

**GUIDELINES FOR THE
MANAGEMENT AND CURATION
OF
ANTHROPOLOGICAL
COLLECTIONS**

**Jackson Group
Anthropological Repository**

JGAR 1001.00
2014

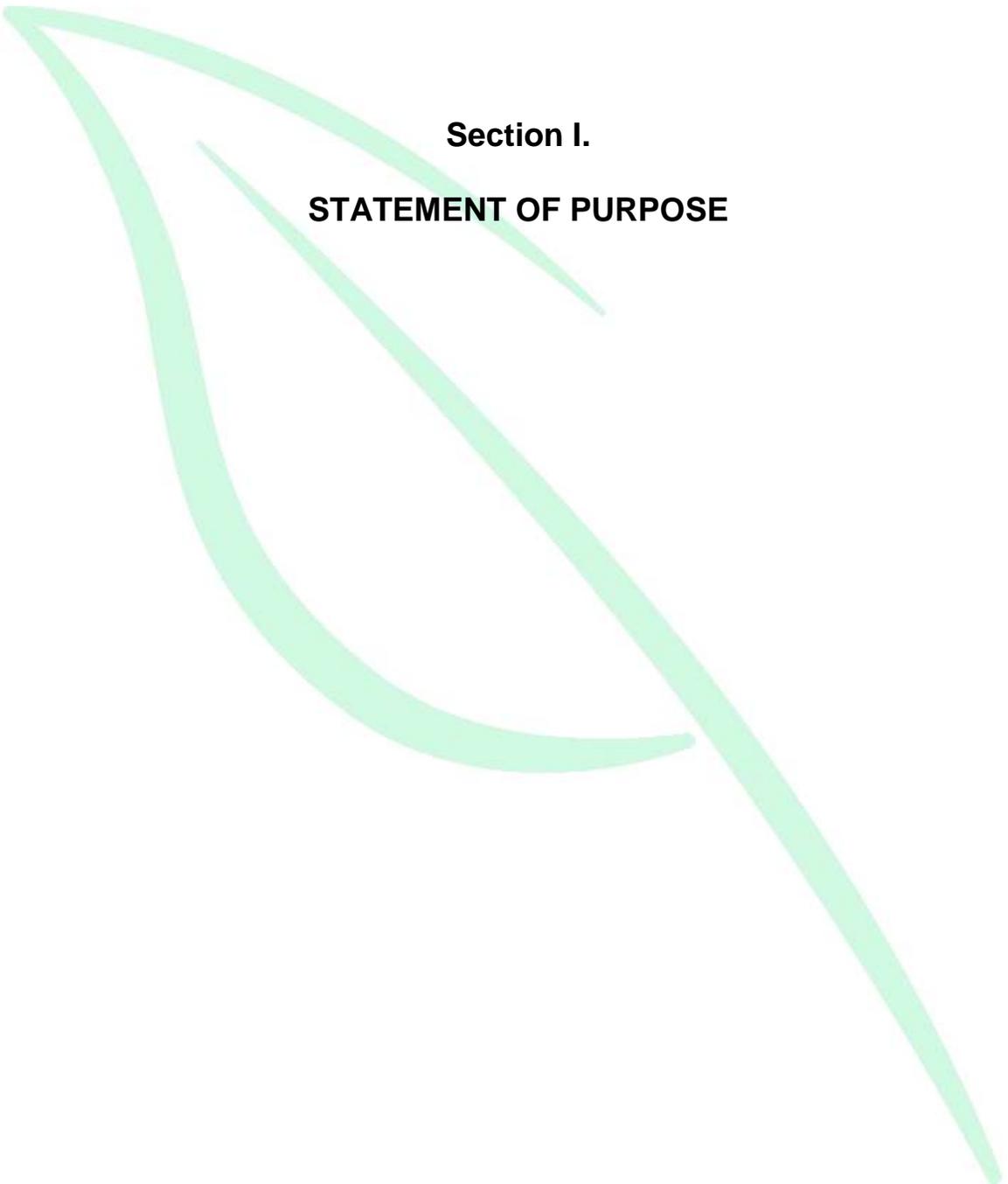
TABLE OF CONTENTS

I.	Statement of Purpose.....	3
II.	Introduction.....	5
III.	Authority.....	6
	A. Laws, Regulation, and Conventions – Cultural Collections.....	7
IV.	Applicability.....	14
	A. Definitions.....	16
V.	Protective Clothing and Equipment.....	18
VI.	Recommended Environment Conditions.....	22
VII.	Personnel.....	27
	A. Director.....	28
	B. Curator.....	28
	C. Technicians.....	29
	D. Custodians.....	29
VIII.	Guidelines for the Acquisition of Archeological Collections.....	30
	A. Acquisition of Objects – Criteria.....	31
	B. Accessions.....	34
	i. Gifts.....	37
	ii. Bequests.....	45
	iii. Loans.....	46
	C. Authorization for Extended Hands-On Use.....	56
	D. Deaccessions.....	59
IX.	Guidelines for Curation of Archeological Records.....	64
	A. Digital Records.....	65
	B. Non-Digital Records.....	68
X.	Inspections (Inventories).....	70
XI.	Curation Fees and Fee Structure.....	78
XII.	Disaster Plan.....	86

APPENDICES

Appendix A – General Curation Forms

Appendix B – Emergency Contact Information



Section I.

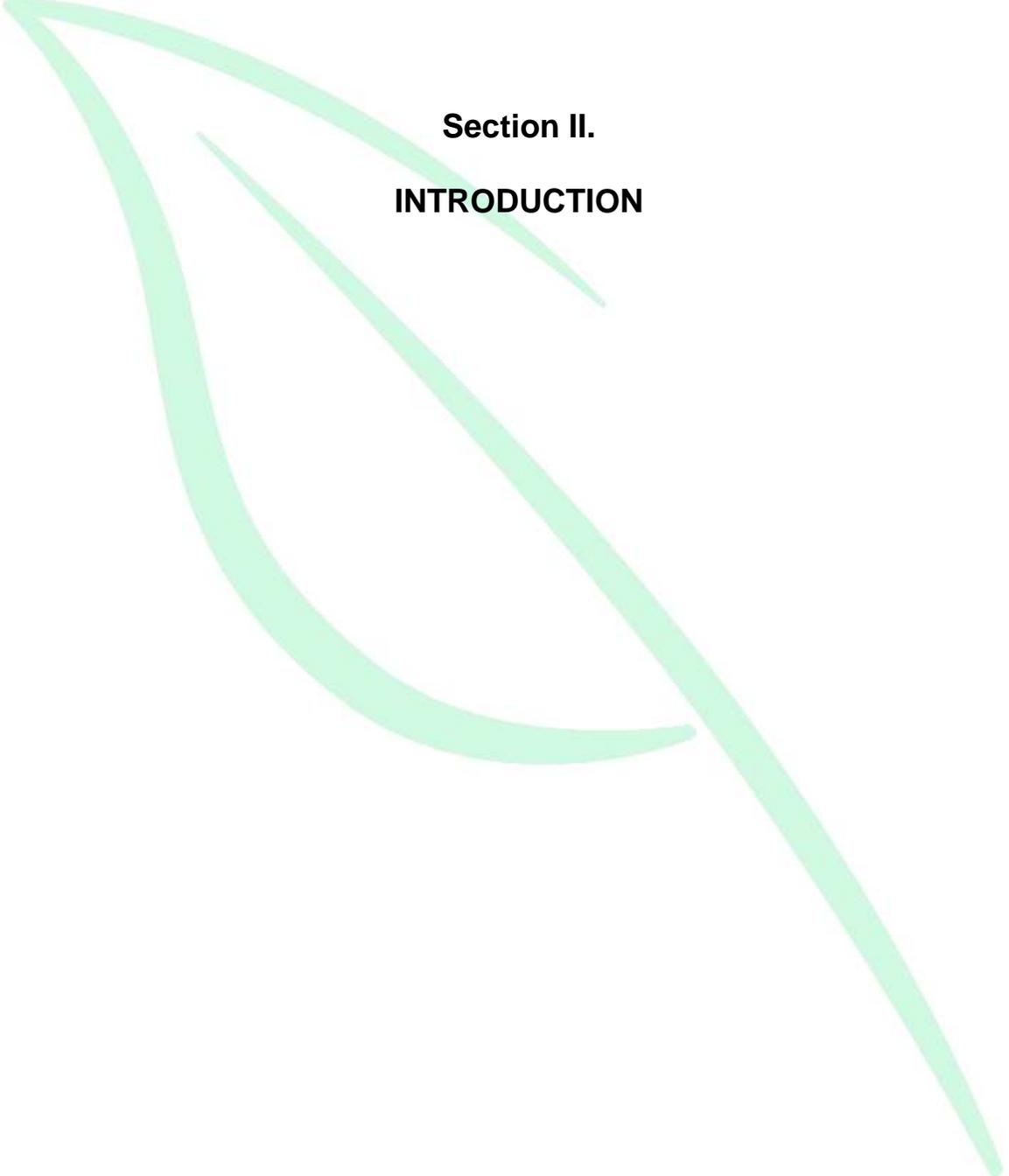
STATEMENT OF PURPOSE

STATEMENT OF PURPOSE

All archeological sites are fragile and non-renewable. Avoidance and preservation are almost always preferable to mitigation measures involving data recovery excavation. In those instances where preservation in place is not the selected course of action, consideration should be given to applicable repatriation laws. If a decision has been made to curate, these curation guidelines are designed to provide protection for archeological and natural history collections when they are recovered. The purpose of these guidelines is to ensure those collections and their associated records are preserved and managed adequately so that future generations might use them to:

1. Enhance cultural traditions;
2. Conduct scientific research; and
3. Provide educational and heritage appreciation programs.

These guidelines are provided to assist Jackson Group Anthropological Repository curatorial personnel in preserving archeological collections of historic cultural materials and associated records recovered under the authority of existing Federal and State environmental laws, codes, and regulations.



Section II.
INTRODUCTION

INTRODUCTION

These guidelines provide assistance on the documentation, care, and storage of archeological artifacts and specimens once they have been removed from the ground. It also provides advice on the handling of artifacts from the time they are excavated until they reach the laboratory, and on the cleaning and stabilization of artifacts in the archeological laboratory. It is intended for use by the archeologists and laboratory staff of the Jackson Group Anthropological Repository (JGAR).

The excavation, analysis and interpretation of artifacts and features have been and will remain the primary functions of archeological investigations; however, the archeologist must also be concerned with the treatment of archeological materials after they have been excavated and analyzed. Archeological sites are constantly being lost to looting, land development, nature, and excavation. Unfortunately, improper handling of archeological materials during fieldwork, transport, and in the laboratory may also result in inadvertent damage or destruction of evidence of the past. Therefore, it is important for archeologists and others who work with archeological materials to know and understand the ways in which artifacts and specimens should be treated in the field and in the laboratory, including the cleaning, conservation, cataloging, and storage procedures utilized for their projects.

The presentation of a written manual is one way to familiarize personnel with artifact processing techniques and issues, and also to maintain uniformity in the performance of the various laboratory procedures. No two projects are the same, so each will have somewhat different processing and analytical requirements.

The final deposition of an artifact on or in the soil is the end of its functional life and the beginning of chemical and physical modification. The extent of modification depends upon the artifact's exposure to, and reaction with, the surrounding soil and/or atmosphere. The susceptibility of the material to breakdown is related to the chemical, physical, and biological make-up of the object, the surrounding soil, and the annual weather cycles. How a buried artifact adapts to its new surroundings is a function of time. The material undergoes modification in the soil until chemical equilibrium is established or it is completely destroyed. At equilibrium the deterioration of the artifact slows down or may stop. The stability of the material is maintained until a new set of chemical and/or physical conditions, including excavation by archeologists, affects that equilibrium.

Once an artifact is removed from the soil, it is confronted with a different set of environmental conditions resulting in potentially different chemical and physical deterioration. Accelerated deterioration of the artifact may begin as soon as it is removed from its relatively stable micro-environment. Ideally, artifact conservation should begin immediately upon exposure of the artifact. This is particularly true for organic artifacts such as bone, wood, leather, textiles, etc., which may deteriorate rapidly as a result of a change in environment. However, immediate conservation treatment of all artifacts is often not practical in field situations.

