the week. Longer hours were also advocated.

SUMMER TRAINEE SURVEY: THE NEED FOR A GUAM MUSEUM

Introduce yourself (first name only), say you're a summer intern at the Guam Legislature and are conducting a short survey on the importance of a regional museum for the island. Would he/she be willing to answer a few quick questions?

1) Do you feel a national museum for Guam is necessary?

(If YES) A) Why?

I) Do you feel a museum should have been built a long time ago? (Continue with ques. 2,3 & 4)

(If NO) B) Why not? (After person gives answer, thank him/her for his/her time and end telephone call)

2) What steps should be taken to make sure building a museum would be beneficial to our children and the island?

3) Do you think local developers or other agencies and institutions should do something to preserve Guam's ancient culture and history?

* Should you get asked why this question is relevant to the topic, say it is because of the recent unearthing of many remains and artifacts at existing and new construction sites on the island -- what is going to happen to them?

4) What other steps should be taken to preserve the island's culture?

After last question, ask person if they would kindly give their age and district -- and gender, if unsure. Also ask if they would like to give their name and address or telephone number for further contact on the progress of a national museum for Guam. Then thank person for taking his/her time to answer the survey, it is indeed very much appreciated. (PLEASE WRITE IN BLOCK CAPITALS ALL PERTINENT INFORMATION.)

• **WHAT STEPS SHOULD BE TAKEN TO MAKE SURE BUILDING A MUSEUM WOULD BE BENEFICIAL TO OUR CHILDREN AND THE ISLAND?**

- free admission
- have educational things in museum
- cover cultural things
- use historic tools and animals
- collect right artifacts
- should be intergrated in school system
- small fee
- school field trips
- make sure the museum is educational, focus on history of island
- be informative

• **WHAT STEPS SHOULD BE TAKEN TO PRESERVE THE ISLANDS CULTURE?**

- open a museum
- through education
- preserve ancient things
- teach the children, pass things down
- protect parks
- limit japanese from taking over to many businesses
- have cultural fairs
- more emphasis on the chamorro culture than tourist industry
- stop building on places where ancestors live

GUAM MUSEUM SUMMER TRAINEE SURVEY

Total number of people surveyed - 244

YES ANSWERS - 152

NO ANSWERS - 92

FEMALE - 138

MALE - 106

WOMEN/YES

81

MEN/YES

71

WOMEN/NO

57

MEN/NO

35

DISTRICTS

Mangilao - 7

Piti - 3

Dededo - 72

Tamuning - 23

Yigo - 25

Agana Heights - 3

Tumon - 5

Talofofu - 2

Barrigada - 10

Chalan Pago - 4

Maina - 1

Anderson - 4

Umatac - 2

Sinajana - 6

Yona - 14

Mong Mong - 3

Maite - 3

Agat - 12

Santa Rita - 9

Merizo - 7

Agana - 15

Toto - 4

Harmon - 3

Inarajan - 2

Latta Heights - 3

Asan - 2

Under 18

YES - 21

NO - 8

36-45

YES - 15

NO - 17

18-25

YES - 51

NO - 26

46-55

YES - 22

NO - 17

26-35

YES - 34

NO - 13

56-64

YES - 9

NO - 11

APPENDIX A. MANDATES AND STANDARDS FOR NPS MUSEUM COLLECTIONS MANAGEMENT

A. LAWS, REGULATIONS, AND CONVENTIONS

1. Mandate for NPS Museum Collections

The four laws that provide the basic legal mandate for the National Park Service to undertake museum collection management are as follows:

Act for the Preservation of American Antiquities, June 8, 1906 (16 USC 431-433)

Authorizes the President to declare national monuments to protect sites and objects; authorizes Federal departments to grant permits for survey and excavation and to enforce protection of archeological sites and objects under their jurisdiction; and requires that materials excavated be permanently preserved in public museums.

Organic Act of 1916 (16 USC 1 et seq.)

Authorizes the creation of the National Park Service and states its purpose as: "...to conserve the scenery and the natural and historic objects...therein and to provide for the enjoyment of the same in such a manner and by such means as will leave them unimpaired for the enjoyment of future generations."

Historic Sites Act of 1935 (16 USC 461-467)

Authorizes the Secretary of the Interior through the National Park Service to preserve and maintain objects of national historical or archeological significance and to "establish and maintain museums in connection therewith."

Museum Properties Management Act of 1955 (16 USC, Sect. 18 [f])

Authorizes the Secretary of the Interior through the National Park Service to acquire collections through donation and purchase and to loan and exchange collections. The complete text of this law is included on page 2 of this section.

An Act To increase the public benefits from the National Park System by facilitating the management of museum properties relating thereto, and for other purposes, approved July 1, 1955 (69 Stat. 242)

Be it enacted by the Senate and House of Representative of the United States of America in Congress assembled, That the purpose of this Act shall be to increase the public benefits from museums established within the individual areas administered by the Secretary of the Interior through the National Park Service as a means of informing the public concerning the areas and preserving valuable objects and relics relating thereto. The Secretary of the Interior, notwithstanding other provisions or limitations of law, may perform the following functions in such manner as he shall consider to be in the public interest:

(a) Accept donations and bequests of money or other personal property, and hold, use, expend, and administer the same for purposes of this Act;

(b) Purchase from such donations and bequests of money museum objects, museum collections, and other personal properties at prices he considers to be reasonable;

(c) Make exchanges by accepting museum objects, museum collections, and other personal properties, and by granting in exchange therefore museum property under the administrative jurisdiction of the Secretary which is no longer needed or which may be held in duplicate among the museum properties administered by the Secretary, such exchanges to be consummated on a basis which the Secretary considers to be equitable and in the public interest;

(d) Accept the loan of museum objects, museum collections, and other personal properties and pay transportation costs incidental thereto, such loans to be accepted upon terms and conditions which he shall consider necessary; and

(e) Loan to responsible public or private organizations, institutions, or agencies, without cost to the United States, such museum objects, museum collections, and other personal property as he shall consider advisable, such loans to be made upon terms and conditions which he shall consider necessary to protect the public interest in such properties (16 U.S.C. § 18f.)

Archaeological Resources Protection Act of 1979 (16 USC 470aa-mm)

This act and its implementing regulation (43 CFR Part 7) define archeological resources to mean any material remains of human life or activities that are at least 100 years of age, and which are capable of providing scientific or humanistic understandings of past human behavior, cultural adaptation and related topics through the application of scientific or scholarly techniques. The act provides for the protection of archeological resources located on public and Indian lands by (1) requiring that a permit be obtained prior to conducting archeological studies, (2) requiring that information on the nature and location of resources remain confidential if its release may harm the resources, and (3) establishing civil and criminal penalties for the excavation, removal or damage of resources without a permit. Materials lawfully acquired prior to the passage of the act are not subject to the penalties. For resources located on public lands, the act requires that materials excavated and associated records be preserved in a suitable repository. The act also gives the Secretary of the Interior the discretionary authority to issue regulations for the proper curation of federally-owned and administered archeological collections.

