

# **SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY**

---

## **MUSEUM OF GEOLOGY**



# **VOLUNTEER GUIDE AND POLICIES**

**Updated**

**January 2021**

# TABLE OF CONTENTS

1. INTRODUCTION.....	2
1.1 Museum History.....	2
1.2 Museum of Geology Core Values.....	3
1.3 Campus Information.....	3
1.4 Staff Contact and Room Information.....	5
2. GENERAL VOLUNTEER INFORMATION.....	6
2.1 Onboarding.....	6
2.2 Attendance and Activity Logging.....	6
2.3 Project Assignments.....	7
2.2 Volunteer Resources and Benefits.....	7
3. POLICES AND PROCEDURES.....	8
3.1 Conduct.....	8
3.2 Inclusion and Non-Discrimination.....	9
3.3 Sexual Harassment.....	10
3.4 Conflict Resolution.....	10
3.5 Enforcement and Consequences.....	10
4. HEALTH AND SAFETY.....	11
4.1 Emergency contacts.....	11
4.2 Personal protective equipment and use .....	13
4.3 Keys, Security and Visitor Policies.....	14
5. CONTRACT OF UNDERSTANDING.....	15
APPENDIX A: FOSSIL PREPARATION LAB.....	16
APPENDIX B: COLLECTIONS.....	16
APPENDIX C: EXHIBITS.....	17

# 1. INTRODUCTION

Dear Museum of Geology Volunteer,

Welcome to the South Dakota School of Mines and Technology (SD Mines) Museum Volunteer Program (MVP). Volunteers are an essential part of the museum team here at SD Mines.

Whether working on the exhibit floor, or in the fossil preparation lab and collections spaces of the Paleontology Research Lab (PRL), volunteer efforts contribute to the **Vision** and **Mission** of the museum. This document is intended to help you navigate the MVP by addressing the Museum's core values and goals, organization, resources, onboarding process, and policies and procedures. We appreciate your interest in volunteering at the Museum of Geology and look forward to working with you soon!

Warm Regards,

Museum of Geology Staff

## 1.1 Museum History

The Museum of Geology (MoG) was founded alongside SD Mines in 1885. Gilbert E. Bailey loaned the school over 5,000 specimens of rocks, minerals, and fossils that eventually became a donation, creating the foundation of the museum. In 1899, Cleophas C. O'Harra, a professor in geology and mineralogy, led the first of many expeditions into the White River Badlands of South Dakota. Here, he found the first official fossil of the museum – the snout of an alligator, *Alligator prenasalis*. O'Harra would later go on to be the university's ninth President, followed by Joseph P. Connolly in 1935. Connolly was also heavily involved in the museum; he helped organize and execute the first of several expeditions into the White River Badlands that was funded by the National Geographic Society in 1940 and later wrote an article about it in the May 1947 issue of the National Geographic magazine.

In the early 1940's, the museum moved from the old Main building to the third floor of the O'Harra building, where the exhibit floor has remained. The two classic marine reptile mounts of *Mosasaurus conodon* and *Styxosaurus snowii* were created in 1945 and 1949, respectively, by Harold Martin. Harold also constructed the *Edmontosaurus* mount and with the help of artist Aliss Beebe, constructed the Badlands dioramas seen today.

In the 1980's, Philip Bjork, Museum Director, helped excavate two important finds: a *Triceratops* skull and remains of a *Tyrannosaurus rex*. The *Triceratops* was found by a student during a field paleontology course in 1981 and had to be air lifted out of the site. The *T. rex* was found on the Floden Ranch near Mud Butte, SD and is the sixth specimen of *T.rex* found in the world.

As time has moved on, the MoG collections grew and caused space constraints. The exhibit floor was moved 3 times, and the collections were moved at least 5 times. As a result of these constraints, the Paleontology Research Laboratory was built in 2009 to house the collections and lab facilities. Since then, the museum has been focusing its efforts on bringing its collections into the 21<sup>st</sup> century by digitizing collections and housing them according to modern standards. The museum was also accredited by the American Alliance of Museums in 2020, which distinguishes the MoG from other museums and increases our credibility and value to potential funders, policy makers, the greater Black Hills community, and peers.

## 1.2 Museum of Geology Core Values

### *Our Vision*

The goal of the SD Mines MoG is to be an accredited and internationally recognized center for collections held in the public trust that provide the foundation for geologic research and science education.

