



GUIDELINES FOR REPOSITORY COLLECTIONS

March 20, 2018

I. Introduction

The Phoebe A. Hearst Museum of Anthropology (PAHMA) curates collections for which it does not hold title. Typically, these collections consist of archaeological material systematically collected from state, federal, tribal or private lands. All collections held under a repository agreement may be used for research, exhibit, and instruction.

In every case, PAHMA makes a commitment to ensure the safe storage of these collections and their availability for study, in accordance with regulations at 36 CFR Part 79 concerning the *Curation of Federally Owned and Administered Archaeological Collections*, where applicable, and other relevant codes of best practice.

II. Definition of Collection

Documentation

PAHMA requires that collection documentation--including, but not limited to, field records, photographs, maps, drawings, analytical results, draft reports, and digital documentation--be submitted together with the objects.

Identification of Ownership

PAHMA does not assume "possession" or "control" of deposited material, as those terms are defined by the Native American Graves Protection and Repatriation Act (NAGPRA) in its regulations at 43 CFR 10.2, nor otherwise assume title to the collections on repository. PAHMA can establish curation agreements for collections from public, private, or tribal lands. It is the responsibility of the controlling entity to identify separate collection materials by owner, prior to deposit of the collections with PAHMA for curation.

III. Curation Requirements

Controlling Entity Must:

1. Submit a formal request to PAHMA prior to the start of the project.

A curation request must be submitted for each project by the Principal Investigator (PI) and/or controlling entity during the planning phase of the project. Approval applies to each individual request and does not imply willingness to curate collections from simultaneous projects. Include a description of the project's research design and briefly describe the collection's research potential and/or its cultural heritage importance. Allow 30 days to process requests. PAHMA reserves the right to deny curation requests. Unless otherwise specified in the curation agreement, the controlling entity is responsible for complying with these Guidelines, including the payment of curation fees.

2. Establish a curation agreement.

A contractual agreement (Memorandum of Understanding or Memorandum of Agreement) is prepared for curation by PAHMA and signed by both PAHMA and the controlling entity for the curation of collections to be held at PAHMA. Curation agreements are renegotiated every 5 years, unless otherwise specified.

3. Complete an executive summary describing the collection.

An executive summary must accompany the delivery of each collection and includes, if applicable:

- Site number(s), site/project name(s)
- City/locality, county, state, township, range, section, quarter(s)
- Type of collection (survey, testing, data recovery)

- Name of cultural resource management firm, if applicable
 - Year(s) of excavation
 - Most Likely Descendents, tribes, or other communities and organizations consulted during project
 - Site description
 - Explanation of field numbering system
 - Key to any abbreviations or codes used
 - Abstract or Executive Summary from the project final report.
 - A list of consultants, labs, and most likely descendants who participated in the project.
4. Organize and pack the collection and associated records as described in Section IV. All collections are to be properly prepared and delivered to PAHMA in good condition. Digital and paper copies of the collection catalog must be submitted with the collection. Instructions for preparing a collection catalog can be found in Appendix 2.
5. Arrange for delivery of the collection to PAHMA. Delivery is to be arranged after analysis and curation terms as specified in these guidelines are completed. Delivery must be scheduled at least two weeks before desired delivery date. PAHMA charges an initial processing fee upon delivery of curated collections and a recurring fee for ongoing services. Please see Fee Schedule, Appendix 1.

PAHMA Provides:

1. Climate-controlled, museum-quality storage at a University of California facility with professional registration, collection management, and conservation staff.
2. An incoming receipt. An inventory check is completed by PAHMA staff to assure all specimens and documents are present at the time of delivery and to assess collection condition and preparation. An incoming receipt will detail any recommended corrections to the controlling entity in the event of any issues with collection preparation upon delivery. The timeframe of this process will depend on a number of factors including but not limited to the size and composition of the collection. The incoming receipt does not constitute final acceptance of the collection. Discrepancies between the catalog and collection may require additional controlling entity funding to resolve or may result in the return of all or part of the materials at the expense of the controlling entity for correction. PAHMA retains the right to reject part or all of the collection if problems are encountered during processing.
3. Ongoing curatorial services, including environmental monitoring, scheduled inventories, and collection access. As an accredited museum with the American Alliance of Museums, PAHMA manages all collections in its custody (whether loaned, subject to a curation agreement, or accepted into the permanent collections) with the same level of professional care. Access to curated collections is a benefit to the archaeological and academic community and is at the core of PAHMA's mission. Collections with restricted access are accepted only under special circumstances that are agreed to in writing within the curatorial agreement, prior to collection delivery. PAHMA cooperates with the controlling entity to approve or deny research access for non-destructive and destructive analyses. All boxes accessed for research or exhibition are inventoried prior to return to storage.
4. Reporting. Controlling entities have the right to request information annually on any research conducted on the collection covered by the agreement, the research results (once available will be sent by the researcher as an agreement of use), and be provided with relevant information on changes in PAHMA staffing and storage environment affecting the curated collections.