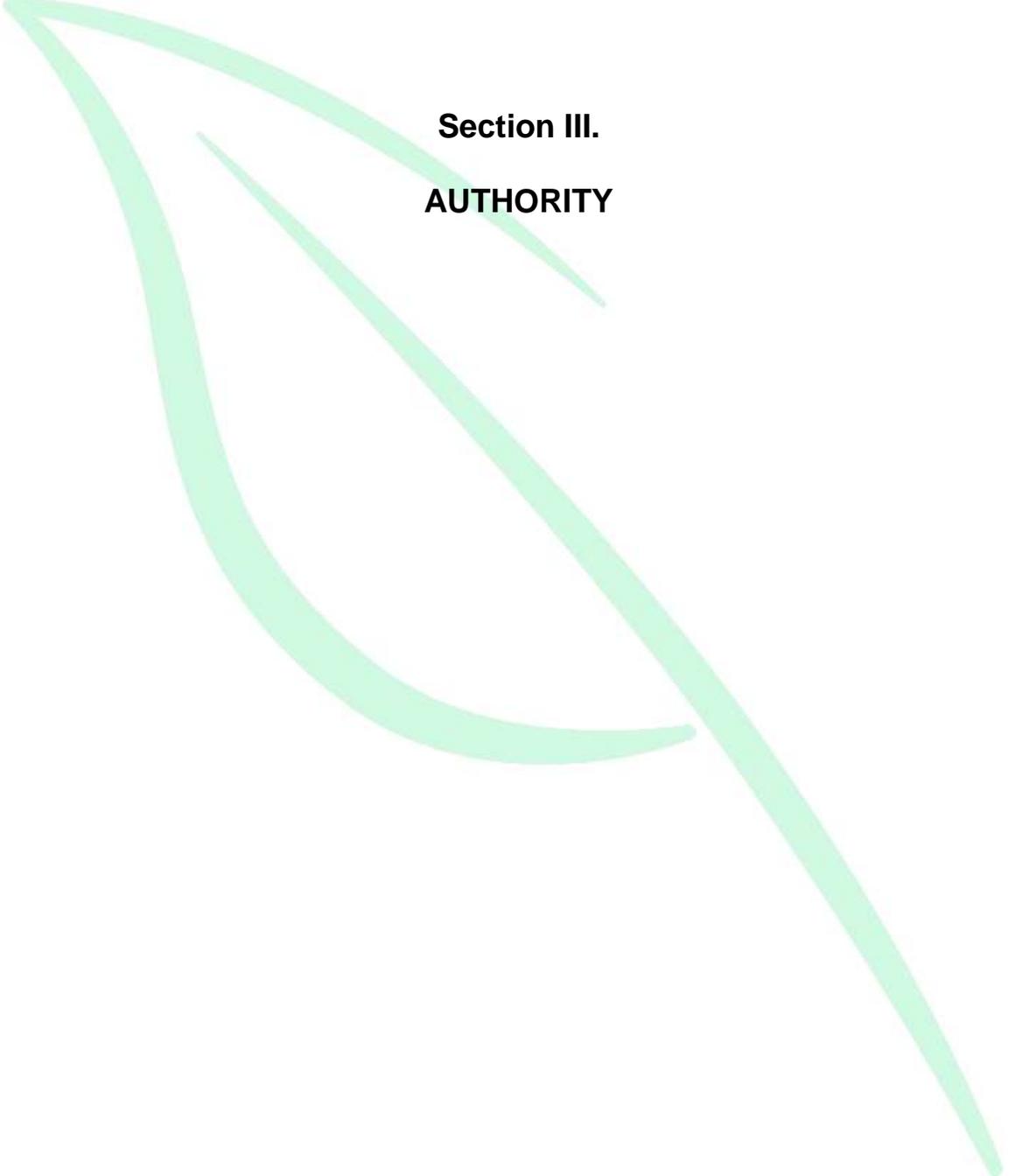
Although it would be desirable to have field laboratory facilities for the immediate treatment of materials after they are removed from the excavation units, costs and logistics generally do not permit such situations. In most cases, the excavated artifacts and other materials are placed in paper or plastic bags as soon as they are removed from the soil. These bags are labeled with pertinent site and provenience information and assigned a field or specimen number. The bags are then placed in cardboard boxes and stored until transport to the repository can be arranged. Certain especially fragile items such as leather, cloth, paper, and samples of various other materials are held in storage until transportation can be arranged.

Any treatment can pose a potential threat to the appearance and/or stability of an artifact. Each artifact should be evaluated individually with regard to its need for treatment. JGAR's obligation for the storage and collection management of the archeological material in its possession is based on 36 CFR §79: *Curation of Federally-Owned and Administered Archaeological Collections*. The repository for the archeological collection represents a compromise of the ideal storage conditions for different classes of materials. Since the repository contains a wide variety of archeological materials in various states of preservation, the collection storage area maintains a controlled environment that is a compromise in the relative humidity and temperature that are beneficial to various material types. JGAR is legally and ethically responsible for this material while in its possession. Therefore, an effective means of tracking archeological materials while they are in JGAR's possession is a necessity. Furthermore, this information should be readily available to whoever is authorized to use it. Policies have been developed to deal with accessioning collections, developing artifact catalogs, storing and loaning of collections or individual artifacts.

The laboratory processing area at JGAR includes sinks for artifact washing and water-screen processing, drying racks, storage shelves for staging and holding materials, and work areas for the lab personnel, as well as a ventilation (fume) hood, supply cabinets, and specialized equipment. The facilities also contain equipment storage, artifact and archival storage, as well as additional processing equipment and workspace.

JGAR makes extensive use of computer technology to acquire and record data, write correspondence and reports, and catalog artifacts. The standard software program currently being used for word processing at JGAR is Microsoft Word. The standard software program used for database management is Microsoft Access. Collection cataloging is performed through the use of Past Perfect Museum software.

Last, but far from least concern at JAGR is safety. Some procedures require the use of potentially hazardous chemicals or equipment. The Safety section of this manual discusses some of these hazards and the appropriate safety procedures to employ. Safety equipment, such as gloves, goggles, and aprons are kept in the lab at all times.



Section III.
AUTHORITY

AUTHORITY

These guidelines apply to archeological and natural history collections and associated records created pursuant to the following environmental laws and regulations:

a. Laws, Regulations, and Conventions – Cultural Collections

- Act for the Preservation of American Antiquities, June 8, 1906 (“The Antiquities Act”) (16 USC 431-433):
 - authorizes the President to declare national monuments to protect sites and objects
 - authorizes federal departments to grant permits for survey and excavation and to enforce protection of archeological sites and objects under their jurisdiction
 - requires that excavated materials be permanently preserved in environmentally stable conditions.
- Museum Properties Management Act of 1955, as amended (16 USC, Sect. 18 [f]) authorizes the Secretary of the Interior through NPS:
 - to acquire collections through donation, bequest, and purchase and through transfer from other federal agencies
 - to exchange collections
 - to accept and make loans of museum collections
 - to deaccession collections by transfer to qualified federal agencies, conveyance (donation) to qualified tax exempt private institutions and non-federal governmental agencies, and destruction
- Reservoir Salvage Act of 1960, as amended (16 USC 469 - 469C):
 - provides for the recovery and preservation of “historical and archeological data (including relics and specimens)” that might be lost or destroyed as a result of the construction of dams and reservoirs.
- Archeological and Historic Preservation Act of 1974 (16 USC 469-469C):
 - extends the application of the Reservoir Salvage Act of 1960 to recover and preserve “historical and archeological data (including relics and specimens)” that might be lost or destroyed as a result of any federal construction project or federally-licensed activity or program.
- National Historic Preservation Act of 1966, as amended (16 USC 470 - 470t, Sect. 110):
 - directs the Secretary of the Interior to issue regulations that ensure that significant prehistoric and historic artifacts, and associated records, subject to Section 110 of this Act, the Reservoir Salvage Act (as amended), and the Archaeological Resources Protection Act are deposited in an institution with adequate long-term curatorial capabilities.
- Archaeological Resources Protection Act of 1979 (ARPA) (16 USC 470aa-mm):
 - defines archeological resources as any material remains of human life or activities that are at least 100 years of age, and which are capable of providing scientific or humanistic understandings of past human behavior, cultural adaptation, and related topics through the application of scientific or scholarly techniques

- requires that a permit be obtained before conducting archeological studies on public and Indian lands
 - requires that information on the nature and location of resources on public and Indian lands remain confidential if its release may harm the resources
 - establishes civil and criminal penalties for the excavation, removal, or damage of resources on public and Indian lands without a permit (materials lawfully acquired prior to the passage of the law are not subject to the penalties)
 - requires that materials excavated from public lands and Indian lands and associated records be preserved in a suitable repository
 - gives the Secretary of the Interior authority to issue regulations for the proper curation of federally-owned and administered archeological collections
- **American Indian Religious Freedom Act of 1978 (42 USC 1996):**
- reaffirms the constitutional right of “freedom to believe, express, and exercise the traditional religions of the American Indian, Eskimo, Aleut, and Native Hawaiians, including but not limited to access to sites, use, and possession of sacred objects, and the freedom to worship through ceremonials and traditional rites”
- **Native American Graves Protection and Repatriation Act of 1990 (NAGPRA) (25 USC 3001-13):**
- states that lineal descendants or culturally affiliated Indian tribes or Native Hawaiian Organizations may claim ownership or control of Native American human remains, funerary objects, sacred objects, and objects of cultural patrimony that are excavated or discovered on federal or tribal lands after passage of the law
 - establishes criminal penalties for trafficking in remains or objects obtained in violation of the law
 - requires federal agencies and museums that receive federal funding to inventory Native American human remains and associated funerary objects in their possession or control and identify their cultural and geographical affiliations within 5 years
 - requires federal agencies and museums that receive federal funding to prepare summaries of information about Native American unassociated funerary objects, sacred objects, or objects of cultural patrimony within 3 years

Note: The inventories and summaries provide for repatriation of items when lineal descendants or Native American groups request it.

The following regulations include major requirements for collections management. Many other regulations may apply in specific situations.

- **43 CFR Part 3 “Preservation of American Antiquities” (implementing regulations for the Antiquities Act):**
 - authorizes federal land managers to seize materials recovered illegally from archeological resources located on federal lands
 - directs federal land managers to dispose of seized materials by depositing them in the proper national depository or by other means
 - requires that every collection recovered under the Antiquities Act be preserved in the public museum designated in the Antiquities Act permit, and be accessible to the public
 - states that the Secretary of the Smithsonian Institution must approve in writing the removal (deaccession) of an Antiquities Act collection
 - mandates that deaccessioned Antiquities Act collections must be transferred to another public museum
 - requires that an Antiquities Act collection revert to the national collections whenever a museum holding such collections ceases to exist

- **43 CFR Part 7 “Protection of Archeological Resources: Uniform Regulations”:**
 - requires that repositories proposed by ARPA permit applicants to certify in writing their willingness to assume curatorial responsibility for the collections
 - requires that, for resources located on public lands, repositories must certify that they will safeguard and preserve the collections as property of the United States
 - requires that ARPA permit applicants certify that, not later than 90 days after the final report is submitted to the federal land manager, the collections will be delivered to the repository named in the ARPA permit
 - requires that federal land managers specify in ARPA permits the name of the repository in which collections are to be deposited
 - states that archeological resources excavated or removed from public lands remain the property of the United States
 - states that archeological resources excavated or removed from Indian lands remain the property of the Indian or Indian tribe having rights of ownership over such resources
 - authorizes the Secretary of the Interior to issue regulations for the curation of federally-owned and administered collections. In the absence of such regulations Federal land managers are authorized to provide for the exchange of collections among suitable repositories
 - restates the confidentiality requirement specified in ARPA

- **36 CFR Part 79 “Curation of Federally-Owned and Administered Archeological Collections”:**
 - states the responsibilities of federal agencies to manage and preserve collections
 - identifies methods for federal agencies to use to secure and fund curatorial services
 - states terms and conditions for federal agencies to include in contracts, memoranda, agreements, and other written instruments with repositories for curatorial services
 - establishes standards for federal agencies to use to determine when a repository has the capability to provide long-term curatorial services
 - provides guidelines for collections use

- specifies procedures and guidelines for conducting periodic inspections and inventories of collections

These laws relate to natural history collections.