### *Our Mission*

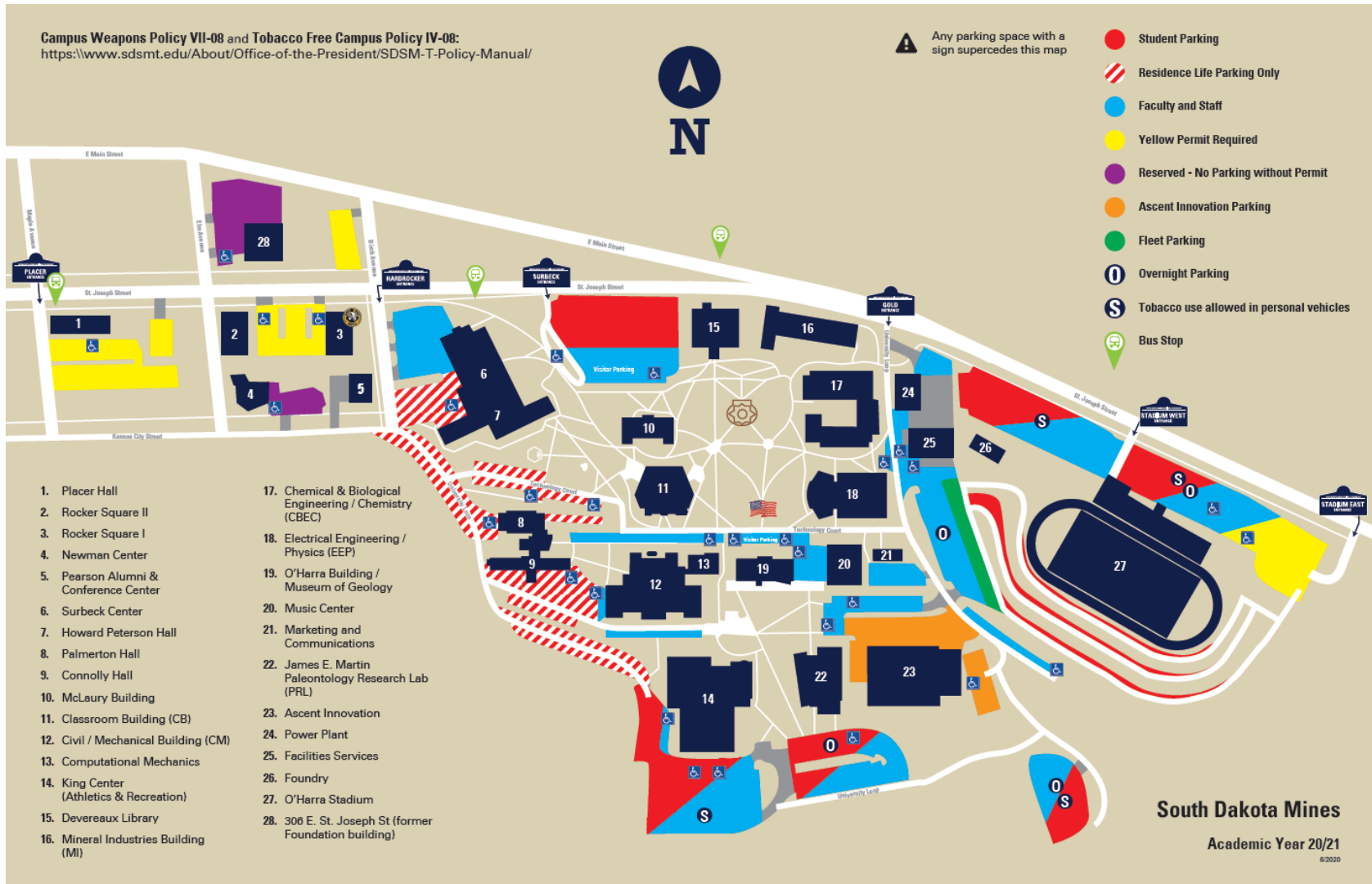
The Museum of Geology (MoG) at SD Mines explores the natural history of Earth through scientific inquiry, preserves specimens and data as a dedicated repository for scientific research, and promotes understanding of geoscience through outreach and educational efforts.

### *Our Core Values*

- **Discovery:** research, innovation, technology, lifelong learning
- **Integrity:** professionalism, ethics, transparency, accountability
- **Stewardship:** public trust, preservation, standards and best practices, discretion, diligence
- **Cooperation:** community commitment, inclusiveness, opportunity

## 1.3 Campus Information

Museum work is conducted in two locations at SD Mines: the public exhibits located on the 3<sup>rd</sup> floor of the O’Harra building (building 19), and the Paleontology Research Lab (building 22). Educational programming and outreach are primarily completed in the exhibits, and fossil preparation, curatorial, and archive work is completed in the PRL. Visitor parking is available next to the O’Harra building, and in the lot to the North of the PRL. Food and drink can be purchased in the Surbeck Center (building 6) and at Einstein Bros. Bagels in Rocker Square I (building 3).



