

City of Alexandria Archaeological Standards

Collections Management section

For compliance with
Alexandria Zoning Ordinance section 11-411



**Alexandria Archaeology
Office of Historic Alexandria**

Revised 10-31-2007

Collections Management

Collections must be processed according to 36CFR part 79, *Curation of Federally-Owned and Administered Archaeological Collections*, the provisions set forth below, and the appropriate City, State or Federal repository standards.

Collections processing consists of:

- Selecting a repository
- Artifact conservation
- Cleaning artifacts
- Labeling artifacts
- Crossmending and restoration
- Artifact photography
- Cataloguing
- Packaging
- Documenting laboratory procedures
- Selective discarding of material remains

Processing Collections

- **Artifact Conservation**

All unstable materials that are archaeologically significant are to be stabilized by, or under the direct supervision of, a professional archaeological conservator. A professional conservator must consult during artifact recovery on all sites involving waterlogged artifacts. Treatment may include desalination of all artifacts, as well as conservation of significant organic and metal objects. Unconserved waterlogged objects will not be accepted by the Alexandria Archaeology repository.

Provide full documentation of any conservation work undertaken, including procedures and chemicals used, date undertaken, and name of conservator and other personnel directly involved in treatment, and before and after photographs.

- **Cleaning Artifacts**

All artifacts should be cleaned. The only exception would be those that might provide more information through specialized analysis in their unwashed state, i.e., blood residue analysis. If samples are to remain unwashed, this must be documented

The procedures below were developed with a consultant conservator. They are general procedures that may not be appropriate to the care and preservation of all such objects, and an archaeological conservator should be consulted regarding more involved treatment.

After cleaning, allow objects to dry thoroughly, at least 24 hours, before bagging.

- **Ceramics and Glass:** All ceramic and glass fragments will be thoroughly cleaned with water, except where this may be damaging to the object, or for samples set aside for chemical analysis.
- **Metals:** If they are still wet from the field, metal artifacts may be washed in water. Rinse artifacts in acetone to dehydrate and degrease. If metals have dried prior to processing, remove burial dirt and loose corrosion with dry brushes, using alcohol swabs for surface cleaning when necessary. Use swabs or fiberglass brushes for non-ferrous metals.

Significant unstable metal artifacts should be treated by a conservator. Any extensive removal of corrosion (including electrolytic reduction, air abrasion or mechanical methods) or coating of artifacts should be done only by or under the direct supervision of a professional conservator.

X-rays should be used to aid in the identification and care of metal objects when appropriate.

- **Organic materials:** If organic artifacts are found wet, keep them wet until treatment; if dry, keep dry. Archaeologically significant waterlogged artifacts are to be professionally treated by a conservator. Burial dirt can be removed with swabs or a soft brush, as appropriate. Until conservation treatment takes place, they are to be kept in a freezer or in a holding tank of de-ionized water, changed monthly. A mild fungicide (no more than 3%) can be added to the water as needed. Stable organic materials are to be stored in labeled polyethylene bags with air holes, with proper support provided by acid-free materials such as acid-free trays, ethafoam or acid-free blotting paper.
- **Bone and Ivory artifacts:** Stable bone artifacts may be washed in water. Delicate bone artifacts, and those made of ivory, should be surface cleaned with swabs barely dampened with 1:1 ethanol:water. Do not immerse.
- **Faunal materials:** If bones are in good condition, wash the surface using a soft brush and water. Do not soak in water. If bones are flaking, clean surface with 1:1 ethanol:water, as for bone and ivory artifacts.

- **Labeling Artifacts**

Artifacts are to be marked, where appropriate, with the site number and unique record number (context/lot number) or with site number and feature, unit and level numbers. Documentation of the numbering system must be provided.

Artifacts are to be marked with permanent black archival-quality ink using .005 Pigma-Pens or equivalent, over a base of Acryloid B-72. A top code of Arkon P-90 or Acryloid

B-67 can be applied but is not required. On dark artifacts, use a base coat of white acrylic (from an archival supplier) or use archival quality contrasting waterproof ink. All ceramic and vessel glass fragments are to be marked. Do not mark directly on small finds (ie. buttons, dolls, marbles, pipes), unless they are to be exhibited. Do not mark polymers such as bakelite, rubber and plastics, as these will be harmed by solvents in the base coat.

