
**Guidelines and Procedures for Submitting an
Archaeological Collection to the
Archaeological Research Center, Biodiversity
Institute, University of Kansas**

Revised
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Acknowledgements

The format and content of this document were modeled after the following documents: South Dakota State Historical Society, *Requirements for Submitting a Collection to the Archaeological Research Center*; University of Wyoming Archaeological Repository, *Guidelines and Standards for Submitting and Archaeological Collection to the University of Wyoming Archaeological Repository*; Maryland Historical Trust, *Collections and Conservation Standards*; North Carolina Office of State Archaeology, *Archaeological Curation Standards and Guidelines*; Nebraska State Historical Society, *Lab Procedures for Prehistoric Collections*; and existing ARC documents.

I. Introduction: Purpose and Applicability

This document outlines instructions to be followed by state and federal agencies, private consulting firms, and the University of Kansas Department of Anthropology when submitting archaeological collections and associated documentation for curation at the ARC. Project investigators are expected to integrate these guidelines into project budgets, schedules, and material/personnel requirements.

In accordance with the Mission Statement of the ARC (Section II), the archaeological collections are maintained and made accessible for research and educational purposes. To ensure availability for researchers and the public, archaeological collections and records will be retrieved, processed, stored, and handled in ways that provide optimum environmental and organizational control over the collections.

The guidelines and procedures presented in this document are intended to standardize methods of packaging, labeling, and organizing collections received at the ARC without hindering the research goals of individual project investigators. Curation standards are set according to 36CFR, Part 79. Furthermore, staff and space limitations require that material submitted for curation meet general conditions prior to acceptance.

II. Mission Statement

The mission of the Archaeological Research Center is to create, enhance, disseminate, and preserve knowledge of past populations who inhabited regions of the North

American Great Plains, Central and South America, and Europe through archaeological research, scientific discovery, education, curation, and public service.

VISION

The University of Kansas Archaeological Research Center aspires to be a nationally recognized center for archaeological research emphasizing interdisciplinary excellence and a regionally acclaimed curation facility promoting best care standards

VALUES

Core Values

In addition to supporting the core values of The University of Kansas, the Archaeological Research Center is guided in its mission by the Society for American Archaeology's *Principles of Archeological Ethics*. These principles are embodied in seven commitments: *stewardship, outreach, publication, preservation, training, accountability, and professionalism*. The ARC promotes a dynamic intellectual environment, energetic student engagement, and advanced research. We actively contribute to the University's mission and goals.

In order for the ARC to fulfill its mission, ARC staff, associates, interns, and volunteers uphold the following values:

- **Stewardship** – preserving collections for present and future use
- **Service** – serving the University of Kansas
- **Excellence** – manifesting the highest professional standards and ethics
- **Wisdom** – learning through professional enrichment and research
- **Vitality** – supporting a collaborative approach to the exchange of ideas resulting in a dynamic and creative work environment

III. Archaeological Collection Holdings and Parameters for Growth

Archaeological Collections

The archaeological collections have grown from archaeological and research interests of staff and faculty. As a result of over 100 years of archaeological investigations, the ARC curates approximately one million objects. These collections are representative of peoples who once inhabited North America, South America, Europe, and Africa. Prehistoric materials from the Northern and Central Plains of North America form the core of the ARC's archaeological collections. More than 2000 prehistoric and historic sites from the Great Plains and peripheries are represented. The ARC curates archaeological collections acquired from research conducted by ARC staff and KU faculty, federally mandated cultural research projects acquired primarily through contracts, and donations.

Collecting Guidelines

Central to collecting parameters is growth in harmony with the mission, goals, resources, and priorities of the ARC. Specifically, guidelines for collection growth are established based on:

1. Adequate infrastructure (staff and space) including issues of housing and preventative care
2. Collections that complement the existing collection either geographically, temporally, culturally, or comparatively
3. Occasionally, collections of recognized significance become available. Acceptance of such collections may involve establishing a new area of focus.

IV. Procedures for Submitting an Archaeological Collection

The ARC will accept archaeological collections for curation subject to the following procedures. Refer to the *Check-off Form for Submitting an Archaeological Collection* (Appendix A).

a. Curation Request

A *Curation Request Form* (Appendix A) must be submitted to the Archaeological Collections Manager during the project's initial planning phase to determine whether the collection falls within the ARC's collecting parameters and if adequate infrastructure exists to support the collection. Required information to be stated includes:

- Name and affiliation of project investigator
- Name of sponsoring agency/institution
- Agency agreement to curate collection at the ARC
- Nature of investigation
- Copy of the contract, grant, or research design
- Date of investigation
- Project area or site(s) location(s)
- Cultural time span expected for the site
- Volume of material expected to be collected (cubic feet)
- Planned extent of artifact preparation
- Projected date for curation
- Relevant reports prepared to date
- Specifications of legal ownership

The *Curation Request Form* is reviewed by the Collections' Committee to determine if the collection is appropriate for accession.

b. Curation Agreement

A *Curation Agreement* is necessary in order to deposit archaeological collections at the ARC for permanent storage. Curation agreements or partnerships are legally binding agreements made between the ARC and another institution, Federal agency, or party for the care of a specific collection.