**Figure 1. Campus map with labeled buildings and parking areas.**

## 1.4 Staff Contact and Room Information

Laboratories, exhibits, and collections spaces within the PRL and exhibits are under the supervision of the following staff: the Museum Director, Associate Director, Assistant Director, Preparator and Lab Manager, and Curators (Table 1). For more information on MoG Staff, please see: <https://www.sdsmt.edu/Academics/Museum-of-Geology/About/Personnel/>

**Table 1. Contact information of all MoG staff and the facilities they manage.**

<b>Name and Title</b>	<b>Office and Contact Information</b>	<b>Collection/Room Responsibilities</b>
Director: Dr. Laurie C. Anderson	MI 303/PRL 113 605-394-1290 <a href="mailto:laurie.anderson@sdsmt.edu">laurie.anderson@sdsmt.edu</a>	Invertebrate Collections (PRL 135); Fabrication Lab (PRL 251); Wet Lab (PRL 271)
Associate Director: Dr. Nathaniel S. Fox	PRL 114 605-394-2487 <a href="mailto:nathaniel.fox@sdsmt.edu">nathaniel.fox@sdsmt.edu</a>	Library (PRL 151); Classroom (PRL 153); Archives (PRL 171); Mineral Collections (PRL 231)
Assistant Director: Emily Berry	OH 307 605-394-2467 <a href="mailto:emily.berry@sdsmt.edu">emily.berry@sdsmt.edu</a>	Museum of Geology Exhibit Floor and Gift Shop (OH Third Floor)
Preparator & Lab Manager: Kayleigh A. Johnson	PRL 213 605-394-2467 <a href="mailto:kayleigh.johnson@sdsmt.edu">kayleigh.johnson@sdsmt.edu</a>	Preparation Lab (PRL 261); PRL Building Manager
Vertebrate Paleontology Curator: Dr. Darrin C. Pagnac	PRL 211 605-394-2469 <a href="mailto:darrin.pagnac@sdsmt.edu">darrin.pagnac@sdsmt.edu</a>	Imaging (PRL 152); Vertebrate Fossil Collections (PRL 180)
Recent Vertebrate Curator: Dr. Sarah W. Keenan	PRL 111 605-394-2461 <a href="mailto:sarah.keenan@sdsmt.edu">sarah.keenan@sdsmt.edu</a>	Recent Vertebrates Collections (PRL 172); Analytical Lab (PRL 232)
Map Curator: Dr. Maribeth H. Price	C 2201 605-394-1763 <a href="mailto:maribeth.price@sdsmt.edu">maribeth.price@sdsmt.edu</a>	Maps (PRL 161)
Emeritus Paleobotany Curator: Dr. James Fox	PRL 134 605-394-2467 <a href="mailto:james.fox@sdsmt.edu">james.fox@sdsmt.edu</a>	Paleobotany Collections (PRL 134)

## 2. GENERAL VOLUNTEER INFORMATION

### 2.1 Onboarding

A public orientation tour will be held for prospective volunteers near the start of each academic semester. Please see <https://www.sdsmt.edu/Academics/Museum-of-Geology/About/Volunteers/> for the next tour date and other updates on new volunteer recruitment opportunities. Prospective volunteers will be introduced to the various facilities and projects available in the Museum during the tour. Afterwards, individuals interested in volunteering should fill out the new volunteer questionnaire provided on the website and submit it to [museum@sdsmt.edu](mailto:museum@sdsmt.edu) or a member of MoG staff. Volunteer recruitment occurs within the first few weeks of each academic semester, so questionnaires should be submitted as early as possible. The SD Mines academic calendar can be found here: <https://www.sdsmt.edu/Academics/Academic-Calendar/>.

