

Mission Statement

Purpose or mission of the MVZ Archives:

The purpose of the Museum of Vertebrate Zoology Archives is to serve as the designated repository for museum materials of enduring value. Its mission is to acquire, preserve and provide access to records and papers related to the museum and its history.

Collection Focus:

1. Museum Administrative records
2. Research papers created by Museum staff, students, and affiliated personnel
3. Special Collections supporting the curriculum and research endeavors of the Museum of Vertebrate Zoology (rare books and artwork)

Deaccession or destruction of materials is prohibited prior to the approval of the Archivist or the Archives Advisory committee.

The Museum of Vertebrate Zoology through the Regents of the University of California holds the rights to the materials in the archives, including the rights and permission to digitize and disseminate the materials, now and in the future.

Archives Advisory Committee

Purpose of Committee: Support and promote the mission of the Archives

Areas of responsibilities:

Frequency of meetings: As needed

Members: Carla Cicero and Michelle Koo:

Collection Policy Statement

The collection focus of the Museum of Vertebrate Zoology Archives is the material which provide historical, natural history, legal, and sociological context for the museum vertebrate specimens collections. Specifically, the Archives will accept materials related to museum expeditions, research, and the views of prominent western pioneers, evolutionary biologists, and conservationists affiliated with the museum and its mission.

The Museum of Vertebrate Zoology Archives will accept materials in many forms, including original artwork, papers, books, pamphlets, maps, print photographs, negatives, lantern slides, glass plates, film reels, videotapes, and electronic media.

The Archives cannot accept specimens.

MVZ ARCHIVES ACCESSION FORM

| Date Received | Accession No. | Department | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---------------------------------------|--------------------------------------|-------------------------------------|--------------------------------------|----------------------------------|--|---|--------------------------------------|--------------------------------------|-------|--|-------|------------------------------------|-------|--|-------|-------------------------------------|-------|-------------------------------------|-------|-------------------------------------|-------|-------------------------------|-------|--|--|--------------------------------------|--|--|--|
| Title | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Creator | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Donor Name/Address | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Restrictions | Location | Total Size | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General Description and Condition of Material | | Inventory available | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Specific Description of Material:</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left; border: none;"><u>Type</u></th> <th style="text-align: left; border: none;"><u>Amount</u></th> <th style="text-align: left; border: none;"><u>Type</u></th> <th style="text-align: left; border: none;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td style="border: none;"><input type="checkbox"/> Audio Recordings</td> <td style="border: none;">_____</td> <td style="border: none;"><input type="checkbox"/> Photographs</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Bound Volumes</td> <td style="border: none;">_____</td> <td style="border: none;"><input type="checkbox"/> Microfilm</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Storage Boxes</td> <td style="border: none;">_____</td> <td style="border: none;"><input type="checkbox"/> Movie Film</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Newspapers</td> <td style="border: none;">_____</td> <td style="border: none;"><input type="checkbox"/> Scrapbooks</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Maps</td> <td style="border: none;">_____</td> <td></td> <td></td> </tr> <tr> <td colspan="4" style="border: none;"><input type="checkbox"/> Other _____</td> </tr> </tbody> </table> | | | <u>Type</u> | <u>Amount</u> | <u>Type</u> | <u>Amount</u> | <input type="checkbox"/> Audio Recordings | _____ | <input type="checkbox"/> Photographs | _____ | <input type="checkbox"/> Bound Volumes | _____ | <input type="checkbox"/> Microfilm | _____ | <input type="checkbox"/> Storage Boxes | _____ | <input type="checkbox"/> Movie Film | _____ | <input type="checkbox"/> Newspapers | _____ | <input type="checkbox"/> Scrapbooks | _____ | <input type="checkbox"/> Maps | _____ | | | <input type="checkbox"/> Other _____ | | | |
| <u>Type</u> | <u>Amount</u> | <u>Type</u> | <u>Amount</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Audio Recordings | _____ | <input type="checkbox"/> Photographs | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Bound Volumes | _____ | <input type="checkbox"/> Microfilm | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Storage Boxes | _____ | <input type="checkbox"/> Movie Film | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Newspapers | _____ | <input type="checkbox"/> Scrapbooks | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Maps | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Other _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Arrangement of Material:</p> <table style="width: 100%; border: none;"> <tr> <td style="border: none;"><input type="checkbox"/> Alphabetic</td> <td style="border: none;"><input type="checkbox"/> Chronologic</td> <td style="border: none;"><input type="checkbox"/> Numeric</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Topical (Subject)</td> <td style="border: none;"><input type="checkbox"/> Not Arranged</td> <td style="border: none;"><input type="checkbox"/> Other _____</td> </tr> </table> | | | <input type="checkbox"/> Alphabetic | <input type="checkbox"/> Chronologic | <input type="checkbox"/> Numeric | <input type="checkbox"/> Topical (Subject) | <input type="checkbox"/> Not Arranged | <input type="checkbox"/> Other _____ | | | | | | | | | | | | | | | | | | | | | | |
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| <input type="checkbox"/> Topical (Subject) | <input type="checkbox"/> Not Arranged | <input type="checkbox"/> Other _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Approximate Inclusive Dates | Accessioned By | Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Additional Comments | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Museum of Vertebrate Zoology Archives Reader Registration Access Application Form