A curation agreement must be completed and signed **before** a collection is transferred to the ARC for storage. Agreements remain in effect until a change in the status of the agreement is needed, such as changes in ownership, authorized personnel, etc.

Curation agreements between the repository and a Federal agency may be handled with a memorandum of understanding. The memorandum of understanding will closely follow the example provided in 36CFR79 in Federal Register Vol.55, No. 177, Appendix B, 137638-9. The agency will be responsible for seeing that collections deposited with the ARC meet the requirements stated in these guidelines. The agency is responsible for contacting the ARC in order to renew a memorandum of understanding between the two parties.

c. Ownership: Transfer of Title

Clear and valid title to the collection must be transferable to the ARC. Documentation must be provided by the project investigator in the form of a completed *Certificate of Gift* or *Landowner Permission Form* (Appendix A).

The accessioned collections are either owned by the ARC as an agent of the State of Kansas or held-in-trust for Federal and State agencies.

The accessioning process is the formal procedure that officially incorporates objects into the ethnographic or archaeological collections of the ARC, or the registration of objects held-in-trust for Federal and State agencies. It is the transfer of clear title of the object(s) or the registration of held-in-trust objects. Upon accessioning, the ARC receives ownership of the acquisition or in the case of Federal curation agreements, the intent for long-term curation. The ARC assumes the obligation for the proper care and management of objects. Accessioning includes: (1) inventorying and describing the object(s); (2) assigning the object(s) a unique accession number, and; (3) recording this information in the accession files and electronic database of the ARC. For additional information regarding acquisition policy, refer to the ARC's *Collections Policy Manual*.

d. Obtaining an Accession Number

Collections are managed at the ARC by the use of an accession system as outlined in the *Accession Policy* (see *ARC Collections Policy*). The accession number is composed of two numbers separated by a period (for example 2000.132). The first number (i.e. 2000) represents the year the collection was accessioned and the second number represent the next sequential collection acquired by the ARC in that year (in the example, this collection would be the 132nd collection acquired by the ARC in the year 2000).

The archaeological collections manager will assign an accession number after receipt of the completed *Curation Request Form* and *Curation Agreement* and after the collection is deposited with the ARC.

e. Archaeological Collection Submission

When an archaeological collection is ready to be submitted to the ARC (see Section V and Section VI) , the following items must accompany the collection printed on acid-free paper:

1. Certificate of Gift OR Landowner Permission Form
2. Copies of any permits issued by the Country, State or Federal agency granting permission for the collection or for the collection to leave the country.
3. Specimen Inventory Form
4. Master Catalog Sheet
5. Photographic Log
6. Box Inventory Form
7. A list of all associated records
8. A list of objects treated in the field (i.e. consolidates used, adhesives applied)
9. A list of those objects needing conservation treatment with a justification of why the material was not conserved by the project.

Prior to submitting a collection to the ARC, the project investigator must contact the archaeological collections manager to schedule the transfer. The ARC will not accept responsibility for collections delivered without advanced notice.

Transmittal of collections is the responsibility of the project investigator. It is highly recommended that this transaction be carried out in-person. This avoids loss of or damage to objects due to shipping, and allows the project investigator to explain the organization of the collection and directly answer questions that may arise. The ARC will not accept responsibility for any repairs, replacement of documents, etc. if materials are damaged during transport.

The project investigator is given a signed statement acknowledging receipt of the collection. However, the archaeological collections manager does not release the project investigator of any responsibilities until the archaeological collection has met the criteria for acceptance.

Acceptance of an archaeological collection is subject to inspection, inventory, and approval by the ARC staff. Inspection ensures adequacy of artifact and record processing, packaging, and documentation. Collections not meeting the guidelines and procedures will be subject to additional costs as outlined in the Fee Schedule (Section VII).

V. Curation Standards for Archaeological Collections

The cleaning, sorting, cataloging, documenting, conserving, and packaging of archaeological materials are the responsibilities of the project investigator. The ARC may be able to provide these initial processing services on a case-by-case basis stipulated in the curation agreement and in accordance with the Fee Schedule (Section VII).

Whether ARC staff or the project director conducts these processes, the following guidelines must be followed:

a. Field Treatment

Proper treatment of artifacts and associated documentation begins in the field. Listed below are general guidelines for the treatment of artifacts. More detailed information can be found in Sease 1987 and Watkinson 1987 (Appendix D). For the treatment of field records see Kenworthy *et al* 1985 (Appendix D for full reference).

