Introduction

Mission
To connect people to Northwoods nature through educational experiences that inspire wonder, discovery and responsibility.

Statement of Purpose
The Cable Natural History Museum (CNHM or Museum) maintains quality natural history collections, including artifacts, preserved specimens and live animals, to promote its mission through exhibition, research, and education.

Background and History
Founded in 1967, the CNHM was built with funds donated by the Mary Livingston Griggs and the Mary Griggs Burke Foundation of St. Paul, MN, as a tribute to Mary Burke's mother (Mary Griggs) and a gift to the town of Cable. The Museum showcased the natural history collections and art of town resident Lois Nestel, who became the Museum's first director.

Lois Nestel was a self-taught naturalist, taxidermist and artist. During her 21-year tenure as Director, she built a collection of paintings and drawings, taxidermy mounts, illustrations, natural history manuscripts, models, and preserved specimens. These specimens and objects were the beginnings of the CNHM’s present day collections.

Taxidermy mounts, peltts, plants, bones, feathers, insects, study skins, and other such items were donated to the Museum over the years by various persons. Today the Museum houses approximately 3,600 items in its collections.

With respect to its living collections, the CNHM initiated a raptor program in 2011 to educate people of all ages about the importance of conservation through the use of live, non-releasable birds of prey. Although Binase, a female red-tail hawk died in May 2012, she inspired the Museum Board, staff and volunteers to create a more comprehensive raptor education program.

A mew (a falconry term for a raptor enclosure), with space for three birds of prey, was built in summer 2014 on the Museum’s campus in the town of Cable. A great horned owl, a red-tailed hawk, and an American kestrel currently serve as our ambassadors for conservation education.

The great horned owl, Theo, arrived at the Museum in March 2014. He was stuck by a car on Highway 63 near Drummond, WI the previous fall. He was rehabilitated at Raptor Education Group, Inc. in Antigo, WI. His left wing was broken and healed improperly. Great horned owls live an average of 20-25 years in captivity.

Carson, the red-tailed hawk, was found injured in fall 2013 with juvenile plumage. She was struck by a car near Monroe Center, IL and was rehabilitated at Northern Illinois Raptor Rehab
and Education in Love’s Park, IL. Her left wing was fractured at the elbow and healed improperly. Carson arrived at the Museum in July 2014. Red-tailed hawks live an average of 25 years in captivity.

Aldo, the American kestrel, fell from a nest as a chick in spring 2014 in North Carolina. He broke his left humerus and right radius and was taken to the Carolina Raptor Center in Charlotte, NC. Surgery to fix the injuries was unsuccessful. Aldo arrived at the Museum in August 2014. American kestrels are the smallest North American falcon and generally live about 8 to 10 years in captivity. They require supplemental heat if the temperature in their housing dips below 20°F.

Our raptors were deemed disabled/non-releasable by a veterinarian, in conjunction with a licensed wildlife rehabilitator. The birds we have in our care are healthy birds that tolerate a captive life well, but could not be released back into the wild due to disabilities that would hamper their survival.

In addition, the Museum acquired a hognose snake in 2013, a tiger salamander shortly after and a Great Plains rat snake at a later date. To complement recent major exhibits, a gray tree frog was acquired in 2014 and two freshwater aquariums containing fish, crayfish and snails were added for our Lakes Alive! Exhibit constructed in 2015. Fish species included bullhead, largemouth bass, yellow perch, black crappie, bluegill and pumpkin seed.

Clarification of the CNHM’s role as a Wildlife Educator
The CNHM is not a rehabilitation center and does not accept injured wildlife. While staff is not trained on the capture or treatment of injured wildlife, it does on occasion disseminate information on protocol for what to do and who to call if an injured animal is found.

Commitment to Collections Stewardship
The CNHM was created based on Lois Nestel’s collections representing the Northwoods ecosystem of Wisconsin. As such, it is incumbent upon the Museum to ensure that all items in its collections are acquired, cared for, and maintained under the most ethical standards. The Museum makes collections stewardship a priority in its operation.

Authority

Board of Directors
The CNHM is governed by a Board of Directors. In regards to Collections Stewardship and Management, the board is responsible for the financial affairs of the Museum as well as ensuring Museum policies are implemented. The Board of Directors shall review and approve all requests related to accessioning and deaccessioning recommended by the Naturalist and Curator. The Education Committee, consisting of Board members and Museum volunteers is
responsible for assisting and advising Museum staff regarding management of the Museum collections.

**Museum Director**
The Museum Director works closely with the Board of the Directors and has full responsibility and authority for the management and coordination of the Museum’s operations, staff, and their activities. The Museum Director also has authority for the physical building, ensuring that Museum property is well maintained and safe. In regards to Collections Stewardship and Management, the Museum Director is responsible for overall Museum operations, delegating an annual budget for the collections department, ensuring a safe and well maintained environment to house the collections, supervising the Naturalist and Curator’s job responsibilities, and communicating collections management issues to the Board of Directors.

**Curator**
The Curator is the primary manager of the Museum collections and their utilization in educational programs. The Curator is responsible for managing the collections by implementing the accessioning and deaccessioning processes, maintaining a database, ensuring proper storage of specimens, environmental control and monitoring, and facilitating the growth and long-term care of the collections. The Curator is also responsible for maintaining current federal and state permits regarding specimens for preserved specimens.

**Naturalist**
The Naturalist is the primary manager of the Museum’s living collections and their utilization in educational programs. The Naturalist is responsible for managing the collections through the daily care of the animals and creating long-term plans for the collection. The Naturalist is responsible for maintaining current federal and state permits for the living specimens. In addition, the Naturalist supervises the Living Collections Assistant’s job responsibilities and oversees the raptor volunteer program.

**Living Collections Assistant**
The Living Collections Assistant assists with the day-to-day care and management of the living collections, under the direction of the Naturalist. The Living Collections Assistant holds primary responsibility for the care of the living collections in the absence of the Naturalist.

**Scope of the Collections**
The CNHM’s collections consist of plant, animal, and geological specimens representative of Northern Wisconsin. This geographic area covers the Northern Highlands and Lake Superior Lowland regions. Specimens of species that are not native to Northern Wisconsin can be considered to be in the Museum’s collections for comparative purposes.

In addition to numerous artifacts and preserved and catalogued specimens, the Museum has living collections currently consisting of three raptors, and three herptiles.
The collections are held in public trust for educational and scientific purposes.

**Collections Categories**

*Artifacts and Preserved Specimens*

All artifacts and preserved specimens in the collections fall into one of two categories: Scientific or Teaching.

The Scientific Collections consists of specimens that hold scientific value for research or education. Usually they are associated with specific data that would prove useful to those wishing to conduct scientific research. These specimens are generally not available for “hands-on” use by Museum program participants and visitors.

The Teaching Collections consists of specimens that are suitable for use in educational settings. Some specimens in the Teaching Collections can be used for “hands-on” programs. They generally have no scientific data associated with them. Specimens whose catalog numbers end with the letter “T” are identified as part of the Teaching Collections.

Specimens may be transferred from the Teaching Collections to the Scientific Collections, and vice versa. The Curator would determine if it is necessary to do so and make the proper arrangements in the catalog.

**Living Collections**

The CNHM is committed to the care and management of living animals used for educational programming, in support of the Museum’s mission. While it’s possible to look at a picture of an animal and learn from it, the opportunity to observe and learn from living animals can foster a deeper respect for wildlife and natural ecosystems.

The Museum currently provides care for and utilizes for educational programs a western hognose snake, a Great Plains rat snake, a tiger salamander, and three raptors: a red-tailed hawk, a great horned owl, and an American kestrel.

**Ethics**

The Museum has the ethical responsibility to ensure that collections in its custody are "protected, secure, unencumbered, cared for, and preserved" (AAM, 1992). The Board of Directors, administration, staff, and volunteers subscribe to the *American Association of Museums Code of Ethics* (2000) (Appendix A).
Ethics of Artifact and Specimen Acquisition
Artifacts and specimens collected or acquired for inclusion in the permanent collection must meet the minimum requirements for documentation in order to ensure scientific value; for example, artifacts and specimens missing the proper records for location, collector, dates, stratigraphy or other key documentation, may not be accessioned, except in cases where the specimens become part of the Teaching Collections.

The Museum will not actively collect or accept collections that have knowingly involved the unnecessary destruction of habitats and sites, or if such collecting activity will negatively impact the existence of a given population that is endangered or threatened. Confiscated specimens or artifacts offered to the Museum, by the proper authority, may be accessioned if they meet minimum requirements for documentation and fit into the collections focus and plan of the Museum. In all actions, the Museum and its staff must act ethically and responsibly with the goal of preserving and guarding the biological and cultural heritage of the earth.

The Museum shall not acquire any artifact or specimen that would violate the conditions of the Native American Graves Protection and Repatriation Act (NAGPRA) as it pertains to North American Indians. The Museum shall not knowingly acquire any artifact or specimen of religious significance to North American Indians, Inuit, Aleut, or Native Hawaiian traditional religions without prior approval of official representatives of bonafide tribal groups.

Ethics of Living Collections Acquisition and Use
The decision to use live animals for environmental education programs requires careful consideration and planning both during the acquisition process and in the care and management of the animals. This section discusses the CNHM’s ethical responsibilities in acquiring its living collections and also general ethics that staff should adhere to related to use of live animals for education purposes. Ethics related to the responsible care and management of the animals is discussed later in this document.

Animals must be acquired legally with proper documentation; all necessary permits shall be obtained prior to acquisition. The Museum will not actively collect or accept live animals for its collections unless they fit into the educational focus and plan of the Museum.