All researchers using the resources of The Museum of Vertebrate Zoology Archives must complete this form. The information you provide will help the staff assist you in your research, compile statistics, and provide for the security of the collections.

Name _____

CURRENT AFFILIATION (CHECK ONE)

Permanent Address _____
□

UCB Other UC Academic (non-UC) Independent

CURRENT STATUS (CHECK ONE)

Undergraduate Graduate Student Faculty

Staff Post-Doctoral Alum No Academic Affiliation

Telephone Number (_____) _____

Museum history: historic contemporary

Email _____

Personal papers: historic contemporary

Local Address (if different) _____

Rare Books Maps

Other _____

Local Phone Number (if different)

PURPOSE OF RESEARCH (CHECK ONE)

(_____) _____

Dissertation Thesis Research Paper

Publication Class Assignment Personal

Commercial Non-profit Legal

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I have been informed of the obligation to observe copyright and promise to make only "fair use" of any copies in my private study, scholarship and research. I will accept full responsibility for any infringement of copyright or other legal questions that may arise from the making of any copies or from later use of those copies.

I agree to publish no portion of a manuscript without the written permission of the Museum of Vertebrate Zoology Museum Archivist. I also understand that it is my responsibility to obtain the permission of the copyright holder prior to publication.

I further agree to indemnify and hold harmless The Museum of Vertebrate Zoology, its officers, employees, and agents from and against all claims and actions arising out of my use of repository materials.

I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE MUSEUM OF VERTEBRATE ZOOLOGY ARCHIVE'S CONDITIONS OF USE. I REALIZE THAT FAILURE TO COMPLY WITH THESE RULES MAY RESULT IN THE DENIAL OF ACCESS TO THE COLLECTIONS.

Signature _____

Date _____

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1. Researchers must complete a registration form prior to using archival material.
2. No gum, foods, or drinks are allowed when consulting materials. Researchers will be asked to wash their hands prior to using archival material.
3. Researchers may only use pencils when taking notes. Pencils can be provided upon request.
4. Researchers may only bring materials for taking notes including laptops, pencils, and notepads.
5. All coats, bags and purses must be left at the front desk. No containers of any kind may be used when consulting archival material.
6. Researchers must consult with the Archivist and gain permission before any photographs can be taken. Photocopies may be made upon request depending on the material.
7. Researchers must wear provided gloves when handling photographic material.
8. No marks, tracings, or notes may be taken on top of archival materials. No paperclips or post it notes may be used on the materials. The Archivist will provide bookmarks.
9. Materials should be handled gently. They cannot be propped up or placed in one's lap.
10. Materials must be kept in the exact order in which the researcher receives them. Only one box, one folder may be used at a time.
11. Cell phones must be set to silent or vibrate.
12. Registration is limited to those aged 16 years or older. An adult must accompany younger researchers.