General Guidelines

- The less done to an artifact, the better.
- Handling an artifact should be kept to a minimum.
- Most chemical treatments for cleaning render the artifact useless for most analyses.
- All techniques must be reversible.
- Document everything done to an artifact and keep it with the object.
- Immediately following excavation, maintain an environment around the artifact as similar to its burial environment as possible.
- Anticipate field conditions and types of materials you expect to encounter, and respond to these needs by preparing a conservation kit for the project.

b. Cleaning

Artifacts should be cleaned with water or dry brushed. Wash only those objects that will not deteriorate or where cleaning with water will not destroy archaeological evidence (carbon deposits, ochre deposits, etc.). Artifacts or samples that require special care should be clearly separated from other materials and be marked: **Special Treatment Required**. Costs of special analysis are the responsibility of the project investigator.

c. Sorting

It is preferred that the collection be sorted by: (1) site number, (2) category of material (Stone; Ceramic; Bone; Shell; Vegetal; Mineral; Soil; Miscellaneous), and (3) provenience. It is preferred that each material category be subdivided based on the object names listed in Table 1.

Table 1. **Material Types** and *Object Names*

Material Type	Acceptable Object Names
Stone	<i>Chipped Stone Tools (CST), Chipped Stone Debris (CSD), Groundstone Tools (GRS), Fire Cracked Rock (FCR), and Other Stone—unmodified sandstone, cobbles, pebbles, etc</i>
Ceramic	<i>Bodysherds, Neck/Shouldersherds, Rimsherd, Other Ceramic—including handles, lugs, tabs, pipe fragments, beads, etc.</i>
Bone	<i>Unmodified Bone, Modified Bone</i>
Shell	<i>Unmodified Shell, Modified Shell</i>
Vegetal	<i>Light Fraction, Charcoal</i>
Mineral	<i>Root Casts, Chalky Concretions, Other Mineral</i>

Soil	<i>Burned Earth, Daub, Soil Sample</i>
Historic	To be developed

Further analytical categories may be defined as needed for research purposes. For example, artifacts within chipped stone tool may be designated as: projectile points, drills, retouched/utilized flakes, etc. However, it is preferred that no analytical subdivisions beyond the object name are made unless there is a qualified person to make analytical categories with the objective to conduct analysis and write-up to fulfill a contractual agreement.

If the project investigator's research goals require a collection to deviate from the preferred sorting organization, the ARC staff must be notified.

d. Cataloging

Cataloging involves four processes:

1. assigning an 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 represent the fourth artifact in the provenience1.

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 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 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* (**Appendix A**) 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* (**Appendix A**) 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.

e. 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 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. The material is permanently curated in Hollinger boxes (15x13x12 inches), 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.

VI. Curation Standards for Associated Records

All associated documentation must be submitted with the 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

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, which is published under one of the following:

- Publications in Anthropology series
- Office of Archaeological Research series
- Kansas University ARC 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 of Anthropology's archaeological collections.

Miscellaneous Papers are any unbound manuscripts, which do not necessarily concern research on ARC 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 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 contents will be rehoused for permanent curation in appropriate sized archive boxes by the archaeological collections manager 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.

Currently, the ARC does not curate electronic media. This includes digital images. All digital images must be printed on photographic paper by the project director prior to transfer to the ARC.

b. Photography

Photographs include negatives, positives, slides 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 photolog 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.

Note: There should only be one photograph catalog number per sleeve. Multiple frames or negatives are indicated in Part 5 of the number (see below for further information on numbering system).

(2) Positives

If the negatives exist- using either pencil or a photograph print marker, write the appropriate photograph catalog number on the prints. This number should correspond to the catalog number assigned to the negative of the print (i.e. the last digits should correspond to the frame number as indicated on the negative roll.) "Neg" should also be written on the back of the photograph to show that the negative does exist and is available.

If the negatives do not exist- using either pencil or a photograph print marker, write the photograph catalog number on the prints. Since no negative of the print has been retained, the catalog number will be new, there is no corresponding negative to worry about.

After the photograph is numbered, it is placed in individual Mylar sleeve of the appropriate size. Photographs are put in numerical order according to the catalog number and placed in acid-free file folders. The top of the folder should indicate, **in pencil**, the project name and the accession number. The archaeological collections manager will file the folder alphabetically by project name.

