

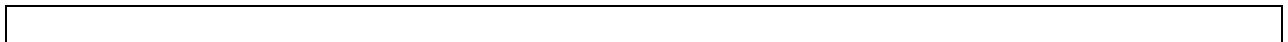
NZAC – New Zealand Arthropod Collection (including New Zealand Nematode Collection)

Policies for Collection Management

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2. Goals

1. To develop a comprehensive, scientifically based collection of native and adventive invertebrates occurring in New Zealand and its offshore territories, of invertebrates from the South Pacific region and other related faunas, and of reference material of other exotic taxa that are deemed to be of interest. These collections are to be representative of the taxonomic, morphological, geographical, and ecological ranges of variation.
2. To ensure that specimens and associated data are maintained to high international curatorial standards to maximise their usefulness for taxonomic and other appropriate research, and in a form that will allow easy exchange with other institutions and agencies.
3. To research the New Zealand invertebrate fauna, disseminate information relating to the collection, and assist others to undertake similar research by making the collection available for studies by scientists worldwide.
4. To act as a repository for permanent voucher specimens of invertebrates used in important research studies.

2.1 Obligations

It is the policy of the NZAC to act in accordance with the New Zealand Wildlife Act (1953), the Convention for International Trade in Endangered species (CITES), and the Protected Objects Act (formerly Antiquities Act) (1975, updated 2006).

3. Policy Statements

3.1. Collection administration

- 3.1.1. The Collection Director (Research Leader, Invertebrate Biosystematics) and Head Curator work together to maintain the Collection management and curation to international standards. The Head Curator, together with other persons designated in agreement with the Collection Director, is responsible for the execution of the policy. Amendments to the policy must be approved by the Collection Director.
- 3.1.2. The Head Curator is a member of the Council of Heads of Australian Entomological Collections (CHAEC).
- 3.1.3. Taxa are each assigned to a Section Curator who has overall responsibility for that group, and should be the first point of contact for requests relating to that group. A person may be responsible in this way for more than one taxon. A list of these and other delegated responsibilities will be maintained.

3.2. Collection management and curation

- 3.2.1. The Collection Director is ultimately accountable for the overall care of the Collection.
- 3.2.2. The Head Curator is responsible for the execution of Collection policies, and for day-to-day curation, management and general care.
- 3.2.3. Practices of curation and management shall be consistent with the best available information on the subject and shall include protection against theft, fire, moisture, pest infestation, and other hazards. Staff, research associates, and visitors should be aware at all times of their responsibility to protect and preserve the collections from damage or loss.
- 3.2.4. Curation and management of specimens shall follow the guidelines specified in the Collection Curation Manual.

3.3. Documentation and databases

- 3.3.1. The NZAC itself acts as an evolving database of information on the New Zealand invertebrate fauna, through the accession and identification of fully labelled specimens. Documentation associated with the Collection includes field note-books and other notes accumulated by researchers, herbarium sheets showing insect damage to plants, cross-referenced to

specimens in the Collection, location guides to insect groups in the Collection, and electronic databases.

- 3.3.2. All such documentation should be treated as part of the NZAC and kept as far as possible associated with the relevant invertebrate groups in the Collection. Staff, visitors and associates must exercise the same duty of preservation and protection towards such documentation as towards specimens in their care.
- 3.3.3. The policies of access to and use of the Collection (see 3.4, below) in general apply also to this documentation.
- 3.3.4. It is the duty of Section Curators to know the whereabouts of, and ensure the safety of documentation associated with the invertebrate groups for which they have responsibility. The Head Curator should maintain an overview of documentation for the entire Collection. Information about such documentation must be passed on when there is staff succession.
- 3.3.5. Specimens removed temporarily from the collection for electronic databasing should be handled with the greatest care, their labels disturbed as little as possible, and returned in a timely fashion to the collection in the position from which they came.

3.4. Access to, and use of the Collection

- 3.4.1. The Collection is to be available to *bona fide* researchers for taxonomic and/or associated invertebrate research.
- 3.4.2. Authorisation is required for non-NZAC staff and individuals or representatives of other organisations to use the Collection.
- 3.4.3. Access will be by appointment only, except in extenuating circumstances.
- 3.4.4. Authority to permit or deny access rests with the Head Curator and Collection Director.
- 3.4.5. All visitors to the Collection will be given an induction on relevant Collection procedures, including the correct method of handling specimens.
- 3.4.6. The Collection is open to approved visitors Monday to Friday during official working hours, between 8.30 am and 5.00 pm.
- 3.4.7. Visitors to the Collection will obtain permission prior to photographing, annotating, or dissecting any part of a specimen.