Appendix 1: Fee structure for long-term repository agreements (10 years)

Price per unit - one banker box 15 x 12 x 10 inches, reasonably packed and under 9 kg:
\$ 1,300 fee to be paid at inception of repository agreement (see breakdown below)

\$150	Registration fees (documentation, condition review, cataloging, and tracking)
\$150	Conservation fees (Integrated pest management (IPM) inspection, blast freezer, and stabilization)
\$200	Database services and discoverability (transfer to collection management system with public portal access)
\$100	Archives and documentation services (digital and papertrail research access)
\$700	Storage facility services (professional museum storage with HVAC, IPM, housing)

After 10 years (or earlier), a new 5 - 10 year agreement will be negotiated to include. A \$300 fee to be paid at that time includes:

\$100	Conservation assessment and required action
\$100	Collection update (e.g., new bags, new labels, etc)
\$100	Registration

Adjusted for inflation, the fees for renewal should not exceed 30% of the initial cost.

Appendix 2: Object Collection: Organization and Preparation

Unique Repository Numbers

Repository numbers consist of two parts—a collection number (e.g., R2018.4) and a sequential object number. Collection numbers are assigned and shared by all objects collected from one site during one field season. If a site is investigated during more than one field season, a new collection number will be assigned by PAHMA for each year's collection. If more than one site is investigated during one field season, a different collection number will be assigned by PAHMA for each site's collection.

Unique repository numbers are assigned by PAHMA in the initial Memorandum of Agreement when PAHMA receives notification that a collection exists and is ready to be cataloged. A unique repository number should be assigned to each object to uniquely identify it.

The repository number must be applied directly on the artifact whenever possible. Do not add leading zeros to any part of the repository number. The repository number should be applied to the artifact so that it will not interfere with future analyses or degrade its exhibit potential. The section of the artifact's surface selected for labeling should be stable and clean.

Physically Organizing Artifacts

Organize the objects by:

Material class: organize like materials together.

Provenience: after grouping the materials by class, organize them by provenience.

Repository number: after grouping by material class and provenience, organize them sequentially by repository number.

Create a Master Object List

Information on the entire collection must be presented in a master object spreadsheet, which includes the following 18 fields:

- Site number and/or site name
- Project year(s)
- Repository number
- Object name
- Description of object
- Material class
- Specific material
- Recovery type (i.e., survey, test pit, feature, etc)
- Unit
- Level
- Other provenience data
- Excavator name
- Excavation date
- Weight
- Count
- Box number
- Comments

Abbreviations and undefined nomenclature should not be used.

Housing

Acid-free bankers boxes with separate lids with collections stored within acid-free boxes or polyethylene bags, boxes, vials, or capsules. Place paper, plastic boxes, and vials in plastic bags, if possible. Other containers will be rejected.

- Plastic bags: virgin polyethylene with a zip-lock closure. A sample bag or supplier name must be sent at start of project to prove stability of the plastic. Soil and carbon samples may be in paper bags or foil and then wrapped in an open-top 2 mm polyethylene bag. Sandwich bags,

dry-cleaning bags, and lightweight food storage/freezer bags, such as those available at supermarkets, will not be accepted.

- Plastic vials: marked with recycling numbers 2 or 5 are acceptable. Glass vials are not acceptable.
- Acid-free boxes: with appropriate protective acid-free materials such as Tyvek and Volara.

