

CRYPT  
AM  
121  
F43

FIELD MUSEUM OF NATURAL HISTORY

---

RULES AND REGULATIONS



CRUPT

AM

121

F13

10982/348<sup>3</sup>

262483

## CONTENTS

	PAGE
The Director . . . . .	5
Applications and Appointments . . . . .	5
Absences and Vacations . . . . .	5
Correspondence . . . . .	6
Curators . . . . .	6
General Rules of the Building . . . . .	7
Opening and Closing . . . . .	7
Hours . . . . .	7
Access to the Building after Hours . . . . .	7
Prohibiting the Use of Matches, etc. . . . .	8
Rearrangements, etc. . . . .	8
Admission and Checking . . . . .	8
Duties of the Ticket Seller . . . . .	10
Admission of the Staff and Employees to the Building . . . . .	11
The Auditor . . . . .	12
The Recorder . . . . .	12
Consignments . . . . .	13
Material Received and Material Forwarded . . . . .	13
Custom Entries . . . . .	13
Reception and Entry of Supplies . . . . .	13
Accessioning . . . . .	14
Accession Record . . . . .	14
Acknowledgment . . . . .	14
Departmental Inventories . . . . .	15
Shipment . . . . .	15
Shipping Scientific Material . . . . .	15
Material Received for Examination, etc. . . . .	16
Requests that Material offered for Sale to the Museum be forwarded for Examination . . . . .	17
Records of Collections . . . . .	17
Document Historical Files . . . . .	17
Offer Files . . . . .	17
Application for Positions Files . . . . .	18
Correspondence Files . . . . .	18
Administration Files . . . . .	18
Publications . . . . .	18
Edition and Distribution . . . . .	19
Requisitions . . . . .	19
Supplies . . . . .	19
Lecture Course—Management . . . . .	20

	PAGE
Duties of Photographer . . . . .	20
Duties of Printer . . . . .	20
Type, Paper, etc. . . . .	20
Labels . . . . .	21
The Library—Staff . . . . .	21
Organization . . . . .	21
Rules of the Library . . . . .	22
Engineering Force . . . . .	23
The Guard . . . . .	24
Organization . . . . .	24
Vacancies . . . . .	25
Pay, Promotions, Vacations and Absences . . . . .	25
Special Orders—Privileges of Trustees and Corporate Members . . . . .	26
South Park Commissioners . . . . .	26
Corporate, Honorary and Life Members . . . . .	27
Annual Members . . . . .	27
Special Duties, etc. . . . .	27
Second Relief—Its Hours and Duties . . . . .	28
Third Relief . . . . .	29
Outside Patrol . . . . .	29
Drills . . . . .	30
Fire Orders . . . . .	30
Whistle Signals . . . . .	30
Visitors . . . . .	31
General . . . . .	32
Salutes . . . . .	33
Uniforms . . . . .	33
Department . . . . .	34
Fire Department . . . . .	34
Duties of the Foreman . . . . .	36
Carpenters, Painters, and Roofers . . . . .	36
Special Skilled Laborers . . . . .	37
Janitor Force . . . . .	37

## **The Director**

The administration of the internal affairs of the Museum is vested entirely in the Director. All matters pertaining to the general or departmental management of the Museum must be referred to him.

All requisitions involving expenditure of money must receive his approval.

All labor and assistance required in the Institution are employed only on his authority, and all appointments in all Departments and Divisions are made by him, except as otherwise provided in the By-Laws of the Corporation.

### **Applications and Appointments**

All applications for positions must be accompanied by letters of recommendation, to be filed in the office of the Director.

Appointments will be made invariably by letter, giving salary, duties, etc.

### **Absences and Vacations**

Absences and vacations of the Staff and all employees will be granted by the Director.

The Curators, the Auditor, the Librarian, and the Recorder will be granted an annual vacation of one month; Assistant Curators and Assistant Librarians three weeks; other employees upon the recommendation of the Curators two weeks, provided that their service has extended over one year.

Members of the Staff of the Museum have no sick leave limitations, the same being subject to the decision of the Director approved by the Board of Trustees.

Preparators, clerks, photographers, printers, and taxidermists will be limited to two months sick leave, after two years continuous service with the Museum. Two weeks

sick leave will be granted any that have been in the service of the Museum less than two years. Extensions of the above sick leaves will be determined by the Director.

#### Correspondence

All acknowledgments, announcements and circulars, as well as all letters relating to the general administration, will be signed by the Director.

Copies of all official letters will be kept on file in the Director's office.

#### Curators

Curators are responsible for the preservation and use of collections and specimens under their jurisdiction. Accessions from any source will be entered on the proper blanks or cards, and together with all original correspondence pertaining thereto will be filed with the Recorder. Curators will enter all of the objects received in a department inventory book, and mark indelibly each specimen with a number corresponding to that of the inventory.

They will examine material received and select such as is suitable to place on exhibition, the remainder being stored either for study, exchange or sale, or for later installation.

They will have complete charge of the Departments over which they are placed, subject always to the instructions of the Director, and they will endeavor, as far as possible, to promote the interest of the Museum by the preparation of literature describing their collections to be provided for the Guide to the Museum; or other literature, the results of their special research or pertaining to collections under their charge, to be issued, if approved, in the Museum series of publications.

They will also place at the command of any investigator or student any information in their possession relative to any and all objects in their respective Departments.

The Director will refer to them such correspondence as may pertain to their Departments, as well as offers of

material for sale or otherwise to be acquired, and if necessary, request from them reports in writing on the same.

Reports of the progress of the work under their charge will be expected from Curators by the Director at stated intervals.

The Curators are unrestricted in their attendance upon the Museum, but in case of absence are requested, if possible, to leave word in their office where they may be reached in emergency.

## **General Rules of the Building**

### **Opening and Closing**

The exhibition halls of the Museum will be open to the public each day, except Thanksgiving Day and Christmas Day, from 9:00 A. M. to 4:00 P. M., and except on Saturdays and Sundays during June, July and August, when the hour of closing will be 5:30 P. M.

Admissions will be free Saturdays and Sundays.