- 3.4.8. A bench fee will apply to commercial visitors, including individuals working as subcontractors to other organisations. Authority to lower or waive this fee rests with the Head Curator or Collection Director.
- 3.4.9. Additional service fees may be charge to any visitor (commercial or not) for visits requiring extraordinary support or monitoring. Authority to lower or waive such fees rests with the Head Curator or Collection Director.
- 3.4.10. NZAC staff may monitor a visitor during a visit to ensure the safe handling and security of specimens in their care.
- 3.4.11. Access may be restricted or denied to specimens that are unusually fragile, currently under research by a member of staff, or represent unique reference material requiring handling by a specialist.
- 3.4.12. The NZAC regards careful handling of specimens as critical to its role in the preservation and guardianship of an outstanding collection of New Zealand and exotic invertebrates, which is intended to be useful to researchers for years to come.
- 3.4.13. Handling of old and/or delicate specimens should be minimized, though it is desirable that specimens on old short pins should be double-mounted for their future protection.
- 3.4.14. Food and drink should be kept away from specimens at all times.
- 3.4.15. Specimens should be examined in the collection vaults or in researchers' offices where possible. Specimens may be taken off-site for study if necessary, with the approval of the Collection Director. If specimens need to be taken off-site, they should be protected in transit and placed in the -20°C freezer on their return (as per 3.13.1 below) before being reincorporated into the collection. Type material and historical specimens must not be taken off-site, unless on loan.
- 3.4.16. The greatest care must be exercised in moving cabinets and other equipment in the vaults.

3.5. Accession and acquisition of specimens

- 3.5.1. The NZAC is an active collection, its holdings being added to each year through field work by staff and associates, and through deposition of vouchers. Bequests are accepted under the conditions outlined below (3.6).
- 3.5.2. In collecting specimens for NZAC, staff and associates should ensure that no more material is collected than can be processed and accessioned into the collection within a reasonable time-frame. Especially where pinned

insects are concerned, quality of specimen preparation should never be sacrificed to quantity. The collection space and long-term need to care for material should also be taken into account

- 3.5.3. Whilst NZAC as the national collection should act as a major repository of voucher material for ecological studies, biological control introductions, etc., the collection cannot accept inadequately prepared or poorly documented voucher material.
- 3.5.4. Large quantities of material to be accessioned into NZAC may incur a charge to cover staff time spent in sorting and processing the material.
- 3.5.5. Only databased (i.e. barcoded) specimens are given a unique NZAC accession number.

3.6. Donations and bequests

- 3.6.1. NZAC cannot accept material unless there is some assurance that it has been acquired legally, i.e., in accordance with the conditions of collecting permits, export permits, CITES etc. The Head Curator / Collection Director should be satisfied, if necessary by seeing documentation, of the provenance of the specimens and the legality of their acquisition and possession by the donor.
- 3.6.2. The decision whether to accept a collection as a donation or bequest should be taken by the relevant Section Curator in consultation with the Head Curator and Collection Director. The following criteria should be considered in deciding whether to accept:
 - 3.6.2.1. It should be ensured that the bequest or gift adds significant value to NZAC and that NZAC has adequate space and resources to incorporate, curate and provide for the long-term care and security of the bequest or gift.
 - 3.6.2.2. Specimens should be pest-free, in good condition, well prepared and labelled, and well sorted, and not require a large amount of further curatorial work before incorporation into NZAC.
 - 3.6.2.3. Collections from New Zealand (including its outlying islands) should be given first preference; second preference will be to those from zoogeographically related areas such as the South Pacific and Australia, and from other areas whence introductions could be of economic importance to New Zealand.
 - 3.6.2.4. Collections from poorly sampled areas, or containing quantities of reared specimens with important biological data, or specialist collections of poorly known groups, should be especially welcomed.

- 3.6.3. NZAC will not generally accept a bequest with attached conditions, e.g., that the collection be kept separate from the main collection.
- 3.6.4. In the case of donations or bequests of mixed quality or not adding value to NZAC (see criteria above), the donor should be informed that not all specimens can be accessioned into NZAC.
- 3.6.5. The Head Curator will be responsible for paperwork associated with donations and bequests, and for arrangements for receipt of specimens (including, e.g., return of boxes or cabinets).
- 3.6.6. Donations and bequests will be fully documented and duly acknowledged by NZAC.
- 3.6.7. Pinned specimens from a donated collection should have a label attached indicating their provenance as part of that donation, before being incorporated into the main collection.

