

**University of Kansas
Biodiversity Institute
Archaeological Research Center
(ARC)**

**COLLECTIONS PROCEDURES
and FORMS**

**Revised
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ACCESSION PROCEDURE and CHECK-OFF LIST: DONATIONS Archaeological Collections

Date _____

Donor Name _____

- 1. Donor obtains *Prospective Donation Form* from ARC staff and completes the form.
- 2. Donor returns *Prospective Donation Form* to ARC staff
date received _____
- 3. Create donor file.

For major donations follow Step 4, for minor donations proceed to Step 5.

- 4. Arrange meeting of Collections Committee to review the prospective donation. If donation is approved, proceed to Step 4.
date of Committee meeting _____
Names of Committee members: _____
- 5. Notify donor of acceptance and complete **three copies** of the *Certificate of Gift*.
- 6. Send two copies of the *Certificate* to the donor for signature, with letter asking to return one of the signed copies to the collections manager. Retain one copy in the donor file.
- 7. Receipt of Donor's signed *Certificate of Gift*: date received _____
- 8. Upon receipt of signed *Certificate*, assign accession number.
Accession Number _____
- 9. Enter data into Accession Ledger.
- 10. Thank you letter written and sent to donor. date sent _____
- 11. Enter data into Collections Database.
- 12. Complete *Condition Report Forms* for objects.
Proceed to Registration Procedures.

ARC PROSPECTIVE DONATION FORM

DATE _____

Donor Name _____

Donor Address _____

Donor Telephone _____ Donor email _____

Collection Description

In the space below, please describe the collection providing as much detail as possible. Please include artifact count, provenience (as specific as possible), date of recovery, and number of years collected.

Signature of donor _____

Date _____

**ARCHAEOLOGICAL RESEARCH CENTER
UNIVERSITY OF KANSAS**

CERTIFICATE OF GIFT

Date: _____

Received from: Name _____

Address _____

Telephone/Email _____

DESCRIPTION OF PROPERTY

AGREEMENT:

I hereby acknowledge that I have read the terms of acceptance of this gift, and that to the best of my knowledge, the items comprising this gift were obtained legally.

Date: _____

Signature of Donor: _____

**UNIVERSITY OF KANSAS
ARCHAEOLOGICAL RESEARCH CENTER**

Terms of Acceptance of Accessions

1. All donations, exchanges, gifts, purchases, bequests, and receipt of objects from regular archaeological fieldwork are considered outright and unconditional accessions to be used at the ARC's discretion. Signing this document legally transfers ownership of all objects or materials listed on the gift form(s) to the University of Kansas Archaeological Research Center. By the execution of this Deed of Gift, the donor represents and warrants that he/she has full power and authority to transfer or give the objects to the ARC.
2. The ARC does not promise, and is in no way obliged, to exhibit or restrict the use of these objects and/or materials and may deaccession or dispose of these objects and/or materials, if appropriate.
3. Donations to the University of Kansas Archaeological Research Center may be tax deductible. Although the ARC is unable to provide appraisals of donations, the staff will provide a list of qualified appraisers upon request.
4. The University of Kansas Archaeological Research Center shall have the absolute and unconditional ownership of the objects and/or materials listed on this deed of gift form.

REGISTRATION PROCEDURE: Donations

Cataloging

Cataloging involves four processes:

1. assigning a unique catalog number to each artifact, or artifact group
2. labeling the artifact or artifact group
3. creating a *Specimen Inventory Sheet*
4. creating a *Master Catalog Sheet*

Catalog Number

The catalog number is composed of two numbers separated by a dot (i.e. 1.004). The first number (i.e. 1) represents a provenience (pn) number defined by the Master Catalog Sheet. The pn number is assigned sequentially for each distinct provenience. The second number represents a three-digit artifact number (004). The artifact number is assigned on a sequential basis for each distinct provenience. In this example, 004 represents the fourth artifact in the provenience.

All artifacts greater than 1cm must be individually catalogued with the following exception of **lotting** non-cultural or non-diagnostic material such as burned earth, daub, gravel, metal, chalky concretions, etc. Lotting entails assigning one catalog number to objects of like material within the same provenience.

Labeling

Labels must appear in three places: on the artifact, on the artifact bag, and on the curation box.