Note that VDHR has different requirements for labeling of artifacts curated at the Virginia Archaeological Curation Facility.

- **Crossmending and restoration**

If ceramic or glass restoration is necessary for photography or exhibition, use Acryloid B-72 (HMG brand in a tube, or polyvinyl acetate resin dissolved in acetone). All tape and tape residue must be removed. Any infill or further restoration should be undertaken by a conservator.

- **Artifact photography**

Photographs should be taken of diagnostic artifacts, for illustration in the report. These images are to be submitted as digital images and as prints or slides.

In addition, a digital photo should be taken of the sorted artifact assemblage for each provenience (unique context/lot number). This will illustrate detail that is not apparent in the catalogue database, and will provide a visual record of the assemblages. These photos are to be submitted as digital images; they do not need to be printed.

Artifact photographs are to be submitted as TIFFS or JPEGS on CD or DVD, with files labeled as to site and provenience.

- **Cataloguing**

All artifacts shall be catalogued, and an inventory by provenience shall be provided. The catalogue must be accompanied by complete documentation (see below.) including explanation of provenience designations, artifact codebooks, definitions of terms used, and database documentation. The contractor may elect to use the Alexandria Archaeology Code Book, in whole or part. An electronic copy (PDF) can be made available by contacting the Alexandria Archaeology collections manager.

The catalogue is to be provided to Alexandria Archaeology as a printed addendum to the report. Electronic copies are to be provided as PDF and also as an MS Excel spreadsheet or MS Access database, so that the catalogue will be searchable on Alexandria Archaeology computers. Please consult with the collections manager about other formats that may be acceptable.

- **Processing Soil Samples**

Soil samples, flotation samples, etc. must be appropriately processed before curation. Projects proposing or anticipating the recovery of these types of material remains should include adequate provisions in the budget for appropriate processing and specialized analyses. Only soil samples retained for back-up analyses should be curated without prior processing. Unprocessed soil samples must be fumigated and/or freeze-dried before delivery to a repository.

- **Packaging**

- **Bags:** Place all artifacts in polyethylene, zip-lock bags at least 2 ml thick. Bags should be perforated to allow air exchange and inhibit the development of unwanted microenvironments. Use archivally stable materials for those items requiring special packaging and for appropriate padding and protection. Do not bag artifacts until they are completely dry – at least 24 hours after cleaning.

Artifacts must be grouped and bagged by provenience, and separated by material within each provenience. Exceptions may be warranted for legitimate research, conservation and exhibit purposes, including the separation of faunal materials for analysis and the separation of metal objects for storage in dry microenvironments. Artifacts should be grouped by sequential lot number whenever possible, to increase accessibility for use by researchers. Exceptions may be appropriate in some instances, such as to keep artifacts from the same feature together. The documentation accompanying the collection must provide an explanation and justification for the organization system employed.

Different types of metal (iron and tin, copper alloys, white metals, lead, zinc, and composite materials of metal with other materials) are to be stored in separate bags to avoid chemical interaction. Metals are to be stored in airtight polyethylene or polypropylene containers with packets of dry silica gel, with indicating crystals or RH indicator cards.

Different types of plastics should be stored separately, and should be double-bagged, with the label between the bags. No air holes should be present in these bags. Deteriorating plastic can affect other materials and packaging.

- **Bag labels:** Place a label of acid-free card stock, Mylar or Tyvek within each bag, with site, provenience and catalogue numbers marked with indelible ink (such as Sharpie or Pigma-Pen.). Pre-printed labels can also be used, if printed with permanent ink including that from photocopiers and laser printers. Bags may also be labeled on the exterior, using a permanent marker, in addition to the separate interior label.
- **Boxes:** Artifacts to be stored at Alexandria Archaeology are to be stored in acid-free Hollinger Record Storage Boxes, 10x12x15" with removable lid, of white, acid free, unbuffered corrugated board. Larger acid-free boxes may be used for oversized objects. (Other repositories may require the use of other materials.)

Oversize objects may be wrapped in polyethylene sheeting or padding and placed on a firm acid-free surface for flat storage on shelves.

Metals are to be separated and stored in air-tight polyethylene boxes (such as Rubbermaid, Tupperware or other food storage boxes).