### **Hours**

All offices, general, departmental and sectional, will be open from 8:45 A. M. to 4:30 P. M., on all days excepting holidays, Sundays and Saturdays. On Saturdays the offices above mentioned will be open from 8:45 A. M. to 12:30 P. M., but it must be understood that in the case of each of the four Departments and Library, some individual shall be left in charge of the Department Office and the Library until the usual hour of closing, namely 4:30 P. M. This individual will be entitled each week to any half day off which he may select the following week.

The hours of Mechanics shall be from 8:00 A. M. to 4:30 P. M., Janitors from 7:00 A. M. until 4:30 P. M., with a half hour intermission at noon.

### **Access to the Building after hours**

No one will be permitted to enter the building after the hours of closing without a special order from the Director. This order does not include the following:

Members and Officers of the Board of Trustees.

The Curators.

The Recorder.

The Librarian.

#### **Prohibiting the Use of Matches, etc.**

No person in the employ of the Museum under any circumstances or for any reason shall bring into or carry within the building any matches of any description. A box of safety matches will be in the Boiler House for use of those smoking after lunch, and at the Foreman's window at the South Entrance of the Museum for those who desire a light for cigars, pipes, etc., on leaving the building.

Smoking is not permitted in the Building.

Electric gas lighters are provided for lighting gas jets, stoves, etc.

#### **Rearrangements, etc.**

The written endorsement of the Director will be necessary before changes can be made in the arrangement of decorations of any part of the building; for changes in the use of rooms; for changes in the installations of cases, or of collections; and for the rearrangement of Museum fixtures and appliances.

### **Admissions and Checking**

The Museum is open to the public from 9:00 o'clock A. M. to 4:00 o'clock P. M., except Saturdays and Sundays during June, July and August when the hour of closing is 5:30 P. M. Visitors in the building at the closing hour are allowed to remain until 4:30 and 6:00 o'clock respectively.

The Museum is closed to the public on Thanksgiving Day and Christmas Day.

Admission is free Saturdays and Sundays. On other days the entrance fee is 25 cents; for children under twelve years of age 10 cents.

Scholars attending any school in Cook County, Illinois, or any public school in the State are admitted free on all

days upon presentation of certificates of regular attendance from teacher or proper school officer.

Teachers are admitted free upon presentation of proper credential.

Members of the faculty and students of any university, college or institute are admitted free upon presentation of matriculation card, certificate or other proper credential.

No return admission checks are issued.

Parties desiring to enter the Museum on business must apply at the South Door.

A fee of 5 cents is charged for checking articles.

No person is permitted to enter the building carrying umbrella, walking stick, box, package, parcel, bag or satchel, except in case where a walking stick, cane or crutch is required by infirmity.

Specimens may be taken into the building for identification, comparison, classification, study, etc., upon the approval of the Director or of the Curator of the proper Department. The admission of such specimens under this rule will be authority to the Guard to permit the specimens to leave the building in care of the person who applied for their admission.

Visitors are permitted to eat luncheon in the Reading Room only, between 12:00 and 1:30 o'clock each day, except during the months of June, July and August. But luncheon must be checked on entering the building and can only be taken from the check room (except person intends leaving building) during the lunch hour.

No charge is made for checking luncheon for school children.

Reference and text books may be brought into the building for purposes of study, but visitors are not permitted to utilize the Museum or reading room thereof for general reading.

Photographing and sketching is permissible under certain restrictions and permission may be obtained upon application at the Director's Office.

## Duties of the Ticket Seller

All adults, other than Trustees, Members, their wives, Officers' family, employees, visiting directors and curators of museums, will, on every day except Saturdays and Sundays, be handed a blue ticket for which a charge of twenty-five cents (25c) will be made. This blue ticket will be handed to the Guard, who will deposit it in the ticket box.

Children between the age of five and twelve years not in attendance at any public school in the city or State, will be charged ten cents (10c) each.

Annual Members will be admitted upon presentation of their membership card.

In case a member seeks admission for himself and those accompanying him and not having his official ticket, the Attendant will immediately telephone the facts to the Director's office and will await instructions.

Trustees will be admitted upon introducing themselves.

Officer's families will be admitted upon presentation of an Officer's Family Ticket. The individuals that accompany the bearer of such a ticket will be admitted, provided they are members of the same family.

Visiting directors and curators of museums are entitled to free admission for any number of days they desire, by application to the Director by mail or in person. Upon the approval of the Director a free admission ticket will be issued for the period desired, which ticket of admission will be recognized at the Main Entrance at all times when the Museum is open to the public.

A fee of five cents (5c) is charged for checking umbrellas, walking sticks, boxes, packages, baskets, satchels, etc. Where two visitors known to each other are visiting the Museum together and having an umbrella each, both will be checked for five cents, but one check only will be given the visitors.

In the event of an error in checking umbrellas, walking sticks or packages, or the loss of any article, or in making change, issuing tickets, etc., when such mistake cannot be

promptly rectified without controversy, visitors to the Museum may be compelled to wait until the Museum closes before any effort is made to investigate and rectify the error made. And in no case will anyone have any authority to compromise errors, or make any exchange, or effect any settlement without the consent of the Director first obtained in each instance. He shall report to the Recorder.

### **Admission of the Staff and Employees of the Building**

All officers and employees, excepting members of the Guard, members of the Fire Department, the Janitors, Laborers, Carpenters, Plasterers, Painters, will be admitted at the Main North Door of the Museum upon handing the Guard in attendance at the turnstile a card bearing their name (card furnished at the entrance) to be deposited in the ticket case as a check against the register. The same officers and employees will be permitted to pass out at the public turnstile at the North Entrance.

The same officers and employees prior to 9:00 A. M. will be allowed to pass in at the West Door of the North Entrance, and will be allowed to pass out of the same door after 4:30 P. M. The same individuals will also be allowed to pass in and out at any time through the East Door of the South Entrance.

The East Door of the South Main Entrance will be open in charge of a Guard for one half hour, morning and evening, for the accommodation of those employees and laborers excepted above.

The North Door of the West Entrance will be open from 12:00 to 12:05 P. M. and from 12:30 to 12:35 P. M., daily for the same individuals to pass in and out during the lunch intermission.