2. Additional Laws, Regulations, and Conventions

The following laws, regulations, and conventions apply to NPS museum collections:

Cultural Collections

43 CFR Part 3 "Preservation of American Antiquities" (implementing regulations for the Antiquities Act)

Section 3.16 authorizes Federal land managers to seize materials recovered illegally from archeological resources located on lands owned or controlled by the United States, and dispose of the materials by depositing them in the proper national depository or otherwise. Section 3.17 requires that every collection recovered under the Antiquities Act be preserved in the public museum designated in the Antiquities Act permit, and be accessible to the public. The Secretary of the Smithsonian Institution must approve of the transfer of an Antiquities Act collection, which may only be transferred to another public museum, and be accessible to the public. If the repository ceases to exist, the Antiquities Act collection shall revert to the national collections and be in the proper national depository.

American Indian Religious Freedom Act of 1978 (42 USC 1996)

This act reaffirms the constitutional right of "freedom to believe, express, and exercise the traditional religions of the American Indian, Eskimo, Aleut, and Native Hawaiians, including but not limited to access to sites, use, and possession of sacred objects, and the freedom to worship through ceremonials and traditional

rites." NPS Management Policies (Dec 88) provide guidance on the acquisition and management of museum collections associated with Native Americans. Section B of this appendix provides an excerpt of this policy's statements regarding museum collections.

43 CFR Part 7 "Protection of Archeological resources: Uniform Regulations"

Sections 7.6(b)(5) and (6) require that repositories proposed by ARPA permit applicants to store materials and associated records certify in writing their willingness to assume curatorial responsibility for the collections. For resources located on public lands, the repositories must also certify that they will safeguard and preserve the collections as property of the United States.

Section 7.8(a)(7) requires that ARPA permit applicants certify that, not later than 90 days after the final report is submitted to the Federal land manager, the collections will be delivered to the repository named in the ARPA permit.

Section 7.9(a)(3) requires that Federal land managers specify in ARPA permits the name of the repository in which collections are to be deposited.

Section 7.13(a) states that archeological resources excavated or removed from the public lands remain the property of the United States. Section 7.13(b) states that archeological resources excavated or removed from Indian lands remain the property of the Indian or Indian tribe having rights of ownership over such resources. Section 7.13(c) authorizes the Secretary of the Interior to promulgate regulations for the curation of federally-owned and administered collections. In the absence of such regulations, section 7.13(d) authorizes Federal land managers to provide for the exchange of collections among suitable repositories.

Section 7.18 restates the confidentiality requirement specified in ARPA.

36 CFR Part 79 "Curation of Federally-Owned and Administered Archeological Collections"

The regulation (1) sets forth the responsibilities of Federal agencies to manage and preserve collections; (2) identifies methods for Federal agencies to use to secure curatorial services; (3) identifies methods for Federal agencies to fund curatorial services; (4) sets forth terms and conditions for Federal agencies to include in contracts, memoranda, agreements and other written instruments with repositories for curatorial services; (5) establishes standards for Federal agencies to use to determine when a repository has the capability to provide long-term curatorial services; (6) sets forth guidelines for using

collections; and (7) sets forth procedures and guidelines for conducting periodic inspections and inventories of collections.

1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property (implemented in the United States by P.L. 97-446 in 1983, 19 USC 2601)

As one of 60 signatories to the Convention, the United States agrees to work with other nations to prevent the import of and trade in archeological and ethnographic materials (when requested) and in stolen cultural collections. The United States is the only major art-importing country to sign the convention to date. In addition, Canada and Korea are signatories and Australia is seriously considering signing. The convention, which is enforced by the United States Customs Service, includes language which exempts objects imported for temporary exhibits.

The convention provides protection for archeological and ethnological materials when the home nation requests that other signatories not import these materials. To date El Salvador is the only nation to have such a request approved (for pre-Columbian materials from a particular region); Canada's request for such protection is currently under review. Under this provision archeological materials must be "of cultural significance, at least 250 years old and normally discovered as a result of scientific excavation, clandestine or accidental digging, or exploration on land or under water." Ethnographic materials must be "the product of a tribal or nonindustrial society and important to the cultural heritage of a people because of its distinctive characteristics, comparative rarity, or its contribution to the knowledge of the origins, development or history of that people."

The convention also provides protection for stolen property, including cultural and natural history collections, which have been taken from a museum or public institution (including churches, monuments and archeological sites) in a signatory country. To be covered the materials must have been previously inventoried as part of the institution's collection, however.

The nuances of the implementation of the convention are bound to raise questions. Contact the Regional Curator for assistance. Information on this convention may be obtained from:

United States Information Agency
301 4th Street, S.W., Room 247
Washington, D.C. 20547

Direct questions relevant to the laws and regulations on archeology to the Regional Curator and the Regional Archeologist.

Natural History Collections

Lacey Act of 1900 (18 USC 43-44)

This act makes the violation of any state, federal or foreign wildlife law a federal offense and places stipulations on the importing and labelling of wildlife (e.g., birds and mammals) and their parts. It poses complex problems for museums in relation to the acquisition and deaccession of wildlife materials and the sale of wildlife materials in museum shops because it is hard to prove the legal history of such pieces. Enforcement of the Act requires proof of intentional violation, but ignorance of the relevant state, federal or foreign statutes is not excusable. The Black Bass Act of 1930 (16 USC 851) added fish to the list of wildlife under the Lacey Act.

Migratory Bird Treaty Act of 1918 (16 USC 703-711)

Enacted to protect birds flying between the United States and Canada, this Act was later expanded to include Mexico and Japan. It covers all wild, native birds not legally hunted by state law. Some non-native species may be covered by state law and, therefore, the Lacey Act.

This Act makes it illegal to kill, capture, collect, possess, buy, sell, ship, import or export listed species including their parts, nests and eggs. Museums and non-commercial institutions can get permits for legal possession, collection and transportation of objects but permits impose extensive record-keeping requirements. Only museums and other specified institutions can purchase any protected bird or part thereof, and the seller must possess a federal permit for a legal sale.