3.7. Exchange specimens

- 3.7.1. NZAC encourages a cautious policy of exchanging specimens with other scholarly institutions. In this way, NZAC may obtain material of species that are poorly or not represented in its collections, while parting with some material of well represented species. Such a policy is also highly desirable to ‘spread the risk’ to specimens in case of a disaster (e.g. flood, earthquake) affecting itself or another institution.
- 3.7.2. The following categories of specimens should never be considered for exchange:
 - 3.7.2.1. Primary type specimens, and all other type material for which NZAC is already the published repository.
 - 3.7.2.2. Specimens of historical importance; i.e. in general, any collected by collectors no longer alive, or any mentioned in publications as deposited in NZAC.
 - 3.7.2.3. Non-duplicate specimens; i.e. the only specimen(s) in NZAC of a species from a particular locality.
 - 3.7.2.4. Unidentified specimens, or specimens from unrevised or poorly known groups which may belong to undescribed taxa.
 - 3.7.2.5. Specimens of groups currently under research or revision by NZAC staff and associates.
 - 3.7.2.6. Specimens of species known to be extinct or endangered.

- 3.7.3. NZAC will only consider exchanges with bona fide researchers.
- 3.7.4. Specimens that have been barcoded should only be exchanged if the relevant database records are updated.
- 3.7.5. Exchange of specimens is at the discretion of the relevant curator, and subject to approval by the Head Curator or Collection Director . Details of the exchange should be documented and records maintained by the Head Curator.
- 3.7.6. Gifts of specimens to other institutions (without exchange) may be considered, where NZAC holds large numbers of duplicates, and the other constraints listed under 3.8.2 do not apply.

3.8. Deaccessioning

- 3.8.1. A specimen can be deaccessioned from NZAC by gift or exchange (as per 3.7 above) or, in exceptional circumstances, by destruction of the specimen.
- 3.8.2. NZAC is committed to maintaining a comprehensive, well prepared and usable collection and its aims are chiefly met by accession of new material and continued preservation of current holdings. However, in the course of maintaining a high standard of curation and minimizing risk to important material, there will be the occasional need to destroy or dispose of certain specimens. Disposal of material is at the discretion of the curator of the group concerned. No material that belongs in any of the categories listed in 3.7.2 should be destroyed. Disposal should be limited to the following classes of specimens:
 - 3.8.2.1. These that have been damaged beyond repair, e.g. by pests, mould or grease, by mishandling, or by corrosion of the pin.
 - 3.8.2.2. Duplicate material of common species in well known, recently revised groups that is in very poor condition, very poorly prepared, or unlabelled.

3.9. Destructive Sampling

- 3.9.1. Destructive sampling of specimens is of two kinds: removal of parts from a specimen for SEM, or for making slide-mounts of those parts, and sampling for molecular studies, which may involve destruction of whole or part of the specimen.
- 3.9.2. Removal of parts for morphological study (by slide mounting or SEM) is a standard procedure in invertebrate systematics, and will generally be allowed, at the discretion of the curator of the group concerned. For

specimens sent from NZAC on loan, permission should be sought by the borrower to dissect specimens in this way, and will normally be granted as part of the conditions attached to the loan. The following cautionary criteria should be considered:

- 3.9.2.1. Unique specimens (i.e. the only specimen of a given species in NZAC, or the only representative of one sex) should, where appropriate, be photographed before removal of body parts for detailed study.
 - 3.9.2.2. Risk of permanent damage to a specimen during disarticulation and dissection should be weighed up against the importance of the information gained by detailed study.
 - 3.9.2.3. Before loaning specimens for destructive sampling, the NZAC curator concerned should be satisfied of the importance of the project being undertaken, the need for NZAC material to help with that project and the ability of the borrower to perform the sampling without unnecessary damage to specimens or dissected parts.
 - 3.9.2.4. NZAC staff should ensure, when conducting destructive sampling for molecular work, and especially when lending material for such sampling, that the necessary permissions have been obtained under the conditions of collecting permits.
 - 3.9.2.5. Where a body part only is required for destructive sampling for molecular work, the same criteria as outlined above (3.9.2.1-3.9.2.3) should apply. A principle of minimal damage to the specimen (and especially to parts that are important for morphological studies) must be exercised. Preferably, the body part sampled should be one of a pair (e.g. a leg), but this may not always be appropriate.
 - 3.9.2.6. Where destruction of a whole specimen is required for molecular studies, specimens chosen should, where at all possible, be from long series of duplicates. Type specimens, historical specimens and unique specimens (as defined under 3.7.2 above) are excluded from such studies.
- 3.9.3. The NZAC will usually only loan specimens for destructive sampling for DNA work under the following conditions:
- 3.9.3.1. The borrower is to submit to GenBank all DNA sequences obtained from NZAC specimens and all of these GenBank accession numbers must appear in the first publication of which they are included. The GenBank accession numbers must also be sent to the relevant curator.