The following named persons have authority to sign passes (good at the South Entrance only) for persons coming to building on Museum business:

The Curator of Anthropology.  
The Curator of Botany.  
The Curator of Geology.  
The Curator of Zoology.  
The Recorder.  
The Librarian.

In case of absence of a Curator, this authority will pass to the Acting Curator in charge.

Persons having business with the Director, Curators, or other employees, will be asked to take a seat in the Waiting Room at the South Entrance. The individual asked for will be notified by the Guard and the visitor admitted on the card signed as prescribed.

### **The Auditor**

The Auditor shall have charge of the preparation and arrangement of the financial papers of the Museum. A monthly statement will be submitted to the Director and the Board of Trustees.

Bills are to be examined by the Auditor as to prices and material, and marked in proper form. The material billed on an invoice or bill will be signed for by the head of the Department or Division for which the material was ordered. Vouchers must be signed in ink by the person in whose name the account is made. The signature must be that of the principal and not that of the agent.

All bills must receive the approval of the Director, but shall be previously examined by the Auditor and shall be verified by that officer.

### **The Recorder**

The records are in charge of the Recorder. The Recorder will receive and distribute all incoming material to the Museum. He will also keep a record of the outgoing material.

He will have charge of the correspondence and all documents pertaining to the Museum collections.

### **Consignments**

All consignments should be addressed to Field Museum of Natural History, Chicago, and invoice mailed to same address, at the time shipment is forwarded.

All foreign consignments should be marked "Through in Bond to Chicago by Fast Freight".

In case of European consignments it should be ascertained whether the material can be consigned to one of the branches of Marshall Field & Co.

### **Material Received and Material Forwarded**

The Recorder will keep a record of all the material received and sent out. In these records shall be entered the date of receipt of shipment, serial number, the number and nature of the packages or objects sent, or to be sent, the marks and addresses on the packages, the source, the point of original consignment, the route, charges, etc.

When notices of the arrival of freight are received by the Recorder, he will advise the Director of the items and charges, who will approve the payment of such charges, if properly chargeable to the Museum.

### **Custom Entries**

Foreign consignors should in all cases be careful to forward with their consignment duplicate Consular invoices, and should request the transportation of the consignment "In Bond" to Chicago. Upon arrival at Chicago the Recorder, who will act as Customs Agent for the Museum, will make the proper entry at the Custom House and secure the delivery.

### **Reception and Entry of Supplies**

All packages known to contain supplies for departments will be delivered to the shipping room, and the Recorder immediately notified of their arrival. The Recorder will keep a record of such material and when distributed to the departments will obtain the signature of the person to whom it is delivered.

### Accessioning

Curators of departments, as soon as the material reaches them, will make upon the accession card of their department a statement of the items received by them, and then check up the catalogue or inventory that may accompany the collection. After filling out the information called for on the card, *i. e.*, the name and address of the party to whom the accession is to be credited, the name of the collector and date of collection, and the manner in which acquired by the Museum, he will then sign the card and return it to the Recorder, who will hold it as the official receipt for the material turned over to the Department.

### Accession Record

The information provided on the accession cards will be transcribed by the Recorder into the accession records, a separate record book being kept for each Department. These cards will be numbered serially as received by the Recorder, a separate series of numbers being maintained for each Department, the number in all cases to be preceded by the letter symbol of the Department. The following symbols shall be used:

*A*—Department of Anthropology.

*B*—Department of Botany.

*G*—Department of Geology.

*L*—The Library.

*Z*—Department of Zoology.

*P*—Photography and Illustration.

The accession record will therefore show the date of report by the Curator, serial accession number of the Department, the nature of the objects, the geographical locality represented, the number of specimens, the source, the method of acquirement, the collector, the date collected, and the date acknowledged.

### Acknowledgment

The Recorder shall in case of contributions prepare a formal acknowledgment, on which he shall indicate the

Department in which the donation has been deposited, and which, after receiving the signature of the Director, shall be transmitted to the donor. Further acknowledgment will be made in the official Annual Report of the Director to the Board of Trustees; also upon the labels attached to or displayed with the specimens.

#### **Departmental Inventories**

A set of records will be kept by the Curator of each Department, and will be designated "Departmental Inventory". In this inventory shall be recorded by the Curator all of the specimens in the collection under his charge, or added to them, a separate entry being made for each specimen. Departmental Inventories will be considered as a part of the official record of the Museum, completing the accession records kept in the office of the Recorder. Other records or card catalogues may be prepared in any Department at the discretion of the Curator.

#### **Shipment**

Packages intended to be sent out from the Museum will be delivered to the Recorder, who will advise the Director of the nature of the material and the reasons for sending, as well as the marks on the package and the route over which to be sent. If approved, the Director will then issue a permit. The Recorder will then take charge of the material and attend to its proper shipment.

#### **Shipping Scientific Material**

Requests for the loan of Museum material for any purpose, whether addressed to the Museum or any officer for the Museum, will be referred to the Director for his consideration before any action is taken thereon, and all correspondence leading up to or connected therewith and the original papers accompanying the distribution card, will be filed with the Recorder.

The letter giving consent to the loan and forwarding the same will be prepared by the Recorder and signed by the Director.

All requests from the Museum for the loan of material to any Department for any purpose will be signed by the Director.

When it is desired to send any material out of the building for exchange, examination, etc., or to return specimens sent for examination a memo. card should be made out and sent to the Director's office. If the transaction is authorized, a permit will be immediately issued and given to the Foreman. This permit will be the Foreman's authority for boxing, packing and preparing the material for shipment. When this is done the permit and the box will be turned over to the attendant at the Shipping and Receiving Entrance who will arrange for its immediate disposal.

NOTE:—If the head of the Department desires to arrange for the packing to be done by someone in the Department, the Foreman will so indicate on the back of the permit after having provided the Department with the proper box or container for the material.

#### **Material Received for Examination, etc.**

All material received for examination, for determination or for consideration with a view to purchase, will be entered on a special memo. card, which will be provided on application. This card will be made out and given to the Recorder upon the arrival of such material in the Department. In case such material is permanently acquired, the Curator will make out a regular accession card, the Recorder making a note on the card originally made out that such material has been duly accessioned.