Bald Eagle Protection Act of 1940 (16 USC 668a)

Amended in 1962 to include golden eagles, this act prohibits taking, buying, selling, trading, possession, importation or exportation of eagles or their parts, nests, eggs or products made of them. It does, however, authorize permits for taking, possessing and transporting eagles and their parts for scientific, exhibition and Indian religious purposes. Possession and transportation of eagles held since before the act require no permits, but museums need permits for any materials acquired subsequently.

Marine Mammal Protection Act of 1972 (16 USC 1361-1407)

This act places a moratorium on the killing of marine mammals by United States citizens and restricts the possession, sale, purchase, importation or transportation of the animals and their products and parts. Permits are available for exhibiting marine mammals and their parts and for holding them in storage. However, native peoples can use such parts for the manufacture and sale of handcrafts as long as the sale is handled by a licensed dealer.

Museums do not need permits for pre-Act materials or to purchase legitimate handcrafts. However, they should consider obtaining permits for all other marine mammal materials.

Endangered Species Act of 1973, as amended (16 USC 1531-1543)

This act makes it illegal to harass, harm or kill listed species and to use, buy or sell the species or parts thereof in the course of an interstate commercial activity. Intra-state transactions are allowed if pre-Act ownership can be proven.

Although the Act does not apply to fossils and objects greater than 100 years old, age must be meticulously verified. Park museums must have a permit to purchase more recent objects that contain parts of endangered or threatened species.

Gifts of endangered or threatened specimens to museums are allowed if there is proof of pre-Act ownership and if the objects have not been offered for sale since the date of this Act. Loans or gifts between educational institutions are allowed. In such instances permits are not required, even if the objects cross state lines.

36 CFR, Section 2.5 (Revision effective April 30, 1984), "Research Specimens"

Section 2.5(g) states: "Specimen collection permits shall contain the following conditions:

1. Specimens placed in displays or collections shall bear official National Park Service museum labels and their catalog numbers will be registered in the National Park Service National Catalog.
2. Specimens and data derived from consumed specimens will be made available to the public and reports and publications resulting from a research specimen collection permit shall be filed with the superintendent."

50 CFR, Sections 17.11 and 17.12, "Endangered and Threatened Wildlife and Plants."

These annually revised sections provide lists of names of all the species of wildlife and plants determined to be endangered or threatened.

Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)

This worldwide effort to protect endangered species of plants and animals by regulating imports and exports was first ratified in 1977

and had been joined by 50 nations by 1980. It allows for certificates of exemption for the import or export of items acquired before CITES, and for non-commercial exchange between institutions.

The convention deals with three appendices that protect materials of varying degrees of scarcity:

Appendix I. Species are in danger of extinction and there is no commercial trade in them. Any international transport of these materials requires permits from both the exporting and importing nations.

Appendix II. Species require strict regulation to prevent the danger of extinction and/or look like Appendix I species. Permits for international transport are issued by the exporting nation, and are allowed for any purpose not detrimental to the species.

Appendix III. Species are protected only within their native countries. They require permits for export even if they are plentiful elsewhere.

Direct questions relevant to CITES, the Endangered Species Act and other laws and regulations to the Regional Curator and the Regional Chief Scientist. The U.S. Fish and Wildlife Service, Office of Management Authority acts as a clearinghouse for information on CITES and other wildlife laws, including procedures and applications for obtaining permits to have endangered or threatened wildlife and plants in a park's museum collection for scientific or educational purposes. Address inquiries to:

U.S. Department of the Interior
Fish and Wildlife Service
Office of Management Authority
P.O. Box 3507
Arlington, VA 22203-3507
703/358-2104

B. NPS MANAGEMENT POLICIES FOR MUSEUM OBJECTS

Excerpts from the NPS Management Policies (Dec 88) that are specifically relevant to museum objects are as follows:

1. Chapter 5 - Cultural Resource Management

Inventories (Page 5:1)

"The following cultural resource inventories will be maintained for the national park system: (1) a List of Classified Structures encompassing historic and prehistoric structures; (2) a Cultural Sites Inventory consisting of both prehistoric/historic archeological resources and ethnographic resources (cultural and natural) associated with contemporary native Americans and other ethnic groups; and (3) a National Catalog of Museum Objects encompassing all cultural and natural history objects in NPS collections."

Preservation of Data and Collections and Protection of Research Potential (Page 5:3)

"Field data, objects, specimens, and features of structures retrieved for preservation during cultural resource research and treatment projects, together with associated records and reports, will be managed within the park museum collection. Where practical, the features of sites and structures will be left in place."

Treatment of Museum Objects (Pages 5:9-10)

Preservation. A museum object will be preserved in its present condition through ongoing preventive conservation if (1) that condition is satisfactory for exhibit or research, or (2) another treatment is warranted but cannot be accomplished until some future time. Interventional measures will be taken when preventive conservation measures are insufficient to reduce deterioration to a tolerable level, or when the object is so fragile as to be endangered under any circumstances. Intervention will be minimized to reduce the possibility of compromising the object's integrity.

Restoration. A museum object may be restored to an earlier appearance if (1) restoration is required for exhibit or research purposes, (2) sufficient data exist to permit restoration with minimal conjecture, and (3) restoration will not modify the object's known original character. Restoration will be accomplished using the techniques and materials that least modify the object and in such manner that the materials will be removable at a later time with minimal adverse effect.

Restored areas will be distinguishable from original material and documented. Restoration will take into account the possible importance of preserving signs of wear, damage, former maintenance, and other historical and scientific evidence.

Reproduction. Museum objects needed for interpretive presentations will be reproduced for such use when the originals are unavailable or would be subject to undue deterioration or loss. The National Park Service will observe copyright laws with respect to reproduction."

Acquisition, Management, and Disposition of Museum Objects (Page 5:10)

"Objects and related documentation essential to achieving the purposes and objectives of the parks will be acquired and maintained in accordance with approved scope of collection statements for each park. Archeological objects systematically collected within a park and natural history specimens systematically collected within a park for exhibit or permanent retention will be managed as part of the museum collection. Museum collection management and care will be addressed at all appropriate levels of planning.

Museum objects will be acquired and disposed of in conformance with legal authorizations and current NPS curatorial procedures. The National Park Service will acquire only collections having legal and ethical pedigrees, and each park will maintain complete and current accession records to establish the basis for legal custody of the objects in its possession. Museum catalog records will be prepared by each park to record basic property management data and other documentary information for museum objects. Objects will be inventoried in accordance with current procedures.

The National Park Service may cooperate with qualified institutions in the management of museum objects and, under existing legal authorities, may loan objects to and exchange objects with such institutions for approved purposes. The National Park Service will repatriate museum objects when lawful and when it can be demonstrated by a native American group that the materials are its inalienable communal property.