Prior to acquiring any live animal, the Museum will thoroughly research the financial and time expenditures associated with all live animal acquisitions, including the most current information available on the level of care and facilities required, and ensure that quality care and appropriate facilities can be provided. The physical and psychological well-being of each animal should be a primary concern. Before acquisition occurs, the Museum shall ensure that a qualified veterinarian able to care for each live animal will be available for consultation and services when needed. Before a permanently injured animal is accepted, appropriate medical information will be collected for review by a veterinarian to confirm that the animal is non-releasable and that the animal will have a good quality of life in captivity (i.e. the injury will not cause chronic pain or undue stress).
In general, Museum staff handling and working with the live collections should follow the Wildlife Educators Code of Ethics\textsuperscript{1} listed below:

1. A wildlife educator should strive to achieve high standards of animal care and programming through knowledge and training.

2. A wildlife educator should acknowledge limitations and enlist the assistance of a veterinarian or other trained professionals when appropriate.

3. A wildlife educator should respect other educators and persons in related fields, sharing skills and knowledge in the spirit of cooperation for the welfare of the animals.

4. The physical and mental wellbeing of each animal should be a primary consideration in management and presentation.

5. A wildlife educator should strive to provide professional and humane care for the animals in their care, respecting the wildness and maintaining the dignity of each animal in life and in death.

6. Non–releasable animals, which are inappropriate for education, foster–parenting, or captive breeding have a right to euthanasia.

7. A wildlife educator must abide by local, state, provincial, and federal laws concerning wildlife and associated activities. Animals must be acquired legally with proper documentation. Animals transferred must go to legal and reputable facilities or individuals.

8. A wildlife educator should establish safe work habits and conditions, abiding by current health and safety practices at all times.

9. A wildlife educator should encourage community support and involvement through public education. The common goal should be to promote a responsible concern for living beings and the welfare of the environment.

10. A wildlife educator should work on the basis of sound ecological principles, incorporating appropriate conservation ethics and an attitude of stewardship.

11. A wildlife educator should conduct all business and activities in a professional manner, with honesty, integrity, compassion, and commitment, realizing that an individual’s conduct reflects on the entire field of wildlife and environmental education.

Accessions and Acquisitions

The eight accession policy requirements listed below apply to both the living and non-living collections. The remainder of this section applies primarily to artifacts and preserved specimens.

Accession Policy

The following policy requirements apply to all of the CNHM’s collections.

1. Specimens that are accessioned into the Museum’s collection must meet the qualifications described in the scope of the collections.
2. The Museum shall only accession objects that it intends to keep for the foreseeable future. Items donated to the Museum that are intended to be sold should not be accessioned into the collections.
3. The Museum must be able to provide proper storage/housing, management and care, and documentation for accessioned specimens without compromising its ability to properly store and care for other objects already in its possession.
4. The Board of Director’s shall review and approve all new accessions.
5. The Curator is responsible for completing the accessioning process and cataloging collection items and maintaining records. Cataloging shall be done according to the Accessioning Numbering System found in Appendix B.
6. The Curator and/or Naturalist will implement decisions regarding accessioning of specimens, with input from the Museum Director, Board, and other involved staff.
7. All accessions must be documented according to the Catalogue Worksheet (Appendix C).
8. All accessions must be acquired in an ethical and legal manner as outlined according to the American Association of Museum’s current best practices regarding collections stewardship (see Appendix D).

Donors

Donors who wish to donate specimens to the CNHM are to complete a donor questionnaire to the fullest extent possible to help facilitate documentation of our collections (see Appendix E).

Gifts

Specimens that are donated to the CNHM voluntarily and without financial compensation are considered gifts. All gifts must be documented using a Deed of Gift form (see Appendix F). The Museum prohibits the donation of restricted gifts, which require the museum to comply with certain requirements that govern the gift’s use. All gifts must be accepted free of restrictions. Gifts must also meet all the requirements in the Accession Policy.

Salvaged Animals

The Museum holds permits to collect deceased animals and accept salvaged animals from members of the public. All collected salvaged animals must be accompanied by a Salvaged Animal Record (Appendix G). Annual reports documenting all migratory birds salvaged under
the permit will be completed by the Curator and returned to the U.S. Fish & Wildlife Service – Migratory Bird Permit Office.

Appraisals and Identification

Appraisals and Donor Tax Deductions
The CNHM will not arrange or pay for appraisals of donations, in accordance with the Tax Reform Act of 1984. Internal appraisals will not be shared with donors.

Due to conflict of interest, no member of the Museum staff may appraise an item for the purpose of establishing a fair-market value of gifts offered to the CNHM.

Identification
Identification or authentication of natural history objects by Museum staff is permitted as a service to the public. Individuals wishing to leave their objects on a temporary basis for identification purposes may do so, but first must read and sign a Receipt for Temporary Deposit (Appendix H). At the time of the deposit, a reclamation date must be set. Items not reclaimed after this date will be considered abandoned and will either be added to the collections or otherwise disposed of.

This Receipt for Temporary Deposit form may also be used for items being considered for acquisition into the collections.

Deaccessions

Most of this discussion applies to both living and non-living collections, but a special discussion describing deaccessioning of living collections animals is also included at the end of the section.

Deaccession Policy
Museum staff may recommend an item in the collection be deaccessioned for the following reasons:

1. The item is not consistent with the Museum’s mission.
2. The item does not meet the requirements listed in the Accession Policy.
3. The item has deteriorated beyond reasonable repair.
4. The CNHM does not have the ability to properly care for an item, which then endangers its well-being.
5. The object or material endangers the CNHM’s physical structure, collections, staff, visitors, or reputation.

The staff member who is requesting an item be deaccessioned must fill out a Deaccession Recommendation Form (Appendix I), indicating the reasons why that item should be
deaccessioned. The recommendation must be reviewed and approved by the Board of Directors and signed by the Museum Director and Board Chairperson.

Once approved for deaccessioning, an item can be disposed of in the following ways:
   1. Donation to another non-profit organization.
   2. Direct disposal by burning, burial or other method.
   3. Exchange with another non-profit organization or dealer.
   4. Sale at public auction or through a reputable dealer.

If donated or sold, documentation shall accompany the deaccessioned item and a record kept on file at the CNHM.

Items to be donated shall be accompanied by an Outgoing Donation Receipt form (Appendix J).

Items that are sold shall be accompanied by an Outgoing Sales Receipt form (Appendix K). Proceeds from sales shall be used only for new acquisitions and/or direct care of the collections. Museum staff will continue to consult with AAM regarding the scope of measures that constitute direct care.

**Deaccessioning of Living Collections**

The Museum holds the public trust in providing the best possible care for its living collections. By accessioning a live animal, the Museum makes a commitment to care for that animal for the rest of its life. Deaccessioning a live animal should only be considered if it was part of a temporary display and can be rehomed, or the animal experiences a decline in quality of life. The living collections shall be treated with respect and dignity throughout their lives and, when necessary, provided a humane death.

When making the decision for euthanasia, indices of welfare or quality of life will be examined. Scientists have described welfare as having three components: that the animal functions well, feels well, and has the capacity to perform behaviors that are innate or species-specific adaptations. An animal has good welfare if, overall, its life has positive value for it. When an animal no longer continues to enjoy good welfare (when it no longer has a life worth living because, on balance, its life no longer has positive value for it, or will shortly be overcome by negative states), the humane response is euthanasia to relieve the animal’s suffering. The decision to euthanize should be made by the Naturalist and Living Collections Assistant with veterinary consultation. The euthanasia itself should be undertaken by a qualified veterinarian.

Care for injured or geriatric animals that are part of the living collections will occur at the Museum, unless facilities and available resources dictate that the animal remain at the veterinary office or be permanently re-homed. Individuals in the living collections that are unable to be on public display or used for programs will continue to be housed and cared for at the Museum.
The Museum has no future plans to transfer any permanent member of the living collections to another facility.

**Loans**

**Outgoing Loan Policy**
The CNHM may loan specimens in its collection to other institutions. Loans may only be made for educational or scholarly purposes, and must not be used for private purposes. The borrowing institution must complete and sign an Outgoing Loan contract form (see Appendix L) and be fully capable of protecting and maintaining the object loaned. The borrowing institution must be able to provide proof of insurance. Outgoing loans must be approved by the Museum Director and Curator.

The CNHM retains the right to recall a loan if contract obligations are not being met.

**Incoming Loan Policy**
Loans obtained by the CNHM may be made to further the Museum’s mission. All incoming loans must be approved by the Museum Director and Curator, consistent with considerations of security, staffing liability, cost, and appropriateness, with the completion of an Incoming Loan form (Appendix M).

**Collections Care and Conservation – Artifacts and Preserved Specimens**

The Curator and/or other designated Museum staff are responsible for care of the collections and storage room, maintaining accurate and thorough documentation, and responsible use of the collections.

**Access and Use**
Access into the Collections Room is restricted to Museum staff. Access for staff members other than the Curator is permissible with training in regards to proper collections care and management. Scholars, students, or other individuals with scholarly pursuits are permitted into the Collections Room only under the supervision of a trained staff member. Additional keys for the Collections Room and Museum display cases are in a locked key box. The CNHM’s Building Access Procedures and Key Policy provides details regarding access to the key box.

Specimens in the CNHM’s collections are used primarily to enhance Museum exhibits and for educational purposes. The use of collections must conform to the Museum’s mission, and must also be ethical and legal.
Only persons approved by the Curator or Museum Director may handle or touch collections objects, excluding teaching collection objects that are identified as being available for visitors to handle.

Requests for access to Museum collections can be made utilizing the Collections Access Request form (Appendix N). This will allow access to and use of its collections and collections records in a controlled, professional manner that protects the physical and intellectual integrity of the collections and collections records.

Destructive sampling of specimens may be necessary at times. Destructive sampling involves taking a sample, for scientific purposes, which alters the integrity of the specimen. Examples of such requests include excising small pieces of skin from specimens for biochemical studies, sectioning of teeth and bone, sputter-coating specimens (or parts of specimens) for use in scanning electron microscopy, dissections of fluid-preserved specimens for anatomical studies, and plucking hairs for specific studies or general reference collections. This sampling is viewed as destructive and would be permitted only if it can be strongly justified and is being used for a scholarly pursuit.