- **Box Labels:** Boxes are to be labeled clearly in the lower right corner of the end panel. The label will consist of a 5x8" card in a polyethylene sleeve open at the top, such as Associated Bag Co. Press-On Envelope #45-3-35. This label is to be marked clearly with indelible marker, or can be printed on a Laser printer or photocopier. The box label will include Site Registration Number, site name or address, and other suitable information regarding proveniences and artifact types included in the box.

- **Documenting Laboratory Procedures**

Documentation for collections processing shall consist of:

- **Conservation procedures** (see above).
- **Cataloguing procedures** (see above).
- **Soil sample procedures:** Include a list of samples analyzed and analyses undertaken. Include soil samples, pollen samples, and any others. Unprocessed flotation and soil samples will not be accepted.
- **Cleaning procedures:** If any artifacts are left unwashed for future analysis (i.e., blood residue) please explain.
- **Labeling procedures:** Provide a translation of the method by which the provenience information is recorded on artifacts, labels and bags.
- **Packaging procedures:** Provide an explanation and justification for the organization system employed.
- **Procedures for selective discard:** Specify the types and quantities of discarded materials, along with justification. Include all discarded materials in the artifact catalogue with an indication of which items were discarded.

- **Selective Discarding of Material Remains**

Any items are slated for selective discard must first be analyzed and catalogued. The catalogue must include all discarded artifacts, with an annotation that they were discarded.

Certain types of artifacts may have questionable long-term research value and thus may not

warrant permanent curation with the collection. In some circumstances, these materials may include large amounts of brick, mortar, slag, coal, shell and debris from the last 50 years. It may be more prudent to discard these items following analysis, rather than to permanently curate the materials with the collection.

A project's principal investigator, in consultation with Alexandria Archaeology, should employ the best professional knowledge and judgment to decide the most appropriate disposition of these materials. Factors to consider in reaching the decision to selectively discard include: the archaeological context of recovery, the item's research potential, and the amount and manageability of the materials. The principal investigator should carefully consider the potential future research value of the items, individually and as an assemblage. Depending upon the situation, the selective discard may encompass all, none of a portion of the materials. It may be prudent to retain a sample of the materials slated for discard for future study and analyses.

Documentation must specify the types and quantities of discarded materials, along with justification.

Associated Records

At the conclusion of the project, all associated records will be delivered to the approved repository along with the artifact collection. A finding aid must be prepared and included with the associated records. If the artifacts are to be stored at a repository other than Alexandria Archaeology, all records must be deposited along with the collection, with complete paper and scanned copies delivered to Alexandria Archaeology. The records are to be prepared according to the repository standards.

Complete scanned copies of associated documents will become part of a digital archive intended to make all of the Alexandria Archaeology records electronically searchable. This is part of a City-wide document imaging project. See below regarding specifications.

Definition of Associated Records

Associated records are defined in 36 CFR part 79, *Curation of Federally-Owned and Administered Archeological Collections* as:

original records (or copies thereof) that are prepared, assembled and document efforts to locate, evaluate, record, study, preserve or recover a prehistoric or historic resource. Some records such as field notes, artifact inventories and oral histories may be originals that are prepared as a result of the field work, analysis and report preparation. Other records such as deeds, survey plats, historical maps and diaries may be copies of original public or archival documents that are assembled and studied as a result of historical research. Classes of associated

records (and illustrative examples) that may be in a collection include, but are not limited to:

- (i) Records relating to the identification, evaluation, documentation, study, preservation or recovery of a resource (such as site forms, field notes, drawings, maps, photographs, slides, negatives, films, video and audio cassette tapes, oral histories, artifact inventories, laboratory reports, computer cards and tapes, computer disks and diskettes, printouts of computerized data, manuscripts, reports, and accession, catalog and inventory records);
- (ii) Records relating to the identification of a resource using remote sensing methods and equipment (such as satellite and aerial photography and imagery, side scan sonar, magnetometers, subbottom profilers, radar and fathometers);
- (iii) Public records essential to understanding the resource (such as deeds, survey plats, military and census records, birth, marriage and death certificates, immigration and naturalization papers, tax forms and reports);
- (iv) Archival records essential to understanding the resource (such as historical maps, drawings and photographs, manuscripts, architectural and landscape plans, correspondence, diaries, ledgers, catalogs and receipts); and
- (v) Administrative records relating to the survey, excavation or other study of the resource (such as scopes of work, requests for proposals, research proposals, contracts, antiquities permits, reports, documents relating to compliance with section 106 of the National Historic Preservation Act (16 U.S.C. 470f), and National Register of Historic Places nomination and determination of eligibility forms).