Interested persons will be permitted to inspect and study NPS museum objects and records in accordance with standards for the preservation and use of collections and subject to the policies regarding confidentiality of resource data."

Archives and Manuscripts (Pages 5:10-11)

"Archival and manuscript collections are considered museum property and will be managed in ways that preserve them intact for the future while providing current access.

When an archival collection not owned by the National Park Service falls within a park's approved scope of collection statement, every reasonable effort will be made to acquire it if (1) an appropriate storage facility will be provided by the Park Service or a cooperating institution, (2) the facility will be staffed by at least one archivist, curator, librarian, or other person experienced in caring for documentary materials, and (3) the collection will be made

available to serious researchers under conditions that maximize both preservation and use and ensure security against theft and vandalism.

If the foregoing acquisition criteria cannot be met, the National Park Service will encourage transfer or donation of the collection to an appropriate local or regional repository or, in the case of a collection important to a park's administrative history, to the National Park Service History Collection at the Harpers Ferry Center.

Placement of historical documents owned by the National Park Service into repositories managed by others will be subject to the procedures concerning loans of museum property and any conditions of access or other restrictions to which the Park Service may have agreed or is bound by law.

Parks will retain notes or copies of records significant to their administrative histories when they periodically ship their official records to federal record centers."

Environmental Monitoring and Control (Page 5:14)

"When necessary for the preservation of a historic structure or a museum collection, appropriate measures will be taken to control relative humidity, temperature, light, and air quality. When museum objects are housed in a historic structure, an evaluation of the needs of both the collection and the structure will be made before introducing environmental control measures. All areas housing museum objects will be continuously monitored to determine whether appropriate levels of relative humidity, temperature, and light are being maintained."

2. Chapter 4 - Natural Resource Management

Natural Resource Collections (Page 4:4)

"Natural resource collections include nonliving and living specimens and associated field records. If placed in exhibits or retained in permanent collections, nonliving specimens and their associated field records will be cataloged into a park's museum collection. Management standards for such collections are specified in the Cultural Resources Management Guideline (NPS-28) and the Museum Handbook."

Paleontologic Resource Management (Page 4:19)

"...Management actions will be taken to prevent illegal collecting and may be taken to prevent damage from natural processes such as erosion. Protection may include construction of shelters over specimens for interpretation in situ, stabilization in the field, or collection, preparation, and placement of specimens in museum collections. The localities and geologic settings of specimens will be adequately documented when specimens are collected."

3. Chapter 7 - Interpretation and Education

Interpretation and Native Americans (Page 7:5)

"The National Park Service will not exhibit native American disinterred skeletal or mummified human remains or photographs or replicas of them. There will be no display of grave goods or other objects if native Americans who are culturally associated with them object to such exhibit. Associated native American tribes and groups will be consulted to determine the religious status of any object, the sacred nature of which is suspected but not confirmed, before it is exhibited or before any action is taken."

4. Chapter 8 - Use of the Parks

Research and Collection Activities (Pages 8:15-16)

"Research activities by non-NPS personnel that, in the superintendent's judgment, might disturb resources or visitors or that require the waiver of any regulation may be allowed in parks only pursuant to the terms and conditions of an appropriate permit. Scientific collecting activities that involve the removal of plants, animals, minerals, or archeological, historical, or paleontological objects will be allowed only if they are (1) proposed in conjunction with authorized research activities and (2) authorized and conducted in accordance with all applicable legislation, regulations, and guidelines (36 CFR 2.5)."

5. Chapter 9 - Park Facilities

Curatorial Facilities (Page 9:15)

"Park curatorial facilities should be adapted to the needs of each park. They may share space in visitor centers or administrative office buildings or be housed in completely separate buildings; however, incorporation with maintenance facilities should be avoided because of the heightened danger of fire, chemical spills, and similar accidents. Curatorial facilities will meet the collection's special requirements for security, fire suppression, and environmental controls."

6. Chapter 10 - Concessions Management

Merchandise and Handcrafts (Pages 10.8-9)

"Concessioners may not sell merchandise that violates conservation principles. The sale of original prehistoric or historic archeological artifacts or vertebrate paleontologic specimens is prohibited. Clearly labelled replicas of such artifacts and specimens may be sold. More detailed definitions of handcrafts and of prohibited items are contained in the Concessions Management Guideline."

C. NPS SERVICEWIDE STANDARDS FOR MANAGING MUSEUM OBJECTS

The following standards, excepted from NPS-28, Cultural Resources Management Guideline, A Manager's Guide, apply to museum collections and archival materials located in parks, archeological and preservation centers, and other NPS organizational units:

Museum Objects

- Each unit must prepare an acquisition planning document called a Scope of Collection Statement that defines the purpose, extent, and use of a museum collection. This document shall be based on a unit's mission and on appropriate legislative mandates. If a unit has no museum collection, a Scope of Collection Statement must be prepared stating this fact.
- Museum objects and associated records generated by systematic research projects within a park's boundaries must be addressed in the Scope of Collection Statement, and must be accounted and cared for in accordance with current NPS curatorial policies and procedures.
- All records associated with a collection of objects or specimens generated by a systematic research project shall be managed as archival material. These records shall be accounted for in accordance with current NPS museum records policies and procedures.
- A Collection Management Plan should be prepared to assist each unit in the proper management and care of its museum collections. A Collection Management Plan shall be prepared by a team of museum professionals from outside the unit and shall be tailored to assist a unit in solving its unique curatorial problems.
- Every museum object must be accessioned as soon as it is in NPS custody, with the registration data recorded and the object numbered in accordance with the current NPS museum records policies and procedures. Full catalog data should be provided on objects, to the extent that the data is obtainable. Accession files, which contain legal proofs of ownership, and catalog records shall be stored in locked, fire-resistant cabinets or vaults located in a physically secure area.
- All collections from systematic research projects associated with the same accession shall be kept at the same repository, except when on temporary loan for specific use elsewhere. Specific objects shall be kept separate as necessary for security, fiscal control, or exhibit.
- Museum objects shall be inventoried periodically, in accordance with current NPS museum property procedures.
- Museum objects shall be exhibited and stored according to the specific environmental needs and vulnerabilities of individual objects. Preventive conservation measures shall include monitoring and controlling light levels, relative humidity, temperature, airborne pollutants, and biological infestations. Preventing or retarding

deterioration will also entail proper housekeeping procedures, adequate security measures, and the careful handling, packing, and transporting of museum objects. Environmental controls and security and fire protection systems appropriate to the collection, and the structure in which it is housed shall be installed.