Decisions regarding the appropriateness of such requests must balance the legitimate needs of the scientific and scholarly community with the long-term preservation needs of the collections—including future research needs that might be constrained by current sampling or invasive tests. Proposals from all researchers are reviewed on a case-by-case basis. The Curator can accept the proposal, reject the proposal or ask for additional information from the researcher until satisfied with the proposal. When the Curator finds the proposal acceptable, a written summary of the project will be presented to the Board of Directors and signed by the Museum Director and Board Chairperson for final approval.

When deciding whether to grant permission to carry out destructive sampling on specimens in the collections, a number of criteria will be evaluated. To permit fullest consideration of a request, the investigator would be asked to:

1) Provide a brief description of the project and explain why destructive sampling is necessary.

2) Demonstrate that the techniques used have been successful and that the investigator is proficient in such techniques.

3) Demonstrate that other institutions (including other natural history collections and zoos) have been approached for material, and explain why newly collected samples from the field are impractical.

4) In the event that permission is granted, the sample removed should be returned to the Museum if requested.
Requests for skin samples to be used in biochemical studies involve additional issues. Specific concerns, in addition to the ones listed above include:

1) Is the amount of material requested sufficient for the technique? Can a smaller piece be used?

2) Can material such as cartilage or tissue left on the underside of the skin be used instead of skin itself? Can material from fluid preserved specimens be used, given that most of these have been preserved in formalin for at least a few days?

Permission to conduct destructive sampling on specimens in the Museum’s care may be denied even if the above criteria are met. These decisions would depend on the need to conserve specimens that grow ever more indispensable as natural populations of various species continue to disappear.

**Handling**

Appropriate training is provided for all individuals given permission to handle collections. Additionally, all staff with access to collections are periodically trained and refreshed in appropriate handling, packing, and shipping procedures by the Curator and Collections Monitor. The goal of this training is to ensure the safety of the collections as well as the staff.

**Storage**

Collections will be maintained (stored and exhibited) in the most appropriate manner possible, according to guidelines laid out by professional organizations (American Institute for Conservation [AIC], Society for the Preservation of Natural History Collections [SPNHC], Natural Science Collection Alliance [NSC]). Storage will be in compliance with all State and Federal regulations, including NAGPRA.

Fluids for preserving collections are stored in a locked cabinet that ensures the safety of staff and the public.

**Pest Control**

The Museum uses Integrated Pest Management (IPM) as a primary line of defense against infestations (insect, rodent, and other biological infestation). We have implemented an ongoing IPM Plan to prevent infestations and preserve our collections. Our IPM Plan outlines procedures for the prevention and control of biological infestations and actions to reduce potential threats of infestation. This plan will be updated every three years.

IPM Plan includes the use of good housekeeping techniques, regular monitoring of collections, building and environs (two times per month), identification of pest species and treatment as required. When an infestation is identified, the object or specimen is isolated and treated in the safest manner possible. Preferred treatments include temperature modification and anoxic treatment. The use of pesticides are discouraged, and used only when other methods are
exhausted or impractical. If the use of pesticides is necessary, it is done in accordance to OSHA regulations.

**Housekeeping Plan**
The Museum Housekeeping Plan explains and sets up a schedule for preventive treatments, and serves as a reminder of what needs to be done and how often it needs to be done. While we have implemented consistent housekeeping activities, a formal plan is in the process of development and will:

1. Consider the nature and condition of museum collections
2. Identify the location of museum collections
3. Identify both routine housekeeping tasks and special housekeeping projects
4. Identify equipment, materials, and techniques for carrying out housekeeping tasks.

**Risk Management**
The Museum takes a proactive stand against potential disasters which could result in damage to the collections including artifacts and preserved specimens as well as damage to the living collections. A museum-wide Disaster Preparedness Plan addresses emergency procedures involving Museum collections, both non-living and living, and will be updated every five years.

All specimens in the collections will be documented and covered by the CNHM’s insurance policy. Items loaned out to other organizations must also be insured, either by the Museum or the borrowing institution.

**Collections Care and Conservation – Living Collections**

**Access and Use**
Access into the raptor mews is restricted to the Naturalist, Living Collections Assistant, and Raptor Volunteers. Volunteers are able to enter mews without supervision only after demonstrating responsibility and professional behavior with raptor care. All other staff members or work persons (electrician, builders, etc.) can only enter raptor mews with permission and supervision by the Naturalist or Living Collections Assistant.

Staff and volunteers caring for the animals should be aware of the physical abilities and emotional tolerances of each animal. Animals should not be placed in situations that may cause the animal undue stress or threaten the safety of the animal or a program audience. Caretakers and educators should review current literature and attend relevant workshops to keep up-to-date for each program or display animal concerning natural history, interpretive methods, handling techniques, and proper care. The Naturalist or Living Collections Assistant is responsible for training temporary caregivers, interns or volunteers.

- Policies and procedures should be established for each program animal. These policies should ensure that each animal receives appropriate care.
Program outlines should be available to ensure audiences receive consistent information from each interpreter.

Professional memberships should be kept current in relevant organizations that focus on live animal care and interpretation.

The interpretation of live animals may help people make personal connections with the natural environment and the topic being presented. An interpretive program plan should be written to include all animals used in educational programs and displays. The Museum’s mission statement and goals should be incorporated into this program plan. The use of live animals should be to reinforce or illustrate a program or an interpretive display.

Audiences should be made aware of the ecological niche and unique characteristics of each animal and the legalities and permits necessary to keep a wild animal in captivity. Physical contact between the audience and the program animal should be determined on a case by case basis.

- Liability issues should be explored before an animal is used in a hands-on interpretive program.
- It is illegal to allow an audience to have contact with animals held on federal education permits (i.e. Raptors).
- Contact should not be allowed if there is the possibility of danger to the animal or the audience or if there is danger of disease transmission.
- Members of the audience should never be pressured into touching or holding a live animal.
- Policies on physical contact for each animal should be included in the program plan.

The animals should be comfortable around groups of people before being used in front of audiences. If an animal shows signs of stress, it should be placed in a comfortable environment immediately. Animals used for environmental education should not be treated as pets. Training of animals may be useful to demonstrate an animal's natural ability, but an animal should not be trained to perform unnatural acts or "tricks." Careful consideration should be given when naming a program or display animal. If an animal is given a name, the interpreter should explain the reason this name was chosen. Anthropomorphism should be avoided.

Program statistics and handling records should be kept for each animal to ensure that an animal is not handled excessively. Programs and displays should be evaluated at least annually to ensure current techniques are used and accurate information is presented to audiences.

Handling
The Naturalist and Living Collections Assistant are the only staff members allowed to handle all three raptors (great horned owl, red-tailed hawk, and American kestrel). Volunteers are able to work with the raptors only after demonstrating responsibility and professional behavior around the raptors, along with a dedication to the raptor volunteer program.
Regular Museum staff and Museum volunteers are permitted to handle and transport the herptiles after training and instruction from the Naturalist or Living Collections Assistant. Such staff and volunteers must demonstrate responsible care for the herptiles and professional behavior with their utilization in educational situations.

Secure and comfortable transport methods, with the appropriate temperature and humidity conditions, should be available to move live animals to program locations. A copy of the permits should accompany the birds whenever they travel off-site.

**Facilities/Housing**
The mew that houses the raptors is constructed to meet the space requirements and conform to all material recommendations for weather variability, necessary cleaning procedures and safety from predators or self-injury. In addition, an open-wire aviary capable of holding one bird can be placed in the Museum yard in fair weather, allowing the bird to observe its surroundings and acclimate to people, activity and noises in a controlled environment. A staff member or volunteer is always present when the bird is in the aviary in the Museum yard. The furniture/perches in the mews and the aviary conform to the recommended health and safety standards for each bird.

The aquariums/terrariums that house the herptiles and fish, as well as the plants and material amenities in the enclosures meets the recommended size and materials for the species owned by the Museum.

Similarly, the transport containers for all the live animals meets the recommended standards for size and materials.

All housing facilities should be reevaluated and inspected for maintenance needs at least annually. Required federal and state permits must be kept up to date and displayed on-site.

**Safety**
The security of the living collections is provided by Museum staff during open hours. Access to the raptor mews is restricted to the Naturalist, Living Collections Assistant, and Raptor Volunteers. The entryway to the raptor mews is locked as well as each door to the individual birds. The mew key(s) are kept in a locked key box and a Building Access Procedures and Key Policy details access to the key box.

Lorex wireless security cameras are utilized to monitor activity around the raptor mews. One camera monitors the entry door and the second camera monitors the mews hallway. Video feed streams to the computer of the Naturalist, with video footage saved for 10 days.

The enclosures for the hognose snake, Great Plains rat snake and tiger salamander are secured with latches and pins to deter visitor access.
Adherence to security protocol and procedures concerning locks, handling and enclosure access protects keeper safety and minimizes the chance of animal escape.

**Animal Care**

The Naturalist is responsible for the care and management of the living animals. The Living Collections Assistant also holds responsibility for the living animals. All practices shall be consistent with current knowledge and follow best practices. Volunteers may also be trained to prepare food and feed the live animals and a limited number of volunteers may be trained to handle the animals.

Staff and volunteers caring for the animals should be aware of the physical abilities and emotional tolerances of each animal. Animals should not be placed in situations that may cause the animal undue stress or threaten the safety of the animal. The Naturalist and Living Collections Assistant should work with zoos, naturalists, falconers, rehabilitators, veterinarians, or other professionals to learn how to handle and care for each program or display animal. Program statistics and handling records should be kept for each animal to ensure that an animal is not handled excessively. A daily care sheet should be kept for each live animal and prompt attention should be given by the primary caretaker when abnormalities are noticed.