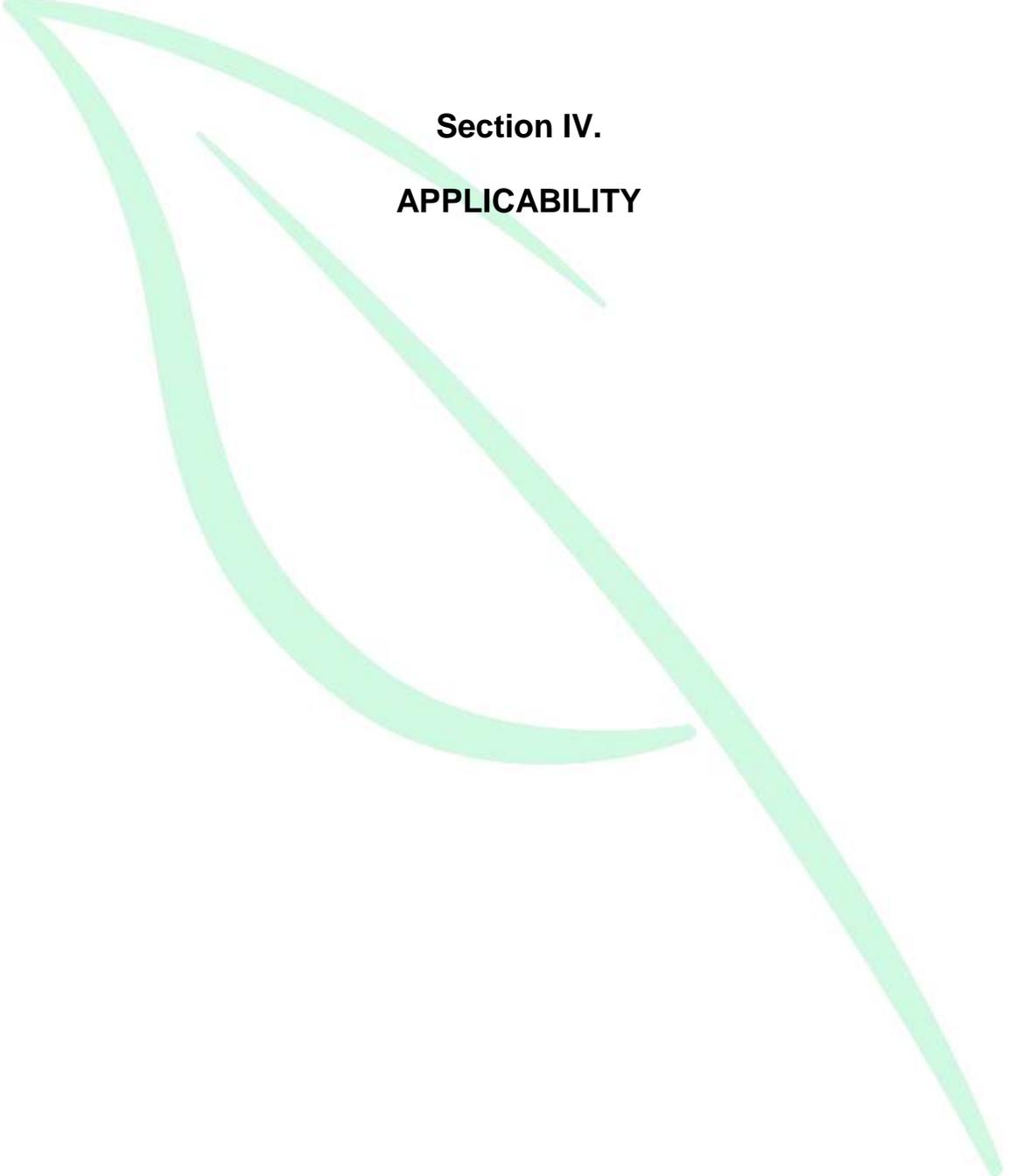
- **Lacey Act of 1900 (18 USC 43-44):**
 - makes the violation of any state, federal, or foreign wildlife law a federal offense
 - places stipulations on the importing and labeling of wildlife and their parts
 - poses complex problems for museums in relation to the acquisition and deaccession of wildlife materials and the sale of wildlife materials in museum shops because it is hard to prove the legal history of such pieces
 - requires proof of intentional violation for enforcement, but ignorance of the relevant state, federal, or foreign statutes is not excusable.

Note: The Black Bass Act of 1930 (16 USC 851) added fish to the list of wildlife under the Lacey Act.

- **Migratory Bird Treaty Act of 1918 (16 USC 703-711):**
 - protects birds flying between the United States and Canada, Mexico, and Japan
 - covers all wild, native birds not legally hunted by state law
 - clarifies that some non-native species may be covered by state law and, therefore, by the Lacey Act makes it illegal to kill, capture, collect, possess, buy, sell, ship, import, or export listed species including their parts, nests, and eggs
 - allows museums and non-commercial institutions to get permits for legal possession, collection, and transportation of objects, but permits impose extensive record-keeping requirements
 - states that only museums and other specified institutions can purchase any protected bird or part thereof, and the seller must possess a federal permit for a legal sale
- **Bald Eagle Protection Act of 1940 (16 USC 668a), amended in 1962 to include golden eagles:**
 - prohibits taking, buying, selling, trading, possession, importation or exportation of eagles or their parts, nests, eggs, or products made of them
 - authorizes permits for taking, possessing, and transporting eagles and their parts for scientific, exhibition, and Native American religious purposes
 - exempts possession and transportation of eagles held prior to the law
 - requires permits for any materials acquired by museums after the law was established
- **Marine Mammal Protection Act of 1972 (16 USC 1361-1407):**
 - places a moratorium on the killing of marine mammals by United States citizens
 - restricts the possession, sale, purchase, importation, or transportation of the animals and their products and parts
 - requires permits for exhibiting marine mammals and their parts and for holding them in storage.
 - allows Native peoples to use such parts for the manufacture and sale of handcrafts as long as the sale is handled by a licensed dealer
 - exempts museums from permit requirements for pre-Act materials or to purchase legitimate handcrafts, although they should consider getting permits for all other marine mammal materials.

- Endangered Species Act of 1973, as amended (16 USC 1531-1543):
 - prohibits harassing, harming, or killing listed species
 - prohibits the purchase, sale, or use of listed species or parts thereof in the course of an interstate commercial activity. Intra-state transactions are allowed if pre-Act ownership can be proven.
 - doesn't apply to fossils and objects greater than 100 years old, but age must be verified requires park museums to have a permit to purchase more recent objects that contain parts of endangered or threatened species
 - allows gifts of endangered or threatened specimens to museums if there is proof of pre-Act ownership and if the objects have not been offered for sale since the date of this law.
 - allows loans or gifts between educational institutions. In such instances permits are not required, even if the objects cross state lines.

These guidelines are written to supplement the "Curation of Federally-Owned and Administered Archeological Collections" (36 CFR Part 79), and are not intended to supersede those regulations as required by federal laws and regulations.



Section IV.
APPLICABILITY

APPLICABILITY

These guidelines pertain to the housing, stabilizing, preserving, transporting, and providing collections management services and access to archaeological materials and associated records. Such collections often result from a prehistoric or historic resource survey, excavation, or other study conducted in connection with a state or local governmental agency permit or application for approval. The materials within a collection may include the property of a landowner who grants ownership of the collection to the repository selected for permanent curation, either through compliance with a Condition of Approval issued by a lead agency responsible for the enforcement of environmental laws and regulations, or by virtue of a written agreement. Data generated during the survey, excavation, and creation of the collection are considered part of the collection. Originals or copies of these data are to be kept at the same repository where the collection is housed.

Any repository providing curatorial services for a collection created pursuant to state or local government laws and regulations must possess a collection policy and management plan that insures the capability to provide adequate permanent curatorial services, and also safeguard and preserve the associated records and materials that are deposited in its care.

Archeological collections and their associated records that are created by compliance with state environmental laws, regulations, and guidelines must be housed at qualified repositories that have capability to ensure adequate permanent storage, security, and ready access to qualified users.

a. Definitions

Archeological Collection: Materials that are excavated or removed during an archeological investigation, such as a survey or excavation of a prehistoric or historic archeological resource, and associated records that are prepared or assembled in connection with the survey, excavation, or other study. These may include but are not limited to:

1. Intact or fragmentary artifacts of human manufacture (such as tools, weapons, pottery, basketry and textiles);
2. By-products, waste products, or debris resulting from the manufacture or use of cultural or natural materials (such as slags, dumps, debitage, and cores);
3. Organic material (such as plant and animal remains).

Associated Records: Records and copies that are prepared or assembled that document efforts to locate, evaluate, record, study, preserve or recover archeological resources.

Curatorial Services: Managing and preserving a collection according to professional museum and archival practices, including, but not limited to:

1. Inventorying, accessioning, labeling, and cataloging a collection;
2. Identifying, evaluating, and documenting a collection;
3. Handling, cleaning, stabilizing, and conserving a collection in such a manner to preserve its integrity and significance for future research;
4. Storing and maintaining a collection using appropriate methods and containers, with appropriate environmental conditions and controls to ensure physical security;
5. Inspecting a collection periodically and taking such actions as may be necessary to preserve it; and
6. Providing access and facilities to study a collection.

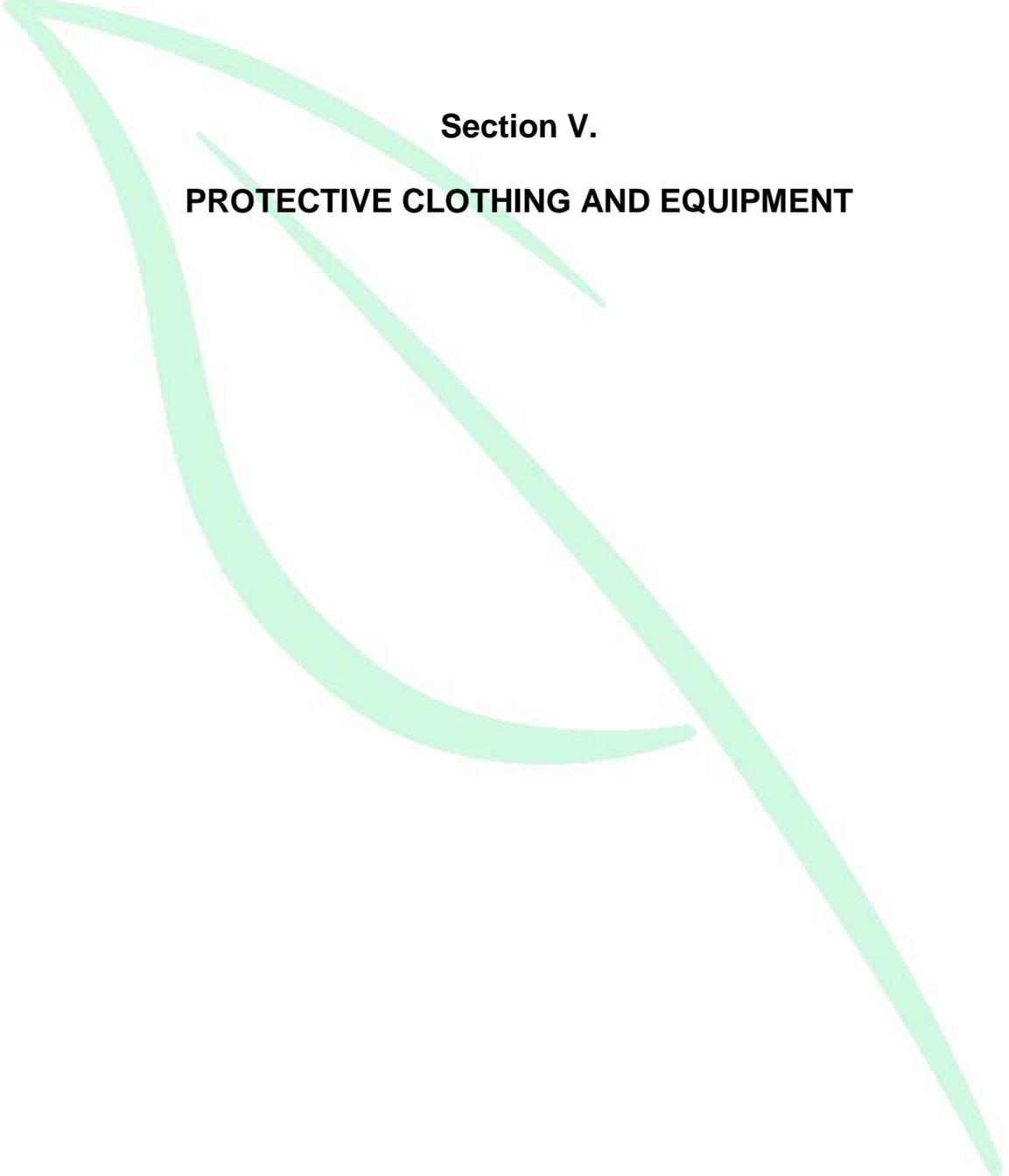
Some of these activities may normally be undertaken by the archeologist prior to transferring the collection to the curatorial facility.