Museum of Vertebrate Zoology

University of California

3101 Valley Life Sciences Building, Berkeley, CA 94720-3160

phone (510) 642-3567 fax (510) 643-8238

Request for Reproductions from the MVZ Archives

Name: _____

Institution: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Fax: _____

Email: _____

Resource Number(s): _____

Collection Name(s): _____

Description of
item(s): _____

Number of pages: _____

Total Price: _____

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My signature indicates that I have read and understood the above statement and the Copyright Notice on this form.

Signature: _____

Date: _____

FOR MVZ ARCHIVES USE ONLY:



Museum of Vertebrate Zoology
 University of California
 3101 Valley Life Sciences Building, Berkeley, CA 94720-3160
 phone (510) 642-3567 fax (510) 643-8238

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Project Description

Author/Publisher: _____

Institution/Company: _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Fax: _____

Email: _____

Resource Numbers: _____

Collection Name(s) _____

Description
of Item(s): _____

Description
of Project: _____

Conditions of Use
(rights, formats, uses,
languages, etc.): _____

The following attribution must appear in all published use: "With the permission of The Museum of Vertebrate Zoology, University of California, Berkeley." Physical copies of MVZ materials and photographs are charged at cost. Any subsequent use or change in use constitutes reuse and must be applied for in writing to the MVZ, and appropriate fees paid. Permission is limited to the applicant and is not transferable.

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I agree to the conditions for use that are stated above.

Recipient signature: _____

Date: _____

MVZ signature: _____

Date: _____

MVZ Archives Removal Form/Separation Sheet

Use one form for each item removed/separated from collection.

Date of Removal/Separation:

Removed By:

Removed To:

Collection Name/Number:

Series Name/Number:

Box Number: Folder Title/Number:

Describe Item:

Type of Item:

Date:

Purpose of Removal/Separation:

Photography

Research

Conservation

Exhibit (Title)

Loan

Separate Storage Due to Format/Size

Other

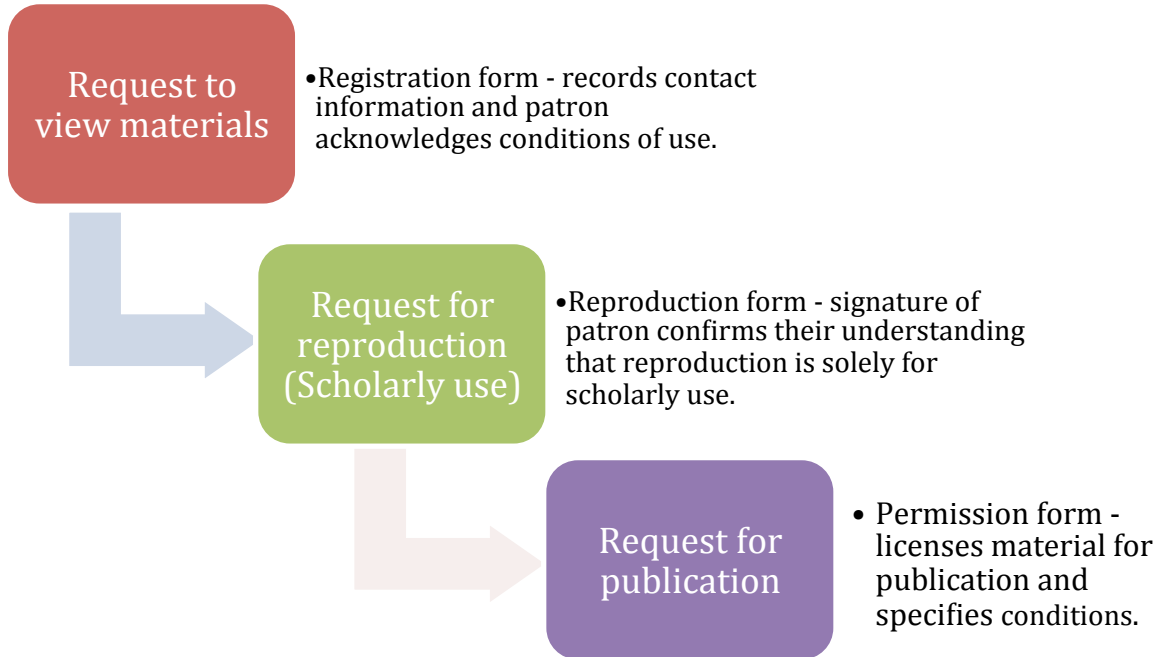
Returned By:

Date of Return:

Multiple copies of this form should be made to place with the item removed, in the folder from which it was removed, and in a master file of separation or removal records.

Using MVZ archival material

The following chart outlines the workflow for assisting patrons in using MVZ archival material. All forms can be found on Gromit/Archival Files/Forms



Museum of Vertebrate Zoology Archives Transfer Report

TO BE COMPLETED BY THE APPROPRIATE STAFF MEMBER
AT THE TIME OF TRANSFER OF RECORDS TO THE MVZ ARCHIVES

STAFF MEMBER: _____ TELEPHONE NUMBER: _____
TITLE: _____ DATE: _____
DEPARTMENT: _____
LOCATION: _____
AGENCY HEAD: _____

RECORD TYPE(S) (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> AUDIO-VISUAL | <input type="checkbox"/> STUDENT RECORDS |
| <input type="checkbox"/> CORRESPONDENCE | <input type="checkbox"/> SUBJECT FILES |
| <input type="checkbox"/> ELECTRONIC RECORDS | <input type="checkbox"/> FIELD NOTES |
| <input type="checkbox"/> FINANCIAL RECORDS | <input type="checkbox"/> REPRINTS |
| <input type="checkbox"/> MINUTES | <input type="checkbox"/> MANUSCRIPTS |
| <input type="checkbox"/> PHOTOGRAPHS | <input type="checkbox"/> OTHER (explain): _____ |
| <input type="checkbox"/> PUBLICATIONS | |
| <input type="checkbox"/> REPORTS | |
-

OTHER COMMENTS OR FURTHER DESCRIPTION OF CONTENT: _____

BEGINNING DATE OF TRANSFER RECORDS: _____ ENDING DATE: _____

HOW RECORDS ARE KEPT:

- | | |
|--|---|
| <input type="checkbox"/> CALENDAR YEAR | <input type="checkbox"/> TENURE OF OFFICE |
| <input type="checkbox"/> FISCAL YEAR | <input type="checkbox"/> OTHER (explain): _____ |
-

HOW RECORDS ARE ARRANGED:

- | | |
|--|---|
| <input type="checkbox"/> ALPHABETICALLY | <input type="checkbox"/> SUBJECT |
| <input type="checkbox"/> CHRONOLOGICALLY | <input type="checkbox"/> OTHER (explain): _____ |
| <input type="checkbox"/> CODED | |
-

TYPE OF INDEX OR KEY AVAILABLE (attach copy):

- | | |
|--|---|
| <input type="checkbox"/> CODE KEY | <input type="checkbox"/> OTHER (explain): _____ |
| <input type="checkbox"/> FOLDER HEADING LIST | |
-

WHAT RESTRICTIONS ON ACCESS ARE REQUIRED:

- | | |
|---|---|
| <input type="checkbox"/> UNRESTRICTED | <input type="checkbox"/> OTHER (explain): _____ |
| <input type="checkbox"/> RESTRICTED TO PERMISSION OF OFFICE | |
-

MAY THE ARCHIVIST DESTROY RECORDS DEEMED NOT APPROPRIATE FOR PERMANENT PRESERVATION?

- YES NO

Cal Day, the Museum of Vertebrate Zoology's public open house, highlights archival material and stories (April 2012)



We received over 3,500 visitors in one day!