In case where the material is returned, this card will be given to the Curator for completion, that is, he will state what disposition is made of it. If returned, the date will be recorded over the Curator's signature.

This card will also be utilized for any objects, etc., sent out for examination, determination, exchange, loan, gift, or sale. It will be held as a charge against the Department from which the objects, etc., were sent until the objects, etc., are returned. On their return the

Curator will so certify over his signature. This card will then be numbered, indexed, and filed in the Recorder's office, where it may be consulted at any time.

**Requests that Material offered for Sale to the Museum  
be forwarded for Examination**

State specifically in the letter asking that material be sent to the Museum for examination, that "If it should be sent for examination with the possibility of purchase, the sender should bear in mind that, even if the purchase of this material is recommended by an official, it may be over a month before definite action can be taken upon the matter, during which time the purchase of the material must be in doubt".

**Records of Collections**

The manuscript volumes "Announcement Records", "Accession Records", "Exchange Records", "Distribution Records", and "Storage Records", as heretofore described, shall be the official archives of the Museum pertaining to the receipt and disposition of collections. These records, supplemented by the Department inventories, in which Curators have entered the individual specimens of their Departments, under serial number, corresponding to those marked indelibly upon the specimens themselves, should provide all the essential history pertaining to any specimen or collection.

**Document Historical Files**

This file, kept by the Recorder, shall contain all of the original letters, catalogues, or other papers relating in any way to any specimens or collection acquired by the Museum or to its subsequent history.

**Offer Files**

Consisting of all letters, catalogues, and papers offering material for purchase, kept by the Recorder.

### **Application for Positions Files**

Consisting of all letters and papers relating to applications for exchanges, kept by the Recorder.

### **Correspondence Files**

A copy record of all letters sent out from the Museum is to be kept in the office of the Recorder. Letters sent by Curators on Museum business are to be copied, and be open to inspection by the Director, who may order to be transcribed for the Historical File such letters as may relate to the history of specimens.

### **Administration Files**

In the immediate charge of the Assistant Secretary will be kept in a convenient manner for consultation any paper or document pertaining to the executive affairs of the Museum, such as reports of officers and collectors, plans and specifications, contracts and proposals. Samples of stationery, etc., shall be kept by the Recorder; circulars, price-lists of tradesmen and manufacturers, by the Foreman.

Printed matter, such as articles and newspaper clippings, descriptive of the work of the Museum, reports of the proceedings of Museum events, or any matter treating in a general way of the history of the Museum, shall be kept by the Recorder.

### **Publications**

Material offered for publication by Curators or others shall be submitted to the Director. After passing upon its relevancy, scientific value and literary character, if it is approved, he will place the manuscript and illustrations in the hands of the Recorder, who will obtain estimates as to the cost of publishing. The author will revise proofs, prepare title pages, lists of contents and general indices, provide prefaces and running heads, number plates, etc. The Auditor will verify the bills for printing and illustrating.

### **Edition and Distribution**

The regular edition shall be fifteen hundred copies, but the edition may be changed at the discretion of the Director. One hundred copies of each edition shall be reserved by the Recorder for the Publication Reserves, and shall not be drawn upon except upon the written order of the Director. Authors will be entitled to fifty copies of their contributions.

The Recorder will attend to the distribution of the publications, keeping a mailing list upon which he shall record the names of all parties to whom publications are sent, the date of sending, and the date of acknowledging. All applications for publications of the Museum shall be passed upon by the Director. The Recorder will also keep a ledger account for each publication, which shall show the total number of copies received and the total number distributed, so that the balance will represent the copies on hand.

### **Requisitions**

All requisitions for supplies shall be submitted to the Director for approval.

Orders for printing and for books of record will be referred to the Recorder, who will present them to the Director.

The Recorder will supply articles of stationery upon the requisition of the Curators of the Departments. The Foreman will provide the services of janitors for cleaning and of carpenters for repairing. Printed requisition forms will be supplied to the Curators by the Recorder. Requisitions must be signed or countersigned by the Curator of the Department from which they emanate.

### **Supplies**

Purchases of supplies of any description for the Museum will be made only upon a written order or approval of the Director.

Supplies for the building will be stored by the Foreman, and he shall keep a record of all articles thus placed

in storage, indicating where they have been deposited. Stationery supplies shall be stored by the Recorder.

The Recorder shall have charge of the ordering and distribution of all supplies for the Museum or any of its Departments.

#### **Lecture Course—Management**

Two regular Lecture Courses upon Science and Travel shall be given each year, the first on Saturday afternoons in the months of March and April, and the other on Saturday afternoons in the months of October and November.

The Recorder will submit a list of possible lecturers and their subjects to the Director for his approval one month before the opening lecture of each course.

The lectures shall commence at 3:00 o'clock. Entrance doors to the Hall will be closed at 3:10.

#### **Duties of Photographer**

He shall have charge of the Photographic Section; shall make such photographs as he shall receive requisitions for, duly approved by the Director; shall keep an inventory of the negatives belonging to the Museum; and shall enter a copy of each photograph made in a suitable book. He shall report to the Director.

#### **Duties of Printer**

The Printer shall fill such orders for printing as have received the approval of the Director and have been made of record in the Recorder's office. He shall make requisitions for supplies needed in his office, and he shall report to the Recorder the date of delivery of each job printed. He shall keep careful record of the time and material consumed in each order. He shall report to the Director.

#### **Type, Paper, etc.**

The Printer shall provide each office of the Museum with a sample sheet showing all of the styles of type in his

cases, and shall also provide standard sizes of labels and other blank forms.

### **Labels**

The Standard of Labels employed in the Museum work shall be on file in the Printer's office for the inspection of the Curators, and they shall be expected to conform, as far as possible, with the styles adopted. Each label shall have printed upon it the name of the Museum in full.

### **The Library—Staff**

The Librarian shall be in charge of the Library, and is responsible for all literature therein deposited.

The Assistants shall report directly to the Librarian.

### **Organization**

The Library organization consists of a General Library and Departmental Libraries.