Qualified Collections Management Professional: A person who possesses knowledge, experience and demonstrable competence in museum and archival methods and techniques appropriate to the nature and content of the collection under the person's management and care, and commensurate with the person's duties and responsibilities at a qualified repository. A collection management professional should, at a minimum, have experience in collection management and a graduate degree from an accredited institution in anthropology, history, museum studies, or related discipline, or equivalent experience.

Qualified Repository: A facility such as a museum, archeological center, laboratory, or storage facility managed by a university; college; museum; other educational or scientific institution; a federal, state, tribal, or local government agency; or private institution (e.g., corporation or association) that can provide professional, systematic, and accountable curatorial services on a permanent basis in accordance with the guidelines "Curation of Federally-Owned and Administered Archeological Collections" (36 CFR Part 79).

Research Design: A written plan that provides the rationales, goals, and methods for investigations of archeological sites including, but not limited to:

1. The scientific and anthropological reasons for pursuing the proposed investigation.
2. Hypotheses to be tested and the questions to be asked of the data; that is, what the investigator hopes to determine about past human activity, including such items as occupational sequence, settlement patterns, subsistence strategies, chronology, trade and social networks, alliances, etc.
3. The explicit manner in which data will be collected and analyzed, and how these relate to the research goals,
4. Plans for consultation with affiliated Native Americans and/or other cultural groups.
5. Inferential techniques to be used to interpret the data.
6. Schedule and work effort estimates.



Section V.

PROTECTIVE CLOTHING AND EQUIPMENT

PROTECTIVE CLOTHING AND EQUIPMENT

Some hazards are subtle and it is common for staff working with collections not to be aware that they have been exposed to dangerous substances. The use of protective clothing is the first line of defense against exposure to dangerous substances and should be worn when working with collections. Protective clothing also minimizes the possibility of damage to objects from jewelry, pens, pencils, buttons and belt buckles on a person's clothing.

Clothing

Smocks or coveralls serve as a protection for both the clothing of staff who work with museum objects and the objects with which they work. Smocks and coveralls that are worn while working with collections should be washed separately from other garments on a regular basis. This practice reduces the danger of exposing other clothing to toxic substances.

Gloves

Gloves are usually worn when handling repository objects. They protect objects from acids and oils on the skin and fingerprints. They can protect the wearer from contaminants, skin irritation, and soiling caused by substances in or on the objects.

It is important to choose the right glove for use with a particular type of object in a particular situation. Staff safety, object protection, cost, comfort and maintenance are factors used in determining which gloves are best to use and when.

Types of gloves to consider include:

Nitrile: Lightweight rubber. Similar in appearance to vinyl and latex. Provides excellent resistance to many solvents and hazardous materials.

Cotton: White, lightweight, soft, ambidextrous and slightly stretchable. Usually have a non-finished cuff, a less distinguished thumb, provide a less-sensitive touch, soil easily, tend to lint, snag, lose shape, and shrink after washing. Work well when worn under latex gloves to absorb moisture. Traditional cotton or nylon gloves that can trap contaminants in their fibers are of little use against poisonous or infectious artifacts.

Deluxe cotton: White, heavyweight, seamed, soft, comfortable, more durable with a finished cuff. Fit better, hold shape after washing but provide more sensitivity. Available in three sizes.

Non-slip cotton: White, seamed, comfortable, minimal lint with a finished cuff. Small PVC dots on palm and inner finger surfaces provide a good grip. Less touch sensitivity. Available in three sizes.

Nylon: White, seamed, ambidextrous, comfortable, and lintless. Available with or without a finished cuff; wash better than cotton gloves. Reduced touch sensitivity, slippery, and prone to developing pills after extended use.

Copolymer: Lightweight polyethylene plastic, ambidextrous, seamed, economical, and easy to remove. Fit poorly, are slippery, have a static charge, provide poor dexterity, and can be uncomfortable as hands sweat.

Vinyl: Available in various weights, vinyl provides a close fit and good sensitivity. Available in ambidextrous or hand-specific and powdered or non-powdered styles. Economical.

Latex: Many varieties available. Available in a variety of weights. Provides a close fit and good sensitivity. Can be ambidextrous or hand-specific. Can be powdered or not. Economical.

Note: Be aware that some people are seriously allergic to latex products. "Vinyl" is often used to describe many types of plastic, most of which are not appropriate for use with museum objects. "Vinyl" and "latex" are often used interchangeably so you might have to check with manufacturer for clarification.

Equipment

Respirators

Respirators are the best defense against inhaling hazardous dusts, vapors, fumes or gases. However, an employee must first undergo a physical exam to verify the ability to breathe through a respirator with no risk to his/her health. The law also requires that employees be fit tested and trained before using respirators to learn how to select, put on, take off, and maintain them. Most respirators can't be worn with facial hair, and if you wear glasses you may require a special type to get a good fit. Keep in mind that different types of filters capture different types of particulates. A filter designed to trap silica may not protect a person from solvent vapors. Check the appropriate Material Safety Data Sheet for the type of respirator needed.

There are two main types of respirators:

- Air purifying (i.e., simple dust masks and canister-type gas masks.) They block harmful particulates from getting into your lungs.

- Air supplying (i.e. Self-Contained Breathing Apparatus (SCBA) and airline respirators that provide air from a tank or compressor.) These devices are used when there is too little oxygen or when greater protection is needed.

Eye protection:

Occasionally, it is necessary to protect one's eyes when working with collections. You may need protection from fumes or particulates.

The most common types of eye protection are as follows:

- Shatterproof safety glasses
- Goggles
- Face shields.

If you wear prescription glasses you must have gear that corrects your vision or that can be worn over your glasses.

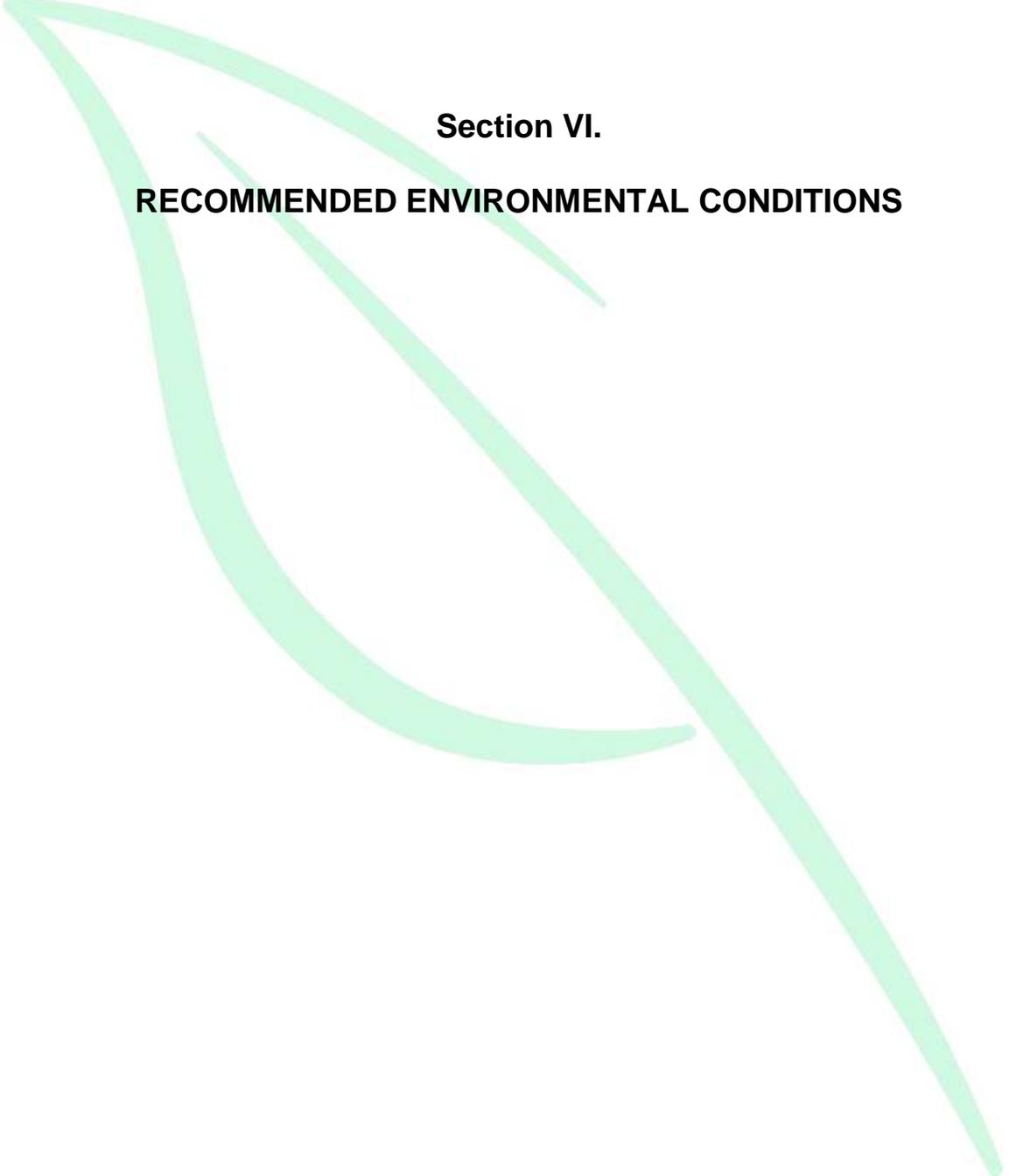
Material Safety Data Sheets (MSDS)

In the course of your work, you or other curatorial staff may occasionally be exposed to potentially hazardous chemicals. The barrier coats you use to mark objects, for example may fall into this category. State law mandates that manufacturers or local vendors automatically provide MSDS's for new purchases of hazardous materials. In turn, JGAR is required to make MSDS's (and related training, as necessary) available to employees assigned to work with hazardous substances. If volunteers are involved in cataloging or other activities during which they are exposed to dangerous substances, they also must have access to documentation and any related training.

MSDS include topics such as these:

- Ingredients by chemical name.
- Emergency treatment procedures.
- Potential health effects.
- First aid measures.
- Handling and storage recommendations.
- Personal protection measures.
- Disposal considerations.

You will need to obtain your own sheets since the information is updated periodically and the products themselves may vary from manufacturer to manufacturer. MSDS's for many chemicals may be obtained online at www.emscience.com.



Section VI.

RECOMMENDED ENVIRONMENTAL CONDITIONS

RECOMMENDED ENVIRONMENTAL CONDITIONS

What makes archeological objects unique is that at some point they were lost or abandoned and buried underground or in water.