Individuals will be contacted by Museum staff to schedule an interview based on their strengths and interests outlined in the questionnaire. Candidates selected for interview are expected to convey which section of the MoG they want to volunteer in and why, what tasks they are interested in performing, and their time availability. The main areas for volunteering are **scientific education and outreach** which is overseen by **Emily Berry** on the MoG exhibit floor, **fossil preparation** which is overseen by **Kayleigh Johnson** in the preparation lab, and **fossil curation and collections management** which is overseen by **Nathaniel Fox** in the various collections spaces (Table 1). Supervisors will be assigned on a case-by-case basis for all other volunteer interests. If, after the interview, the search committee decides that the candidate is a good fit for the position, the individual will be asked to fill out a Volunteer Work Agreement form that can be found here: <https://powerforms.docuSign.net/2af351d9-13ba-4cbc-97cb-54f39f2ff1b2?env=na3&acct=4eafe84c-c599-4e69-8433-4e593dd321e7>. Please note that volunteer positions are very limited. However, new positions open almost every semester so don't get discouraged if you are not contacted for an interview or assigned a position the first time around.

After the paperwork is processed, supervisors will be in contact with new volunteers to establish their work schedule and first day training. New volunteers are subject to a probationary period so their supervisor can assess their ability and fit for the desired role. If the supervisor determines that the candidate is not a good fit for the position within the probationary period, efforts will be made to reassign the individual to a more suitable position.

### 2.2 Attendance and Activity Logging

All volunteers are required to submit an advanced schedule of the time they plan to put in per semester. This helps staff plan what projects can be worked on and when. We understand that schedules may change. Please notify your supervisor of any changes as soon as possible.

Once hours are mutually agreed upon, volunteers are expected to be present and timely during those shifts. Supervisors must be notified ASAP (minimum 2 hours' notice required) if a volunteer is unable to come in at their scheduled time. Repeated absences without notice are grounds for dismissal from volunteering positions.

Work hours must be logged in a daily paper timesheet stored in a location arranged by your supervisor. Preparation laboratory or collections volunteers are also required to take detailed notes and keep track of the time put in on specific projects (if more than one). About a quarter of one's time should be spent on documentation. All documentation regarding a specific specimen should always be kept with that specimen.

### **2.3 Project Assignments**

Projects assigned will vary depending on several factors, including areas of greatest need and project timelines. These projects may be subject to change from day to day. Volunteers are not allowed, unless given the option by their supervisor, to switch between projects prior to their completion. Some projects may be put on hold due to a lack of supplies, personnel, etc., and volunteers may be given the opportunity to work with another project until their designated project can be resumed.

### **2.4 Volunteer Resources and Benefits**

- **Events** – A whiteboard located in the second-floor atrium of the PRL will be updated with upcoming events that are open to volunteers. Such events can include holiday parties, volunteer appreciation events, public lectures, and other MoG activities. A quarterly newsletter containing upcoming events, the latest museum metrics and milestones, and other volunteer-related news will be emailed to current and emeritus volunteers as well.
- **Volunteer appreciation** – Volunteer contributions at MoG are celebrated each year in April (Volunteer Appreciation Month). During that time, the MoG holds a potluck dinner or BBQ in honor of its past and present volunteers. Volunteers and their direct family members are encouraged to attend. Please see the PRL event board for details.
- **Holiday party** – Volunteers are welcomed and encouraged to attend our annual MoG Holiday party that takes place in November or December. Updates on the annual Holiday Party will be posted on the volunteer event board, and/or via email.
- **Membership card** – Volunteers will be given a MoG membership card granting them 10% off all items in the gift shop located on the third floor of the O'Harra building (Figure 1). This discount can be applied anytime as long as the customer maintains active



volunteer status. A lifetime membership and discount will be awarded to emeritus volunteers who have contributed at least **two years and 300 hours** of volunteer service at the MoG.

### 3. POLICIES AND PROCEDURES

The Museum of Geology welcomes volunteers to contribute their time and effort towards museum goals. The following is a description of the standard policies and procedures that must be followed by all personnel working in the MoG. Specific expectations for each volunteering area can be found in Appendixes A, B, and C.

The MoG seeks to offer its facilities, collections, and the expertise of its staff and faculty to create a unique program where volunteers and students alike can learn professional techniques and gain valuable experience for future employment, education, and enrichment. This active and cooperative learning environment is made more beneficial for all by the positive participation and contributions of individuals.