- Each unit should periodically examine the condition of museum objects in storage and on exhibit to detect evidence of deterioration. If evidence of deterioration is noted, each unit shall take necessary action to ensure that problems are corrected.
- A Collection Condition Survey shall be conducted by a professional conservator to assist a unit in detecting problems with the condition of museum objects and in determining conservation treatment priorities.
- Conservation treatment which intervenes in any way with the form or substance of a museum object shall be kept to the minimum necessary and to satisfy treatment goals. Conservation treatment must be both necessary and appropriate for the particular object in question, according to its preservation needs, history, significance, and role in the museum collection. Conservation treatments must be performed in accordance with the Code of Ethics and Standards of Practice of the American Institute for Conservation of Historic and Artistic Works.
- Museum objects, including significant and high-value reproductions, shall be prioritized as to their importance and value to the unit when developing an Emergency Operations Plan. The Emergency Operations Plan shall give priority of protection and recovery to the most valuable/significant objects in the museum collection.
- Appropriate uses of museum collections include exhibits, research, and other interpretive media (e.g., publications based on museum objects). Any consumptive use that is likely to damage or hasten the deterioration of museum objects shall be avoided. Each unit shall have a written museum collections access statement.
- Museum objects that are not relevant to a unit, as determined by a Scope of Collection Statement, should be deaccessioned according to current NPS policies and procedures. Archeological and natural history collections systematically collected from within a park's boundaries must not be deaccessioned, except if they have been lost or have deteriorated to such an extent that they no longer have scientific value.
- Curators and others with collections management responsibilities, in addition to the standards of conduct that govern their activities as employees of the Department of the Interior, are expected to adhere to the Code of Ethics for Curators, as formulated by the Curators Committee of the American Association of Museums.

- Native Americans shall be consulted about the propriety of displaying archeological and ethnographic materials while exhibits are in the planning stage. Park consulting plans shall provide guidance on selecting Native American consultants.

Archival Materials

- Archival materials are historic documents, important for their association with historic events, persons, or activities. They are managed as museum objects according to procedures outlined in the NPS Museum Handbook, Part II, Appendix D. Field data and associated records or natural science studies, and historic architecture, and archeological investigations are also treated as archival materials. Official records (those produced by the agency in its day-to-day operations) are managed according to "NPS-19: Records Management Guideline." Books and other library materials used as historic furnishings must be treated as museum objects, subject to museum documentation and care.
- Acquisition of archival material must be compatible with a park's Scope of Collection Statement and must be in accordance with NPS "Management Policies."
- Original archival materials must be preserved; however, the information they contain may be copied and accessioned into the library.
- NPS security and conservation standards for museum objects apply to all archival materials.

D. MANDATE AND POLICY FOR NPS INTEGRATED PEST MANAGEMENT PROGRAM

1. Law and Regulations

The Federal Insecticide, Fungicide, and Rodenticide (FIFRA) Act of 1947, as amended, and the Federal Code of Regulations (40 CFR) govern pesticide registration, pesticide usage, the training and certification of pesticide applicators, and the criminal and civil penalties associated with the misuse of pesticides. FIFRA also delegates the enforcement of the provisions of the law to the states. In addition, each park should become familiar with the state laws governing pesticide usage.

2. Presidential Memorandum

The memorandum from the President, August 2, 1979, that directs federal agencies to establish an Integrated Pest Management Program reads as follows:

Memorandum for the Secretary of Agriculture, the Secretary of Commerce, the Secretary of Defense, the Secretary of Health, Education, and Welfare, the Secretary of Housing and Urban Development, the Secretary of the Interior, the Secretary of Labor, the Secretary of Transportation, the Administrator of the Environmental Protection Agency, the Administrator of the General Services Administration, the Chairman of the Council on Environmental Quality

In my Environmental Message of August 2, 1979, I recognized that integrated pest management (IPM) has both economic and environmental benefits and should be encouraged in both research and operational programs of federal agencies. Therefore, I am directing that each of your agencies:

- Modify as soon as possible your existing pest management, research, control, education, and assistance programs to support and adopt IPM strategies wherever practicable within the limits of existing resources.
- Review your pest management research, control, education, and assistance programs to assess the potential for increased emphasis on integrated pest management.
- Report actions taken to implement IPM strategies and the results of this review and assessment to the IPM coordinating committee in six months.

I am establishing an interagency IPM Coordinating Committee to assure implementation of this directive and to oversee further development and implementation of integrated pest management practices. The Committee shall be chaired by the Council on Environmental Quality. Your agency should appoint one representative to serve on this Committee who is an Assistant Secretary, Assistant Administrator, or the equivalent. The Committee is to report to me by June 30, 1980 on progress made by federal agencies in the advancement of IPM and on any institutional barriers thereto. The Committee may request any Executive agency to furnish such information, advice, and service as may be useful for the fulfillment of the Committee's functions. Each of your agencies shall cooperate with and furnish support to the Committee as needed to carry out its functions.

Please give these assignments your immediate attention.

JIMMY CARTER

August 2, 1979

3. Departmental and Service Policy

The Departmental Manual, Part 517, Chapter 1 outlines the pesticide use policy of the Department of the Interior. It is the policy of the Department

"To use pesticides only after full consideration of alternatives - based on competent analyses of environmental effects, safety, specificity, effectiveness, and costs. The full range of alternatives including chemical, biological, and physical methods, and no action will be considered. When it is determined that a pesticide must be used in order to meet important management goals, the least hazardous material that will meet such goals will be chosen."

The NPS Management Policies (Dec 1988), Chapter 5, Cultural Resources Management provides additional policy guidance:

Pest Management (Page 5:14)

"The National Park Service will follow the integrated pest management approach in addressing pest problems related to cultural resources. All feasible nonchemical methods will be exhausted before resorting to the use of chemicals. Any use of pesticides for cultural resources will conform to the NPS pesticide use policy." (See Pests 4:13-14)

4. NPS-77, Natural Resources Management Guideline, Chapter 2 provides guidance on the NPS Integrated Pest Management Program including certification of pesticide applicators and the procedures for obtaining approval to use pesticides such as museum fumigants.



RIDER HUNT

Construction
Cost Consultants
and Quantity Surv
.....

PDK/68

December 2, 1991

Mary McCutcheon
c/o Department of Parks & Recreation
490 Chalan Palasyo Rd.
Agana Heights, Guam 96919

Dear Mary,

PROPOSED GUAM MUSEUM.

As requested, we have prepared the following Concept Estimate for the proposed Guam Museum.

The intention of this Concept Estimate is to provide an indicative construction budget only.

1. Basis of Concept Estimate.

The estimate is based on your preliminary assessment of the required building square footage and brief thoughts and discussions regarding the type of facility to be constructed.