Preparation of Associated Records

Associated records are to be stored in acid-free file folders, The folders are to be stored in acid-free Hollinger Record Storage Boxes, 10x12x15" with removable lid, of white, acid free, unbuffered corrugated board. A finding aid should list all folders.

Alexandria Archeology is to receive the original records, or a copy if the collection delivered to another approved repository.

Original maps are to be presented on drafting film where applicable. Oversize maps are to be rolled. A list of maps is to be provided.

Photographs are to be housed in archival materials. The slide, negative or print pages are to be placed in acid-free folders and boxes as with paper records. All slides and prints are to be labeled with the site number and detailed provenience information, in pencil or on archival labels printed on a laser printer. Lists of the photographs are to be provided.

- Slides are to be individually labeled, and filed in top-loading polyethylene slide pages.
- Negatives are to be housed in polyethylene negative strip pages. Contact sheets are to be keyed to the negative pages. A finding aide identifying each negative is to be provided.

- Prints are to be labeled on the back, and filed in polyethylene or polypropylene print storage pages.
- Photographs from digital cameras are to be provided on CD, in IBM-readable format with file extensions (.jpg or .tif as appropriate). File names should include the site number, and, where possible, detailed provenience information. A finding aid listing each digital image is to be provided, with descriptions if deemed necessary for identification of the images.

Document Imaging

Digital records are to be provided of all associated records including but not limited to reports, legal documents, notes, maps, drawings, and photographs. Scanned images should be saved as TIFF or PDF. Other documents can be delivered in Word, Excel, Access, or PDF formats. Contact Alexandria Archaeology's Collections Manager if additional guidance is needed.

Ownership and Legal Documents

The consulting archaeologists are to facilitate legal transfer of the collection to an approved repository.

- Determine the disposition of the collection prior to fieldwork.
- Obtain signatures of landowners on legal documents (Deed of Gift, loan form, or MOU)
- Arrange the transfer of any fees required by the repository,
- Prepare the collection for storage according to the repository standards
- Transport the collection and associated records to the repository.
- Provide a copy of the artifact inventory to the owner, usually as a part of the archaeology report.

Artifacts recovered from archaeological sites are the property of the landowner at the time of excavation, unless deeded to Alexandria Archaeology or another party. The donor must have free and clear title to the objects (ie., be the owner of the property from which the artifacts were excavated, at the time of their excavation). Alexandria Archaeology strongly recommends that the owner donate the entire collections to Alexandria Archaeology to ensure their long-term care and preservation, to keep them accessible in Alexandria for continuing research and exhibition, and to avoid repository fees.

Approved Repositories

Archaeological collections recovered as a result of the Alexandria Archaeology Resource Protection Code must be curated at a facility that meets the Federal standards for archaeological curation and collections management as described by 36 CFR part 79, *Curation of Federally-Owned and Administered Archeological Collections*. The full text is provided in Appendix III.

The Federal regulation states that a repository has the capability to provide adequate long-term curatorial services when the repository is able to care for the collection on a long-term basis using professional museum and archival practices. The repository must be able to provide acceptable storage conditions, must have a curatorial staff, and must be able to provide access to the collection to Alexandria Archaeology and to outside researchers with a maximum of 30 days notice.

The disposition of the collections must be approved by Alexandria Archaeology and by the manager of the selected repository. Alexandria Archaeology must be provided with a current address, phone number and contact for the repository, and must be notified of any future changes in the collection's storage location. In addition, Alexandria Archeology must be provided with a full inventory of the collection and a copy of all associated records.

The final disposition of the collections should be determined before beginning any fieldwork, and *must* be decided before artifacts are processed, so that the collections are processed and packaged in accordance with the standards and guidelines for the repository where the collection will be permanently housed.

It is preferred that all collections be deposited at the Alexandria Archaeology Storage Facility so that they can be made accessible for local research (see Appendix II). For this reason, the City of Alexandria does not charge a repository fee for collections donated to Alexandria Archaeology through a Deed of Gift. Repository fees are charged, per box, for collections where ownership is retained by the landowner, and where ownership resides with the State or Federal government.