- 3.9.3.2. The borrower must acknowledge use of NZAC specimens in any resulting publications.
- 3.9.3.3. Remaining parts of specimens sampled must be cross-referenced to relevant publications, and other remaining parts or samples.
- 3.9.3.4. Research based on NZAC specimens must not be commercially exploited.
- 3.9.4. The NZAC retains the right to refuse permission for DNA extraction or other destructive sampling of its specimens at its discretion.

3.10. Security measures and disaster management

- 3.10.1. All NZAC staff should be aware of safety features and evacuation procedures for the Tamaki site. The NZAC collection vaults are protected in the event of fire by an automatically activated argonite gas suppression system. After hours, the building housing the collection is locked, protected by an alarm system, and patrolled by security guards.
- 3.10.2. Flammable materials should be kept to a minimum in the collection vaults, especially the alcohol room, and all aisles kept free from obstructions at all times.
- 3.10.3. Staff should exercise the usual caution in admitting visitors and other people not well known to them to the collection vaults. Groups being shown around the building should be supervised by a member of NZAC staff at all times when in the vaults.

3.11. Loans from other institutions

- 3.11.1. It is up to individual staff members who borrow material from other institutions to show the same standard of care that NZAC expects from researchers who borrow NZAC material.
- 3.11.2. Loans from other institutions should never be incorporated into the main NZAC collection unless every specimen has been clearly labelled to indicate the institution from which it is on loan.
- 3.11.3. Loans should be returned in a timely fashion to institutions from which they were borrowed, and extensions sought where appropriate.
- 3.11.4. Responsibility for maintaining records of loans from other institutions rests with the individual borrower.

3.12. Loans to other institutions

- 3.12.1. Loans are made to *bona fide* researchers, normally for taxonomic and systematic study. Loans may be made for non-taxonomic studies (e.g., anatomical, ecological, or geographic) at the discretion of the Head Curator or Section Curators (see below).
- 3.12.2. Loans are made for research that does not impinge on the safety and integrity of the specimens as archival objects, and must be stored under protective conditions, except during examination.
- 3.12.3. Authority to permit or deny loans rests with the Head Curator or Collection Director on the advice of Section Curators.
- 3.12.4. Formal requests for loans are only accepted if they are in writing from borrowers who will be expected to accept responsibility for the safe custody and return of specimens. Specimens must not be removed from the institution to which they were consigned without the written permission of the Head Curator.
- 3.12.5. Loans are not transferable, without written permission from the relevant Section Curator.
- 3.12.6. No loans will be made if the taxon is being actively studied by NZAC staff and associates, unless a prior agreement has been made with that researcher.
- 3.12.7. For each taxon, not all the specimens held in the Collection will be sent on loan, i.e. a representative series will be retained in NZAC; if necessary the remainder can be sent when the principal loan is returned. However, unique specimens may be loaned to *bona fide* researchers at the discretion of the Section Curator.
- 3.12.8. No part of any specimen is to be removed for DNA analysis, SEM examination, or slide preparation without prior written approval from the Head Curator or Section Curator. (See also 3.9 above).
- 3.12.9. The maximum period of a loan is 24 months (6 months for primary types) and specimens should be returned within this period unless an extension has been obtained in writing from the Head Curator or Section Curator before the expiry date.
- 3.12.10. Existing labels, annotations etc. must not be altered, removed, obscured or defaced in any way. No annotations should be made on the original labels, and existing labels, notes etc. must not be removed, covered or defaced.