Separate file drawers are maintained for the black and white and color film.

b. Photograph Catalog Numbering System

The catalog number for photographs is a five-part number made up of the following information:

- part 1 - the year of the project [4 digits]
- part 2 - the project accession number [3 digits]
- part 3 - type of film, color slide(CS) or black and white (BW) [2 digits]
- part 4 - the roll number [3 digits]

part 5 - the frame(s) number [1 or more digits] *

* also known as the "range"

(The brackets indicate the required digits for the ARC database and are necessary for proper sorting. Some of these digits will be "0". It is not necessary to write the zeros on the photographs.)

Note that in Part 5 the numbers noted should correspond to the frame numbers as indicated on the negatives. They will not necessarily begin with 1 or end with 24 or 36.

An example photograph catalog number of 1968.123.CS.001.1-16 indicates :

1968.	is the year of the project
.123.	is the project accession number
.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 1968.123.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.

VII. Fee Schedule

Curation of Artifacts and Associated documents

Curation costs are accepted as an integral part of overall archaeological costs, whether contract or in-house University grant. Federal agencies, private firms, Department of Anthropology Faculty, and the Office of Archaeological Research are required to build curatorial fees into contract or grant budgets in order to use the ARC for curation of their archaeological projects.

The fees outlined below do not support permanent staff salaries, but represent additional costs incurred by the ARC in processing archaeological collections recovered as the result of projects from the above-mentioned agencies/individuals.

The cost of storing a collection received at the ARC is based on the amount of space needed for storage and the time spent by staff to process the collection. The cost can be kept to a minimum by following the guidelines and procedures presented in this document as closely as possible, thereby eliminating the time it takes for Staff to process collections.

The Curation Fee Schedule is as follow:

1. A one-time accession fee of \$300.00 per 1 cubic foot. This includes the time spent repackaging and inventorying shelf-ready collections into ARC purchased archival boxes and entering all project data into the electronic database.
2. A processing fee of \$30.00 per hour that is spent making the collection shelf-ready. That means making the collection conform to packaging, cataloging, and document standards presented in this document. This fee is waived if the collection is shelf-ready. The fee includes staff time and archival supplies.
3. An annual maintenance fee is generally reserved for federal agencies to cover cost of required annual inventories and collection updates. The fee is determined each year as part of a curation agreement.

Fees for photocopying of documents, copies of photographs (in either film and digital formats) or digital images of specific artifacts are not currently available in this document. Please contact ARC staff for current rates..

VIII. Appendix A: Copies of Required Curation Forms*

- a. Check-off List
- b. Curation Request Form
- c. Certificate of Gift*
- d. Landowner Permission Form
- e. Specimen Inventory Sheet
- f. Master Catalog Sheet
- g. Box Inventory Form
- h. Photographic Log

*Please contact the ARC staff to obtain forms.

IX. Appendix B: Contact Directory

MAILING ADDRESS:

University of Kansas
Archaeological Research Center
Spooner Hall
1340 Jayhawk Boulevard
Lawrence, KS 66045-7550

Associate Curator

Dr. Mary J. Adair

madair@ku.edu

785-864-2675

ARC FAX: 785-864-5243

World Wide Web Address: www.arc.ku.edu

X. Appendix C: Acceptable Archival Supplies for Curation

Acryloid B-72

- Use in 20% concentration to form adhesive

Ethafoam/Polyethylene foam

Polystyrene

Cotton gloves

Nitrile gloves

Mylar D

- for encapsulation of photographs

Negative storage sleeves

- transparent Mylar D sleeves for safe storage of 35mm photo negatives. Similar sleeves are available in polypropylene.

Tissue

- pH-neutral tissue

Plaster of Paris

Polyethylene tubs or clear plastic containers (no PVC)

Polyethylene vials

Silica gel desiccant

Specimen dividers

- acid-free dividers for box storage

Polyethylene bags

- self closing with white-write strip

Bubble pack without PVC

Humidity indicator cards

Natural fiber cloth bags with string closures and attached label

acid-free paper

permanent ink markers, Sharpies

permanent pigment ink pens

* All products (except Plaster of Paris) can be purchased via Light Impressions, Gaylord, University Products, or National Bag Company.

Gaylord Brothers

P.O. Box 4901

Syracuse, NY 13221-4901

Tel (800) 448-6160

Fax (800) 272-3412

Light Impressions

439 Monroe Avenue

Rochester, NY 14607-0940

Tel (800) 828-6216

Fax (716) 442-7318

National Bag Company

2233 Old Mill Road

Hudson, OH 44236

Tel (800) 247-6000

University Products, Inc.

517 Main Street

P.O. Box 101

Holyoke, MA 01041-0101

Tel (800) 628-1912

AVOID:

newspaper

paper towels

cotton balls

any acidic paper products

high acid content or buffered tissue paper

rubber bands

metal paper clips

colored or clear plastic bags with pleats and/or twist ties

plastics containing PVC's

high acid content or buffered cardboard boxes

XI. Appendix D: Selected References by Subject

Archaeological Conservation

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