No architectural, structural, civil, mechanical, electrical or specialist services design or criteria is available at this time nor has advice from these consultants been sought.

Allowances have been included in the concept estimate to cover specialist installations normally found in buildings of this type however they are indicative only as no research has been carried out.

111 Chalan Santa Pe
Suite 602,
Bank of Guam Buildi
Agana, Guam

Telephone: (671) 472
Facsimile: (671) 472

President
R D Tibby

Vice-President
P D Knowles

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Los Angeles
Melbourne
Palmerston North
Perth
Port Moresby
San Francisco
Singapore
Sunshine Coast
Sydney
Tampa
Townsville
Wellington



2. Concept Estimate.

Museum Building

2.1	Proposed Museum Building	52,000 SF @ 200/SF	\$10,400,000.00
2.2	Allowance for Standby power service		\$ 150,000.00
2.3	Allowance for specialist lighting		\$ 150,000.00
2.4	Allowance for specialist audio systems,		\$ 150,000.00
2.5	Allowance for storage shelving		\$ 50,000.00
2.6	Allowance for exhibit display shelving		\$ 100,000.00
2.7	Allowance for security system		\$ 75,000.00
2.8	Allowance for specialist equipment to fabrication shop		\$ 25,000.00
		Indicative Building Cost	<u>\$11,100,000.00</u>

Exterior Works

Total site area 87,100 SF (2 acres)
less building foot print 52,000 SF
divided by 3 (17,300 SF) = 69,800 SF

2.9	Carparking Allowance	69,800 SF x 75% = 52,350 SF @ \$5/SF	\$ 262,000.00
2.10	General landscaping Allowance	69,800 SF x 25% = 17,450 SF @ \$2/SF	\$ 35,000.00
2.11	Allowance for access road connection		\$ 10,000.00
			<u>c/f \$11,407,000.00</u>

2. Concept Estimate (Contd.)

Exterior Works. (Contd.)

	b/r
2.12 Allowance for footpaths	\$ 30,000.00
2.13 Allowance for outdoor activity and exhibit areas.	\$ 100,000.00
2.14 Allowance for Fiesta area	\$ 50,000.00
2.15 Allowance for External lighting	\$ 75,000.00
2.16 Allowance for External signage	\$ 10,000.00
2.17 Allowance for boundary fencing	\$ 50,000.00
2.18 Allowance for general site clearance	\$ 40,000.00
Indication Building Cost and Exterior Works.	<u>\$11,762,000.00</u>

Professional Consultants Fees

2.19 Allowance for A&E design, contract administration and cost control.	\$12,000,000.00 x 15%	\$1,800,000.00
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Cost Escalation

2.20 Allowance for cost escalation based on a construction start date January 1993.	(\$13,800,000.00 x 10%)	\$1,380,000.00
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Design Contingency

2.21 Allowance for design Contingency at 10%	\$1,558,000.00
Indicative total development cost.	<u>\$16,500,000.00</u>

3. Assumptions.

The indicative cost estimate contains the following assumptions:

- . The development will be carried out on a flat site needing minimal clearance and earthworks.
- . All utilities are available for connection at the site boundary.
- . The project is to be fully designed and documented and issued for competitive bid.

4. Exclusions.

The indicative cost estimate contains the following exclusions:

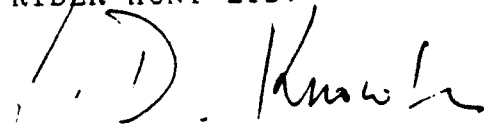
- . site demolition of existing buildings.
- . installation of exhibits.
- . loose furniture, fittings and equipment.
- . consumable and operating expenses.
- . exhibit relocation expenses.
- . renderings, wall decorations etc.
- . governmental fees, permits and charges.
- . specialist land use studies.
- . land, legal and finance costs.

As discussed the intention of this report is to establish an indicative budget figure for the proposed development.

We trust that the above report is satisfactory for your needs at this time.

Should you have any queries or require any further information please do not hesitate to contact the undersigned.

Yours faithfully,
RIDER HUNT LTD.



Peter D. Knowles.
Vice President

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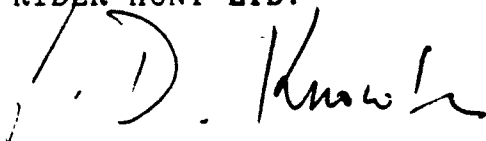
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Yours faithfully,
RIDER HUNT LTD.



Peter D. Knowles.
Vice President



Nieves M. Flores Memorial Library
Government of Guam

June 13, 1989

Honorable Joseph F. Ada
Governor of Guam
Office of the Governor
P. O. Box 2950
Agana, Guam 96910

Dear Governor Ada:

During the Guam Public Library Board's general meeting on May 3, 1989, the Board unanimously adopted Resolution No. 89-001, relative to expressing the desire of the Board to review the current status of the Guam Museum and solicit assistance to address the needs for a museum expansion in facility and services.

Since the adoption of Resolution No. 89-001, we have met once and established a committee of three (3) Board members to formulate guidelines and plans for the museum accreditation and expansion.

The museum's growth in terms of acquiring accreditation and facility expansion had been extremely slow at best, while the importance of our museum to our people and generation to come had continued to grow in leaps and bounds over the last fifty (50) years.

We hope that by making you aware of the state of the ark of our Guam Museum we can all proceed to work together over the next two (2) years to address the pressing needs that have long been neglected or have not been properly addressed.

Sincerely,

MELINDA D. CASTRO
Chairman
Guam Public Library Board

Enclosure

Exhibit 2

**NIEVES M. FLORES MEMORIAL LIBRARY
GUAM PUBLIC LIBRARY BOARD**

Res. No. 89-001

Relative to expressing the desire of the Guam Public Library Board to review the current status of the Guam Museum and solicit assistance to address the needs for a museum expansion in facility and services.