#### 3.1 Conduct

- **Inclusion** - Respect everyone, have a positive attitude, and treat everyone as equals to create a safe and welcoming environment.
- **Integrity** – All work documentation must be accurate to the best of one’s knowledge; this includes information on timesheets and/or notes. Unauthorized use of keycards and/or keys and acting on behalf of the MoG staff when not authorized is prohibited.
- **Academic Environment Preservation** – Volunteer work must not interfere with classes, research being conducted by others, authorized tours for the public, or any academic functions of the MoG or SD Mines. This includes not hampering or interfering with the activities of your coworkers.
- **Safety** – All work must take place under safe conditions with the use of appropriate safety equipment. Any action that endangers oneself or others, and/or results in the damage of MoG or personal property, is prohibited. Refer to the appropriate appendix for details on safe conduct in each volunteering sphere.
- **Behavior** – Workplace behavior must be respectful and appropriate. Any behaviors by volunteers, staff, or students that make other individuals in the workplace uncomfortable should be immediately reported to a supervisor so they can be addressed through the appropriate channels within Student Conduct or the Title IX office.
- **Electronics Usage** – Cell phones are to be used for approved purposes only. Use of MoG computers for personal reasons is not permitted. Cell phones should never be used while on the Exhibits floor, personal laptops should only be used for assigned tasks.
- **Professionalism** – All staff, students, and volunteers are expected to behave professionally and are held to the following professional and ethical standards: the SD

Mines Student Code of Conduct, the SD Board of Regents Administrators, Professional and Student Employees (Non-faculty Exempt) Code of Conduct/Misconduct Policy (Policy 4:44), and the Society of Vertebrate Paleontology Member Bylaw on Ethics statement (Article 12: Code of Ethics). These resources can be found at:

<https://www.sdsmt.edu/Campus-Services/Human-Resources/Title-IX/Policies---Procedures/>. A printed copy can also be requested from a staff member.

- **Food/Drink:** Food and beverages should be stored outside of lab and collection spaces in the PRL, or in back offices at the Exhibits. Food and beverages should not be consumed in lab, collections, or exhibits spaces.
- **Dress:** Attire should match the museum activities that will be performed. Proper attire, footwear, and PPE for lab work is covered during training. Volunteers represent the MoG to public tours or other students during their volunteer hours. Therefore, attire should be clean, presentable, and appropriate for guest engagement. Volunteers in the Exhibits should always wear their issued name tag while volunteering.

### 3.2 Inclusion and Non-Discrimination

Included in the MoG's core values is a commitment to treat all individuals with dignity and respect and to ensure that all museum participants feel safe, welcome, and appreciated. As a department of SD Mines, the MoG adheres to the institution's policies on inclusion and non-discrimination: <https://www.sdsmt.edu/HumanResources/>:

*“South Dakota Mines is committed to cultivating an inclusive learning environment where faculty, staff, and students can grow and succeed. We value the diversity of unique backgrounds, experiences, perspectives and talents within our community. It is our goal to promote a culture of respect, honor, understanding, integrity, and collaboration. It is through this diversity and inclusion that we find our strength.”*

*“The South Dakota School of Mines & Technology prohibits discrimination on the basis of sex, race, color, creed, religion, national origin, ancestry, citizenship, gender, gender identity, transgender, sexual orientation, age, or disability, genetic information, veteran status or any other status that may become protected under law against discrimination or other grounds unrelated to reasonable employment, educational or programmatic expectations, a person has been subjected to disparate treatment in terms and conditions of employment, in the delivery of educational services, programs or activities, or with respect to the participation in the activities of officially recognized organizations.”*

We extend these policies to the MVP and are committed to providing equal opportunities to volunteers from all backgrounds and walks of life.

### 3.3 Sexual Harassment

SD Mines is committed to providing a safe and positive learning experience. Any incidents of sexual harassment or discrimination should be reported to the Title IX Coordinator at **605-394-2533** or Human Resources ([hr@sdsmt.edu](mailto:hr@sdsmt.edu)). Such incidents can be reported to a volunteer supervisor. However, supervisors are obligated to report any disclosed incidents of sexual harassment to officials who have the responsibility and authority to take appropriate action under Title IX. **Confidential support for student volunteers** is available by contacting the Student Counseling Center at **605-394-1924** or [counseling@sdsmt.edu](mailto:counseling@sdsmt.edu).

### 3.4 Conflict Resolution

- **Co-worker conflicts**– Everyone in MoG is expected to treat one and other with respect by following the **Conduct** policy listed above. If a conflict occurs, however, the individual(s) involved are encouraged to notify their supervisors. The supervisor will then discuss the situation with both parties (separately) in an effort to resolve the conflict. If the supervisor is unable to resolve the conflict, the case may be transferred to the Museum Director or Human Resources.
- **Supervisor conflicts**– If a volunteer is experiencing a conflict with their supervisor, or if they are uncomfortable discussing a co-worker conflict with their supervisor, they can reach out to any other museum staff member with whom they are comfortable speaking to (Table 1). That individual will then discuss the matter with both parties (separately) in an effort to come to a resolution. If a resolution cannot be made, the volunteer may be reassigned to another supervisor.