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Cal Day History Displays, Part 1: Snowbound

Posted on Mar 31, 2012 by Kira L. Dodd

Decades before GPS units, cell phones and SUVs with 4-wheel drive, collectors valiantly journeyed into difficult terrain and remote, never-before-collected locations to bring valuable specimens back to the MVZ. With roads and settlements in these localities not yet constructed, such expeditions were lucky if they found a trail to follow. Combined with a lack of easy communication methods, such treacherous traveling conditions had the potential to create unforeseen complications for the collectors.

The story described in "Snowbound", presented as a display at [Cal Day](#) on April 21, 2012, is just one example of the challenges that collectors willingly faced and boldly overcame for the sake of the MVZ's research and collections.

Annie Alexander and Louise Kellogg: Snowbound

On December 22, 1936 in the town of Big Pine, California, MVZ founder [Annie Alexander](#) (1867-1950) and her companion [Louise Kellogg](#) (1879-1967) packed up their Franklin automobile with supplies and headed out for Saline Valley in Inyo County, California, an area previously unexplored by the MVZ. Unfortunately for the two women, what began as a week-long collecting trip soon transformed into a month-long exercise in survival.



Annie M. Alexander, 1935

With a sudden burst of inclement winter weather near the New Year, Annie and Louise's only viable way out of the valley became blocked by a thick layer of impenetrable snow.