WHEREAS, in 1932, the Guam Museum was formerly opened as a project of the American Legion Post #1; and

WHEREAS, in 1936, the responsibility for the museum passed from the American Legion Post #1 to the Naval Government; and

WHEREAS, in 1954, the Guam Museum was rededicated and placed under the Department of Land Management; and

WHEREAS, in 1960, under Public Law 10-8, the Guam Museum was placed under the general cognizance of the Public Library Board which shall have the authority, power and responsibility for the administration and operation of the Guam Museum; and

WHEREAS, the collection of the Guam Museum has reached a total of 3,192 and many historic objects and artifacts are stored at different locations on island and abroad; and

WHEREAS, the Museum facility has not been expanded in over twenty-five (25) years; and

WHEREAS, the Territorial Librarian has been very supportive of the preservation of Guam historical objects and artifacts as evident through his support of Resolution 135 in September 1987, relative to authorizing the Speaker of the Guam Legislature to appoint a task force to review the legislation on historical objects and sites, and to declare a moratorium on the issuance of permits for exploration and recovery thereon; and

WHEREAS, the Territorial Librarian has been very supportive of the expansion and education of the Guam Museum as evident through his support of Bill 429 in March 1988, relative to an act to establish the Museum Renovation and Expansion Fund; and

WHEREAS, in 1989, the Library Board Chairman testified in favor of Bill 169, an identical bill to that of Bill 429; and

WHEREAS, in FY 1988, the Guam Museum established as its major goals and objectives the reviews of the Guam Museum laws for the purpose of creating policies for the handling and treatment of the Territory's cultural artifacts, and research for accreditation from the American Association of Museum; and

WHEREAS, we believe that all efforts should be expended toward the improvement of the Guam Museum in the areas of facility expansion, adequate staffing and training program and research, increased educational programs, more rotational displays, and accreditation; now, therefore, be it

RESOLVED, that the Guam Public Library Board, through a committee of three (3) members, appointed by the Chairman, work closely with the Territorial Librarian to insure that the concerns immediately mentioned above are vigorously addressed and in a timely manner; and further

RESOLVED, that the Guam Public Library Board expresses its desire to solicit the assistance of the Governor and the Speaker of the 20th Guam Legislature to identify a suitable location and the necessary funding to adequately accommodate the monumental growth of the museum over the past five (5) decades; and be it further

RESOLVED, that we, the undersigned Board members, send copies of this resolution to the Governor of Guam; to the Speaker of the 20th Guam Legislature; to the Chairman of the Committee on Education, Guam Legislature; to the Chairman of the Committee on General Governmental Operations, Guam Legislature; and to the Chairman of the Committee on Youth, Senior Citizens, Cultural Affairs and Human Resources, Guam Legislature.

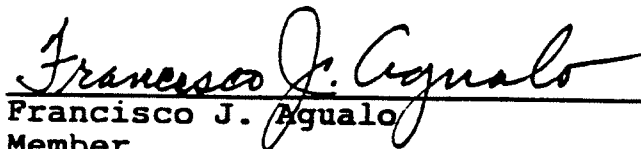
DULY AND REGULARLY ADOPTED ON THE 3rd DAY OF MAY 1989.



Melinda D. Castro
Chairman



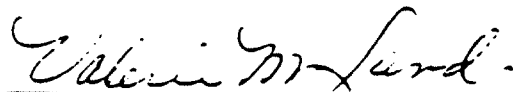
Beth M. McClure
Member



Francisco J. Agualo
Member



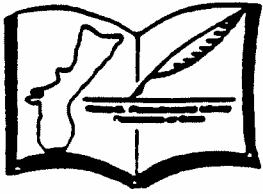
Julia T. Tennessen
Member



Valerie M. Lund
Member

ABSENT

Angela C. Tydingco
Member



Nieves M. Flores Memorial Library
Government of Guam

October 22, 1991

Ms. Susan Graziano
MAP Director
Museum Assessment Program
American Association of Museum
1225 Eye Street, N.W.
Suite 200
Washington, D.C. 20005

Re: Proof of Non-Profit Status

Dear Ms. Graziano:

This is to certify that the Guam Museum, administered by the Guam Public Library Board is a government entity under Government Code of the Territory of Guam, Title XXXVIII, Chapter I.

Enclosed is a copy of the Government Code of the Territory of Guam, Volume III, Sections 42000 through 42018, and 1973 Cumulative Supplement, Sections 42015 and 42019.

Oct 22 1991

Date /

FRANK R. SAN AGUSTIN
Territorial Librarian and
Executive Officer of the
Guam Museum

Oct. 22, 1991

Date

HOPE A. CRISTOBAL
Chairman of the Guam Public Library
Board and Chairperson, Committee
for the Expansion & Accreditation
of the Guam Museum

Encls.



Commonwealth Now!

1992 IMS Museum Assessment Program

Application Form 1

Face Sheet

1. Applicant Museum

(Use only blocks provided. Abbreviate if necessary.)

G U A M M U S E U M

2. Museum's Mailing Address

2 5 4 M A R T Y R S T .

3. City

A G A N A

4. State

G U

5. Zipcode

9 6 9 1 0 -

6. Museum Director

F R A N K R. S A N A G U S T I N

7. Business Telephone of Museum Director

6 7 1 - 4 7 7 - 8 3 2 0

8. Name of sponsoring institution/parent organization, if applicable (e.g., municipality, state, or university)

G U A M P U B L I C L I B R A R Y B O A R D

9. Governing control of museum 2

Select one of the following:

- 1. Federal
- 2. State
- 3. Municipal
- 4. County
- 5. Private Nonprofit
- 6. Other

10. Museum's discipline 05

Select one of the following:

- 01. Aquarium
- 02. Arboretum/
Botanical Garden
- 03. Art
- 04. Children's/Youth
- 05. General *
- 06. Historic House/Site
- 07. History
- 08. Natural History/
Anthropology
- 09. Nature Center
- 10. Planetarium
- 11. Science/Technology
- 12. Zoo
- 13. Specialized **
(specify discipline)

11. Is the museum college or university controlled? Yes No

12. Museum's estimated attendance for the 12-month period prior to application. 25,000

13. Total number of hours the museum was open to the public for the 12-month period prior to application. 2184

14. Year the museum was first open and exhibiting objects to the general public. 1932

15. Number of full-time paid museum staff. 4 16. Number of part-time paid museum staff. 0

17. Number of full-time unpaid museum staff. 0 18. Number of part-time unpaid museum staff. 0

19. Museum's non-Federal operating income for the most recently completed fiscal year 19 91 (year) \$ 72,262

20. Museum's non-Federal operating income for the second most recently completed fiscal year 19 90 (year) \$ 72,262

21. MAP grant applying for: MAPI MAP II MAP III (Check one)

*A museum with collections representing two or more disciplines equally (e.g., art and history)

**A museum with collections limited to one narrowly-defined discipline (e.g., textiles, stamps, maritime, ethnic group)

For AAM Staff Use Only
Date Received _____ AAMP _____ MAPSTATE _____ HSW _____

Grant Processing Information Sheet

A. Eligibility Requirements

All IMS Museum Assessment Program applicants must answer the following questions.