- 3.12.11. It is recommended that determination or confirmation labels should be attached to every specimen returned to NZAC. If specimens are sampled for DNA analysis or used for SEM etc., supplementary annotation slips stating this are to be added to the specimen. Annotations must show signature, date, and any relevant comments using typescript or indelible ink. Annotation slips should be securely attached to the specimens by the borrower; these will be processed by NZAC staff.
- 3.12.12. All loose fragments should be attached to the specimen concerned. No portion is to be retained unless express permission has been given in writing by the Head Curator or Collection Director.
- 3.12.13. Loans must be returned by insured or registered post and carefully packed to prevent damage in transit.
- 3.12.14. Loans of specimens must conform to CITES regulations, and the loan of primary type material from New Zealand must conform to the New Zealand Protected Objects Act (1975, updated 2006). Where appropriate (e.g., for species of which there are only a few specimens in New Zealand public collections), images should be taken of specimens loaned showing diagnostic characters, to ensure that there remains within New Zealand sufficient resource for recognition of the species in question.
- 3.12.15. Type specimens should be clearly labelled giving their type status, with determination labels stating taxonomic name, author, year of description. Type labels should have the colours specified in 3.14 below. Annotation slips with publication details should also be provided by the borrower. (See also 3.12.11).
- 3.12.16. Use of loan specimens in projects of a commercial nature requires separate and specific permission from the Head Curator or Collection Director. For the purposes of this document "commercial purposes" includes the sale, transfer or transmission (other than for public-good research), of unpublished information or images to third parties.
- 3.12.17. NZAC must be acknowledged in an appropriate form in any publications that present results derived in whole or part from use of loan specimens. A copy should be sent to NZAC of any publication resulting from study of loan material.
- 3.12.18. Loans for diagnostic purposes will only be permitted at the discretion of the relevant Section Curator in consultation with the Head Curator and Collection Director. They will follow the same guidelines as those for taxonomic purposes, with the following additional conditions:
- 3.12.18.1. Type specimens or specimens considered to be of historical importance (see 3.7 above) will not be loaned for these purposes. Loans

will be to the project supervisor at a recognized scholarly institution, and the supervisor will be responsible for the specimens' care during the loan term and their timely return.

- 3.12.18.2. Each loan request should be for taxa from one taxonomic group (e.g., an order of insects), so that it may be dealt with by a single curator. It will be up to the curator, in consultation with the Head Curator, and Collection Director where necessary, to determine whether a loan request is reasonable in scope.
- 3.12.18.3. If the time taken by the individual curator to put together such a loan is considered in excess of normal, NZAC will charge for the extra time taken for processing.
- 3.12.18.4. Loans for diagnostic purposes will generally be of a small synoptic collection of identified material. Loans of unsorted material will be considered, where a cogent argument has been presented that such material is germane to the project in question (e.g., to gain an idea of morphological variation in a poorly known or poorly sorted group).
- 3.12.18.5. No publication outside the immediate scope of the project concerned may be based on NZAC material loaned for diagnostic purposes.
- 3.12.19. Loan requests that are considered by the Section Curator concerned, or by the Head Curator, to be excessive in scope, will be refused.
- 3.12.20. Any person who is perceived by the Head Curator or Collection Director to have abused the loans system, e.g. by loaning on material to others without written permission, failing to take proper care of specimens, removing specimens to other collections, or failing to return overdue loans after reasonable warning, will be refused any subsequent loans from NZAC.
- 3.12.21. Loans to be sent through the post must be packed appropriately, i.e. the specimens pinned securely into a foam-lined box and cross-pinned if necessary, and this box to be wrapped in bubble-wrap and enclosed in another with a substantial buffer, e.g. of polystyrene chips, to fill the whole volume of the outer box.

3.13. Pest management

- 3.13.1. All specimens coming into NZAC from other institutions or as part of a donation or bequest, and all incoming and returned loans, should be stored in the -20°C freezer for at least 48 hours, and preferably for 7 days, prior to being taken into the vaults or incorporated into the collection.

- 3.13.2. Individual Section Curators have responsibility to perform regular checks of the parts of the collection in their care to ensure that they are pest-free. Any drawers found to contain pests should be frozen as per 3.13.1 above.
- 3.13.3. For specimens stored temporarily outside the Collection vaults, e.g. in researchers' offices, camphor tablets are placed in cabinet drawers and storeboxes as a pest deterrent, and a small supply is still available for use. However, NZAC has a policy of minimizing the use of chemicals for pest control and deterrence to guard against possible adverse impacts on the environment or on staff health.