Artifact Labeling

Each artifact greater than 1 cm must be labeled with two numbers:

1. Site number
2. Catalog number

The site number is separated from the catalog number by a slash and a space:

For example: 14RY110/ 4.069

Labeling must be reversible and legible. It is preferred that the artifact label information be typed on acid-free paper and applied to the artifact using a base-coat of Acryloid B-72, adhering the label to the base-coat, and applying a top-coat of Acryloid B-72. An alternative to acid-free paper labels is the use of indelible black ink sandwiched between the Acryloid B-72. The pens must be permanent, pigment ink pens (See Appendix C).

Always place the label in the most inconspicuous location. Never place a label on the edge of an artifact, the exterior surface of pottery, or the maker's mark or other diagnostic feature of an artifact.

When a label cannot be placed directly on an artifact, it is necessary to do one of two things:

1. place the artifact in a 4mil or greater polyethylene bag with an acid-free label inscribed with permanent ink. Appropriate pens include permanent, water resistant markers, disposable drafting pens, and reusable drafting pens with permanent ink
2. Attach an acid-free label to the artifact using white cotton string. No metal should be part of the attachment.

Artifact Bag Labeling

Each individually labeled artifact should be placed in a 4mil or greater polyethylene bag and labeled using permanent black markers (i.e. Sharpies) with the following information:

- site number
- catalog number
- accession number
- provenience
- date collected
- excavator's initials
- any chemical used in conservation treatment

Curation Box Labeling

The upper left hand corner of each curation box lid should be labeled in **pencil** with the following information: site number, accession number, material contents, and box number (i.e. Box 1 of 14) for the entire collection including both artifacts and associated records.

Specimen Inventory Sheet

Required data to be recorded on the *Specimen Inventory Sheet* includes: site number, accession number, object name (see Table 1), catalogue number, material name (see Table 1), artifact note (includes information such as refit, cultural modifications, lotted items and count within the lot, etc.) provenience, date catalogued, and name of cataloger.

Master Catalog Sheet

The *Master Catalog Sheet* contains a master list of all catalog numbers used with the associated provenience, frequency of artifacts for each provenience, gross inventory of material types recovered for each provenience, site number, accession number, date recorded, and name of cataloger.

A key appended to the *Master Catalog Sheet* and *Specimen Inventory Sheet* must be provided explaining any abbreviations, such as artifact codes, that are not self-evident.

Both the specimen inventory sheet and the master catalog sheet must be available in an acceptable electronic format and deposited with the artifact collection at the time of accession.

Packaging

Using the sorting guidelines to group material, all objects are required to be placed in archival quality packaging materials. These include self-closing, 4mil or 6mil polyethylene bags with a white writing strip and small acid-free boxes. The individual artifact bags can be nested together within a larger bag containing the same provenience and material. The bags and boxes should be placed in a sturdy, transportable box with close to these dimensions(12x15x12”). The material is permanently curated in Hollinger boxes provided by the ARC as part of the accession fee and repackaged by ARC staff. To avoid additional charges, it is advisable to package material in boxes that are similar in size to the Hollinger boxes.

If there are multiple sites represented for one archaeological project (one accession), but the contents do not fill one box, it is allowable to place artifacts from different sites into the same box as long as the artifacts are grouped by sites in individual bags or boxes.

Artifacts that have been photographed or illustrated for publication purposes must be packaged as a unit and clearly labeled on individual containers inside the box as to plate or illustration number for easy reference.

Two copies of the *Box Inventory Form* must be completed and submitted with the collection. These must be printed on acid-free paper. The *Box Inventory Form* contains:

- site number
- accession number
- project name
- list of catalog numbers
- content description for each box

One copy of the form stays inside the box and the other copy is to be handed in with other required project documentation.

Curation Standards for Associated Records

All associated documentation must be submitted with the artifact material remains. In order to enhance the long-term preservation of records, it is important to use high quality, archival materials (lignin-free, acid-free). For ease of accessibility, it is necessary to submit the documentation in an organized manner. Review all records submitted for curation prior to submission to ensure that they are legible and reproducible, particularly if they are handwritten or in pencil.

a. Documents

All documents are permanently curated in archival boxes (16.5”x12.5”x5” and 12.5”x11”x4.5”) and include the following categories:

- Catalog* – Includes two copies of both the Master Catalog Form and Specimen Inventory Form. One copy of each must be printed on acid-free paper.
- Analysis* – Includes any form of analysis or detailed description of a single item or an entire collection.
- Correspondence* - Letters and/or memoranda pertaining to the project or donation. Discard telephone notes, miscellaneous notes, duplicates, etc.

Fieldnotes - If the fieldnotes are in a bound or spiral notebook, copies of the pages should be made on acid-free paper and archived. The notebook can be given back to the principal investigator or discarded.