The General Library is in a central position in the Museum so that it may be of easy access to all members of the staff. It contains bibliographies, encyclopaedias, dictionaries, atlases, periodicals, serial reports, proceedings of societies, travels and surveys, and monographic works. All publications received in the Museum shall be sent to the office of the Librarian. There shall be in the General Library a catalogue of all literature belonging to the Museum.

The Departmental Libraries may receive all publications pertaining exclusively to their work, and each Curator is personally responsible for the literature thus assigned and shall appoint as special custodian a member of his staff.

The Librarian has authority to at any time examine the Departmental Libraries, and may draw out for temporary use books that may be called for at the General Library.

### Rules of the Library

1. The Library is open daily, except Sunday, from 9:00 A. M. to 4:30 P. M. It is entirely a library of reference.

2. Books are to be used by the public exclusively in the room set apart for that purpose.

3. Curators may have accommodation transfers to their respective Departmental Libraries.

4. Books may be obtained by making application to the Librarian.

5. Current periodicals can be consulted in the Reading Room only.

6. Books or periodicals in the Departmental Libraries will, in certain cases, upon application, be returned to the General Library for the use of an applicant.

7. Any defacement of books and all losses or injuries must be promptly adjusted to the satisfaction of the Librarian.

8. The Curator of each Department shall appoint a Departmental Librarian, who shall have immediate charge of the books and their safe keeping.

9. Persons desiring may have access to the books in the different Departmental Libraries by permission of the Curator of the Department, but may not take the books out of the Department, except by permission of the Librarian of the Museum.

## Engineering Force

The force shall consist of an Engineer in charge, one Assistant Engineer, one Night Fireman and one Day Fireman. In case of vacancies, the Engineer will select the candidate to fill the position and will notify the Director of having done so. On receiving authority from the Director, the candidate will be employed temporarily. If a Fireman, he will be paid a minimum salary of \$50.00 per month. If, at the expiration of six months, his work is satisfactory, he will be paid \$55.00 per month and will be looked upon as permanently employed, being stationed as Night Fireman during the Winter months, with working hours from 12:00 o'clock midnight until 10:00 o'clock A. M. each day. If the Day Fireman or the Assistant Engineer leaves the service, the Night Fireman will be advanced to the position of Day Fireman and his wages increased to \$60.00 per month. He will then be supposed to prepare himself for the examination necessary to qualify him to be a licensed engineer. If he is successful in this examination, he will be granted a certificate by the Board of Examining Engineers, and will then be competent to take entire charge of the engine and dynamo. If he fails to pass the examination, he must either go back as night fireman, or, if unwilling to do this, leave the employ of the Museum.

The Engineer in charge, the Assistant Engineer, and the Day Fireman, will, after service of one year, be entitled to two weeks vacation with full pay each year, the date being set by the Engineer in charge subject to the approval of the Director.

Members of the engineering force will be entitled to a sick benefit of two full months after a continuous service of two years. Absences of a day or two for special purpose may be granted, if recommended by the Engineer in charge and approved by the Director.

The Chief Engineer will have full and entire charge of the steam plant, radiators, etc., in and outside of the building. Either he or his assistant will always be in charge.

The Chief Engineer will report for duty daily from June 1st to October 1st, at 8:30 A. M., and remain on duty without intermission until 4:30 P. M.; and from October 1st to June 1st he will report for duty at 8:00 A. M., and remain on duty without intermission until 5:00 P. M. He will not be away from the building during these hours, except by special permission, first obtained in each case.

The Chief Engineer, his assistant, or the Day Fireman, will always be in attendance when the boilers are in active service.

The Assistant Engineer will report for duty from June 1st to October 1st, at 6:30 to 7:45 P. M., and remain on duty until 3:45 to 5:00 A. M., seven to ten hours. From October 1st to June 1st the Assistant Engineer will report for duty at 8:00 P. M., and remain on duty until 6:00 A. M. The hours of the Night and the Day Fireman will be fixed by the Engineer in charge.

From June 1st of each year, until such time as steam shall be needed in the building in the Fall, the boiler house will be closed on Sundays between the hours of 2:00 and 8:00 P. M., provided the fires in the boilers are banked. The Engineer will be responsible for any accident, etc., that may happen during that time.

## The Guard

### Organization

The Museum Guard consists of three Sergeants and thirteen Guards.

There are three Reliefs in twenty-four hours. Each Relief remains on duty eight hours. The First (in charge of First Sergeant) goes on duty at 8:00 A. M., coming off at 4:30 P. M. The Second relieves the first at 4:30 or a little later, if the Museum remains open after 4:30, and remains on duty until 12:30 A. M., when it is relieved by

the Third, which remains on duty until again relieved by the First.

### **Vacancies**

Vacancies in the force are filled by the Director, or by his order. The applicants must possess the following qualifications:

- 1st. Be able to read and write the English language.
- 2nd. Be a citizen of the United States.
- 3rd. Never have been indicted and convicted of crime.
- 4th. Be at least 5 feet, 8 inches in height.
- 5th. Be not over 45 years of age at time of appointment.
- 6th. Of physical health and vigor.
- 7th. Of good moral character.
- 8th. Of unquestionable energy and courteous manners.

The applicant shall be subject to such medical and other examinations as may be deemed necessary for the full understanding of his fitness.

### **Pay, Promotions, Vacations and Absences**

The Sergeant of the Guard will be paid \$70.00 per month. The two First Sergeants will be paid \$65.00 per month. The Sergeant of the Guard will have charge of the Day Relief. The two First Sergeants will have charge of the second and third Reliefs respectively.

Privates will be paid \$60.00 per month. Guards who have served continuously for five years will receive an increase of \$5.00 per month, and will be entitled to the same increase every succeeding five years, provided their services have been satisfactory to the Director, and provided further, that they have not been advanced in rank or compensation during the said five years. After a Guard has served five years, he will be entitled to wear a chevron on his left arm, and for every successive five year's service he will be entitled to wear an additional chevron.

In computing the five year's service, consideration will be given only to the time that a man has served in the particular class in which he is given credit.

After service of one year, a Guard will be entitled to fourteen days vacation each year.