The owner/developer may elect to deposit the artifacts at another repository that meets the Federal Standards, either through loan or donation. The VDHR facility accepts collections from archaeological sites in Virginia, and charges a repository fee for all collections. VDHR may then transfer the collections and fee to Alexandria Archaeology, as a loan. The National Park Service and Alexandria Archaeology both accept collects from archaeological sites on Federal lands. In addition, some archaeological consulting firms may have the capability to curate collections according to the Federal Standards.

- Alexandria Archaeology Storage Facility (City of Alexandria)
- Virginia Archaeological Curation Facility (VDHR), Richmond, VA
- Museum Resource Center (National Park Service), Landover, MD

Appendix I: Transmittal Form and Checklist of Deliverables

Hard copies and electronic copies are required for all reports, other written materials and associated records including photographs. Electronic versions and/or scanned image are required so that reports and associated records can be accessed from multiple locations, and to provide a backup copy.

All electronic formats may be submitted on one or more CDs or DVDs, labeled with site name, site number, and description of contents.

PDFs are required of all documents for public dissemination. An editable version of the report is also required, so that typographical errors can be corrected if brought to our attention. No substantive changes will be made by Alexandria Archaeology.

Complete the attached form and submit with reports, collections and associated records. Call Alexandria Archaeology's collection manager to arrange delivery.

Transmittal Form and Checklist of Deliverables

Site #: <u>44AX</u>	Contact name: _____
Project Name: _____	Contact phone #: _____
Project Address: _____	

Delivery Date: _____	Accession # _____
Number of boxes of records: _____	
Number of boxes of artifacts: _____	
Deed of Gift: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Repository Fee Amount: _____	
<i>(items in grey to be completed by Alexandria Archaeology)</i>	
Delivered by (signature): _____	
Accepted by (Signature): _____	

Please place a checkmark next to all items in this delivery.

Completed Checklist

Legal Document for Transmittal of Collections

- Deed of Gift
- MOU/MOA
- Loan Form
- Other _____

Final Report

- One unbound copy** with original graphics
- Four bound copies**
- PDF** (includes Public Summary)
- Electronic document in editable format** (Word, InDesign or other format approved by Alexandria Archaeology).
- Electronic copies of graphics**, each saved as separate JPEG or TIFF files. Minimum 300 dpi resolution.

*Transmittal Form and Checklist of Deliverables**page 2 of 4* **Public Summary**

The Summary should be four to eight pages long, with a few color illustrations.

- Included in Final Report**
- One hard copy** (submitted separately from report)
- PDF** (submitted separately from report)

 Site Registration form

- Included in Final Report**
- One hard copy** (submitted separately from report)

 Collections Catalogue

- Included in Final Report**
- One hard copy** (submitted separately from report)
- PDF** (submitted separately from report)
- Electronic database** that is searchable and can be integrated with the Alexandria Archaeology database (Excel, Access, or database exported to comma-delineated or columnar format)
- Documentation for database**, including format, field names, codes if any.

 Historical Marker Text and Graphics

Marker text should be up to 200 words in length with, minimally, four graphics with captions.

- Printed copy of text and graphics**, including captions and credit for graphics.
- Electronic document in editable format** (Word, InDesign, PowerPoint or other format approved by Alexandria Archaeology).
- Electronic copies of graphics**, each saved as separate JPEG or TIFF files. Minimum 300 dpi resolution.
- Copyright releases** must be obtained for all graphics (as may be legally necessary) and submitted to Alexandria Archeology.

Associated Records

- Digital or scanned images of all associated records**, including, but not limited to, notes, legal documents, reports, maps, drawings, and photographs.
- Finding Aid** including lists of file folders, maps, photographs, etc.
- Paper records**
 - **Original records**, stored as specified above
 - **Or, a complete, legible** copy of all records, if the collection is delivered to another approved repository along with the original records.
- Maps** are to be presented on drafting film where applicable. Oversize maps are to be rolled.

 Photographs

All photographs are to be housed in archival materials. The slide, negative or print pages are to be placed in acid-free folders and boxes as with paper records. All slides and prints are to be labeled with the site number and detailed provenience information, in pencil or on archival labels printed on a laser printer. Lists of the photographs are to be provided.