Financial Records - financial information about the project. Discard receipts, check stubs, expenditure vouchers, etc.

Media - news articles, etc. about a project

Photo Log - see below

Preparatory - contract information, proposals, position announcements, etc. Discard correspondence and resumes from unaccepted applicants, duplicates, etc.

Publications - are any document that is published under one of the following:

- Publications in Anthropology series
- Office of Archaeological Research series
- Kansas University Museum of Anthropology series
- contract reports

The original should be obtained if possible. Any originals or copies retained should be unbound.

Research Papers are unbound manuscripts of research conducted on any of the ARC's archaeological collections.

Miscellaneous Papers are any unbound manuscripts that do not necessarily concern research on ARC's archaeological collections but may be of interest to researchers. They include presentations, conference reports, preparatory contract documents, research papers not defined above, as well as extra copies of publications and research papers.

Other Documents - other documents deemed important not mentioned above.

All items are to be placed in acid-free envelopes or folders by document type. Do **NOT** use staples, tape, rubber bands, string, or metal paper clips. Plastic paper clips are acceptable. The exterior of the folder should indicate, **in pencil**, the project name, the accession number, the category of contents, and any other pertinent information. It is preferred that one copy of all documents is printed on acid-free paper. This is required for the catalogs and photo logs.

All folders should be placed in boxes suitable for transport to the ARC and labeled on the upper left hand side box lid in pencil with the following information: site number, accession number, material contents, and box number (i.e. Box 1 of 14) taking into account the entire collection including both artifacts and associated records.

The archaeological collections manager will rehouse the contents for permanent curation in appropriate sized archive boxes during inventory. The archive boxes are shelved alphabetically according to the Project Name. Exterior labels for the boxes are created by the archaeological collections manager include the project name, accession number, year, contents, sites involved, and box numbers.

Oversized maps, drawings, charts must be labeled on the backside, in pencil, the project name, accession number, and description. These items are to be rolled and placed into cardboard or plastic chart storage tubes. An outside label must be affixed to the tube and

contain the same information as the boxes containing documents and artifacts. The collections manager will rehouse the contents of the tube(s) in flat files or other archival stable containers.

b. Photography

Photographs include negatives, positives, slides, digital images or any other photographic medium (i.e. glass lantern slides, etc.) in either black and white or color, of field work, sites, artifacts, etc. associated with a particular project. All photographic material should be handled with clean 100% cotton gloves. Photographic media should be stored in a cool environment until submitted to the ARC.

Two copies of the *ARC Photo Log* are required; the original and one copy on acid-free paper.

Project directors may use their own forms as long as the following information is included:

- project name
- project accession number
- site number(s) and name(s)
- subject description (if the image is an artifact, include the catalog number; identify all individual in image)
- viewing direction, if applicable
- film type and speed
- exposure number
- date of photograph
- photographer's name

(1) Negatives

Negatives are stored in archival-sound hanging sleeves. Information written, in acid-free or permanent ink, at the top of the sleeve includes the project name, the project year, the photograph catalog number, and any associated photographic media information (i.e. if there are positives or a photo log associated with those particular negatives).

Slides are considered to be negative images. The label for slides is written on the border of the nonemulsion side. The catalog number is placed in the upper left-hand corner and the site number is placed in the upper right-hand corner. Acid-free or permanent ink should be used to label the slides.

ARC staff will permanently curate the sleeves in the negative file cabinet (filed by alphabetical order by project name). A piece of acid-free cardboard with the project name and project accession number written on top is placed at the beginning negatives from that project when they are put into the file cabinet.

.CS. is for color slides
.002. is the roll
.1-16 is the number of frames included on that sleeve

This is appropriate for black and white negatives.

A second example photograph catalog number of 123.1968.CS.002.1-18 indicating a series of color slides from a single roll (roll #2).

(3) Digital Images

All digital images must be submitted in both electronic and printed copy versions. Printed copies must be on photographic paper and properly labeled with site number, date, activity, direction, or any other pertinent information on the back of the photograph. The labeling must be done with an archival photo pen.

Electronic versions of the digital images must be labeled with relevant information that will allow for easy access. Photos labeled with camera numbers are not acceptable. A separate photo log must accompany the digital images.

ACCESSION PROCEDURE:

Archaeological Collections excluding donations

Archaeological collections for submission to the ARC by state and federal agencies, private consulting firms and the University of Kansas Department of Anthropology must follow the below procedures:

- Obtain a copy of *Guidelines and Procedures for Submitting an Archaeological Collection to the ARC*.