When a Guard has served continuously for two years, he will be entitled to a sick benefit for two full months; that is, he will be paid his full salary during a necessary absence on account of sickness extending not over two months.

Absences of a day or two, for special purposes, will be granted, if recommended by the Sergeant and approved by the Director.

#### **Special Orders—Privileges of Trustees and Corporate Members**

The following members and officers of the Board of Trustees of Field Museum of Natural History will be admitted upon their application at any door that is open, at any time of the day, until further notice, they and all persons with them; and have unquestioned right to move about the building at pleasure:

George E. Adams,	George Manierre,
Owen F. Aldis,	Cyrus H. McCormick,
Edward E. Ayer,	George F. Porter,
Watson F. Blair,	Norman B. Ream,
W. J. Chalmers,	Martin A. Ryerson,
Richard T. Crane, Jr.,	Frederick J. V. Skiff,
Stanley Field,	Byron L. Smith,
H. N. Higinbotham,	A. A. Sprague, 2nd.
Arthur B. Jones,	

The wives of the above gentlemen will be admitted under the same rules.

#### **South Park Commissioners**

The members of the Board of South Park Commissioners will be admitted through the turnstiles upon presentation of their individual card, which card will be dropped into the ticket box.

The members of the Board will also be admitted at the East Door of the South Main Entrance, upon announcing their names to the Guard.

### **Corporate, Honorary and Life Members**

Corporate, Honorary and Life Members admitted at the North Door only.

### **Annual Members**

The Annual Member's ticket passes bearer, and all persons with bearer, not only to Building but to Lecture Hall or any function transpiring within the Museum and to which special tickets may otherwise be necessary.

### **Special Duties, etc.**

In the day time, while the Museum is open to the public, there is one Guard posted at the North and one at the South Entrance; one in the West Annex; one in the Gem Room; and the Sergeant patrols the main building and galleries.

The Guard at the North Entrance opens the West Door for those employees who go to work before 9:00 A. M. When the door is open the gate must be closed and barred. At 9:00 A. M. this Guard takes post at Visitor's Entrance. From this time until 4:00 P. M., all persons coming into the building must put a ticket in the Guard's hands, when the latter will pass the person in. Under no circumstances will persons be allowed in without a ticket (except on free days). At 4:00 P. M. he will see that the entrance turnstile is locked and no more visitors allowed in. On the form provided he will certify the number on turnstile. The ticket box will then be taken to Recorder's office.

The Guard at the South Door is stationed at the Business Entrance. He passes in and out, when necessary, any employee having business outside. Persons having business with the Director, Curators, or other employees, will, when admitted, be asked to take a seat in the waiting room, whilst the Guard notifies the person desired to be seen.

The Guard at the South Door will also answer all telephone calls and will be in charge of the public telephone. It is his duty to see that the telephone is not used by any

employee on personal business, unless permission is first obtained in each case from the Director. Visitors will not be permitted to use the telephone unless permission is also obtained.

The Guard at the South Door shall daily accurately record the time of arrival of each employee of the janitor and mechanical forces.

The Guard at the South Door is charged particularly with the security of the Director's office. After all have left the latter, he will satisfy himself that the safe is locked. If it is, the handle cannot be turned.

Police and Firemen in uniform may be admitted at the Business Entrance, and will be allowed into the building as visitors and be subject to the same rules and regulations. They cannot bring other persons with them.

Police or detectives in plain clothes, although showing a star, will not be admitted.

The Guard in Gem Room is charged with the safety of the exhibit in this hall. Upon taking post at 8:00 A. M., he carefully examines cases and contents, and the locks on side doors. Next he tests the alarm system.

As previously noted, the Sergeant of the Day Relief patrols the main building and galleries, sees that the men are posted and acquainted with their duties, relieves them at meal (lunch) time and as often as is necessary, sees that everything is secure and safe throughout the building, reporting to the Director if not.

#### **Second Relief—Its Hours and Duties**

The Second Relief consists of one Sergeant and three Guards. They come on duty at 4:30 P. M., and are relieved at 12:30 A. M.

The Sergeant of this relief remains at the North Door and carefully inspects any articles that are being carried out. After all employees have left, he allows none to enter except members of the staff. He sees that the men

commence pulling "Boxes" at the proper time, and is responsible for the safety of the building while his relief is on duty. After 6:00 P. M. he pulls a "Box" every 15 minutes.

As in the day time, there is a man specially detailed to guard the Gem Room. After relieving the Day Guard he carefully inspects the cases, satisfies himself that the alarm system is in working order and locks the iron entrance gate, which is not opened except to permit his relief to enter. While on duty he pulls a box every fifteen minutes, and is responsible for the safety of the exhibit.

Of the remaining two men, one starts at the North Door, pulling Box 1 at 6:00 P. M., the other at the South Door at the same time. The man at the North Door goes eastward, makes a complete round of the building, searching every room and pulling eighteen boxes every hour.

The man starting from the South Door takes the opposite direction, going westward, pulling boxes and searching rooms the same as the other man. They continue pulling boxes until 12:30 A. M., except while at lunch, when the Sergeant takes up the rounds.

An inspection of the galleries is made at 10:00 P. M., 12:00 M., 2:00 A. M., and 4:00 A. M., and boxes pulled there during a half hour at each inspection.

### **Third Relief**

The Third Relief consists of the same number of men as the Second and the duties are alike. Boxes are pulled up to 6:00 A. M., when the two men pulling boxes patrol the building. At 6:45 A. M., the South Door is opened by the Sergeant and the Janitors are admitted.

### **Outside Patrol**

From 8:00 P. M. until 4:00 A. M. a man patrols around the outside of the building. He makes a complete round in forty minutes, pulling a box every five minutes. He gets twenty minutes for lunch. All of the Night Guards carry revolvers.

### Drills

There will be a weekly Fire Drill on Wednesday.