- 1. Is the museum organized as a public or private nonprofit institution that exists on a permanent basis for essentially educational or aesthetic purposes? Yes No
- 2. Does the museum care for, and own or use tangible objects, whether animate or inanimate? Yes No
- 3. Are these objects exhibited to the public on a regular basis through facilities the museum owns or operates? Yes No
- 4. Is the museum open and exhibiting to the public at least 120 days a year? Yes No
- 5. Does the museum have at least one full-time paid or unpaid staff member or the equivalent, whose primary duty is the care, acquisition or exhibition to the public of objects owned or used by the museum? Yes No

B. Prior MAP Awards

Has the museum received an IMS

- MAP I grant? Yes Year _____ No
- MAP II grant? Yes Year _____ No
- MAP III grant? Yes Year _____ No

C. Museum Hours

List below the museum's open hours each day of the week. If the schedule is seasonal, fill in the months that apply (add additional lines if needed).

		Hours						
		Su	M	T	W	Th	F	S
Oct. to	Oct.	closed	9-4:30	9-4:30	9-4:30	9-4:30	9-4:30	9-4:00
(month)	(month)							
to								
(month)	(month)							

Part I. Guidelines



Assurances

All grant recipients must comply with the statutes outlined below.

All applicants must provide a signed certification (page 4) before a grant can be made.

The Applicant **HEREBY AGREES** that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); the Age Discrimination Act of 1975 (42 U.S.C. Section 6101 et seq.); and where applicable, Section 106 of the National Historic Preservation Act of 1966 as amended (16 U.S.C. 470); Executive Order 11593; and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683); and all regulations of the Institute of Museum Services issued pursuant to these statutes. **FURTHERMORE**, the applicant **HEREBY CERTIFIES** that it meets all requirements regarding Federal debt status and Federal debarment and suspension, and that it will provide a drug-free workplace in compliance with the Drug-Free Workplace Act of 1988.

This assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended.

This assurance is given in connection with any and all financial assistance from the Institute of Museum Services after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The Applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and on the Authorizing Official whose signature appears below.

Assurances Explanation

Title VI of the Civil Rights Act of 1964 provides that no persons in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Section 504 of the Rehabilitation Act of 1973 provides for nondiscrimination on the basis of handicap in Federally-assisted programs. Section 6101 of the Age Discrimination Act of 1975 provides for nondiscrimination in Federally-assisted programs on the basis of age. Subject to certain exceptions, Title IX of the Education Amendments of 1972 prohibits the exclusion of persons on the basis of sex from any education program or activity receiving Federal financial assistance.

Federal Debt Status

The applicant certifies to the best of his or her knowledge and belief that he or she is not delinquent in the repayment of any Federal debt.

Debarments and Suspension

The applicant certifies to the best of his or her knowledge and belief that he or she: (a) is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (b) has not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) transaction or contract under a public transaction; violation of Federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and (d) has not within a three-year period preceding this application had one or more public transactions (Federal, state, or local) terminated for cause or default.

Drug-Free Workplace Act of 1988

(a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant.

(b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within ten calendar days of the conviction, to the grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

For further information on the certifications, contact IMS at 1100 Pennsylvania Avenue, NW, Washington, DC 20506.

Certification (The museum's director and authorizing official should read and sign the following statement.)

We have examined this application and hereby certify that the information provided is true and correct. Should we receive a grant, we will comply with all requirements of the IMS Regulations 45 CFR Part 180, all rules outlined on Application Form pages 3 and 4, and all other applicable Federal statutes and regulations.


Signature of Museum Director

October 27, 1991
Date

Name of Museum's Director



October 27, 1991
Date

Signature of Authorizing Official

the Expansion & Accreditation of the Guam Museum

Name and Title of...

What is the Museum Assessment Program (MAP)?

IMS awards one-time, non-competitive grants of technical assistance through the Museum Assessment Program (MAP). Applications are funded on a "first-come, first-served" basis after being approved by the Director of IMS. Matching funds are not required.

In all MAP programs, one or more independent museum professionals survey the institution and talk to staff, officials, and volunteers. After the site visit, the surveyor(s) writes a report for the museum's director which outlines observable strengths and weaknesses in some aspect of the museum's operations.

Three types of MAP grants are available:*

MAP I supports an evaluation of overall programs and operations. The survey report helps the museum structure its operations more efficiently, thereby improving its services to the community and increasing its base of support.

MAP II supports an evaluation of collections care and management. The survey report helps the museum assess the needs of its collections and develop collections care and management priorities.

MAP III supports an evaluation of public programs and operations. The survey report helps the museum review the public's perception of and involvement with the museum, enabling it to better meet the needs of its audience.

Note: IMS will award a limited number of MAP grants in Fiscal Year 1992. If more MAP I and MAP II applications are received than IMS can fund this year, those applications will be held for funding in Fiscal Year 1993.

Eligibility Criteria

To be eligible for IMS support, a museum must:

- be organized as a public or private nonprofit institution that exists on a permanent basis for essentially educational or aesthetic purposes; *and*
- care for, and own or use tangible objects, whether animate or inanimate, and exhibit these objects on a regular basis through facilities which it owns or operates; *and*
- have at least one professional staff member or the full-time equivalent, whether paid or unpaid, whose primary responsibility is the acquisition,

*Museums may apply for MAP grants in any sequence.

care or exhibition to the public of objects owned or used by the museum;
and



- be open and providing museum services to the general public (an institution which exhibits objects to the general public for at least 120 days a year fulfills this requirement); *and*



- be located in one of the fifty States of the Union, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Northern Mariana Islands, or the Trust Territory of the Pacific Islands.

Regulations pertaining to eligibility are available upon request from IMS.

\$1,975 received

**Grant
Amount**

IMS will determine the 1992 MAP grant amounts after receiving a final Congressional appropriation.

**Use of MAP
Funds**

MAP funds cover the following costs:

- 1) Registration fee
- 2) Surveyor honorarium
- 3) Technical assistance materials
- 4) Travel and lodging for visiting surveyor

If the surveyor's expenses exceed the allotted amount, *the museum is responsible for paying the difference.* The museum may keep any funds remaining after all expenses have been paid, but those funds must be applied to the museum's operating budget.

Museums may not use MAP funds for any purposes other than those stated above.

**Proof of
Nonprofit
Status**

Each applicant must submit proof of nonprofit status which may be either:

- A copy of the IRS letter indicating the applicant's eligibility for nonprofit status under the applicable provisions of the Internal Revenue Code of 1954, as amended; *or*
- An official document identifying the museum as a unit of state or local government or other tax exempt multipurpose organization. If prepared specifically for this application, the certification must be on the parent organization letterhead and certified by an official of the parent organization.

Note: A letter of sales tax exemption is not acceptable as proof of nonprofit status.