The Museum shall keep records of all raptors on an individual basis in a form which can be easily examined and analyzed. Maintenance care schedules should include records on amount of food eaten, weights, feathers, feet, beak, talons, equipment, keel score, and behavior. Detailed daily and weekly care procedures for the raptors, herptiles and fish are described in the Procedures for Care of the Living Collections (Appendix O). These procedures involve feeding, cleaning and record keeping and must be reviewed and adhered to by any staff or volunteer involved in caring for the live collections.

**Risk Management**

The Museum takes a proactive stand against potential threats or disasters to the living collections. A portion of the CNHM's Disaster Preparedness Plan addresses the prevention of and response to emergencies that may affect the living collections. The plan focuses on emergencies that are more likely to occur in Northwest Wisconsin where the CNHM is located. It addresses emergency procedures involving the Museum living collections, and will be updated every three years.

**Policy Review and Revision**

This collections management policy must be reviewed by the Naturalist and Curator every three years to determine if revisions are needed. Revisions necessary due to a change in the composition of the living collections or as determined necessary by the Museum Director or the Board of Directors may be made sooner than three years.
Appendix A
AAM Code of Ethics for Museums


Please note that the Code of Ethics for Museums references the American Association of Museums (AAM), now called the American Alliance of Museums.

Ethical codes evolve in response to changing conditions, values and ideas. A professional code of ethics must, therefore, be periodically updated. It must also rest upon widely shared values. Although the operating environment of museums grows more complex each year, the root value for museums, the tie that connects all of us together despite our diversity, is the commitment to serving people, both present and future generations. This value guided the creation of and remains the most fundamental principle in the following Code of Ethics for Museums.

Code of Ethics for Museums

Museums make their unique contribution to the public by collecting, preserving and interpreting the things of this world. Historically, they have owned and used natural objects, living and nonliving, and all manner of human artifacts to advance knowledge and nourish the human spirit. Today, the range of their special interests reflects the scope of human vision. Their missions include collecting and preserving, as well as exhibiting and educating with materials not only owned but also borrowed and fabricated for these ends. Their numbers include both governmental and private museums of anthropology, art history and natural history, aquariums, arboreta, art centers, botanical gardens, children's museums, historic sites, nature centers, planetariums, science and technology centers, and zoos. The museum universe in the United States includes both collecting and non-collecting institutions. Although diverse in their missions, they have in common their nonprofit form of organization and a commitment of service to the public. Their collections and/or the objects they borrow or fabricate are the basis for research, exhibits, and programs that invite public participation.

Taken as a whole, museum collections and exhibition materials represent the world's natural and cultural common wealth. As stewards of that wealth, museums are compelled to advance an understanding of all natural forms and of the human experience. It is incumbent on museums to be resources for humankind and in all their activities to foster an informed
appreciation of the rich and diverse world we have inherited. It is also incumbent upon them to preserve that inheritance for posterity.

Museums in the United States are grounded in the tradition of public service. They are organized as public trusts, holding their collections and information as a benefit for those they were established to serve. Members of their governing authority, employees and volunteers are committed to the interests of these beneficiaries. The law provides the basic framework for museum operations. As nonprofit institutions, museums comply with applicable local, state, and federal laws and international conventions, as well as with the specific legal standards governing trust responsibilities. This Code of Ethics for Museums takes that compliance as given. But legal standards are a minimum. Museums and those responsible for them must do more than avoid legal liability, they must take affirmative steps to maintain their integrity so as to warrant public confidence. They must act not only legally but also ethically. This Code of Ethics for Museums, therefore, outlines ethical standards that frequently exceed legal minimums.

Loyalty to the mission of the museum and to the public it serves is the essence of museum work, whether volunteer or paid. Where conflicts of interest arise—actual, potential or perceived—the duty of loyalty must never be compromised. No individual may use his or her position in a museum for personal gain or to benefit another at the expense of the museum, its mission, its reputation and the society it serves.

For museums, public service is paramount. To affirm that ethic and to elaborate its application to their governance, collections and programs, the American Association of Museums promulgates this Code of Ethics for Museums. In subscribing to this code, museums assume responsibility for the actions of members of their governing authority, employees and volunteers in the performance of museum-related duties. Museums, thereby, affirm their chartered purpose, ensure the prudent application of their resources, enhance their effectiveness and maintain public confidence. This collective endeavor strengthens museum work and the contributions of museums to society—present and future.

**Governance**

Museum governance in its various forms is a public trust responsible for the institution's service to society. The governing authority protects and enhances the museum's collections and programs and its physical, human and financial resources. It ensures that all these resources support the museum's mission, respond to the pluralism of society and respect the diversity of
the natural and cultural common wealth.

Thus, the governing authority ensures that:

- all those who work for or on behalf of a museum understand and support its mission and public trust responsibilities
- its members understand and fulfill their trusteeship and act corporately, not as individuals
- the museum's collections and programs and its physical, human and financial resources are protected, maintained and developed in support of the museum's mission
- it is responsive to and represents the interests of society
- it maintains the relationship with staff in which shared roles are recognized and separate responsibilities respected
- working relationships among trustees, employees and volunteers are based on equity and mutual respect
- professional standards and practices inform and guide museum operations
- policies are articulated and prudent oversight is practiced
- governance promotes the public good rather than individual financial gain.

Collections

The distinctive character of museum ethics derives from the ownership, care and use of objects, specimens, and living collections representing the world's natural and cultural common wealth. This stewardship of collections entails the highest public trust and carries with it the presumption of rightful ownership, permanence, care, documentation, accessibility and responsible disposal.

Thus, the museum ensures that:

- collections in its custody support its mission and public trust responsibilities
- collections in its custody are lawfully held, protected, secure, unencumbered, cared for and preserved
- collections in its custody are accounted for and documented
- access to the collections and related information is permitted and regulated
- acquisition, disposal, and loan activities are conducted in a manner that respects the protection and preservation of natural and cultural resources and discourages illicit trade in such materials
- acquisition, disposal, and loan activities conform to its mission and public trust responsibilities
- disposal of collections through sale, trade or research activities is solely for the advancement of the museum's mission. Proceeds from the sale of nonliving collections are to be used consistent with the established standards of the museum's
discipline, but in no event shall they be used for anything other than acquisition or
direct care of collections.

- the unique and special nature of human remains and funerary and sacred objects is
  recognized as the basis of all decisions concerning such collections
- collections-related activities promote the public good rather than individual financial
  gain
- competing claims of ownership that may be asserted in connection with objects in its
  custody should be handled openly, seriously, responsively and with respect for the
  dignity of all parties involved.

Programs

Museums serve society by advancing an understanding and appreciation of the natural and
cultural common wealth through exhibitions, research, scholarship, publications and
educational activities. These programs further the museum’s mission and are responsive to the
concerns, interests and needs of society.

Thus, the museum ensures that:

- programs support its mission and public trust responsibilities
- programs are founded on scholarship and marked by intellectual integrity
- programs are accessible and encourage participation of the widest possible audience
  consistent with its mission and resources
- programs respect pluralistic values, traditions and concerns
- revenue-producing activities and activities that involve relationships with external entities are
  compatible with the museum’s mission and support its public trust responsibilities
- programs promote the public good rather than individual financial gain.

Promulgation

This Code of Ethics for Museums was adopted by the Board of Directors of the American
Association of Museums on November 12, 1993. The AAM Board of Directors recommends that
each nonprofit museum member of the American Association of Museums adopt and
promulgate its separate code of ethics, applying the Code of Ethics for Museums to its own
institutional setting.

A Committee on Ethics, nominated by the president of the AAM and confirmed by the Board of
Directors, will be charged with two responsibilities:
• establishing programs of information, education and assistance to guide museums in developing their own codes of ethics
• reviewing the Code of Ethics for Museums and periodically recommending refinements and revisions to the Board of Directors.

**Afterword**

Each nonprofit museum member of the American Association of Museums should subscribe to the AAM Code of Ethics for Museums. Subsequently, these museums should set about framing their own institutional codes of ethics, which should be in conformance with the AAM code and should expand on it through the elaboration of specific practices. This recommendation is made to these member institutions in the belief that engaging the governing authority, staff and volunteers in applying the AAM code to institutional settings will stimulate the development and maintenance of sound policies and procedures necessary to understanding and ensuring ethical behavior by institutions and by all who work for them or on their behalf.

The Code of Ethics for Museums serves the interests of museums, their constituencies, and society. The primary goal of AAM is to encourage institutions to regulate the ethical behavior of members of their governing authority, employees and volunteers. Formal adoption of an institutional code promotes higher and more consistent ethical standards.

Appendix B
Accessioning Numbering System
Adopted 4/10/1997

There are three numbers on the computerized database listing.

Identification Number
This number is unique to each entry and is valuable because it tells us how many entries we have in the database. Numbers are assigned sequentially. If the last entry in the database carries an identification number 898, the next entry will have identification number 899, the next 900.

Accession Number
Accession numbers are assigned to all objects entered into the collections with the exception of those designated for the Teaching Collections. To accession an item means to formally bring that item or items into the collections. The most important information from the accession number is the year of accessioning and the order in which items were accessioned. If two items are accessioned that are the same, and collected by the same person, but accessioned on different dates, the two items will be given different accession numbers.

Objects brought into the Museum and directed to the Teaching Collections will have only a catalog number. If an object comes into the Museum and is not designated for the Teaching Collections, but later becomes a part of the Teaching Collections, it may have both an accession number and a catalog number.

The accession number consists of two parts. The first is the year of the acquisition. Any acquisition in the year 1999 will begin the accession number with 1999. The second part of the number identifies the order in which an object was accessioned. For example, the second object of 1999 will have the accession number 1999.02.

Every object will not necessarily have a unique accession number. If, for example, the same collector brought in six different objects on January 20, 1999, all six objects will have the same accession number. If these six objects were the second set of objects accessioned to the museum in 1999, all six objects would have the accession number 1999.02.