### Fire Orders

There are twelve Fire Boxes located as follows:

- Box 1. Dome, East Annex.
- “ 2. Dome or Hall 39.
- “ 3. East Gallery.
- “ 4. South Door Entrance.
- “ 4. Balcony, South Court, duplicate.
- “ 5. West Door Entrance.
- “ 6. Balcony, North Court.
- “ 7. Dome or Hall 60.
- “ 7. Dome, West Annex, duplicate.
- “ 8. Printing Office.
- “ 9. Upper Main Dome.
- “ 10. North Door Entrance.
- “ 10. North Gallery, duplicate.
- “ 11. Taxidermist Shop.
- “ 11. Taxidermist Shop, Down Stairs, duplicate.
- “ 12. Boiler House.

City Box No. 1061, west of North Door, outside.

A Guard discovering a fire will blow two blasts on his whistle, turn in an alarm from the nearest box, then use his best efforts in extinguishing the fire. The whistle signal will be responded to by all Guards except the one in the Gem Room and those at the North and South Doors.

When the Firemen arrive, the Captain will be in charge and the Guards will obey his orders.

Should the man patrolling the building outside discover the building on fire, he will at once alarm the Firemen and the Guards in the building, and then go back and try to extinguish the fire.

### Whistle Signals

One blast—to call a person, or in answer.

Two blasts—fire.

Three blasts—assistance wanted; come at once.

A Guard hearing the one blast will blow once and go in the direction of the sound. On hearing two, he will blow twice and run towards the sound. Three blasts will be responded to by one, the Guard going in the direction of the blast. The Guard at the North Door hearing the whistle for immediate assistance, at night, will respond at once.

### Visitors

The Guards shall refuse admission to disorderly persons, or those in a state of intoxication.

Canes, umbrellas, baskets, packages and satchels must be checked at the booth.

Dogs will not be admitted under any condition.

Visitors will not be permitted to sleep or lie on settees, or to carry their coats on their arms. Members of the Guard should be able to direct visitors not only to certain rooms, but know the location of each prominent exhibit in the Museum.

Visitors will not be allowed to carry cigars in their mouth, and will not be permitted to eat lunches, candies, peanuts, popcorn, apples, etc., in other than the place provided for them.

Visitors to the Museum will be permitted to repair to the Reading Room to eat their lunch, between the hours of 12:00 A. M. and 1:30 P. M. only, except during the months of June, July and August.

Visitors applying for admission to the Museum with lunch will give their package, box, or basket to the Checkman, who will check the same free of charge until the hour above stated, and then surrender the same to the party holding the proper check therefore. The visitor is then expected to repair immediately to the Reading Room and remain there until the lunch is disposed of, returning to the Checker with any basket, pail, or box the lunch may have been in and rechecking it.

One or more Janitors will be in attendance in the Reading Room during the hour above stated, and immedi-

ately at 1:30 o'clock be put to work to remove promptly all the remnants and dirt.

Visitors will not be permitted to carry umbrellas or walking sticks into the building.

A cripple on a wheel chair will be permitted to be carried into the building through the Business Entrance. On pay-days the usual fee will be collected, tickets purchased and the turnstile turned accordingly.

Visitors will not be permitted to smoke, spit on the floors, or handle any exhibit.

The Guard in charge of turnstile at North Door must deposit all tickets in the box immediately on receipt of same. The Ticket Seller will certify the number of tickets issued to employees, the Guard certifying turnstile register.

Visitors will be notified, between September and June, on days that large crowds attend, at 4:00 P. M. that the building is about to be closed. The people in the main courts will be notified a little earlier.

On Saturdays and Sundays during June, July and August in each year, the Museum will be opened for admission until 5:30 P. M., and closed entirely at 6:00 P. M. Those who are in at 5:30 P. M. may remain until 6:00 P. M. On Saturdays and Sundays visitors will be notified to leave the building at 5:45 P. M. Everyone must be out at 6:00 P. M.

Visitors will not be permitted to check their lunches, unless in boxes or baskets that can be easily checked, a charge for which will be the same as any other article.

### General

From 6:00 P. M. to 6:00 A. M., Guards will exercise the greatest vigilance, and while passing from one box to another, look around and satisfy themselves of the security of the exhibits and the building.

Should a Guard fail to pull a box or boxes at the proper time for any reason, he will, after being relieved, make a brief report of same and hand it to the Relief

Sergeant. This, and others of like nature, will be transmitted to the Director by the First Sergeant.

Guards, when relieved from duty, will not loiter in the building. When off duty and it is necessary to enter the building, they should go to the South Door.

Guards will not allow any Museum property to be taken out, except by permit signed by the Director. Workmen may, at Guards' discretion, take out their clothing and tools. The Guard must satisfy himself they are the workman's property.

Members of the staff are allowed to take out small packages without the above permission.

Guards will not leave their posts until properly relieved. They will not allow matches to be lighted in the building. Lanterns will be lighted outside.

The key to the Dome is kept by the Firemen. Guards are held strictly responsible for keys and all other Museum property in their possession.

#### **Salutes**

Guards in uniform in the building, whether on or off duty, will salute in the prescribed military manner the following persons:

- 1st. Members of the Board of Trustees.
- 2nd. The Director.
- 3rd. The Curators.
- 4th. The Recorder.

In addition Guards will salute one another at relieving time, also the Firemen when they are passed in the building.

#### **Uniforms**

The Guard will be furnished uniforms by the Museum (including cap and regulation gloves) under the following conditions:

1. The Museum will provide each man with a uniform complete as above and deduct \$5.00 per month from his pay until the uniform is paid for.
2. Should any Guard damage his uniform or any part

of it, or should it, in the opinion of his superior officer, become too dirty for further wear through individual carelessness, he will be furnished with another uniform, or such part of it as may be necessary and the charge therefore will be charged to his account to be settled as provided in section (1).

3. Should a Guard leave or be discharged within one year, a reasonable sum may be deducted for the use of the uniform. Should a Guard leave or be discharged after twelve month's service, the full deposit will be returned to him.

Guards must wear the uniform in the prescribed manner. The cap must be worn straight on the head. Breast ornaments should be cleaned twice a week.

#### **Department**

Guards on duty in the day time must have faces shaved, uniforms and ornaments clean, and shoes shined. White gloves will be worn, except by man at turnstiles. In very cold weather leather or woolen gloves may be substituted.