Boxes

Bankers boxes must be acid-free double-walled measuring 15 x 12 x 10 inches. Boxes will be clean of writing or tape. Exterior pockets for labels adhered to the bottom left hand short end of the box. The exterior labels will list the site number of the contents, the material class, and the box number, cross-listed in the inventory submitted at deposit.

Packing Containers

Package organic and fragile materials in acid-free containers. Wrap and cushion these materials with acid-free tissue paper and place in plastic bags, or in acid-free paper boxes within plastic bags, or in plastic boxes or vials in plastic bags. Do not use metal film cans or glass containers to house artifacts. Additional costs may be incurred if PAHMA staff need to construct stable housing for delicate objects. Objects that do not fit in 15 x 12 x 10 inch boxes will incur additional storage fees. Objects that exceed 40 x 69 inches, or exceed 13.63 kg, are outside of the repository agreement and may be accepted at an additional fee on a case-by-case basis.

- Pack each container with objects from only one material class (e.g., sherds, lithics, fauna, etc.). All artifacts bagged together must be from the same repository number.
- Do not overload bags to the point that they cannot be closed. For multiple bags of materials with the same repository number mark labels within bags accordingly (e.g., 1 of 2, 2 of 2).
- Punch an air hole in each bag only if contents will not escape.
- Artifacts must be free of matrix to be accepted. Cleaning of objects beyond that should only be done when necessary, with a dry brush or distilled water. Any other methods must be documented in the object's record.
- Gluing of objects is not recommended. If gluing is desired, the adhesive should be reversible, such as Paraloid B-72. Joins made with tape or non-archival adhesives will not be accepted.

Labeling Containers

If direct numbering is not possible, an acid-free tag/label must be gently tied to the artifact labeled with archival pigment black ink or printed with a laser printer. Do not glue tags or labels directly to the specimens. Place original label from field bag in a separate plastic bag.

If possible, do not label directly on plastic bags. Each bag will contain an acid free slip with the following information typed or neatly handwritten in pigment black ink or pencil:

- Repository number and field number
- Site name and site number
- Project name and project number
- Provenience information
- Date of fieldwork
- Summary condition: stable or fragile



5. Materials not accepted

- Hazardous material will not be accepted including but not limited to radioactive matter, flammable liquids, explosives, live ammunition, objects containing nitrate, soil with known pathogens such as Valley Fever, and otherwise contaminated soil.
- Objects/containers that show signs of insect infestation will be treated/frozen at the cost of the depositor.
- Objects with unclear provenience.
- Objects that are deteriorated beyond the ability to be stabilized or used in scientific research.

6. Digital data

Digital photographs: Photographs that have been taken using a digital camera or that have been scanned at a resolution of 300 DPI or greater in standard image formats should be submitted with the other collection documentation. The files can be submitted on physical media or made available for download. All survey or excavation photographs must be named using the site number and unit number. Artifact photographs must be named using the repository number. An inventory of submitted images must accompany the images. The inventory should include the file name, image format, provenience information, and other comments.

Digital maps: Digital maps created using imaging or mapping software as well as scanned hardcopy maps may be submitted with the other collection documentation. The files can be submitted on physical media or made available for download. An inventory of submitted maps must accompany the maps, and must include the following information:

- Project name
- Site number
- Contractor name
- Scale used
- Legend to all symbols used
- Directional arrows (true and magnetic north)
- Date the map was created

- Reference to published USGS map if used (name, series, publication date)
- Datum, either site datum or reference to well-known datum.

Global positioning system (GPS) coordinates and shapefiles: GPS data is becoming increasingly important in the archaeological field for spatial analysis and research. To allow PAHMA to provide this type of data to qualified researchers, GPS data should be submitted with the other collection documentation if the project included this type of data recovery. GPS data can be submitted two ways depending on the depth of analysis used. Coordinates gathered by a GPS unit marking site location, boundaries, features, units, etc., may be provided in a spreadsheet form. All GPS data must be marked with the X and Y Axis, project name, site number and/or name, date created, and GPS unit used. All X and Y coordinates must be in positive values. If GIS data was gathered during the project, shapefiles and accompanying datasets must be submitted to PAHMA. All GIS data must include the projection, site location, and boundaries. If using ArcCatalog, export all data files through the program to ensure all files are included in the dataset.