- Follow procedures found in above-mentioned document.

DEACCESSION PROCEDURE

Archaeological Collections

- 1. Arrange a Collections Committee meeting to discuss and approve collection designated for deaccession.
 - date of meeting_____
 - Committee Members:

- 2. Upon approval, complete *Deaccession Form*.

- 3. The disposition of the item is to be noted in the archaeological collections database under the appropriate project name and collection record. A hard copy is placed in the project file.

- 4. Record the disposition of item in **red** in the accession ledger.

- 5. Record the disposition of item in **red** on the *Certificate of Gift*.

- 6. All numbers assigned to the item while it was property of the ARC are retired with the item and are not to be reassigned.

ARC DEACCESSION FORM

Date _____

Collection Name _____

Accession # _____

Inventory of Object(s) from collection to be deaccessioned, include catalog number, count, and description (Use additional pages if necessary) :

Reason for Deaccessioning:

- outside scope of collections*
- duplication of material*
- deterioration beyond usefulness*
- lack of physical integrity due to loss of documentation*
- limited storage space*
- replacement with better examples*
- NAGPRA*

*Explain in detail:

Method of Disposal:

- Transfer*
- Education or Research*
- Sale*
- Exchange*
- Destruction*
- Repatriation/Disposition*

*Explain in detail (include as appropriate: name and address of institution transferred to, collection exchanged in return, method of destruction, amount of sale, method of repatriation, other details as deemed appropriate):

Signatures:

ARC Director

Vice-Provost, KU Center for Research

Date: _____

Date: _____

INCOMING LOAN PROCEDURE:

Archaeological Loans

A. Loans for Research:

- 1. Notify collections manager of interest in obtaining an incoming collection for research in the ARC. Storage space and research space must be available and allocated for the incoming collection.
- 2. Complete *Temporary Inventory Form*.
- 3. Complete *Condition Report Form(s)* for collection. Make a copy for the lender.
- 4. Fill out two (2) copies of the *Incoming Loan Form*. Have lender assign insurance value (if desired), sign, take copy; ARC retains original.
- 5. Assign an *Incoming Loan Number* to collection. This number contains three parts (i.e. Jones.01.1-6). The first part is the lender's last name. The second part is the last two digits of the year the loan was received. The third part is the registration number used for each object in the incoming loan. In the example, Jones is the last name of the lender, the incoming loan was received in 2001, and there were 6 objects in the collection with each individual object given a unique number, 1-6. For archaeological collections, the registration number may consist only of the total number of objects in the collection.
- 6. When incoming loan period has terminated, check collection against original condition report(s).

B. Loans for consideration as donations to the ARC's collections:

- 1. Fill out two (2) copies of the *Incoming Loan Form*. Have lender assign insurance value (if desired), sign, take copy; ARC retains original.
- 2. Potential donors must arrange for an independent appraisal, if so desired.
- 3. Prepare a folder with lender's name (last name first) for Lender File; should contain signed *Incoming Loan Form* and any pertinent information. File in appropriate file drawer.
- 4. Indefinite or long-term loans should be accessioned - see Accession Procedures.

Incoming Loan # _____

ARC Incoming Loan Form

Purpose:

_____ for research _____ for conservation

Shipping _____
(date)

_____ for consideration as a donation

Received _____
(date)

_____ for identification

_____ other _____

Length of Loan _____ Value _____

Insurance coverage provided by: ARC
 lender/borrower not applicable

In accordance with the conditions printed on the following page, the objects listed below are borrowed for the following purposes:

Loan is from:

(name) (phone)

(address)

Loan approved by:

(ARC staff) (title) (date)

(lender) (title) (date)

Loan returned by:

(ARC staff) (title) (date)

(lender) (title) (date)

DESCRIPTION OF OBJECTS (S): (Include condition and registration number)

ARC CONDITIONS OF LOAN

Incoming Loan:

1. Objects loaned to the ARC shall remain in its possession for the period indicated on preceding page and will be used for the purpose(s) indicated at the discretion of the interim director.
2. Under the terms of this agreement, the ARC will exercise the same care in respect to loans as it will in the safekeeping of its own property.
3. It is understood that this loan may be photographed and reproduced in the ARC's publications or in ARC publicity. Acknowledgement will appear in any publication in which the object is reproduced.

If the lender expressly elects to maintain his/her own insurance, this shall constitute a release of the ARC from any liability in connection with the loaned property, and the ARC cannot accept responsibility for any error or deficiency in information furnished to the lenders insurance, or for any lapses in coverage.