The condition of these objects depends entirely on their reaction with the environmental conditions to which they have been exposed through time. Underground objects reach a kind of equilibrium with the surrounding soil. When the object is excavated, it must adjust to a new and radically different environment. Reactions can involve both physical and chemical changes. Regardless of the condition of the object before excavation, the moment it becomes exposed, it is vulnerable to rapid deterioration.

Preservation of archeological collections is a collaboration between archeologists, curatorial staff and conservators. Each person brings a different perspective and expertise to the problem. It is important to understand the concerns and needs of these other professionals when making decisions about how to care for archeological objects.

Preservation must begin in the field. Curatorial staff should work with archeologists depositing collections to make sure that preservation concerns are addressed during archeological procedures at the site and in the processing laboratory. Work with conservators both in the field and at the repository to ensure preservation choices are based on current research. Follow through with proper curatorial care in museum collections storage.

Recommended Storage Conditions for Archeological Objects

Archeological collections are often large and contain a variety of materials with different environmental storage requirements and with different research values. Physical organization of the collections by research values, such as source or cultural affiliation, will not necessarily meet preservation needs. It is better to organize the materials by environmental requirements and maintain the research integrity of the collection through good records.

Ideally, all archeological objects should be stored in climate-controlled areas, but this often is not practical. Most archeological collections are large and not all storage facilities have enough climate-controlled storage space to house entire collections. In such cases, it is possible to maximize preservation while minimizing utility costs by implementing a storage strategy based on the environmental requirements of various archeological materials. Table 1 provides a categorization of the requirements for different levels of environmental sensitivity.

Table 1. Organizational chart for archeological material by environmental sensitivity.

Level 1: Slightly climate-sensitive materials	
<p>Material:</p> <ul style="list-style-type: none"> • Stable Stone and fired ceramics • Stable inorganic architectural materials (plaster, mud, daub, brick, and stone) • Dry pollen, flotation, and unprocessed soil samples • Faunal remains 	<p>Required Climate:</p> <p>Gradual daily and seasonal fluctuations of temperature and relative humidity can be tolerated.</p> <ul style="list-style-type: none"> • Relative Humidity: Above 30% and below 65%. Mold may become a problem above 65%. • Temperature: Freezing to 100°F. Moderate and cool temperatures are preferred. High temperatures increase deterioration of all materials.
Level 2: Climate-sensitive materials	
<p>Material:</p> <ul style="list-style-type: none"> • stable metal • stable glass • worked bone, antler, and shell • botanical specimens • Textiles • Wood • skin, leather, and fur • feathers and horn • natural gums, resins, and lacquer • human remains 	<p>Required Climate:</p> <ul style="list-style-type: none"> • Relative Humidity: Determine a stable point based on the object's environmental history and current regional climate. If the materials will be stored near the collection site, you may follow these guidelines. <ul style="list-style-type: none"> 30-40%--semi-arid areas and deserts 40-50%--central and eastern plains and woodlands 45-55%--seacoast and lakeshore <p>Keep conditions as stable as possible. Many organic materials are more sensitive to fluctuations of relative humidity than to any one unchanging level in the moderate range. Do not allow daily fluctuations of more than 3%. From summer to winter, keep the change to no more than a slow 10% drift.</p> <ul style="list-style-type: none"> • Temperature: Above 50° F and below 75° F. You may adjust the temperature slightly to control the relative humidity, but do not exceed changes of 5° daily.

Table 1. cont.

Level 3: Significantly climate-sensitive materials	
<p>Material:</p> <ul style="list-style-type: none"> • unstable (salt-contaminated) ceramics, stone, and bone • unstable glass (glass that appears damp or “weeping”) • unstable metal, particularly iron • mummified human and animal remains • composite objects (objects made of several different materials) 	<p>Required Climate:</p> <ul style="list-style-type: none"> • Relative Humidity: Keep the RH within the restricted range determined by the object’s composition and condition. Follow these guidelines. <ul style="list-style-type: none"> – metal--under 30%. Unstable iron is best stored below 15%. – unstable glass--30% to 40% – naturally mummified animal remains--15% to 20% – unstable ceramics, stone and bone (salt contaminated)—below 50% <p>(Note: Keep the RH as steady as possible to avoid damage by the hydration cycling of soluble salts.)</p> • Temperature: Choose a point between 60° and 72° and keep the temperature steady. Allow it to fluctuate only enough to keep the RH in check.

Each level of climate sensitivity requires a different type of storage.

- **Level 1:** General storage for Level 1 materials should meet the *minimum* overall standards for storage spaces.

Store materials that do not need special attention in boxes on open shelves.

Store loose material, including the following, in bags within boxes:

- bulk botanical specimens
- unprocessed soil samples
- dry pollen and flotation samples
- slag
- unworked bone
- lithic cores and debitage
- ceramic shards

Make sure the bags are strong and will not tear or puncture. Bags made of Tyvek®, a strong spun polyethylene plastic that allows water vapor to escape, are a good choice. Canvas bags and re-sealable polyethylene bags can also be used.

- **Level 2:** Climate-controlled storage for Level 2 materials should comply with the *optimum* standards for storage areas found in Table 1.

The requirements for Level II would also include those listed for Level 1. Environmental conditions for this Level are similar to those found in any air conditioned and heated office space. The most significant difference is that humidity is more strictly controlled with minimal drift (<3% daily).

Store materials in boxes on open shelves.

Store loose material, including the following, in bags within boxes:

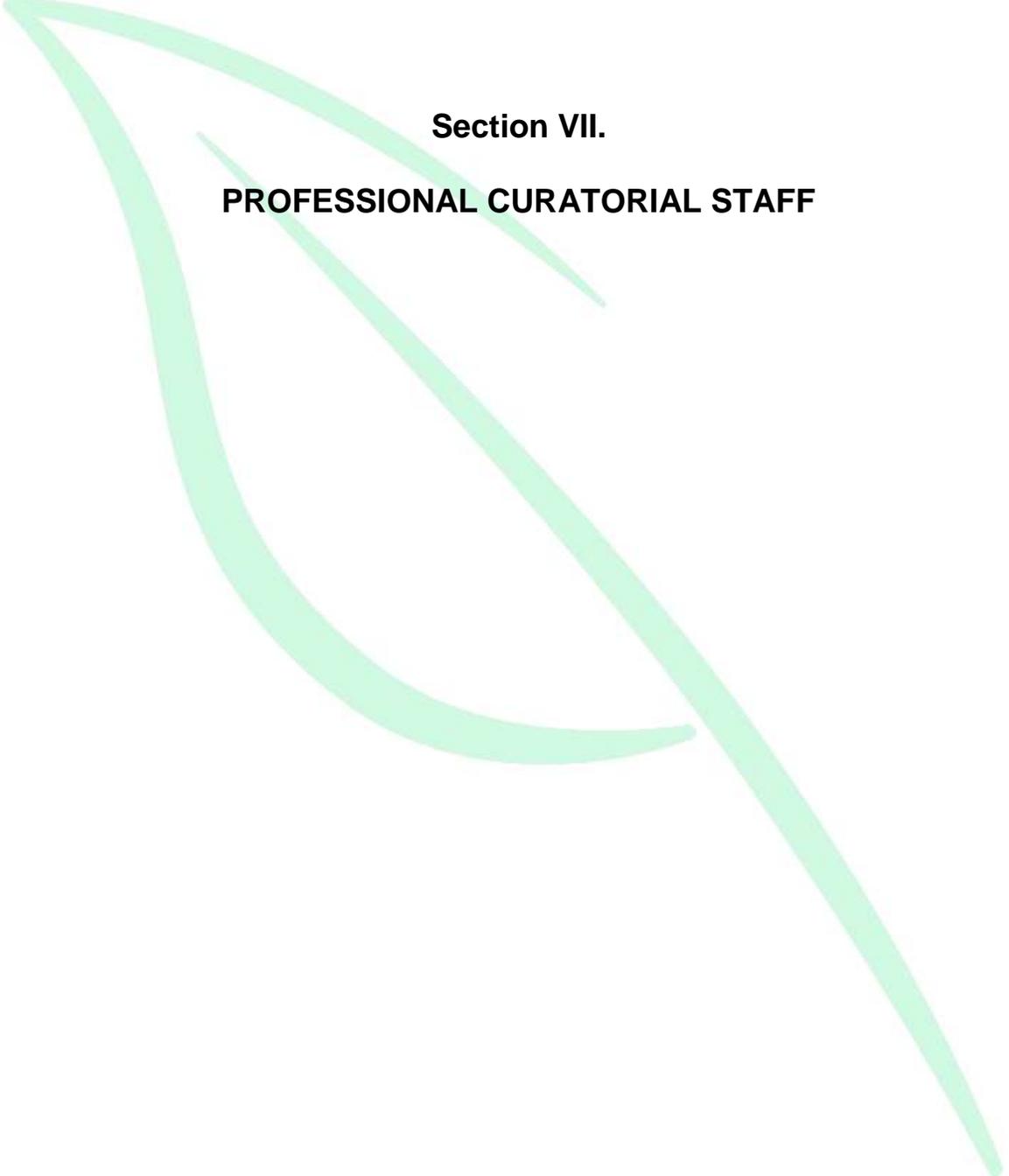
- bulk botanical specimens
- unprocessed soil samples
- dry pollen and flotation samples
- slag
- unworked bone
- lithic cores and debitage
- ceramic shards

Make sure the bags are strong and will not tear or puncture. Bags made of Tyvek®, a strong spun polyethylene plastic that allows water vapor to escape, are a good choice. Canvas bags and re-sealable polyethylene bags can also be used.

- **Level 3:** Microclimate storage for some Category III materials can be created within the climate-controlled storage area used for Category II materials.

Place objects requiring an extremely stable environment within a closed well-gasketed museum cabinet that will shield them from even slight fluctuations in relative humidity.

Place metals and unstable glass, which require a relative humidity quite different from other objects in storage, in tightly sealed boxes with moisture-sensitive materials called *sorbents*. Sorbents, such as silica gel, buffer the interior of the container against changes in the relative humidity of the enclosed objects.



Section VII.

PROFESSIONAL CURATORIAL STAFF

PROFESSIONAL CURATORIAL STAFF

A. Director:

The Director plans, directs, and controls the Repository's programs to accomplish its mission. With respect to repository collections, the Director is responsible for approval of the repatriation of human remains and cultural objects in compliance with the Native American Graves Protection and Repatriation Act of 1990 (NAGPRA).

- Approves incoming loans with terms of over two years or loans involving other policy exceptions.
- Approves outgoing loans with terms of over two years or outgoing loans involving other policy exceptions.
- Approves outgoing loans to concessionaires.
- Approves requests for exclusive license for use of intellectual property rights associated with repository objects.
- Acquiring, conserving and managing resources that are representative of the regions rich history and diverse population;
- Promoting an appreciation of cultural heritage through educational programs;
- Providing curation of and access to the repository collections;
- Ensuring departmental compliance with specified environmental laws, policies and procedures relating to cultural resources.

B. Curator:

A Curator is a specialist in collection management. In addition to having specialized training in all aspects of collection care, curators are familiar with the repository policies and procedures relating to materials and methods and their applications. They are also aware of prevailing professional standards and common practices in other repositories. Curators are involved in all aspects of collection care. Typical duties performed by curators are as follows:

- Oversee the acquisition, collections research, and cataloging of repository collections.
- Serve as an advisor to the Director by communicating recommendations regarding unusual circumstances or special concerns.
- Manage collections activities other than acquisitions (e.g., incoming loans, outgoing loans, transfers, inventories, etc.).
- Provide signature approval on JGAR collections management forms: outgoing loan agreement, incoming loan agreement, and authorization for extended hands-on use of objects.
- Coordinate and supervise the storage and/or transfer of artifacts for exhibits.
- Supervise staff and volunteers engaged in curatorial and preservation activities.
- Manage the preservation, conservation, and restoration of objects.
- Provide training and technical assistance to staff and volunteers.
- Coordinate public relations activities with respect for collections.