### 3.5 Enforcement and Consequences

Adherence to the standards are expected of all MoG workers and volunteers to ensure a safe and positive work environment for everyone. The MoG seeks to build and maintain a place of opportunity and learning for both students and members of the general community, of all ages and backgrounds.

Enforcement of MoG policy is conducted by MoG staff and SD Mines faculty. MoG workers and volunteers are expected to respectfully and immediately undertake corrections of policy violations upon being informed of their errors. If not corrected, you may be dismissed from your position.

**Policy violations are maintained in your record and can serve as a basis for refusal of employment or volunteering opportunities at SD Mines and the MoG.**

## 4. HEALTH AND SAFETY

All volunteers should know the locations of emergency safety equipment in and around their workspace. This includes first aid kits, fire extinguishers, chemical showers, and eyewash stations. Individuals who are unsure of emergency safety equipment locations should contact their supervisor.

**Accidents, injuries, and broken equipment must be reported to a supervisor as soon as possible. This includes instances of near misses and compromised facility safety.** Medical supply use must also be reported to a supervisor or room manager (Table 1) for replacement.

### 4.1 Emergency Contacts

**In the event of an emergency, please refer to the phone-tree communication hierarchy below (Figure 2).**

Responses to general emergency situations are performed by Public Safety (Phone: 605-394-6100). Please review Public Safety's emergency response pamphlets located on SD Mines' website <https://www.sdsmt.edu/Emergency/> or in the area you are working in. Volunteers can also request personal copies of emergency response pamphlets from their supervisor. If an emergency does occur, call Public Safety. **If it is a life-threatening emergency, call 911. If you aren't sure who to call, call 911 first and then Public Safety.**