If the same collector brought in six objects on January 20, 1999, and an additional four of the same objects on January 21, 1999, and these were the second and third sets of objects accessioned to the museum in 1999, the numbers would be, respectively:

1999.02 for the first six
1999.03 for the next four
If two different collectors bring in the same item on the same day, but collected the item independently, a unique number would be given to each accessioned object. For example, if the fourth and fifth items of 1999 were the same, both accessioned on January 23 but different people collected the objects, the numbers would be:

1999.04
1999.05

**Catalog Number**

Each object has a unique catalog number. The first parts of the catalog number are the two parts of the accession number. The third part is an extension added to the accession number. For example, the eighth object to be accessioned in 1999 would have the accession number of 1999.08. The catalog number would be 1999.08.01. If 1999.08 were actually three items accessioned on the same day and collected by the same collector, the extensions would be:

1999.08.01
1999.08.02
1999.08.03

These extensions would not be different even if the three items were completely different (for example, a bear skull, a dried mayfly, and a mounted chickadee) as long as they were accessioned on the same day and brought in by the same collector.

The objects in the teaching collection are easily identified because they carry the letter “T” as a suffix. There is never an extension on a teaching object’s catalog number. Teaching catalog numbers are given sequentially. Except for the first part identifying the year, there is no relationship between the accession number and the teaching collection catalog number. For example, if a preserved bull snake were the 15th object catalogued for the teaching were a badger pelt, donated by a different collector and on a different day from the receipt of the bull snake, the badger pelt’s catalog number still would be 1999.15T because it was the 15th object catalogued for the teaching collection.

Undocumented items found in the collections will carry the prefix “FIC”. All attempts to reconcile FIC objects will be carried out to the fullest extent possible in order to create an object history.

FIC1999.08.01

Collection items that are replicas will carry the prefix “R” to easily distinguish these items from original specimens.

R1999.08.01
Appendix C

Catalogue Worksheet

Accession/Catalogue Number:

Common Name:

Scientific Name:

Type of Specimen: (check one)

- Dried
- Wet (Fluid)
- Fossil
- Cast
- Geology
- Nest
- Seed
- Skeletal
- Study Skin
- Pelt
- Taxidermy Mount
- Manuscript
- Map
- Model
- Photograph
- Proj Slide
- Painting
- Other (please describe):

Sex:  
- Male
- Female
- Hermaphroditic
- Unknown

Dimensions (cm): Length:  
- Width:
- Height:

Location:

Condition (check one and write specific condition concerns):

- Excellent (No damage or deterioration)
- Good (Minimal damage apparent)
- Fair (Noticeable damage, but still structurally sound)
- Poor (Damaged or deteriorated areas, signs of insect damage, possibly beyond repair)

Classification

<table>
<thead>
<tr>
<th>Kingdom:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phylum:</td>
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<tr>
<td>Class:</td>
<td></td>
</tr>
<tr>
<td>Order:</td>
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</tr>
<tr>
<td>Family:</td>
<td></td>
</tr>
<tr>
<td>Subfamily:</td>
<td></td>
</tr>
<tr>
<td>Genus:</td>
<td></td>
</tr>
<tr>
<td>Species:</td>
<td></td>
</tr>
<tr>
<td>Subspecies (optional):</td>
<td></td>
</tr>
</tbody>
</table>

Description:

Revised 5/21/2012
Appendix D
American Association of Museums, Collections Stewardship

Collections Stewardship

Standards Regarding Collections Stewardship

- The museum owns, exhibits or uses collections that are appropriate to its mission.
- The museum legally, ethically and effectively manages, documents, cares for and uses the collections.
- The museum conducts collections-related research according to appropriate scholarly standards.
- The museum strategically plans for the use and development of its collections.
- The museum, guided by its mission, provides public access to its collections while ensuring their preservation.
- The museum allocates its space and uses its facilities to meet the needs of the collections, audience and staff.
- The museum has appropriate measures in place to ensure the safety and security of people, its collections and/or objects, and the facilities it owns or uses.
- The museum takes appropriate measures to protect itself against potential risk and loss.

Purpose and Importance

Stewardship is the careful, sound and responsible management of that which is entrusted to a museum’s care. Possession of collections incurs legal, social and ethical obligations to provide proper physical storage, management and care for the collections and associated documentation, as well as proper intellectual control. Collections are held in trust for the public and made accessible for the public’s benefit. Effective collections stewardship ensures that the objects the museum owns, borrows, holds in its custody and/or uses are available and accessible to present and future generations. A museum’s collections are an important means of advancing its mission and serving the public.

Implementation

Museums are expected to: plan strategically and act ethically with respect to collections stewardship matters; legally, ethically and responsibly acquire, manage and dispose of collection items as well as know what collections are in its ownership/custody, where they came from, why it has them and their current condition and location; and provide regular and reasonable access to, and use of, the collections/objects in its custody. Achieving this standard requires thorough understanding of collections stewardship issues to ensure thoughtful and responsible planning and decision making. With this in mind, national
standards emphasize systematic development and regular review of policies, procedures, practices and plans for the goals, activities and needs of the collections.

How Does A Museum Assess Whether Its Collections and/or Objects Are Appropriate for Its Mission?
This is determined by comparing the institution’s mission—how it formally defines its unique identity and purpose, and its understanding of its role and responsibility to the public—to two things: (1) the collections used by the institution; and (2) its policies, procedures and practices regarding the development and use of collections (see also the Standards Regarding Institutional Mission Statements).
A review of a museum’s collections stewardship practices examines: whether the mission statement or collections documents (e.g., collections management policy, collections plan, etc.) are clear enough to guide collections stewardship decisions; whether the collections owned by the museum, and objects loaned and exhibited at the museum, fall within the scope of the stated mission and collections documents; and whether the mission and other collections stewardship-related documents are in alignment and guide the museum’s practices.

Assessing Collections Stewardship
There are different ways to manage, house, secure, document and conserve collections, depending on their media and use, and the museum’s own discipline, size, physical facilities, geographic location and financial and human resources. Therefore, one must consider many facets of an institution’s operations that, taken together, demonstrate the effectiveness of its collections stewardship policies, procedures and practices, and assess them in light of varying factors. For instance, museums may have diverse types of collections categorized by different levels of purpose and use—permanent, educational, archival, research and study, to name a few—that may have different management and care needs. These distinctions should be articulated in collections stewardship-related policies and procedures. In addition, different museum disciplines may have different collections stewardship practices, issues and needs related to their specific field. Museums are expected to follow the standards and best practices appropriate to their respective discipline and/or museum type as applicable.

The standards require that:
- A current, approved, comprehensive collections management policy is in effect and actively used to guide the museum’s stewardship of its collections.
- The human resources are sufficient, and the staff have the appropriate education, training and experience to fulfill the museum’s stewardship responsibilities and the needs of the collections.
- Staff are delegated responsibility to carry out the collections management policy.
- A system of documentation, records management and inventory is in effect to describe each object and its acquisition (permanent or temporary), current condition and location and movement into, out of and within the museum.
- The museum regularly monitors environmental conditions and takes proactive measures to mitigate the effects of ultraviolet light, fluctuations in temperature and humidity, air pollution, damage, pests and natural disasters on collections.
• An appropriate method for identifying needs and determining priorities for conservation/care is in place.
• Safety and security procedures and plans for collections in the museum’s custody are documented, practiced and addressed in the museum’s emergency/disaster preparedness plan.
• Regular assessment of, and planning for, collection needs (development, conservation, risk management, etc.) takes place and sufficient financial and human resources are allocated for collections stewardship.
• Collections care policies and procedures for collections on exhibition, in storage, on loan and during travel are appropriate, adequate and documented.
• The scope of a museum’s collections stewardship extends to both the physical and intellectual control of its property.
• Ethical considerations of collections stewardship are incorporated into the appropriate museum policies and procedures.
• Considerations regarding future collecting activities are incorporated into institutional plans and other appropriate policy documents.

Appendix E

Donor Questionnaire
Cable Natural History Museum
PO Box 416
Cable, WI 54821
Phone: 715-798-3890
Fax: 715-798-4826
info@cablemuseum.org

Date: ___________________________ Phone: ___________________________
Name: __________________________ Email: ___________________________
Address: _________________________

Object: __________________________ When did you acquire it? __________________________
How did you acquire it? □ Purchase □ Inheritance □ Gift □ Found □ Other (please describe): __________________________

Story of acquisition:

__________________________________________________________________________
__________________________________________________________________________

From where did you acquire it? Location: __________________________
Was this item collected with the necessary state or federal permits/licenses to collect such an item? _________
From whom did you acquire it? Name: __________________________ Relationship: __________________________
Place: __________________________

Where there any previous owners? _________
Name: __________________________ Relationship: __________________________
Name: __________________________ Relationship: __________________________

Did you perform any repairs or make any changes to it while it was in your care? _________
If “Yes”, please describe: __________________________
__________________________________________________________________________

Who taxidermied the item and what methods were used? (if known/applicable) __________________________

Where was it used/displayed? __________________________
How was it used/displayed? __________________________
When was it used/displayed? __________________________

-Form continues on back-
Are there any documents (such as photographs, letters, bill of sale, or newspaper articles) related to the item that you would like to include in the donation, or allow the museum to copy? The more information and documentation, the better use the Museum would be able to make of your donation.


Additional comments, memories, recollections:


Please Note:

- For the acquisition of natural history specimens, the Cable Natural History Museum recognizes the following wildlife protection acts that includes, but is not limited to:

  Bald and Golden Eagle Protection Act of 1940
  Endangered Species Act of 1973
  Marine Mammal Protection Act of 1972
  Migratory Bird Treaty Act of 1918

  The Museum will not acquire specimens unless research and documentation substantiates that the item was collected prior to the years mentioned in the applicable act above.

- Due to conflict of interest laws, the Museum may not provide an appraised value for donated items. If a value is needed for tax purposes, please consult an independent appraiser.