- Provide researchers with information about or access to collections.
- Prepare budgets and schedules to support collections care.
- Produce exhibits or other interpretive programs involving collections.

C. Technicians:

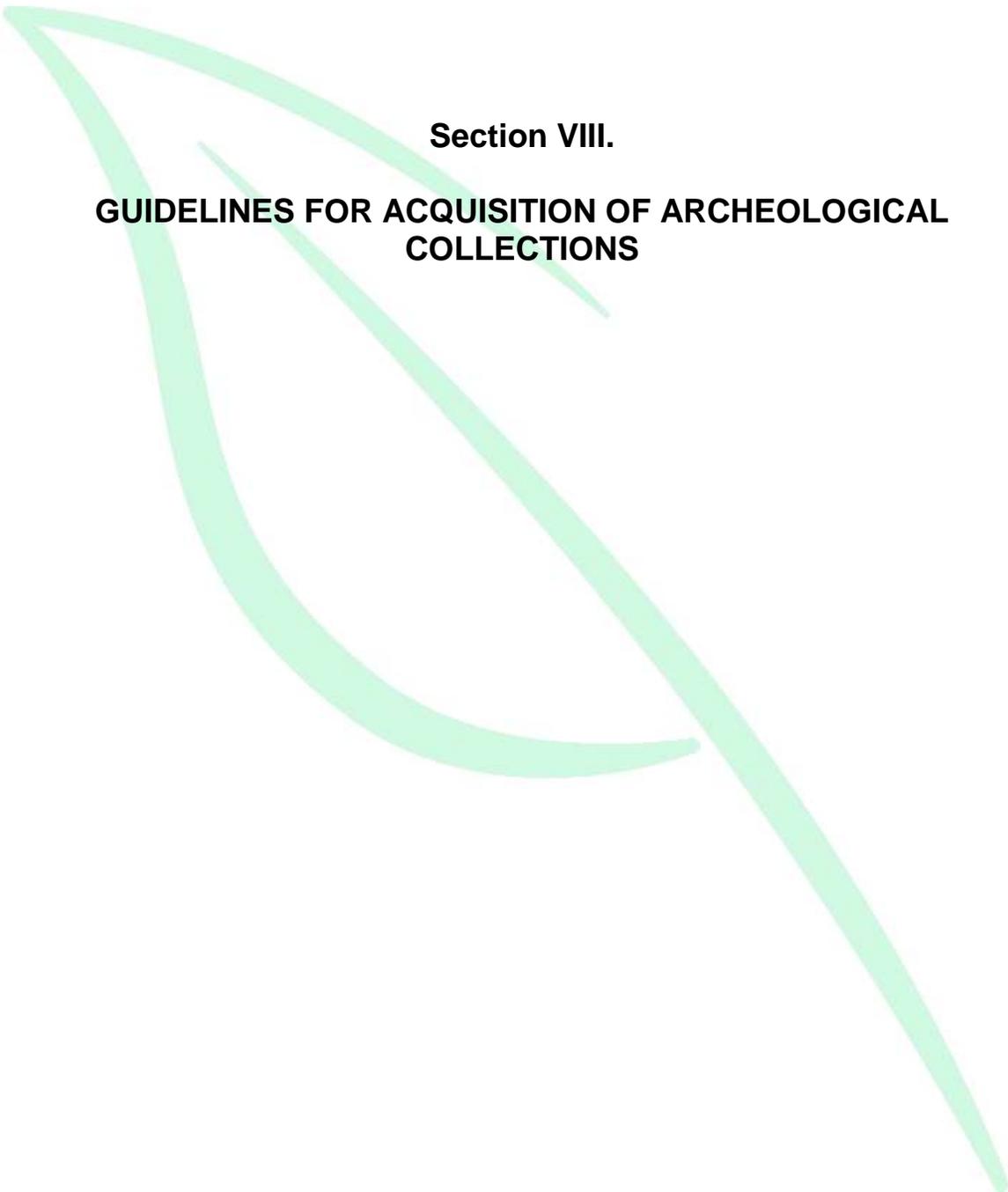
Under direction, Technicians perform hands-on tasks involved in the care and preservation of historic facilities and objects. The work requires a specialized knowledge of collections' practices, procedures, and materials. They typically:

- Clean art objects, furnishings, textiles, machinery, leather goods, paintings, statues, and other objects using the appropriate techniques.
- Inspect objects for changes in condition.
- Set up integrated pest management programs to monitor and control pests in exhibit and storage areas.
- Monitor and maintain proper climatic controls.
- Catalog repository objects.
- Conduct inventories of collections.
- Maintain object records, such as gift, loan, and transfer documents, inventories, condition reports, etc.
- Move objects to exhibit or storage locations.
- Package objects for shipment using appropriate curatorial methods.

D. Custodians:

Under supervision, Custodians contribute to the care and preservation of the Repository's collections in their performance of routine housekeeping and preservation duties. Their work requires knowledge of specialized cleaning, handling, and maintenance techniques when working with objects of historical or artistic value. They typically:

- Perform routine housekeeping: Sweeping, mopping, waxing, vacuuming, and washing windows.
- Perform rodent and insect control. (Integrated Pest Management Program)
- Monitor temperature, relative humidity, and amount of ultraviolet and infrared light to which objects are exposed; follows plan to maintain proper ranges.
- Perform minor household maintenance (e.g., painting, plastering, and plumbing).
- Assist in planned programs for preserving historic or artistic objects.



Section VIII.
**GUIDELINES FOR ACQUISITION OF ARCHEOLOGICAL
COLLECTIONS**

GUIDELINES FOR ACQUISITION OF ARCHEOLOGICAL COLLECTIONS

A. Acquisition of Objects - Criteria

Objects are acquired for JGAR through gifts, bequests, purchases, property surveys, and any other means by which title is transferred to JGAR. Those involved in the acquisition of an object must carefully weigh its value as it relates to the unit's statement of purpose and the ability to care for it. Marie Malaro said in her book *A Legal Primer on Managing Museum Collections*, "In reality, not even a gift is free. Each acquisition places demands on the museum's resources." The following criteria are offered as guidance when you are considering a specific acquisition for your park unit:

Criteria for Acquiring Museum Objects

1. Is the acquisition compatible with JGAR Scope of Collections Statement?
2. What is the object's historic, aesthetic, or scientific significance, and/or rarity?
3. What is the object's intrinsic and/or market value?
4. How would this object enhance knowledge, interpretation, and/or research?
5. What is the physical condition of the object and what conservation may be required?
6. What are the capabilities for long-term curatorial care of the object (i.e., exhibit or storage space, staff time, maintenance, etc.)?

Criteria for Declining Potential Objects

In keeping with JGAR policy, museum objects should not be accepted under these circumstances:

1. The object is incompatible with JAGR Scope of Collections Statement.
2. JGAR is unable to care for the object or keep it secure according to prevailing professional standards.
3. Possession of the object would violate state, federal, or international law, International Council of Museum's ethical guidelines regarding illicit material, or an environmental ethic to which JGAR subscribes.
4. There is reason to believe the donor or seller does not have clear title to the object.
5. The object presents a health risk or hazard to staff or the public.
6. The objects are Native American human remains, associated funerary objects, or cultural objects subject to repatriation under Public Law 101-601. Such

objects may not be accepted without written permission from the tribe(s) culturally-affiliated with them.

7. The specimens or artifacts are paleontological or archaeological objects that have been collected for commercial purposes. JGAR staff may not purchase or cause such items to be purchased.

8. The object would duplicate artifacts or specimens already in the collection.

When in Doubt

Occasions may arise when there is uncertainty even after applying the criteria for accepting or declining objects. It is often difficult to turn down something that is free, and it may be tempting to rationalize its appropriateness.

Acquisition Pitfalls

These common pitfalls have emerged in connection with the acquisition process. Be watchful of these dangers:

Bypassing Paperwork to Save Time. A donor wants to give JGAR several tinsmithing tools. No strings, no conditions. Why bother with paperwork? There are many reasons. The donor may come back in a few months to see his tools, and would be upset if you couldn't identify which ones were his. A third party could claim the tools belonged to them. The tools could easily get mixed up with others that are historically significant. If you decide later to repair or deaccession them, it could take days to determine their status.

Bypassing Paperwork to Avoid Constraints. One of our volunteers offers to give fifty-year-old carpenter's tools for use in a living history program. You decide not document them, because, if you do, you won't be allowed to use them freely for demonstrations. The issue here is not accessioning, but determining appropriate use of donated objects, an issue that is best resolved before you accept the gift. Improper use of artifacts is not permissible, whether the artifacts are part of the museum collection or not. Provided that the tools are suitable for hands-on use, proper accessioning of the tools is the best guarantee that you can use them now and in the future. The Curator reviewing the *JGAR 134 Authorization for Extended Hands-On Use* may be reluctant to recommend extended use without records showing the origin and nature of the tools. If the tools have no value as museum objects, it is still a good idea to track them as "z" objects, so they are not mistaken later for something more valuable.

Accepting Things Because They're Free. A common temptation at historic sites is to collect "old stuff" because it's free. A visitor, for instance, offers to donate agricultural equipment. Accept the objects only if they are appropriate to your site and will

contribute. Although the objects are "free," the staff time to document, curate, and store them can be costly.

Saying No. It is sometimes hard to "say no," for fear the donor will feel insulted or disappointed if their offer is declined. Most donors will understand if you explain the reasons why you are unable to accept their offer. If possible refer the donor to other facilities and nonprofit institutions that might have a need for the objects.

B. ACCESSIONS

Accessioning is the process of officially accepting items into Jackson Group Anthropological Repository (JGAR) collections. Accessioning establishes legal custody, ownership and provides information on how the JGAR acquired the items.

Accession records document the legal transaction that establishes ownership (title) and custody of objects. Accession records also document general information about the accession (JGAR 100). They consist of the accession book, the accession file, and the accession database. The accession file contains all pertinent documentation about the accession. It's important to keep records of all the steps you take in the acquisition process

Accession all objects, specimens, and archival and manuscript collections that are part of the repository's collection. Accession collections when you receive them.

Only accession collections that fit within the Scope of Collection Statement and that can manage according to JGAR policies and standards.

An accession can be from only one source. Accession collections as one of the following types of transactions:

- Gift
- Bequest
- Incoming loan

There are special documentation requirements that you should be aware of for each accession type.

The director must approve all accessions and sign all transfer of ownership documents and incoming loan agreements.

Gifts and bequests are permanent and involve a transfer of ownership (title). Incoming loans are temporary accessions involving a transfer of custody, not ownership.

Each accession must have a document transferring ownership (title) or custody. The type of document depends upon the type of accession transaction. For example, you must use a Deed of Gift (JGAR 125) to document accessions that the JGAR receives as gifts. The document provides the basis for the claim to legal title and custody.

Illicit trade involves illegal trafficking in items. You need to be aware of the manner in which the current and previous owner(s) obtained the material you plan to accession.

The owner(s) must have collected the material in an ethical manner compatible with professional disciplines and museum standards. The owner(s) must have collected, exported, imported, transported, or otherwise obtained and possessed the material in full compliance with the laws and regulations of the:

- Country of origin
- The United States federal government (including NAGPRA)
- Individual states within the U.S.

You must make a reasonable effort to make sure that the owner(s) acquired the objects legally. The amount of effort depends on the type and value of the material. For example, get a complete provenience history from the owner. If you have any doubts about the material, check with organizations or offices that list missing or stolen objects. If you unknowingly accession objects in violation of this policy, you must make every possible effort to return the objects to the rightful owner.

NAGPRA refers to the Native American Graves Protection and Repatriation Act [P.L. 101-601; 25 USC 3001-3013; 104 Stat. 3048-3058]. The law requires you to consult with affected Native American groups if a proposed accession involves Native American:

- human remains
- associated and unassociated funerary objects
- sacred objects
- objects of cultural patrimony

JGAR can only acquire threatened and endangered species if the collector:

- has a valid permit from the United States Fish and Wildlife Service or the National Marine Fisheries Service to collect a threatened or endangered species, *and*
- has met all applicable requirements from the state, local government, tribal government, or foreign country to collect a threatened or endangered species

JGAR may receive a gift of endangered or threatened species if the donor:

- has proof of pre-Act ownership, *and*
- the specimens haven't been offered for sale since the date of the Endangered Species Act.