3.14. Type and historic specimen policy

- 3.14.1. Primary type specimens are housed in the main collection vaults at NZAC, but in separate cabinets from those housing the main collection. These cabinets have lockable doors, and keys are in the care of the Section Curators and Head Curator.
- 3.14.2. Holotypes and Lectotypes bear a red label showing type status, name of organism, describer and date of description. Paratypes and Paralectotypes bear similar blue labels.
- 3.14.3. Type specimens should not be removed or disturbed unless necessary, and should be handled with particular care.
- 3.14.4. Primary type specimens will only be loaned to researchers of unimpeachable reputation, who are unable to visit NZAC and unable to complete their studies without viewing the specimen(s). All loans must conform with the Protected Objects Act (1975, updated 2006).
- 3.14.5. When primary types are sent on loan they should be packaged separately from other specimens to minimize any risk of damage.
- 3.14.6. Slide-mounted type specimens or parts of type specimens should be on slides clearly labelled with an indication of type status. Parts should be unambiguously cross-referenced to the relevant specimen. Preferably the relevant word (e.g., 'HOLOTYPE') should be scratched on the slide with a diamond-tipped pen, in case the label becomes detached at a future date.

3.15. Volunteers

- 3.15.1. Volunteers assist Collection staff in various activities that are deemed to develop and enhance the Collection as a biological resource. They provide a service that benefits the community, NZAC, and the volunteer, and is of their own free will and without financial payment.

- 3.15.2. Volunteers are to report to the Head Curator. Responsibility for volunteers may be delegated to other Collection staff where appropriate, e.g., Section Curators.
- 3.15.3. Volunteers may receive training to enable them to perform their duties. The extent of training will be determined by the volunteer's role within the Collection.
- 3.15.4. Volunteers' access to the Collection is on designated days and times agreed with the Head Curator or Section Curator.
- 3.15.5. From time to time the contribution and standard of work of volunteers will be evaluated, with regard to their role in developing and enhancing the Collection as a biological resource. Authority to continue or revoke the volunteer status of an individual rests with the Head Curator and Collection Director.

3.16. Photographing specimens

- 3.16.1. The procedures and duties of care of specimens to be photographed are the same as those outlined for databasing in 3.3. Especial care must be exercised when a double-mounted insect needs to be removed from its mount for photography.
- 3.16.2. Photography of specimens in NZAC will normally be undertaken by members of staff, but visitors with a proven track record of specimen handling may be allowed to photograph specimens themselves at the discretion of the relevant Section Curator. Loaned NZAC specimens may be photographed with the permission of the Curator responsible for the loan.
- 3.16.3. Images taken by people other than staff members may be used for commercial purposes only with the express permission of the Collection Director.
- 3.16.4. Images of NZAC specimens used in publications by people other than NZAC staff must be duly acknowledged as to source.
- 3.16.5. All photographed specimens should be labelled as such, preferably with a reference to the publication where the image appears.
- 3.16.6. Copies of images should be lodged with NZAC, and NZAC will maintain joint copyright with the photographer or relevant institution.

3.17. Specimen data and other information

- 3.17.1. Access by visitors and people other than NZAC staff to data on NZAC specimens and in databases follows the same guidelines as outlined in 3.4

above; i.e. it will usually be restricted to *bona fide* researchers undertaking taxonomic or associated research.

- 3.17.2. Access to such data by others or for other purposes may be allowed on a case by case basis at the discretion of the relevant Section Curator. If the data is to be used for commercial purposes, the Collection Director must also be consulted.
- 3.17.3. Public access may be denied to data that is confidential or relates to research in progress.
- 3.17.4. A charge may be levied if access to data requires a considerable amount of staff or computer time, or if the data are to be used for commercial purposes.
- 3.17.5. A copy of data captured must in each case be lodged with NZAC.

3.18. Private collections

- 3.18.1. It is important that NZAC personnel avoid any possible conflict of interest in their activities as collectors of invertebrates.
- 3.18.2. For this reason, NZAC staff may not form or expand personal collections of invertebrate groups that fall within the remit of NZAC.
- 3.18.3. Personal collections formed before a staff member joined NZAC may be retained, but staff should consult with the Collection Director and Head Curator before disposing of such a collection by gift, bequest, etc.

3.19. Staff leaving NZAC

- 3.19.1. Retiring research staff or those leaving NZAC should normally ensure that any outstanding loans from other institutions are returned, and make an effort to recall any overdue loans in groups for which they are responsible. Documentation for outstanding loans should be passed to the Head Curator.
- 3.19.2. Curatorial staff should ensure before leaving that the Collection Director and/or Head Curator are aware of all documentation relating to the parts of the collection for which they have had responsibility, e.g., notebooks, photographs including digital images, files, etc., and know the whereabouts of that documentation. Alternatively, such information may be passed directly to a successor, when one has been appointed.
- 3.19.3. Any further outstanding matters involving NZAC or outside bodies should be clearly defined and the Collection Director briefed.