

BIOFACT / BONE CART PROCEDURES:

I. Check-out procedures:

- Make sure that you are taking your assigned cart (or bag). Various programs utilize the carts during the summer and may need the cart at a particular time. It is important that you **NOT** take a cart without making sure it is yours to use for the shift.
- There are over eight (8) carts and five (8) bags to choose from: carts include Birds, Feline, Bear, Hippo, Giraffe, Primate, Feeding Adaptations, Rhinoceros, Lemurs and Komodo Dragon. The smaller "Bags" include Giant Anteater, Koala, Sea lion, Flamingo/Penguin, Meerkat/Prairie Dog, Arthropod, Anaconda shed, Wolverine and Red Panda. Individual items that can be checked out include: Cassowary leg, Ostrich leg, Ostrich egg fragments, Squirrel monkey skull, River otter skull and paw, Penguin wing and foot, Snow leopard tail.
- Sign the cart out on the clipboard hanging in the storeroom. Please list where you are going to set up the cart, and the time you will return, if you know. The next person will want to meet you there at the end of your shift.
- Check the cart inventory against the detailed inventory of the sign-out sheet and make sure all the biofacts are present. Please report problems with any biofact immediately. Teeth that fall out can be gone forever and small cracks are much easier to fix than large ones. Some teeth may be loose but not removable.
- Before you leave the room check to insure the cart is presentable in appearance. Are the shelves clean and free of dirt and debris and leaves? There is a bucket with cleaning supplies to clean the carts, please do not clean the plexiglas. Check the wooden carts for flat tires; there is a tire pump in the room. Remember, you want to be aware of the image you present to visitors, Check the cleanliness of the biofacts. If a biofact needs to be cleaned, notify staff; please do not clean biofacts yourself.
- Please do not take items off the carts. There is a shelf labeled the "Small Items Shelf." These are individual items that may be easier to handle than a large cart. Look for this labeled shelf on the far wall just across from the Bone Room entrance.

II. Guidelines for cart use: (AKA Do's & Don'ts!)

- The carts roll easily. Try to avoid potholes when moving the carts from place to place. If equipped, apply brakes when parked. The doors of any cart should be secured when moving. **Do not at any time leave a bonecart unattended!!**
- No food or drink should be placed on the carts. The only exception to this is a closed bottle of water on the bottom shelf.
- Try to prevent small children from standing on the lower shelf of the carts. Parking by a bench or picnic table gives them something to stand on and prevents sudden motion of the cart.
- Choose your location carefully using the following guidelines:
 1. Do not set up close to any location where food is sold. This will reduce the amount of mustard and cotton candy that needs to be cleaned off the skulls.
 2. Avoid areas that are crowded and already have a lot of interpretive graphics.
 3. Suggested locations for general carts: siamangs, lions, bears, and penguin island. You might also consider the area inside the front gate or near your favorite animal.
- There are several stools by the biofact room door. If you'd like to sit while doing a biofacts station, feel free to take a stool with you if you're going to a location where a seating option isn't readily available.
- **Feeding adaptation cart:** The drawer with the two large skulls should be removed and placed on the wood portion on the top of the cart. Place the folded cart cover under the

drawer to prevent damage to the wood, or remove and place the two skulls directly on the folded cover. Please keep the drawer with the small skulls under the plexiglass at all times.

- The two large skulls (bear and lion) can be handled by volunteers but remember **any handling of any biofact is always done over the cart**. This will prevent unintended contact with the ground and possible damage to the biofacts. The public can handle the claws, but watch carefully, they are small and with a large number of people you could lose track of them. Skulls should be picked up with two hands to prevent the jaw from falling. The pieces of elephant tooth can be removed for limited handling. Please **do not let the public hold the skulls** but they may touch them. Do not let anyone insert their fingers, or anything else, into the nasal cavity of any skull.
- If you set out the **leg bones from the bear or giraffe cart** (should only be done with two docents), make sure you place the bones on a piece of green carpet, not directly on the ground. The giraffe cart always has a rolled-up piece on the lower shelf, and for the bear cart, you can take a roll of carpet from near the door where the stools are kept. Before putting the carpet back on the cart, please shake it out to get rid of debris.
- The **primate cart's cover** is also to protect the plexiglass on both ends. Make sure that you put the cover on in the correct direction so it hangs over the glass on each end, both when transporting and when being stored.
- **Cover and return carts at the first sign of rain or heavy drizzle.** Dry cart in the hall **before** entering biofact room.

III. Check-in procedures:

Before bringing cart inside, take an extra moment to clean carts of any debris – for example, leaves that may have blown onto the cart – before they are brought back into the Bone Room. A Dust Buster, 409 Cleaner, and paper towels will be available in the Bone Room. A thorough cleaning of each cart will be done quarterly, as well as a thorough inventory during which Education staff will check for damage to the biofacts and perform any needed cart maintenance (inflating tires, greasing wheels, etc.).

- Please be considerate of the next person to use the cart. Give the cart a once-over to make sure the cart is as you found it, or better. Make sure you remove any personal items from the cart.
- Please **report problems with any biofacts immediately**. Leave a note for Linda Micke on the sign-out clipboard; be sure to **save the pieces** for repair. Cover all carts with the covers provided to protect the biofacts and plexiglass.