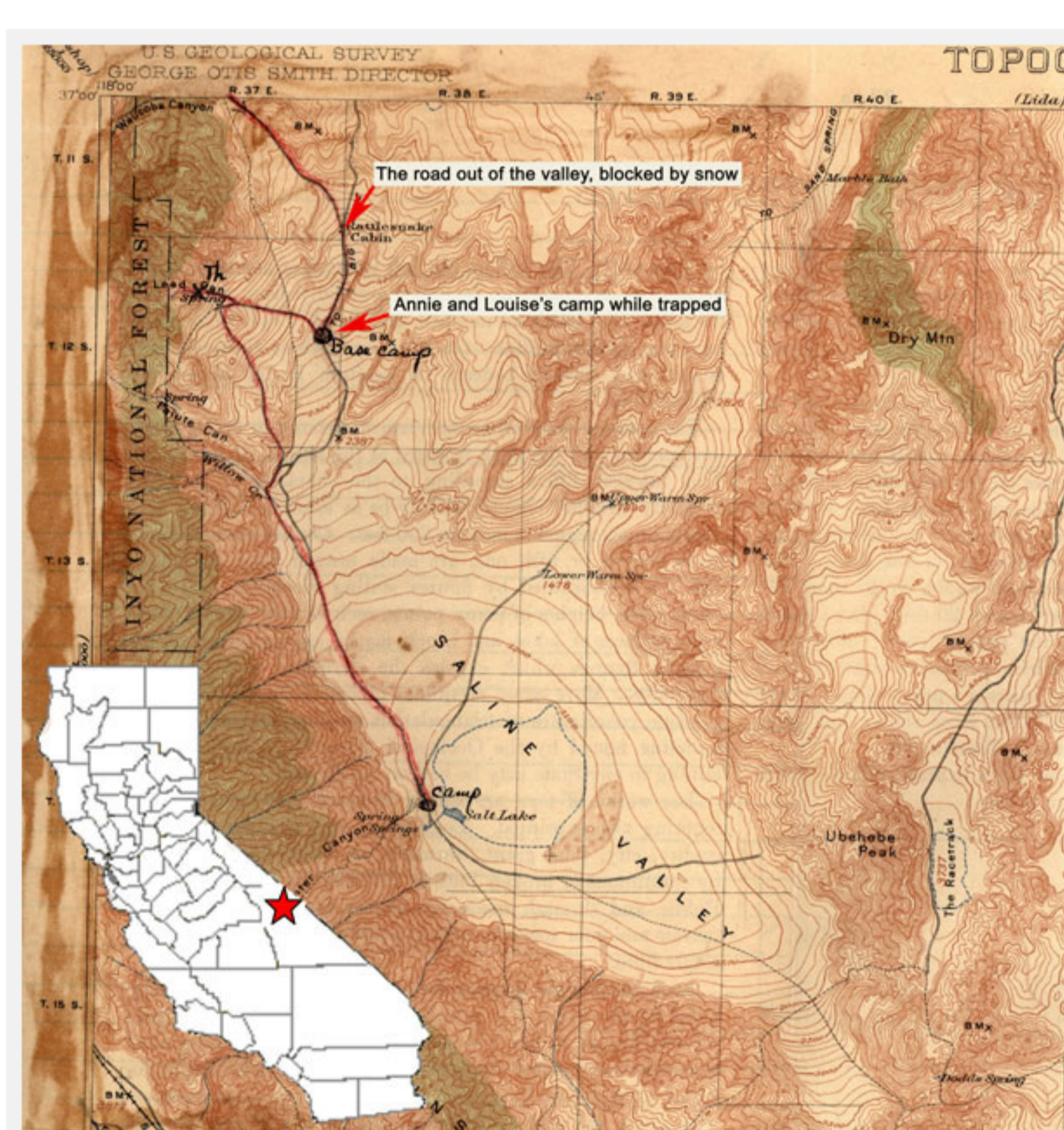


Louise Kellogg, date unknown

Their attempts to make their way through the snow proving fruitless, even with the assistance of miners from the nearby Bunker Hill mine in Lead Canyon, the women had no choice but to make camp and await rescue.

It would not be until January 26, 1937 that a rescue expedition, set in motion by worried MVZ director Joseph Grinnell and executed by museum preparator Ward Russell and his assistant Bill Richardson, would prove successful in clearing the road and extricating Annie and Louise from the valley.