After all the above assurances had been satisfied, follow these guidelines in adding accepted items into the repository:

- Assign an accession number to all accessions. The JGAR accession number consists of the repository acronym, room #, row #, shelf or case #, level: box#, bag #, item #. (JGAR10203A.3:2.3.4)
- Tag the objects in the accession with the accession number and store them in an accession storage area until you can catalog them.
- Isolate infested or unsafe collections immediately to avoid contaminating other material.

- Stabilize the collections after consulting with the Curator.
- Enter all accessions into JGAR database (JGAR 100).
- Complete the required accession forms based on the accession type. Complete JGAR Form 127 that lists the objects in the accession.
- Record the condition of the objects (JGAR Form 421,431).
- Enter all accessions into the JGAR Accession Book.
- Set up an accession folder for each accession. Store all documents for the accession in the folder.
- Store all accession folders and the accession book in an insulated, locked file. Control access to this file.

B. i. GIFTS

Many museum collections have been enriched immeasurably by citizens, businesses, and other entities that have generously donated artifacts and natural history specimens. This section describes the step-by-step procedures for acquiring museum objects through gift by individuals and organizations. The chronology may vary depending on the situation, but the steps are essentially the same for all methods of acquiring objects.

Initial Offer

A gift offer may consist of one or more objects. The potential donor may make the offer in a variety of ways -- by phone, letter, e-mail, or during a visit to the repository. You may be able to determine from the initial contact whether an object is appropriate for our facility. If it is not, you can graciously decline the offer at this time. If you feel the object would have value for JGAR collections, you may want to advise the potential donor how he/she can contact the Director.

Evaluation

Gathering Information. It is important to obtain as much information as possible about museum objects at the time an object is being evaluated for acceptance. This information will be helpful in determining the significance and the proper interpretation of the object. It may be valuable in justifying acceptance of the gift. Arrangements will need to be made to examine the object visually, whether the object is brought to the repository or whether you meet the donor at some other agreed upon place.

Gather as much information as possible. This process should not be postponed to a future time, as it seldom happens later. Later, if the item is accepted, place all information in the object's folder.

Formulating Questions. The following are possible questions you may wish to ask to obtain information from a donor or other source about a specific gift:

1. How did the object(s) come into the donor's possession? Was it/were they ...
 - a. In the family?
 - 1) What was the family name?
 - 2) What was the family relationship to the donor?
 - 3) Where did the family live?
 - 4) What did they do?
 - b. Purchased?
 - 1) From whom?

- 2) When? Where?
 - 3) How much was paid?
 - 4) Why was it purchased? (A gift/everyday use/ a collection.)
 - c. Given to them?
 - 1) When? Where?
 - 2) By whom?
 - 3) What was the donor's relationship to this person?
 - 4) Why?
 - d. Found?
 - 1) When? Where?
 - 2) Any unusual circumstances surrounding the find?
2. Use of the object(s):
- a. How was the object used? (Describe the action: Uncle Joe held it in his left hand and pumped it with his foot.)
 - b. Who used or wore the object?
 - c. When was it used? (Every day/holidays/in the winter/during WWII when I went skiing.)
 - d. Where was it used? (On the kitchen stove/in the barn in New England and later in California.)
 - e. What did its use signify?
 - f. Why has this object(s) survived or been saved?
 - g. Has it been altered? If so, why?
 - h. How does/did it work?
3. Manufacture of the object(s):
- a. Who made it? (William Keith/Singer company or Billy the Tinsmith.)
 - b. Who altered it or repaired it?
 - c. When was it made?
 - d. Where was it made?
 - e. When/where was it altered/repaired? (in 1955 at the local sheet metal shop.)
 - f. Why was it made? (To honor a special occasion/need/tradition/technological breakthrough.)
 - g. How does/did it work?

4. Are there photographs of the object(s):
 - a. Showing use or location?
 - b. Related photos of people or places?
5. Are there any interesting stories connected with the object(s)?
6. Are the object(s) associated with any person, site, event, or industry in local history, United States history, or world history?

Preparing the Inventory. If your evaluation indicates that this gift offer is acceptable, the next task is to complete an inventory of objects. Since there isn't an official form for this activity, you will need to list the items offered in the gift with enough descriptive detail to identify individual pieces. You should also note the condition of the object on the inventory. If it is subsequently decided to accept the gift, this inventory can be used as the object list on the gift document. The following is an example of how such an itemization might appear:

Gift of Personal Property from James Davis

Inventory of Objects

November 25, 1997

4 items total

One (1) hammer: shoemaker type. Head is 3 - 4" long. Wooden handle is 10 - 18" long. Marking on head "Sears Roebuck Drop Forged." Face of hammerhead is 1 7/8." Excellent condition.

One (1) razor case. Brand name "Old Faithful." Trademark "An Al." Manufactured by A. J. Jordan, Sheffield, England. (2 pieces). The metal case is dented in several places.

One (1) pair eyeglasses. Lens is 1 5/8" x 1 1/2" bifocal. Frame is 12K gold-filled with flexible ear pieces and ivory nose pads (one missing).

One (1) box 12" x 16" x 10" containing business records (e.g., correspondence, account books, advertisements, etc.) from Goodnight's General Store, Tuleville, CA (1856-1882).

Photographing Potential Gifts. If possible, photograph the objects in the proposed gift. Pictures can aid you in illustrating the nature and quality of objects offered in a gift for those who are required to approve the acquisition. You may also want to ask the donor if he/she has photographs of the objects, and if it is possible to obtain copies of them. Such images may add to your knowledge of the objects' history and provide a frame of reference for evaluating their condition.

Handling Donations Suitable to Other Sites. A donor may offer artifacts or specimens that are not appropriate for our repository but may have significance or usefulness at another location. In this situation, explain to the donor why the gift would not be appropriate for our facility and ask if he/she would be interested in contributing the item to another facility. If the donor agrees, contact staff at other facility to inquire about the suitability of donating these objects to them.

Acceptance

Keeping the Donor Informed. Remember that it is important to keep the prospective donor informed as the acquisition progresses. He/she should be apprised of the required forms, approvals, timelines, and names of staff members involved in the process. Depending on the time of year and value of the gift, there may be tax ramifications for him/her.

Approvals. To complete the transaction, signatures and/or approvals may be required from some or all of the following persons or entities:

Owner

Agent

Designated Museum Collection Director

Staff releasing, delivering, or receiving the gift

Insurance. The JGAR collection is self-insured. The term self insurance means that in cases of loss, purchase of replacement objects only if the money is available. JGAR does not have a fund designated to cover the loss of artifacts, regardless of the cause. The reality is that it just may not be possible to replace a lost or damaged object, even if a suitable replacement can be found.

For special circumstances in which additional insurance is warranted, contact the Director to determine if other insurance options are available.

Documentation

JGAR 125, Deed of Gift is the instrument that conveys legal title from a donor to JGAR. If it is not completed correctly, the repository's ownership could be jeopardized. While the Deed of Gift records the transfer of ownership of specific objects, it does not document their physical transfer, which may happen before or after the transfer of ownership has taken place. The physical transfer of the objects into JGAR's possession is documented with a *JGAR 127, Receipt of Objects-Incoming*.

Sources of JGAR Collections Management Forms. All forms are located in the "Forms" folder located on the JGAR server.

Legibility. All forms should be printed from a computer printer, typed, or filled out in ink. Signatures and handwritten notations are best created in blue ink so that originals can be differentiated from photocopies. (Black ink, however, is legal.)

Printed Names. Wherever the form calls for a signature, there will be a space for a printed name. Signatures are hard to read. It is important to include a printed name for those who need to obtain information from this document in the future.

Number of Copies. Complete the *JGAR 125 Deed of Gift* in triplicate. All copies should have original signatures on them.

Appraisals and Valuation. Do not place a monetary value on the gift document, or even offer a monetary value verbally. While all gifts to JGAR are tax deductible and donors may need to establish value for tax purposes, they must obtain such appraisals from outside sources. It is against JGAR policy for employees to provide appraisals of personal property for others. You may note the valuation, if it is known, in the accession file or on the catalog card.

Companion Forms. Complete a *JGAR 127. Receipt of Objects-Incoming* at the time JGAR takes physical custody of the object(s). Present a copy to the donor or his or her agent. Complete a *JGAR 129, Release of Objects-Outgoing* to document the return of objects to the owner/agent, if the gift offer is declined.

For donations of high value (\$500 or more), a donor may ask you to sign an *Internal Revenue Service 8283 Non-cash Charitable Contributions* form. It is permissible for a JGAR employee to complete and sign section IV provided that the donor and an appraiser have completed the other parts of the form. Your signature confirms that

- The object was physically received on a specified date;
- You will notify the IRS and the donor if the object is sold, exchanged, or otherwise disposed of within two years of its donation;

- The repository will or will not use the object to support its mission.

Legal Title. The statement at the top of the JGAR 125 Deed of Gift reflects JGAR's policy that title to all acquired museum objects should be obtained free and clear without restrictions as to use or future disposition. You should advise the donor of this policy when he/she signs the gift document. For the vast majority of objects - furniture, tack, carpenter's tools, chinaware - restrictions on their use will never be a concern. For created works - photographs, journals, paintings, letters, etc. - copyright may be an issue. If you have any doubt about obtaining full rights to such items, you should consult with a person on our staff who has had intellectual property rights training.

Accession Numbers. All acquisitions, namely gifts, purchases, transfers from other state agencies, and objects found on site are assigned an accession number. All objects acquired from one source at one time are part of the same accession. The accession number identifies the particulars of a specific accession. A subsequent acquisition from the same source is given a new accession number.

Multiple gifts from one donor are related through the JGAR's Source file.

The accession number has two parts: 1) the registration location number (a number assigned to a registration system to serve as a prefix for all numbers in that system), and 2) the next consecutive number in the sequence. For example, consecutive accessions for JGAR with the registration location number of "794" might be as follows:

794-9

794-10

794-11

Accession records are filed consecutively with other accession records.

Completion of a JGAR 125, *Deed of Gift.* Numbers have been placed on the forms to correspond with the numbered instructions. Prepare one original and two copies all with original signatures.

Distribution

1. Give one copy of the *JGAR 125 Deed of Gift* to the donor(s) or agent. This step creates a preliminary statement of the content of the gift while the gift offer is under review by JGAR staff.
2. When the gift has been approved and all signatures obtained, file a copy of the *JGAR 125 Deed of Gift* along with any supporting information, related correspondence or provenance information in a folder labeled with the accession number.
3. Send one copy to the donor with a letter of appreciation from the Curator or Director.

Physical Custody

Precautions should be taken when transporting the object/s. Be sure to check the size of your vehicle, including door openings, to be sure the object/s will fit. Also, consider the weather and how you will protect the object/s from abrupt changes in temperature and humidity. Consider how you will secure the vehicle if you stop on the return trip for a meal. Decide what you will do in the case of a vehicle breakdown. Assemble packing materials, tie down cords, and any tools that you anticipate will be needed to safely move the object(s). Bring with you the appropriate forms -*JGAR 125, Deed of Gift and JGAR 127, Receipt of Objects - Incoming*.

It is important at this stage to be precise as to what is being turned over from the donor to the JGAR staff person and to accurately record this exchange. It is also important for the donor to feel assured that the object/s, to which the donor might still have some strong emotional ties, will be handled in a sensitive and professional manner. Some actions that can be taken to avoid future misunderstandings and to reassure the donor that the objects will be given due respect, include the following:

- Verify that the donated object/s match the inventories on the *JGAR 125 Deed of Gift*, and *JGAR 127 Receipt of Objects -Incoming* forms. If convenient have the donor assist with this task so that there will be no doubt later as to what was actually received.
- Photograph object/s showing any unique features or problems (i.e., broken parts, insect or environmental damage, significant associations between objects and original location, etc.).
- Tag object/s or pack them in boxes clearly labeled with both the accession number and date. Be professional in your object handling and packing techniques using new boxes, acid-free packing materials when called for, and gloves, as appropriate.