- Slides**, individually labeled and filed in top-loading polyethylene slide pages.
- Negatives**, housed in polyethylene negative strip pages.
 - **Contact sheets**, keyed to the negative pages.
 - **Finding aid**, identifying each negative.
- Prints**, labeled on the back and filed in polyethylene or polypropylene print storage pages.
- Digital copies of all slides and prints**, minimum 300dpi, on CD or DVD in IBM-readable format with file extensions (.jpg or .tif as appropriate). File names should include the site number, and, where possible, detailed provenience information.
- Photographs from digital cameras**, formatted as for digital copies of photos.
- Finding aid** listing each digital image, with descriptions if deemed necessary for identification of the images.

Collections

- Hollinger Record Storage Boxes** (number of boxes _____)
- Oversize boxes** (number of boxes; size _____)
- Polyethylene Microenvironment Boxes** (number of boxes _____)

If collections are not delivered to Alexandria Archaeology Storage Facility please provide the following information.

Approved Repository	_____
Repository Contact	_____
Repository Address	_____

Repository Tel #	_____
Repository e-mail	_____
Date delivered	_____
Number of boxes delivered	_____

Appendix II: The Alexandria Archaeology Storage Facility

Alexandria Archaeology is responsible for the curation of archaeological materials that the City of Alexandria holds in title or trust. These materials, because of their important research value for the City and for the field of archaeology, will be preserved and protected in perpetuity as a resource and legacy for future generations, and will be made available for appropriate study and exhibition. Alexandria Archaeology recognizes the importance of context with regard to archaeological materials, and will thus maintain and preserve field notes, catalogues, research data, reports and other supporting materials in perpetuity along with the artifact collections.

The acceptance of collections will be contingent upon the City's ability to provide long-term care. The City of Alexandria, through Alexandria Archaeology, will maintain the collections and related documentation in accordance with Federal regulation 36 CFR Part 79 and established standards of the museum, archaeology and conservation professions. All personnel who handle artifacts will receive training and/or supervision in the care and handling of collections.

Donation of artifacts to Alexandria Archaeology

Deed of Gift: Donation of artifacts to Alexandria Archaeology is accomplished through signing of a Deed of Gift to the City of Alexandria. Alexandria Archaeology discourages the donation of only portions of a collection and the resultant division of the collection among more than one owner, because the research value of the collection as a whole is so much greater than that of the individual artifacts.

Alexandria Archaeology does not charge a curation fee for collections deeded to the City of Alexandria.

Tax Considerations: An owner who donates artifacts and other materials may be eligible for tax deductions authorized under various Federal and State laws and regulations. Donors should consult with a tax attorney and the Internal Revenue Service regarding their eligibility for a charitable donation.

Loan of artifacts to Alexandria Archaeology

Because access to the collection is of overriding concern, Alexandria Archaeology may consider accepting artifact collections as a long-term loan if the owner/developer is unable or unwilling to donate the materials outright.

Curation Fees: Because of the costs involved in the storage and curation of archaeological materials, Alexandria Archaeology retains the right to assess a fee for the curation of artifacts deposited for long-term loan. A one-time curation fee is charged per box of collections and associated records. Contact Alexandria Archaeology's Collections Manager regarding current fees.

Storage of Federally owned collections from Alexandria sites: Federal agencies retain ownership of collections obtained from their lands, and deposit artifacts with Alexandria Archaeology through a Memorandum of Agreement. Sample text for such an agreement is provided in 36 CFD Part 79. A one-time curation fee is assessed for storage of Federal collections. Please consult with Alexandria Archaeology's collections manager prior to excavation.

Loan, Exhibition and Access

All artifacts deposited with Alexandria Archaeology, whether by donation or loan, may be loaned to museums, institutions or public facilities for the purpose of exhibition or study, in keeping with the provisions of the Alexandria Archaeology Collections Policy.

Every effort is made to accommodate research requests by responsible scholars. Access to collections and records may be granted following a written, and in some cases oral, request. Access is subject to restrictions required by the availability of staff to provide adequate supervision and resources.

Alexandria Archaeology will make every reasonable effort to accommodate the owner/developer by loaning artifacts from the site collection back to the owner/developer for secure exhibition on the property following development. Alexandria Archaeology will not be responsible for design of the exhibition – only for the loan of artifacts selected by the exhibition consultant.