- The Museum appreciate monetary support for the care and management of your donation in perpetuity.

Additional pages may be attached if necessary. Thank you for your time and effort in completing this form.
Appendix F

Deed of Gift

Cable Natural History Museum
PO Box 416
Cable, WI 54823
Phone: 715-798-5350
Fax: 715-798-5328
info@cablemuseum.org

Date of Gift Receipt:
Donor: 
Address: 
Phone: 
Email: 

Description of Gift:

Where was it collected?

When was it collected?

I/we hereby unconditionally and irrevocably give to the Cable Natural History Museum the article(s) that is/are described above.

The Museum will consider the article(s) as unrestricted gifts, which may be used in any manner that is deemed to be in the best interest of the Museum. The article(s) will be used to fulfill the Museum’s mission to connect people to Northwoods nature through educational experience that inspire wonder, discovery, and responsibility. Collections shall be available to the public in such a manner that their integrity and well being will be best preserved.

Because the Museum periodically changes exhibits, no object can be considered on for permanent exhibit. Accessioned objects may be used for exhibition, study, research, loan, examination, or deaccession.

Signature of Donor: _____________________________ Date: __________________

Accepted for the Cable Natural History Museum by:

Staff Name:
Title:
Signature: _____________________________ Date: __________________

Revised 9/22/2012
## Appendix G
### SALVAGED ANIMAL RECORD

<table>
<thead>
<tr>
<th>Salvage Record #:</th>
<th>Date Received:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Name:</td>
<td>Scientific Name:</td>
</tr>
<tr>
<td>Current Location:</td>
<td></td>
</tr>
<tr>
<td>Description: (i.e. age, color, markings, etc.)</td>
<td></td>
</tr>
<tr>
<td>Date Collected:</td>
<td>Probable Cause of Death:</td>
</tr>
<tr>
<td>Where Collected: (note: four possible formats)</td>
<td></td>
</tr>
<tr>
<td>a. Country, State, County, Township, Range, Section, ¼ Section</td>
<td></td>
</tr>
<tr>
<td>b. Distance and direction from nearest town</td>
<td></td>
</tr>
<tr>
<td>c. Country, State, County, Street Address</td>
<td></td>
</tr>
<tr>
<td>d. GPS: latitude and longitude</td>
<td></td>
</tr>
</tbody>
</table>

**Collected by:**

Name:______________________________________________________________

Address:__________________________________________________________

____________________________________________________________________

Phone: ________________________________

All migratory nongame birds are protected by state and federal law. The Cable Natural History Museum is authorized to salvage, transport, mount, possess, and/or display migratory nongame birds, eggs, nests, and/or parts by the United States Fish and Wildlife Service and the State of Wisconsin. I hereby deposit this specimen at the Cable Natural History Museum.

Signed: ______________________________________________________ Date: ________________

Receiving Staff Initials: __________________
<table>
<thead>
<tr>
<th>Final Disposition: (Buried, mounted, etc)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Signature:</td>
</tr>
</tbody>
</table>

Appendix H

Receipt for Temporary Deposit

Cable Natural History Museum
PO Box 416
Cable, WI 54821
Phone: 715-798-5890
Fax: 715-798-5818
info@cablemuseum.org

Deposit Date: ___________________  Phone: ___________________
Depositor Name: ___________________  Email: ___________________
Address: ___________________  ___________________

List of Object(s) With Description:

<table>
<thead>
<tr>
<th>Purpose of custody:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Identification</td>
</tr>
<tr>
<td>☐ Consideration for Acquisition</td>
</tr>
<tr>
<td>☐ Other (please describe): __________________</td>
</tr>
</tbody>
</table>

1. The Depositor hereby releases the Cable Natural History Museum (the "Museum") from all liability regarding any loss or damage to the object(s) covered by this receipt while in the Museum’s possession and agrees that the Museum shall not cover such object(s) with insurance. The Museum shall exercise the same care of the object(s) covered by this receipt as it does in the safekeeping of comparable Museum objects.

2. The Depositor must retrieve the object(s) within 60 days of deposit date. After 60 days, the object(s) will be considered abandoned property and the Museum reserves the right to accession or dispose of the object(s) at its discretion.

DUE DATE: ___________________

Signature of Depositor: ___________________ Date: ___________________

Accepted for the Cable Natural History Museum by:

Staff Name: ___________________  Title: ___________________
Signature: ___________________  Date: ___________________
Appendix I

Deaccession Recommendation Form
Cable Natural History Museum

Date:

Accession Number:

Description:

Reason for Deaccessioning:

Recommended by: ________________________________

(Name) ________________________________ (Title)

☐ APPROVED  ☐ DECLINED (Please explain reason in the space below)

_________________________ ________________________________

(Board Chair Signature) (Date)

_________________________ ________________________________

(Museum Director Signature) (Date)

Final Disposition (if approved):
Appendix J

Outgoing Donation Receipt
Cable Natural History Museum
PO Box 416
Cable, WI 54821
Phone: 715-973-5890
Fax: 715-973-5838

The ownership and care of the objects described below will be permanently transferred to:

<table>
<thead>
<tr>
<th>Name</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

List of Outgoing Specimen(s):

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Reason for specimen(s) transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Additional information:

The recipient hereby acknowledges receipt from the Cable Natural History Museum of the specimen(s) listed above. The undersigned assumes full responsibility for the specimen(s) subject to the condition printed on the back of this Outgoing Receipt form and understands that because of Federal Laws, there can be no consideration paid for this donation and herewith verify that there has been no such consideration paid.

Recipient’s Signature: ___________________________
Title: __________________________
Date: __________________________

Outgoing Specimen(s) Approved by:

Cable Natural History Museum Staff Signature: ___________________________ Date: __________________________
Title: __________________________

Revised 7/21/2015
Conditions of transfer of ownership:

- The Migratory Bird Treaty Act protects all species of migratory birds found in the United States. Bald and golden eagles are also protected by the Bald and Golden Eagle Protection Act.
- The sale, trade or barter of federally protected migratory birds is a felony, except for some captive-bred birds.
- Certain species of wildlife are also protected under the following, but not limited to:
  - Endangered Species Act of 1973
  - Marine Mammal Protection Act of 1972
- Protected specimens can be legally donated to a public school for educational/scientific purposes without a federal permit per the permit exceptions in 50 CFR 21.12
- The recipient agrees to abide by the above statements if a time comes when the mounts are no longer wanted and will follow our fish and wildlife guidelines on the proper disposal of the protected species.
# Appendix K

## Outgoing Sales Receipt

### Cable Natural History Museum

- **PO Box 456**
- **Cable, WI 54821**
- **Phone:** 715-798-5890
- **Fax:** 715-798-5818
- **info@cablemuseum.org**

<table>
<thead>
<tr>
<th>Date:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Buyer:</td>
<td>Fax:</td>
</tr>
<tr>
<td>Address:</td>
<td>Email:</td>
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</tbody>
</table>

### List of Sold Specimen(s):

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Reason for Specimen(s) Sale</th>
<th>Price</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

### Cost of Shipping

- **Subtotal**
- **Tax**
- **Total**

### Sale Made with:

- [ ] Cash
- [ ] Credit Card
- [ ] Check No. ______________________
- [ ] Other ______________________

### Additional Notes:

With the reception of this document, it is understood that the recipient gains unrestricted legal title to the material received from the Cable Natural History Museum.

### Sale of Specimen(s) Approved by:

- **ONHM Staff Signature:** ______________________  **Date:** ______________________
- **Title:** ______________________

**Revised 8/8/2013**
Appendix L

Outgoing Loan
Cable Natural History Museum
PO Box 416
Cable, WI 54821
Phone: 715-798-3890

Borrower: [Blank]
Address: [Blank]

Contact: [Blank]
Phone: [Blank]
Fax: [Blank]
Email: [Blank]

List of Loaned Specimen(s):

<table>
<thead>
<tr>
<th>Accession No.</th>
<th>Description</th>
</tr>
</thead>
</table>

(Additional Outgoing Loan sheets may be attached if necessary)

Purpose of Loan:

Loan Dates: From: [Blank] to [Blank]

Insurance: ☐ To be carried by Borrower ☐ To be carried by CNHM ☐ Insurance waived

The Borrower hereby acknowledge receipt from the Cable Natural History Museum of the specimen(s) listed above. The undersigned assumes full responsibility for the specimen(s) subject to the condition printed on the back of this Outgoing Loan form until they return to the Cable Natural History Museum.

Borrower’s Signature: __________________________________________
Title: [Blank]
Date: [Blank]

Loan Approved by:

CNHM Staff Signature: ___________________________________________ Date: [Blank]
Conditions of Loan

GENERAL

1. The Borrower agrees to abide by the guidelines for loans as set out below. These conditions may be modified only in writing and with the approval of the appropriate authorized personnel. Application for changes must be made through the Cable Natural History Museum (hereinafter “Museum”).

2. No specimen(s) on loan will be displayed until all necessary documentation has been completed and the Outgoing Loan Agreement has been signed by both parties.

3. The Borrower will exercise care in the custody of the specimen(s) on loan and must maintain constant and adequate protection of the specimen(s) on loan. This includes hazards of fire, flood, exposure to harmful light levels, extremes of temperature and relative humidity, theft, and insect attack.

4. All costs of the crafting, packing, handling, and transportation of the specimen(s) on loan shall be paid by the Museum unless otherwise agreed to in writing by both parties. Packing for return shipment must duplicate method of packing used by Lender for shipment to Borrower.

5. The Museum reserves the right to recall the specimen(s) on loan at any given time if these conditions are not met.

CONDITION, ALTERATION, AND CONSERVATION

1. Each specimen(s) on loan is/are considered to be in good condition unless otherwise noted.

2. Specimen(s) on loan may not be cleaned, moved, repaired, retouched, or altered in any way without the express permission of the appropriate Museum staff. Cases may be dusted but no chemical cleaners are to be used on the display case(s). The Museum curator will provide instruction for proper cleaning.