Guards while on duty must be always on the alert and will not permit workmen or employees to loiter around looking at exhibits.

Guards must not carry on unnecessary conversation, or get nervous or lose their temper. While on duty in the building they will walk in an erect, military manner—no slouching; they will not be allowed to chew gum or tobacco while on duty.

#### **Fire Department**

The Fire Department shall consist of a Captain in charge, a Lieutenant and Pipemen. Vacancies in the force will be referred to the Fire Marshal of the City of Chicago, who will make the selection subject to the approval of the Director.

The wages of the Lieutenant and Pipeman will be fixed by the Director, but the pay of the Captain in charge shall not exceed \$100.00 per month, except as elsewhere provided.

Members of the Fire Department, after a continuous service of five years, will be entitled to an increase of \$5.00 per month, and will also be entitled to an increase of \$5.00 per month for every succeeding five years, provided their services and conduct are satisfactory to the Director, and provided further that they have not been advanced in rank or compensation during the said five years.

When a Fireman has served five years, he will be entitled to wear a chevron on his left arm, and for every successive five years service he will be entitled to wear an additional chevron.

In computing the five year service, consideration will be given only to the time that a man has served in the particular class in which he is given credit.

In addition to the duties which ordinarily pertain to a Fire Department, the force will be expected to cover the following routine:

Inspection of basement 7:30 A. M., 10:30 A. M., 3:00 P. M., and 9:00 P. M.

Inspection of vaults, 4:00 P. M.; inspection of Taxidermist's shops once each day.

Inspection of main floor, main dome and roof once each day.

Trimming, cleaning and repairing of arc lamps; care of local telephone system; care of local fire alarm; care of Watchman's Time Detector; care of burglar alarm in Gem Room, and care of all electrical work in the Museum.

The Captain of the Fire Department will also, at least once each week, drill the Guards in fire drill.

Each member of the Fire Department, after a years service, will be entitled to two weeks vacation with full pay. After a Fireman has served continually for two years, he will be entitled to a sick benefit of two months, that is, he will be paid his full salary during a necessary absence not extending over two months on account of sickness.

Absence of a day or two will be granted, if recommended by the Captain and approved by the Director.

Two members at least of the Department must always be on duty day and night.

### **Duties of the Foreman**

The Foreman will be appointed by the Director. He will be expected to be on duty whenever occasion demands it, irrespective of the hours. He will be entitled to fourteen days vacation each year.

The matter of his compensation, when absent from the Museum through sickness, will be decided by the Director.

The Foreman will report immediately to the Director's office, when any of the men under his charge are absent from the Museum through sickness or any other cause.

The Assistant Foreman will be expected to be on duty whenever occasion demands it. He will be entitled to fourteen days vacation each year.

Carpenters, painters, tanners and janitors shall report direct to the Foreman, and he shall direct their work. He shall report to the Recorder the character of the work performed by the different men at the end of each week, and shall instruct the men to perform such work as may be requested by the Curators and approved by the Director. He shall make bi-weekly examinations of the building, paying especial attention to the roof and gutters, locks, window fastenings, sinks, wash stands and water closets, reporting the result of his inspection every week to the Director.

In case of absence of the Foreman, his duties will be performed by an Assistant Foreman, who shall be appointed by the Director.

### **Carpenters, Painters and Roofers**

Will be paid \$75.00 per calendar month. They will report promptly for work every day except Sundays, at 8:00 A. M.; and work continuously until 4:30 P. M., except on Saturdays, when they will work until 12:00 Noon. An intermission of half an hour is allowed for lunch between 12:00 and 12:30 P. M.

If any man in this class is absent through sickness that makes it compulsory for a period of half a month, he will receive full compensation for that time.

If the sickness extends beyond the period of half a calendar month, the absentee will receive one half pay for a further period of one half a calendar month. In no instance, and under no circumstances, will any further pay be granted. Men in this class will not be expected to report on the following holidays: January 1, May 30, Labor Day, Thanksgiving Day and Christmas Day.

### **Special Skilled Laborers**

Special skilled laborers will be paid a sum of \$75.00 per calendar month, and the same rules and regulations governing absences through sickness will obtain as in the case of Carpenters, Painters and Roofers.

### **Janitor Force**

CLASS I. The Janitor Force will be divided into two classes: Class I and Class II. To qualify for Class I, a man will have to serve continuously for one year in Class II.

Janitors in Class I will be paid \$50.00 per calendar month. They will report promptly at 7:00 A. M., and work continuously until 4:30 P. M., except that they will be granted half an hour for lunch, that is, between 12:00 and 12:30 P. M.

They will be granted one full day off each two weeks, provided the effectiveness of the force is not lessened thereby.

If a Janitor is absent through sickness that makes it compulsory for a period not exceeding half a calendar month and his work is performed by his co-laborers, he will receive full compensation for that length of time.

The matter of continued payment of wages during a longer absence than one half of a calendar month will be decided by the Director; but in no instance, and under no

circumstances, will a Janitor be paid more than full pay for the first half month, and half pay for the second half month.

CLASS II. Janitors in this class are men who have not served for a period of one year continuously. They will be paid \$50.00 per calendar month, and the same rule will govern their time as governs those of Class I.

They will be granted one full day off every two weeks, with full pay, except on occasions where, owing to sickness or other cause, the force is depleted.

Compensation when absent through sickness, is not promised Janitors in this class, but each case will be considered on its merits at the time by the Director.

After serving continuously for one year, they will be eligible to be promoted to Class I, with the approval of the Director.

Janitors who have served continuously for five years will receive an increase of \$2.50 per month, and will be entitled to the same increase every succeeding five years, provided that the work and conduct of each individual is satisfactory to the Director.

Janitors, on Saturdays and Sundays during the months of June, July and August, when the Museum is open until 5:30 P. M., may be assigned on additional watch from 4:30 to 5:30 P. M. There will be no extra remuneration for these extra hours.

JANITRESS. The woman engaged as caretaker for the ladies' toilet rooms on Saturdays and Sundays will receive \$1.50 per day. She will report for work promptly at 8:00 A. M. on those days, and will remain on duty until the Museum closes.