Appendix III: Repository Standards

Federal regulation 36 CFR Part 79.7 states that a repository has the capability to provide adequate long-term curatorial services when the repository is able to:

- (a) Accession, label, catalog, store, maintain, inventory and conserve the particular collection on a long-term basis using professional museum and archival practices; and
- (b) Comply with the following, as appropriate to the nature and consent of the collection:
 - (1) Maintain complete and accurate records of the collection, including:
 - (i) Records on acquisitions;
 - (ii) Catalog and artifact inventory lists;
 - (iii) Descriptive information, including field notes, site forms and reports;
 - (iv) Photographs, negatives and slides;
 - (v) Locational information, including maps;
 - (vi) Information on the condition of the collection, including any completed conservation treatments;
 - (vii) Approved loans and other uses;
 - (viii) Inventory and inspection records, including any environmental monitoring records;
 - (ix) Records on lost, deteriorated, damaged or destroyed Government property; and
 - (x) Records on any deaccessions and subsequent transfers, repatriations or discards, as approved by the Federal Agency Official;
 - (2) Dedicate the requisite facilities, equipment and space in the physical plant to property store, study and conserve the collection. Space used for storage, study, conservation and, if exhibited, any exhibition must not be used for non-curatorial purposes that would endanger or damage the collection;
 - (3) Keep the collection under physically secure conditions within storage, laboratory, study and any exhibition areas by:
 - (i) Having the physical plant meet local electrical, fire, building, health and safety codes;
 - (ii) Having an appropriate and operational fire detection and suppression system;
 - (iii) Having an appropriate and operational intrusion detection and deterrent system;
 - (iv) Having an adequate emergency management plan that establishes procedures for responding to fires, floods, natural disasters, civil unrest, acts of violence, structural failures and failures of mechanical systems within the physical plant;
 - (v) Providing fragile or valuable items in a collection with additional security such as locking the items in a safe, vault or museum specimen cabinet, as appropriate;
 - (vi) Limiting and controlling access to keys, the collection and the physical plant; and
 - (vii) Inspecting the physical plant in accordance with s 79.11 of this part for

- possible security weaknesses and environmental control problems, and taking necessary actions to maintain the integrity of the collection;
- (4) Require staff and any consultants who are responsible for managing and preserving the collection to be qualified museum professionals;
 - (5) Handle, store, clean, conserve and, if exhibited, exhibit the collection in a manner that:
 - (i) Is appropriate to the nature of the material remains and associated records;
 - (ii) Protects them from breakage and possible deterioration from adverse temperature and relative humidity, visible light, ultraviolet radiation, dust, soot, gases, mold, fungus, insects, rodents and general neglect; and
 - (iii) Preserves data that may be studied in future laboratory analyses. When material remains in a collection are to be treated with chemical solutions or preservatives that will permanently alter the remains, when possible, retain untreated representative samples of each affected artifact type, environmental specimen or other category of material remains to be treated. Untreated samples should not be stabilized or conserved beyond dry brushing;
 - (6) Store site forms, field notes, artifacts inventory lists, computer disks and tapes, catalog forms and a copy of the final report in a manner that will protect them from theft and fire such as:
 - (i) Storing the records in an appropriate insulated, fire resistant, locking cabinet, safe, vault or other container, or in a location with a fire suppression system;
 - (ii) Storing a duplicate set of records in a separate location; or
 - (iii) Ensuring that records are maintained and accessible through another party. For example, copies of final reports and site forms frequently are maintained by the State Historic Preservation Officer, the State Archeologist or the State museum or university. The Tribal Historic Preservation Officer and Indian tribal museum ordinarily maintain records on collections recovered from sites located on Indian lands. The National Technical Information Service and the Defense Technical Information Service maintain copies of final reports that have been deposited by Federal agencies. The National Archeological Database maintains summary information on archeological reports and projects, including information on the location of those reports.
 - (7) Inspect the collection in accordance with s 79.11 of this part for possible deterioration and damage, and perform only those actions as are absolutely necessary to stabilize the collection and rid it of any agents of deterioration;
 - (8) Conduct inventories in accordance with s 79.11 of this part to verify the location of the material remains, associated records and any other Federal personal property that is furnished to the repository; and
 - (9) Provide access to the collection in accordance with s 79.10 of this part.