3. Loss, signs of damage, or deterioration must be reported to the Museum promptly. If damage occurs, Museum staff will arrange any necessary conservation treatment.

INSURANCE

1. The Borrower agrees to carry the expense of insuring the specimen(s) in the loan against all damages, theft, loss or destruction from any cause while in possession of the Borrower. A copy of certificate of insurance will be furnished to the Lender.

Other conditions specific to the specimen(s) being loaned:
Appendix M

Incoming Loan
Cable Natural History Museum
PO Box 414
Cable, WI 54821
Phone: 715-798-5890
Fax: 715-798-5828
info@cablemuseum.org

Lender: Contact:

Address: Phone:

Fax: Email:

List of loaned item(s):

<table>
<thead>
<tr>
<th>Accession No.</th>
<th>Description</th>
</tr>
</thead>
</table>

(Additional incoming loan sheet may be attached if necessary)

Purpose of Loan:

Loan Dates: From: ______________ to ______________

Insurance: ☐ To be carried by Borrower ☐ To be carried by CNHM ☐ Insurance waived

The items described above have been received by the Cable Natural History Museum, as a loan, subject to the conditions on the reverse of this form. I acknowledge that I have read and accept all conditions on the reverse of this form.

Lender’s Signature

Borrower’s Signature

Print Name

Print Name

Title Date

Title Date

Revised 8/21/2012
Conditions of Loan:

- The Cable Natural History Museum and the loaning institution agree to abide by the guidelines for loans as set out below. These conditions may be modified only in writing and with the approval of the appropriate authorized personnel.
- Objects on loan may not be altered or modified in any way unless approved by authorized personnel at the loaning institution.
- The Cable Natural History Museum will exercise care in the custody, handling, transport, unpacking and relassembling of the loan.
- The Cable Natural History Museum must maintain constant and adequate protection of the object(s) on loan from the hazards of fire and flood, exposure to harmful light levels, extremes of temperature and relative humidity and insect attack.
- In event of damage, the Cable Natural History Museum will be responsible for all costs related to the repair of the object.
- The Cable Natural History Museum agrees to carry the expense of insuring the object(s) in the loan against all damages, theft, loss or destruction from any cause while in transit and within the possession of the Borrower. A certificate of insurance will be furnished to the Lender if requested.
- All costs of crating, packing, handling, transportation and shipping shall be paid by the Cable Natural History Museum unless otherwise agreed to in writing by both parties. Packing for return shipment must duplicate method of packing used by Lender for shipment to Borrower.
- The loaning institution reserves the right to recall the loan at any time if these conditions are not met.
- Other conditions specific to object(s) being loaned:
Appendix N

Collections Access Request
Cable Natural History Museum
PO Box 416
Cable, WI 54821
Phone: 715-798-5390
Fax: 715-798-5388
info@cablemuseum.org

Name: ___________________________ Date: ___________________________
Address: _________________________ Phone: __________________________
Email: ___________________________

Type of access requested (check all that apply):
☐ Access to documentation
☐ Obtain photographs of object(s)
☐ Photograph/draw object(s) yourself
☐ General tour of collections
☐ Use of Museum Collections Records
☐ Examine object(s)
☐ Other __________________________

Describe as explicitly as possible the project you are working on, including the form of your completed project:

List of items requested to be used:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
</tr>
</thead>
</table>

For Staff Use Only

Date: ___________________________
Access approved: ________ Access denied: ________
Specific Conditions:

_______________________________

CWWH Naturalist Curator Signature: __________________________
Revised 7/21/2015
Conditions for Access

- Access to Museum collection objects is subject to the availability of curatorial personnel and is by appointment only. Only curatorial staff will allow access to collections.
- Staff may deny access to objects if they are too fragile to handle and handling is detrimental to the objects.
- Food and beverages are not permitted while utilized collection objects.
- Permission to access museum objects does not constitute permission to handle museum objects. Museum Naturalist Curator must approve all object handling.
- Cotton, latex, or nitrile gloves will be issued to the visitor and must be worn when handling museum objects.
- Handling museum objects may be hazardous. Museum objects may retain chemical or biological contamination (e.g., arsenic).
- The Museum accepts no responsibility for the loss of or damage to visitor's personal property.

By signing below, I acknowledge that I have read the above and understand and agree to abide by these regulations and procedures of the Cable Natural History Museum. Further, I assume full responsibility for any damage, accidental or otherwise, that I may cause to any material held by the Cable Natural History Museum.

Name: ________________________ Date: ________________________

Signature: ________________________
Appendix O

Procedures for the Care of the Living Collections
December 2016

PART 1: INTRODUCTION
The Museum currently has living collections consisting of three raptors, four herptiles, and feeder worms. This document provides detailed procedures for the care and management of the living collections.

PART 2: EMERGENCY CONTACT INFORMATION
Haley Appleman, Naturalist 763-226-5971 (cell)
715-794-2241 (home)
Dr. Kim Ammann, DVM 715-635-2874 (Spooner Vet Clinic)
715-634-5050 (Care Animal Clinic)
715-781-2595 (personal cell phone)
Jayme Morey, Living Collections Assistant 715-271-8122 (cell, texting works best)
The Raptor Center 612-624-4745 (main line)
University of Minnesota College 612-702-9924 (after hours and weekends)
of Veterinary Medicine

PART 3: LEGALITIES
Raptors
We have two permits (State and Federal) required to keep our raptors:
• State of Wisconsin, Department of Natural Resources
  o Nonprofit Educational Exhibit License, expires 12/31/16
  o Valid for “Pens Only” for Great Horned Owl, Red-tailed Hawk, American Kestrel
  o Annual report due 01/30

• U.S. Fish and Wildlife Service
  o Special purpose possession – Live and dead migratory birds for education use, with salvage, expires 3/31/19
Snakes and Amphibians

Lighting

- Snakes require a warm and a cool side to moderate their own body temperature. This is controlled with the lights and heating pads.

<table>
<thead>
<tr>
<th></th>
<th>Cool Side</th>
<th>Warm Side</th>
</tr>
</thead>
<tbody>
<tr>
<td>Great Plains Rat Snake</td>
<td>71° – 76°F</td>
<td>84° – 86°F</td>
</tr>
</tbody>
</table>
| Hognose Snake | Daytime: around 80°F  
                Nighttime: 75° - 78°F | up to 90°F |

- The cool side should have a UV bulb. UV bulbs should be replaced every 6 to 12 months since the amount of UV rays decreases over time.
- The warm side (the same side as the heating pad) should have either an incandescent bulb or a specific heat bulb.  Supplies and Sources
- The salamander only has one incandescent light bulb as his enclosure dries out too quickly if both bulbs are in place.

Substrate

- Snake substrate can include woodchips (especially for Digger), pea gravel, ground corn, etc.
- Amphibian substrate can include sphagnum moss, peat, and live moss.

Raptors

- Each mews is outfitted with a UV light source.
- The hutch temperature for the American Kestrel should be kept at 35-50°F. Hutch heating is on a thermostat, see the manual.  Kestrel should be brought inside if:
  a. Hutch temperature drops below 30°F; or

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2 U:\Collections\Living Collections\Administrative - Living Collections\Supplies and Sources - Living Collections
3 U:\Collections\Living Collections\Administrative - Living Collections\Equipment Manuals
b. Outdoor temperature drops below 10°F.

- All birds will be brought inside the Museum to be crated or tethered in the classroom when temperatures drop below -10°F. This temperature is not including wind chill.
- Refer to the book, Raptors in Captivity: Guidelines for Care and Management, by Lori R. Arent\textsuperscript{4} for specifics on housing construction, perching, and enrichment.

**PART 5: CARE AND FACILITIES**

Raptors should be checked at least twice daily: first thing in the morning and before you leave in the afternoon. Check for general health and make sure mews look intact. Record any abnormalities and report concerns to the Naturalist immediately.

- One check is acceptable on Sunday and Monday.

**CLEANING - RAPTORS**

**Daily Raptor Mew Cleaning Procedures**

1. Remove uneaten food. Weigh all leftovers, record on daily raptor sheet, and dispose in the gut bucket.
2. “Tidy” the mew as needed.
   - Pick up any feathers and pellets on the floor.
   - Record presence/absence of pellets on daily raptor care sheets. Keep any abnormal looking feathers (stress marks, obvious chew marks, blood feathers) and show to the Naturalist.
3. Empty water dish and refill with fresh water using the raptor water bucket. (Summer only)
   - Use the RAPTOR WATER BUCKET (Pink camo or white 5-gallon buckets stored in the vestibule). Don’t use any other pail as it may have contained mutes or chemicals.
   - If there are mutes in the water dish, scrub with yellow brush and rinse both brush and bowl with water.
4. Do a brief safety check. Scan the mews and look for anything that could possibly hurt or make the bird sick. Things to look for include exposed nails, holes in screens, loose slats, perches that need re-roping, etc.

**Weekly Raptor Mews Cleaning Procedures (Tuesdays) (Summer)**

\textsuperscript{4} Found on shelves above the computer in Naturalist’s office
1. Remove birds from mews and place in carrier or perch outside in aviary, to be done by Naturalist or Living Collections Assistant.
2. Replace perching mats with clean mats if necessary. Bring soiled mats inside, clean with water and hang to dry on drying rack.
3. Pick up and throw away any feathers and pellets on the floor.
   - Record presence/absence of pellets on daily raptor care sheets.
   - **YOU CANNOT KEEP THE FEATHERS YOURSELF.** It is a violation of federal law to keep feathers without the proper permitting. Taking feathers from our birds is grounds for immediate dismissal from our volunteer program.
2. Remove uneaten food. Weigh all leftovers, record on daily raptor sheet, and dispose in the gut bucket.
4. Empty water dishes and take inside. Scrub dish inside and out with dish soap and rinse thoroughly. Allow to air dry, preferably in sun, before returning to the mews and refilling with water.
5. Hose down mews and scrape/scrub mutes off of walls and perches.
   - The goal is to rinse the mutes down below the gravel.
6. Rake gravel to redistribute and smooth it out.
7. Do a safety check. Scan the mews and look for anything that could possibly hurt or make the bird sick. Things to look for include exposed nails, holes in screens, loose slats, etc.
8. Return birds.