## Museum of Geology Emergency Phone Tree

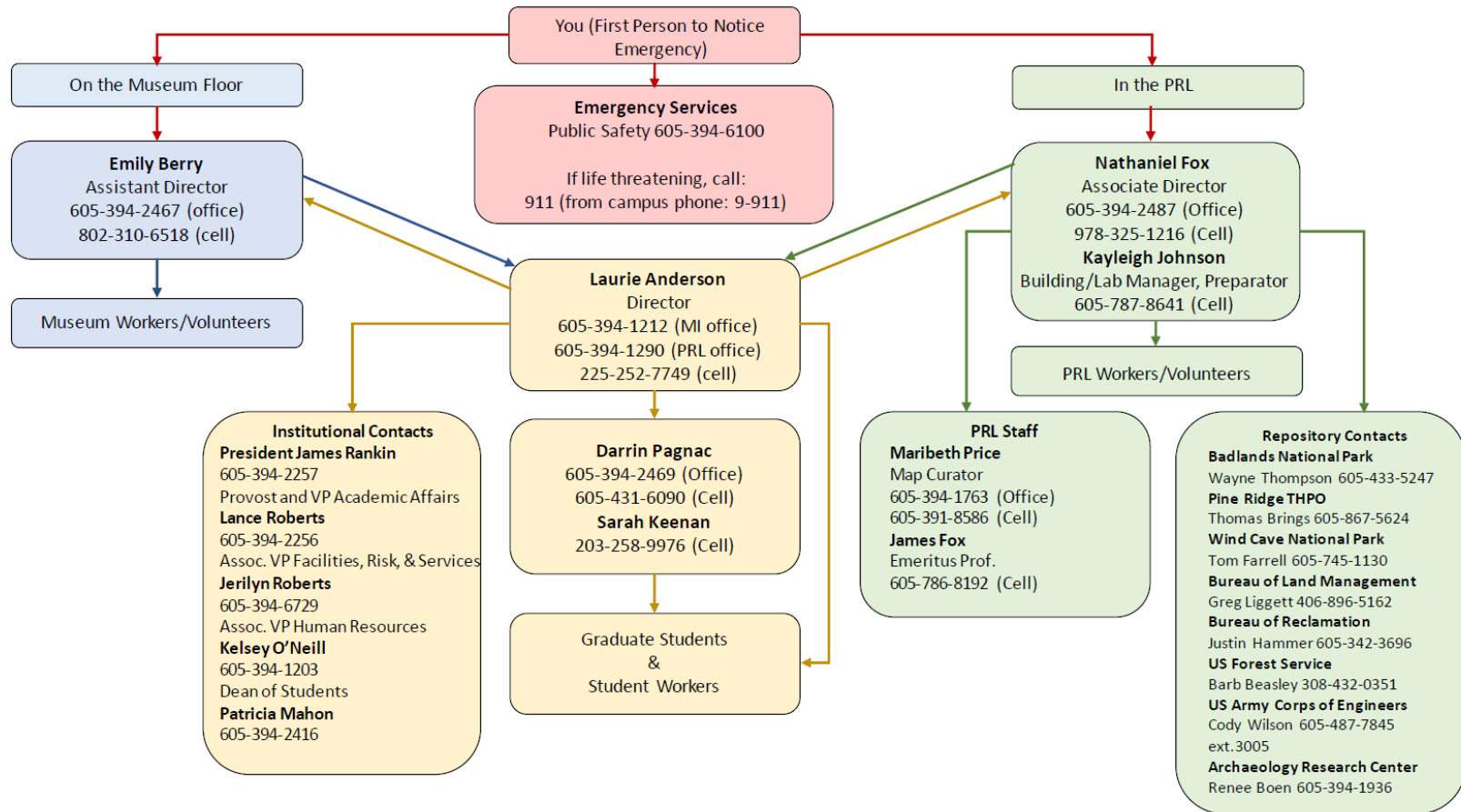


Figure 2. Museum of Geology and Paleontology Research Lab emergency communication phone-tree.

## 4.2 Personal Protective Equipment and Use

Appropriate personal protective equipment (PPE) must always be worn when working in laboratories and/or with hazardous materials. Supervisors will inform volunteers on what PPE is required for their specific workspaces and projects. Use of personally owned safety equipment (prescription safety goggles, custom-fitted respirators, etc.) is allowed, but the equipment must be approved for use by the appropriate supervisor or room manager (Table 1). Otherwise all necessary safety equipment is provided by the MoG.

General PPE list:

- **Chemical Gloves:** MUST be worn when performing work with chemicals or hazardous materials. Make sure the type of glove you are using is appropriate for the chemicals you are handling. In some cases, nitrile gloves are not appropriate (i.e. when handling nitric acid) and other chemical resistant gloves will be required. If you are uncertain if you need a different type of glove, contact your supervisor.
- **Chemical Splash Goggles:** MUST be worn when performing any work with chemicals (prescription/safety glasses will not substitute!).
- **High Impact Safety Glasses or Goggles:** MUST be worn when performing matrix removal from a jacket, using any pneumatic tools, and using any electrical tools (prescription glasses will not substitute!).
- **Earplugs/Noise Cancelling Headphones:** MUST be worn when the air system is running in the prep lab, when using pneumatic tools, and when using electrical tools.
- **Dust Masks/Respirators:** MUST be worn when using pneumatic or electrical tools, performing dry sediment screening, using aerosol chemicals or paints, and during other activities that produce inhalation hazards (including cleaning sand or sweeping). If you have concerns about wearing a mask because of health-related issues, please discuss them with the Lab Manager.
- **Lab Coat/Apron:** MUST be worn when working with chemicals or plaster materials to protect your skin and your clothing. Personal lab coats can be purchased in the SD Mines Bookstore and aprons are provided by the MoG.

**Wash your hands thoroughly after handling hazardous materials, such as animal carcasses or chemicals.**

More safety information will be provided depending on which area of the museum you will be volunteering in.

### **4.3 Keys, Security and Visitor Policies**

The laboratories and collections rooms are open Monday – Friday, 9 am – 4 pm. Any work outside of these hours must be scheduled with and approved by your supervisor. Exhibits hours are 8:30 am – 4 pm Monday - Saturday during the winter and 9 am – 6pm Monday - Saturday during the summer.

Public interaction is encouraged. If you see a visitor viewing museum activities, feel free to talk to them. However, allowing visitors into any non-public areas of the PRL is not allowed. You may inform visitors that tours of the PRL may be scheduled through the Museum of Geology by contacting a staff member.

**It is everyone’s responsibility to keep all lab and collections spaces secured. No unauthorized personnel should have access to any of these spaces. DO NOT leave doors propped open, and make sure doors are closed securely as you enter/leave.**

Individuals granted access through keys and access cards are responsible for their use. Do not lose your key card!

## 5. Contract of Understanding

I, \_\_\_\_\_, I am in full understanding of the expectations of me as a volunteer and/or employee of the South Dakota School of Mines and Technology (SD Mines) Museum of Geology (MoG).