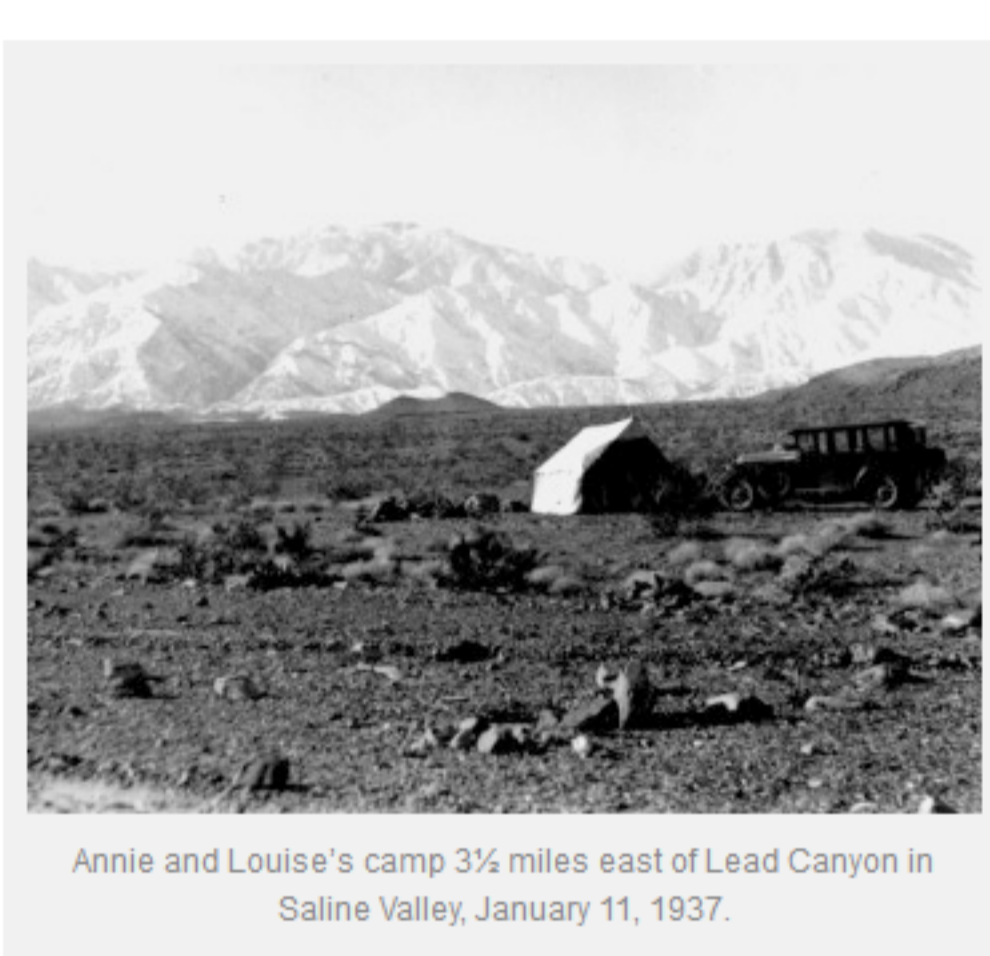
The Sequence of Events



Map of Saline Valley annotated by Annie with the trip route and collecting sites.

January 1937

In the first week of January, Annie and Louise make camp about 3½ miles east of the Bunker Hill mine and remain there until their rescue, subsisting largely off the "pink" beans and corn meal they had brought with them, and a few additional provisions supplied by the miners. As for their daily routine, Annie wrote in a letter to Joseph Grinnell on January 22, 1937 that "keeping warm is a prime necessity and our mornings are spent splitting wood in the wash with our invaluable cold chisel and axe...In the afternoons we chop the various pieces we have brought and I add to the various journal letters I am keeping to my friends."



Annie and Louise's camp 3½ miles east of Lead Canyon in Saline Valley, January 11, 1937.

January 14, 1937

Joseph Grinnell takes action:

At the Museum
January 14, 1937
10 a.m.

Dear Miss Alexander:

I have decided to launch a "field trip" to the Inyo country – this very quietly, to get first-hand information that will reassure friends of you and Miss Kellogg, who are, I am convinced, truly suffering from worry. Then there is a chance that you, yourself, would find use for assistance in retrieving your equipment – in the case you decided to come over the "divide" without it.

Anyway, to the point, Ward Russell, with his companion, "Bill" Richardson, are starting off, with the Reo. They are experienced; and Russell, I am confident, you will find to have shown good judgment under whatever circumstances you organize.

I know, and Mrs. McDonald knows (she is a brick!), that you and Miss Kellogg are thoroughly well qualified field people – to care for yourselves under any sort of conditions imposed by Nature. But worry (on the part of others) is, more or less, a human attribute. It might be that your Franklin is out of commission.

Please give Russell suggestions on any score whatsoever. Here is a chance to try him out, in the matter of judgment. I am confident of his practicality.

Also I (and of course the people across the Bay) will welcome direct news from you. I know you are having wonderfully interesting experiences – at least to tell about later. And the collections you have been getting evidently contain valuable things, accompanied as they will be, by your field notes so fully entered.

Most cordial regards to Miss Kellogg.

Sincerely,
Joseph Grinnell

January 18 – 21, 1937

In order to avoid causing excitement without due cause, the Ward Russell and famous winter explorer [Norman Clyde](#) to ski in and assess the conditions of Annie and Louise's predicament. Clyde returns to Big Pine on January 21 and Russell and Richardson begin working on a rescue plan at Annie's behest.

January 25, 1937

Equipment sent by the state to aid in the rescue arrives from Bishop, California and according to Ward Russell includes a "4-wheel drive truck fitted with a snowplow in front...[and] another 4-wheel drive truck with a trailer carrying a bulldozer. The bulldozer was a 35 Chalmers tractor fitted with a single blade set to force the snow all off to one side of the road." The rescue expedition finally gets under way around 8 a.m.



Snow plow on Waucoba – Saline Valley Road, January 25, 1937.

January 26, 1937: RESCUED!

At 2 a.m. Ward Russell and company finally arrive at Annie and Louise's camp, and by 3:30 p.m. the group returns to Big Pine **weary but safe**.

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This entry was posted in [Stories from the Archives](#) and tagged [Annie Alexander](#), [Cal Day](#), [Joseph Grinnell](#), [Louise Kellogg](#). Bookmark the [permalink](#).

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