**Weekly Raptor Mews Cleaning Procedures (Tuesdays) (Winter)**

The mew cleaning procedures are very similar in winter with the exception of Steps 6 and 7 above which involve water dishes and the use of water in cleaning the mews. Because water cannot be used to clean the mews during winter, these steps are replaced with:

1. Pick up frozen chunk mutes with spade and discard. If applicable, use shovel to remove any soiled snow and replace with fresh snow. If applicable, remove mats and replace with clean mats. Bring soiled mats inside to scrub clean with water and hang to dry on drying rack.
2. If snow is available, haul in buckets of snow to cover gravel in popular mute areas.
3. Complete the safety check and replace the birds in the mews, as above.

During the winter, the raptors can be given access to water and opportunities to bathe by being perched and tethered indoors. Raptors will remain inside without access to water for 24 hours prior to being returned to the outdoor mews, to provide ample time for equipment and feathers to dry.
FEEDING - RAPTORS

Raptor Feeding Procedures

1. Take bucket of thawed food out of the black mini fridge.
2. If food not already thawed, fill ice cream bucket with COOL water and wait for the food to thaw.
   - Hot water will cook the food, destroying essential nutrients and speeding up the spoiling process.
   - Thaw leftovers INSIDE THE BAG. Thawing gutted food directly in the water will lose nutrients.
3. Once completely thawed, gut and prepare food according to the following guidelines:
   - **Mice**: Remove guts starting from above the stomach to the rectum.
   - **X-Large Rats**: Cut off tail, remove guts starting from above the stomach to the rectum.
   - **Quail**: Remove guts starting from the stomach. Clean out crop if full. Cut off feet.
   - **Chick**: DO NOT GUT.
   - Place guts in the frozen gut bucket (kept in the freezer) to be disposed of later.
   - If stomach or intestines are punctured, rinse to remove any fecal matter.
   - If there are any abnormalities (look or smell) or questions you have about the quality of the food, check with Naturalist to determine whether or not it is safe to use.
4. Weigh food according to the current weight guidelines posted on the whiteboard above the sink. Put food in designated food containers. Record weights on the raptor daily care sheets.
   - Kestrel should NOT be fed:
     - Rat heads, feet, large bones like spine
     - Quail heads, wings
     - Chick feet
   - Each bird should get a variety of muscle meat, organ meat, and casting material (fur/feathers/bones).
   - Mice tails, rat tails, skin, or quail wings should not be used as fillers in order to get to an accurate food amount (but can be added to diet as enrichment).

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5 U:\\Collections\\Living Collections\\Administrative - Living Collections\\care sheets
5. On every odd number day of the week (for example, 1st, 3rd, 5th), sprinkle a small amount of vitamins/nutritional supplement on the food, to mimic as if you were to lightly salt your food.

6. Apply medications to food as described on the white board.

7. If there is any food left over, place back in the fridge to use the next day.

8. Bring food out to the mews. Place directly on a perch or stump by dumping it directly out of the dish.

9. Wash dishes, cutting board, shears, etc. using dish soap. Rinse thoroughly.

10. Clean the food prep area:
    - Wipe down counters and scale with disinfectant and paper towels.
    - Tidy up the area so it looks nice.

FOR THE NEXT DAY: Pull appropriate amount of frozen food for raptors to be thawed for the following day, following schedule on the daily chore check lists. Put frozen food in a bucket in black mini fridge.

Larger raptor species such as our Great Horned Owl and Red-tailed Hawk may be given one fasting day per week to help control weight. There must be at least three days between any two fasting days. During cold periods of winter, these birds may be fed daily. Small birds such as our American Kestrel should be fed daily.

Food supplied to raptors will be clean and fresh, obtained from a reliable source and, preferably, bred under laboratory conditions. The raptors will not be fed any “wild” food sources, as there is always the risk that a wild animal harbors lead, parasites, carries diseases or a harmful bacteria load.

Food should be purchased from a supplier such as RodentPro.com. A variety of food should be fed that includes quail, day old chicks, mice, small and extra-large rats.

MEDICAL – RAPTORS
    - Each raptor should receive a health check every week, consisting of:
        - Checking overall feather condition
        - Note beak length
        - Feel keel and rate according to keel diagram
        - Lift both feet and check for abnormalities on the pad of the foot
    - Veterinarian will assist with the following:
        - Baseline radiographs will be acquired for each bird.

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6 U:\Collections\Living Collections\Administrative - Living Collections\Daily Chore Checklist
7 Found posted on food prep freezer, also U:\Collections\Living Collections\Administrative - Living Collections

49
"Annual blood and fecal tests will occur to assess overall health.
Every spring each raptor will receive vaccination for West Nile Virus.

CLEANING - HERPTILES

Daily
- Visual inspection: are all alive and well? Note if a snake is molting or has cloudy eyes on Herp Daily Log.
- Record enclosure temperatures and humidity levels.
- Make sure lamps are not right over any support bars as they can melt the plastic on the top.
- Spot clean any messes (paper towels are found in cabinet beneath Digger.)
- Mist the amphibians (distilled water, found in cabinet beneath Digger.)
- Re-fill water dishes if necessary (tap water, found in cabinet beneath Digger.)
- Note any leftover food and remove.

Weekly
- Clean out and scrub water dishes. Re-fill with tap water.

Trimonthly (or as needed)
- Thoroughly clean out each terrarium/enclosure and replace substrate.

FEEDING - HERPTILES

Amphibians are fed 2-3 times per week, generally on M/W/F.

Salamander
- 4 large crickets OR 8 tiny crickets OR 2-5 red worms

Frog
- 2 large crickets OR 4 tiny crickets OR 3 mealworms

Reptiles are fed 1 time per week. Order mice online from Rodentpro.com. The bag of mice in the freezer is labeled “SNAKE.” On feeding day, pull out 2 mice and thaw in cool water, or place mice in fridge the night before. Place mice in feeding dish of both snakes. Remove uneaten mice later that day and toss in the gut bucket. If a mouse does not get consumed, it will stink up the museum. Remove and wash feeding dishes.

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8 U:\Collections\Living Collections\Administrative - Living Collections\care sheets
9 Feeding dishes prevent substrate (sand, wood chips) from being ingested.
Rat snake

- One hopper, 1x per week. Once in a while, 2 hoppers are OK.

Hognose snake

- One hopper, 1x per week. Once in a while, 2 hoppers are OK.

GENERAL INFORMATION - HERPTILES

Important to note

- **WASH HANDS** after handling any of the members (or the food) of the living exhibit. After touching a snake shed, WASH HANDS. Both reptiles and amphibians have the potential to carry Salmonella, and it is imperative to protect both yourself and visitors.

- For the amphibians, minimize handling since they breathe through their skin. Wash hands, however, if you are cleaning their enclosures or handling objects that they have come into contact with.

- The use of distilled water while misting the amphibian enclosures is not necessary for the animals’ health, but minimizes calcium build up, and saves time on cleaning the glass.

- If a snake is in the process of molting (can usually tell by cloudy eyes and moody behavior), do not use the snake for showing visitors or for programs, as this causes undue stress and the snake is more likely to bite. You may withhold feeding until shedding is complete.
GENERAL CARE OF FEEDER ANIMALS

CRICKETS
Purchase crickets from pet store, medium or large size are preferred. Before placing newly purchased crickets in tank, clean out tank and replace all newspaper and egg cartons.

Tank
Use glass aquarium tank with mesh lid to allow for breathing but to prevent escape. Line tank with newspaper for easy cleaning. Provide shelter in the form of egg cartons or paper towel/toilet paper tubes. Stack up several egg cartons, some full, mostly halves. Put these on one end of tank, food and water on the other.

Water
Fluker’s cricket quencher, (looks like a yellow gel). Do not use actual water as the crickets can drown. Place a small pile of water cubes on a plastic lid and set on bottom of tank. A damp sponge may be used if no cricket quencher is available, but keep in mind that the sponge will easily harbor bacteria.

Food
Fluker’s high-calcium Cricket Diet. Place a small pile on a plastic lid and set on bottom of tank.

MEALWORMS
Mealworms are stored in the Tupperware container in the black mini-fridge in oatmeal substrate.

Feeding (1x per week – Tuesdays)
Take container out of fridge and cover the substrate with a paper towel and place food on top. Mealworms will eat any produce, but seem to especially like lettuce, potatoes, and apples. DO NOT feed “wet” produce (like tomatoes), as this wrecks the oatmeal. Remove food and return to fridge after 24 hours.

RED WORMS
The red worm compost bin is kept in the Naturalist’s office. Substrate should be kept moist and food (most any kind of produce except acidic foods) should always be available (although they will eat the bedding, too). Bedding should be turned over every couple of days to make sure it’s not getting compacted.
PART 6: REFERENCE MATERIALS

The following references are useful for guidance in areas of housing, enrichment, basic medical questions, etc.

Raptors
- Raptors in Captivity: Guidelines for Care and Management, Lori R. Arent
- Raptor Education Group, Inc., (715) 623-4015
- Professional Standards for the Use of Live Animals in Environmental Educational, Developed by the Iowa Association of Naturalists (1994) Co-sponsored by the Iowa DNR
- The International Association of Avian Trainers and Educators. http://www.laate.org/
- Facebook resources:
  - IAATE Monthly Enrichment Challenge
  - I.A.A.T.E. – International Association of Avian Trainers and Educators
  - DIY Falconry

Herptiles