I have read and fully understand the expectations of me as outlined in the Paleontology Research Laboratory Policies and Conduct Statement, the SDSM&T Student Code of Conduct Policy, and the Title IX Policy. I agree to fully abide by these policies and standards.

I am in full understanding of the disciplinary, legal, health, and safety consequences that I may incur by refusing to follow these policies and standards.

### Participant

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

### Volunteer Supervisor

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_



## APPENDIX A: FOSSIL PREPARATION LAB

Working in the fossil preparation lab requires an extensive amount of training in safety, tools, and techniques. It also requires a high amount of manual dexterity, hand-eye coordination, and patience.

Activities in the lab vary widely and include:

- Bulk matrix removal
- Detail preparation
- Micropreparation
- Rehousing Specimens
  - Cavity Mounts
  - Fiberglass Jackets
- Cast Painting
- Molding and Casting
- Carpentry

**All student lab volunteers** are required to take General Lab Safety Training annually with the Campus Environmental Health and Safety Manager, Margaret Smallbrock. These trainings are offered at the beginning of each semester.

Additional safety training will also be required by **all volunteers** that work in the lab. Through this training you will understand the hazards and risks associated with fossil preparation and the materials we use. We will also talk about appropriate lab attire.

**You will not be allowed to work in any of the laboratories without these trainings.**

You will also be given a series of simulated fossil preparation activities to learn about the tools and techniques we use in the lab before you start on a project. This training takes approximately 10 hours to complete. Based on your skill level, you will be assigned an appropriate project.

More information about fossil preparation can be found in the Fossil Preparation Manual located in the lab. A digital copy can be requested from the Preparator and Lab Manager.

## APPENDIX B: COLLECTIONS

**PPE:** Most collections spaces are free of hazardous materials, so PPE is not required in these rooms unless otherwise specified. However, collections spaces are filled with heavy objects in storage cabinets and at ground level. Closed-toed shoes must be worn in the collections to mitigate serious foot injuries due to tripping or falling objects.

## **Safety:**

### Specimen handling:

- Use care when handling fossils in the collections as they are often fragile. Avoid moving specimens that have not been properly stabilized or curated – unstable fossils can break apart and cause further damage or injury. If an unstable specimen must be moved, ensure that weight is distributed to the most structurally stable areas during travel. When in doubt, ask a staff member before moving a specimen.
- Some fossils are quite large and heavy (>50 lbs). DO NOT attempt to move a specimen unless you are sure you can move it safely. Please ask the Associate Director or another staff member for assistance when moving heavy specimens.

### Drawer handling:

- DO NOT extend cabinet drawers containing specimens more than half of the total drawer length. There is no catch at the end of the drawer slides so overextension can cause the entire drawer and specimens within to fall out of the cabinet. This can cause severe specimen damage and injury. Please ask for assistance if you are unable to access a specimen near the back of a drawer without overextending.

### Equipment use:

- Ladders are available to access specimens stored in higher drawers. Before using a ladder, make sure it is secured in place. Always maintain two feet on the steps when using a ladder and do not extend your body over the sides. If you are unable to reach a specimen from the center of the ladder, move it closer to the shelf or ask for assistance. Please ask the Associate Director or another staff member for instruction if you are unsure how to safely use a ladder.
- DO NOT use specialized equipment such as pallet jacks without instruction and permission from the Associate Director or other qualified personnel.

## **APPENDIX C: EXHIBITS**

**Guest Engagement:** While volunteering in the Exhibits you carry the same responsibilities and authority as paid staff, which means you need to be courteous, knowledgeable, accurate, and engaging. If a guest asks a question that you are uncertain of the answer to either let them know that you do not know the answer or get another staff to help answer. Never guess or knowingly give incorrect information to a guest.

**Safety:** You are responsible for visitor safety and the security of the areas you pass through. Keep track of your group, especially children, and be mindful of those that may have difficulty

accessing certain areas. In an emergency, escort the visitors to emergency exits or help them to follow the appropriate protocol.

If a guest or other employee or volunteer is making you feel uncomfortable notify your supervisor. If a guest poses an immediate hazard to your physical or mental safety call campus safety.

**Activities, Learning Centers, and Tours:** Training and approval by the Assistant Director is required before you are cleared to individually lead an activity, learning center, or tour.

**Off-Site Outreach:** Off-site outreach must be overseen by the Assistant Director or another volunteer supervisor from the MoG. Never agree to, or schedule, off-side outreach without clearing it with the Assistant Director. In some cases, a senior volunteer may be able to lead off-site outreach with other student workers or volunteers, but these events must be approved by the Assistant Director on an individual basis.