OUTGOING LOAN PROCEDURE:

Archaeological Loans

A. Loans for Research or Contract Conservation:

- 1. Contact the collections manager regarding interest in obtaining a loan **two weeks in advance**.
- 2. Fill out appropriate portion of two (2) copies of the *Outgoing Loan Form*. Assign insurance value as stated in appraiser's report; if no appraisal available, estimate a value based on recent auction prices.
- 3. Make certain borrowing agent provides adequate insurance.
- 4. Spell out any special provisions or requirements for care while artifact is out of the ARC.
- 5. Complete *Condition Report Form(s)* for collection.
- 6. Have borrower sign and return one copy of the *Outgoing Loan Form* to ARC staff.
- 7. Pack and arrange for shipping or delivery of artifacts in accordance with established procedures and guidelines.

B. In-house Loans for Research:

- 1. Contact the collections manager regarding interest in obtaining a loan **two weeks in advance**.
- 2. Fill out two (2) copies of the *In-House Loan Form*
- 3. Complete *Condition Report Form(s)* for collection/object(s). Exception to this includes artifacts from the teaching collection.
- 4. Borrower signs and returns one copy of the completed *In-House Loan Form* to the collections manager.

ARC Outgoing Loan Form

Purpose:

_____ for exhibition _____ for research

Shipping _____
conservation _____ (date)

_____ for identification _____ for

_____ other

Length of Loan _____ Value _____

Insurance coverage provided by: _____ ARC _____ borrower _____ not applicable

In accordance with the conditions printed on the following page, the objects listed below are lent for the following purposes:

Loan is to:

(name) (title) (phone)

(address)

Loan approved by:

(ARC staff) (title) (date)

(borrower) (title) (date)

Loan returned by:

(borrower) (title) (date)
Loan return
accepted by:

(ARC staff) (title) (date)

DESCRIPTION OF OBJECTS (S): (Include condition and catalog number)

ARC CONDITIONS OF LOAN

OUTGOING LOAN:

1. Term of Loan. The property shall be returned to the ARC at the borrower's expense not later than the date indicated on reverse or within five days after an earlier return is requested by the ARC.
2. Use of property. The property loaned shall be used for instructional, educational and display purposes. Borrower shall not loan, deliver, lease, sell or transfer the property to any other party and the borrower shall clearly indicate that the property belongs to the ARC.
3. Care of property. The property shall not be cleaned, repaired, altered or changed in any manner whatsoever without written permission and shall remain in the same condition as it was when delivered to the borrower.
4. Loss or damage. Borrower shall be liable for any loss or damage due to any cause and shall immediately notify the ARC of any loss or damage.
5. Special provisions:

ARC IN-HOUSE LOAN FORM

DATE _____

- Description of purpose for which collection(s) are needed:

- Description of collections needed. Include: Number of items, box or drawer location, and location of collection (use additional paper if necessary):

ARTIFACT/OBJECT

LOCATION

- Description of laboratory equipment needed:

-
- By my signature, I have read and agree to all loan conditions.

Person requesting use _____

Signature _____

Contact email _____ Contact phone number _____

Approved by _____ Date approved _____

DATE RETURNED _____

ARC CONDITIONS OF LOAN

In-house

1. The ARC shall loan objects from the collections to qualified staff, faculty, and students for research and educational purposes.
2. Loans requested by students require faculty or institutional endorsement and will be considered the direct responsibility of the faculty member or institutional representative endorsing the loan.
3. Under no circumstances are objects to be taken from the ARC, storage areas, or designated classroom.
4. It is understood that all objects loaned shall remain the condition in which they were received. Any damage to an object must be reported to the collections manager immediately. No action should be taken to repair the damage without ARC staff approval.
5. Objects shall not be cleaned, repaired, retouched, treated, mounted, or marked. Tags should not be removed without approval by the ARC staff.
6. Food and drink are not allowed while working with collections.
7. Unless specified, use pencil to avoid possible permanent ink damage.
8. The reproduction of photographing of object(s) is expressly forbidden without the written permission of the ARC.
9. The archaeological collections are also supported with associated documentation, maps, and photographs. Use of the archives follows the same procedure as collection use. For access, make arrangements with the collections manager **at least one week in advance.**
10. The researcher will acknowledge the ARC in any publication or presentation using collections and/or associated documentation.
11. A copy of any final product (publication, thesis, term paper, etc) resulting from collection use, must be deposited in the ARC.

12. The borrowing party must agree to all loan conditions.