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## **Management procedure for palaeontological collections of the Museum of Geosciences, Brasília, Brazil: policies, housing preparation and keeping**

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The present paper discusses the methodology used for management of the palaeontological collections housed in the Laboratory of Micropalaeontology of the University of Brasilia (LabMicro-UnB). Herein are detailed the procedures of identification, allocation by collection category, packaging and custody of the samples collected by the LabMicro-UnB working staff and partner institutions. Maintenance and conservation are also emphasized, due to its importance for the protection of collections, especially with regard to minimizing the environmental impacts [1]. In addition to the management methodology, rules for transit of samples between laboratories are also described.

The LabMicro-UnB is responsible for the Palaeontology Collection, in partnership with the Museum of Geosciences of the University of Brasilia (UnB). A non-profit organization, called *Associação dos Amigos do Museu de Geociências (AAMGEO)*, collaborator of the museum, helps to implement policies and projects focused on the public interest for science.

The collection housed at the LabMicro is of great importance for Brazil in the areas of palaeontology and stratigraphy. It comprises samples and prepared material from several sedimentary basins of Brazil and around the world. These samples are currently arranged in seven smaller collections: 1. Total (field catalogue); 2. Residual; 3. Recovered (residual samples and recovered microfossils slides are both coded as "MP-"); 4. Research (coded as "CP-"); 5. Special (varied codes, according to their origin); 6. Didactic (coded as "CD-"); and 7. Macrofossils (coded as "MAF-").

The "Total" collection comprises samples that do not have a code number, generally those the laboratory does not have any immediate research interest. The "Residual" collection includes samples already processed through preparation for microfossils, derived from activities such as research projects and students training under disciplines of the geology undergraduate and graduate courses of UnB. The "Recovered" collection consists of multi-cell micropalaeontological slides containing fossil material derived from prepared samples. The "Research" collection is a taxonomic collection containing micro- and macrofossil specimens that are isolated in single-cell slides; these are illustrated on publications such as articles, dissertations, theses, reports, etc. The "Special" collection covers material (fossils and sedimentary rocks) of scientific interest donated or temporarily transferred to the Museum of Geosciences by partner institutions, i.e. universities, companies and museums. The "Didactic" collection is focused on disciplines of the geology undergraduate and graduate courses of UnB, and covers fossil material collected by teachers, students and third-party donations. Finally, the "Macrofossils" collection is composed by macrofossil samples that require special conditions for safekeeping due to their size.

*References:*

[1] Gruchy C.G. (2010) In: *The Care and Conservation of Geological Material*, 1-138

[2] Silva A.F.S. (2015) 1st International Seminar for the Management of Scientific Collections, 57-62.