To avoid theft, loss, or even the possible appearance of impropriety, deliver the object/s to the storage facility directly. Also, for the physical well-being of the object/s, it is good to limit their time spent in a vehicle. Movement and vibrations during transport, as well

as the dramatic climatic fluctuations that can occur, call for this exposure to be as brief as possible.

Donor Protocol

It is standard practice to send a thank-you note with the donor's copy of the JGAR 125 *Deed of Gift*. There are many ways of acknowledging a gift of artifacts or natural history specimens. In addition to a letter of appreciation, these are other means of recognition:

- Publicity
- Events
- Awards
- Gifts of commemorative or memento items
- Donor books
- Interpretive displays

Normally, donors of artifacts should not be recognized with exhibit labels, in order to avoid visual clutter and obtrusive signs. However, donations may be of such an exceptional value, scale or nature that they merit special recognition. If it is decided to display a contributor's name on an exhibit label or plaque, the sign should be designed and situated in a manner that does not detract from the appearance of the donated item, or the area where it is exhibited, or compromise the Repository's image.

Curation

Once the object/s are in our physical custody and placed in a secure holding area, they should be immediately recorded in the accession book and/or the Repository's electronic collections management system.

If you lack time to catalog the objects prior to placing them in storage, at a minimum assign a unique catalog number to each object in the accession and make sure each is clearly tagged with the catalog number. The catalog numbers and storage locations should then be noted on the JGAR's copy of the JGAR 125 *Deed of Gift* and on the donor card or entered in the electronic records management system. Relying on memory rather than records to keep track of this type of information almost guarantees that some or all of the information will be lost.

B. ii. Bequests

General Procedures

A bequest is the transfer of property under the terms of a Will. Remember, the Repository is not obligated to accept an object because it is part of a bequest. The object should meet the requirements of the Repository's scope of collections statement and, like any other potential acquisition, be evaluated for acceptance or rejection.

The way you handle the bequest depends in part on whether or not you are notified in advance:

Advance Notice. A prospective donor may advise you of his/her wish to Will certain items to your Facility, at which time you can inform him/her that bequests are not automatically accepted and explain the Repository's acquisition policies and procedures. Knowing about a bequest beforehand also presents an opportunity to document the history of the objects.

Without Advance Notice. In this case, the Repository will usually be notified of the bequest by the executor of the estate or the law firm representing the executor. You should ask for a copy of the Will or portion of the will that concerns the bequest. With this information, the staff involved can decide whether to accept all, some, or none of the items listed in the will. You should then communicate that decision to the estate's legal representative. The transfer will not be final until the court has officially closed the estate.

Objects Donated from Heirs

If the heirs of an estate donate objects to your facility, it is a gift, not a bequest. In other words, title to the objects has passed first to the heirs under the terms of a Will, and they, in turn, make the gift to the repository.

Documentation

To document a bequest, complete and file a JGAR 125, *Deed of Gift* and attach the Will or relevant portion of the will to it. Be sure the form has been signed by the executor of the estate.

B. iii. LOANS

Criteria for Accepting a Loan

A loan obligates JGAR to expend resources to care for property it does not own. A loan also obliges the JGAR to assume liability for damage beyond normal age and wear. Before accepting a loan, consider the following criteria:

1. Will the loan result in significant benefit to the public and/or the Repository?
2. Is there a written plan for use of the loaned objects? (e.g., interpretive, exhibit, furnishing or event plans, project descriptions, research designs.)
3. Given the nature and condition of the objects, can they be safely transported and used?
4. Can your facility maintain the objects according to professional standards of care?
5. Can your facility meet the lender's specified conditions for use?
6. Can the facility bear any additional staffing and funding burden that this loan may create?
7. Has the lender agreed to JGAR's conditions for the loan? General conditions for all loans to JGAR are printed on the back of the JGAR 126, *Loan Agreement-Incoming*. If additional conditions are negotiated, they must be specified on the front of the loan document or in an attachment.
8. What is the loan's specified duration? (See next section "Term of a Loan.")

Term of a Loan

An incoming loan should not exceed two years in duration. Any exception to this requirement - a loan negotiated for a period of time longer than two years - requires the written approval of the Director.

Loans from Cooperating Associations

When one of JGAR's cooperating associations loan a museum object to our facility, the loan is subject to the same requirements as a loan from any other organization. A loan agreement must be in place before the objects can be displayed or stored on facility property.

Abandoned Loans

When museum objects on loan are abandoned, a good faith effort must be made to notify the lender according to applicable state laws regarding the disposition of abandoned property. This effort must be documented with copies maintained permanently in the facility's records.

Lender Requirements

When an incoming loan agreement is negotiated, the lending institution may expect your facility to meet additional requirements. The following are typical requests:

1. **To Use the Lending Institution's Loan Form.** This request is acceptable if the terms of the loan are consistent with those on JGAR's loan agreement form.
2. **To Complete a Facility Report.** The completion of a facility report is usually only requested when the object to be loaned is extremely rare or valuable, has great historical significance, or requires special care.

The report itself may consist of a customized format or the standard report form published by the American Association of Museums. The report should demonstrate the facility's ability to protect the loaned objects.

3. **To Provide Evidence of Insurance.** JGAR is self-insured, like most private firms and state and federal agencies, for most risks. Special insurance can be purchased if needed.

Distribution of Copies

1. Mail or present one copy to the owner and/or lender.
2. File the park unit's copy under its activity number, along with any supporting information, in its own numbered folder.
3. Record the activity in the facility's Accession Book and electronic records (TMS).

Companion Forms

The *JGAR 126, Loan Agreement-Incoming* documents the formal terms and conditions of a loan. The physical transfer of objects is documented with a *JGAR 127, Receipt of Objects-Incoming* that is completed at the time your unit takes custody of the object. Instructions and samples are found in this chapter. Complete a *JGAR 129, Release of Objects-Outgoing* to document the return of objects to the owner/agent. Instructions for filling out a *JGAR 129* and a sample can be found in this chapter.

Tracking Incoming Loans

It is important to keep track of incoming loans, so that you know the location of the objects and the due date for returning them to the lender. There are many ways to do this. One method is a tackler file where the loan files are filed separately in order of their expiration dates. Another method is the use of a Number Log, an especially useful tracking tool when there are large numbers of loans or objects involved, or when objects have been borrowed from several institutions.

Renewal of a Loan

To extend a loan that is due to expire, you must complete a new *JGAR 126, Loan Agreement-Incoming* form and obtain all required signatures. Reference the previous loan by number and term, and list any new attachments or conditions. For instance attach a new certificate of insurance if the old one has expired. When assigning a number, keep the original loan number. It is not permissible to extend a loan by using the same loan document and writing "Renew" with a new date on it.

When Incoming Loans Become Gifts

When converting a loan to a gift, *JGAR 125, Deed of Gift* must be completed in order to transfer the title to JGAR. Assign an accession number to the gift and write a cross-reference to the loan on the *Deed of Gift*.

When to Use a JGAR 127 Receipt of Objects - Incoming

The JGAR 127, *Receipt of Objects-Incoming* documents the physical transfer of objects from the custody of others to JGAR. Specifically, the JGAR 127 covers these three distinct sets of circumstances:

1. The objects received are owned by others and a previously authorized agreement is in place. A "previously authorized agreement" is typically a loan agreement or deed of gift. The agreement could also be a contract for services, such as a paid study of archaeological specimens for a university.
2. The objects received are owned by others but there is no authorized agreement in place (i.e., deed of gift, loan agreement, or contract for services). Such objects may be held in temporary custody by the facility for 30 days or less, otherwise a loan agreement is required. JGAR might accept custody of objects without an authorized agreement under the following circumstances:
 - When objects are left to be examined by curatorial staff for possible acquisition.
 - When objects offered for donation have been left at JGAR, but the donation has yet to be approved by the Director.
 - When objects are left at JGAR for photocopy or study.
3. The objects received are owned by JGAR and are returned to the Department by others. The JGAR 127 is used to document the file and provide a receipt for the other party when JGAR-owned objects are received from others. The form is typically used when objects are returned from an outgoing loan or contract for services.

Director's Authorization to Receive Objects

Only persons authorized in writing by the Director may receive and release museum objects from and into the custody of others. These persons may not always have curatorial classifications, but they will have been trained and can ensure that objects coming into and leaving are properly documented and handled. It is a good practice to schedule the time and place of delivery in advance. If the authorized staff person cannot be present, he/she may delegate responsibility to another individual. The alternate should be instructed in the proper procedures for receiving and releasing objects. After the delivery, the authorized staff member should follow up to make sure the paperwork was filled out correctly and all went well. If you can't be present, arrange for a staff person who is familiar with the procedures for receiving objects to be in attendance to handle the transfer and sign the documentation.

Duration of Temporary Custody

The term limit for temporary custody is 30 days. If the objects are to be held for a longer period of time for any reason, a loan agreement should be completed. A loan agreement should always be completed if the purpose of the transaction is to provide objects for exhibit purposes even if the duration is less than 30 days.

Completion of a JGAR 127, *Receipt of Objects Incoming*

Prepare the JGAR 127 in triplicate (one original and two copies all with original signatures). Note that the numbers on the instructions correspond with the numbers on the forms.

Distribution of Copies

1. Give a copy to the person depositing the object.
2. File the facility's copy as follows:
 - a. With the gift or loan to which it relates, if the receipt is associated with a gift or loan, or
 - b. Under its own activity number, along with any supporting information, if the receipt is not associated with a gift or loan.
3. Record the activity in the Accession Book and in the electronic record.

Returning Objects after Temporary Custody

When returning the objects after temporary custody, the transaction should be documented with the JGAR 129, *Release of Objects - Outgoing*.

Outgoing Loans

Who May Borrow JGAR Objects?

As a means of serving the public outside of its own programs, JGAR may loan objects to nonprofit museums or universities for the purposes of exhibition or research. Loans may not be made to other organizations or agencies, to individuals, or to commercial enterprises, except in extraordinary circumstances. Exceptions require the written approval of the Director.

Criteria for an Outgoing Loan

Your first obligation is to protect the collections for future generations. Before entering into a loan agreement, ensure that the following criteria are met:

1. The identified use for the loaned objects is consistent with the JGAR's mission, which will take precedence over the mission or goals of the borrowing entity.
2. There is a specific purpose for the loan.
3. The benefits to the public and JGAR outweigh the risks to the objects to be loaned.
4. The objects will be used appropriately, cared for responsibly, and made secure.
5. There is a specified term for the loan.
6. The borrowing institution can ensure that the objects will be adequately insured.

The Loan Request

Prior to approval of a loan, you will need to request from the receiving institution the following information in writing, preferably on JGAR letterhead:

1. A description of the intended use, including the following:
 - the interpretive themes or research goals
 - the duration of the loan
 - size and nature of the audience
 - benefits to the public.
2. A description of the borrowing institution's facilities and ability to transport, store, exhibit, and protect the objects according to JGAR's standards of care or other specified conditions of care. This description can take the form of a Facility Report prepared by the institution, a completed Standard Facility Report published by the American Associations of Museums, or a statement in a letter outlining the circumstances under which the objects will be maintained.
3. A certificate of insurance showing coverage of the requested objects. The borrowing institution is responsible for returning objects to JGAR in the condition

in which they were received. A certificate of insurance is evidence that the institution is prepared to accept full responsibility for borrowed objects.

Some insurance only provides coverage up to the market value of an object that has been damaged or lost. This restriction places JGAR at a disadvantage when the object has a low market value and high historic value. Consequently, it is desirable to obtain insurance that covers repair or conservation sufficient to restore the object to the condition in which it was loaned. For objects of high monetary value, a certificate of insurance should always be obtained. The Curator reviewing the loan request and the Director authorizing it must use their discretion in determining insurance requirements.

Preparation of Objects for Loan

Prior to release, make sure each object has the following:

1. A catalog number affixed to the object or the object's container if the object is small.
2. A current object record and accession information.
3. A photograph of the object for identification.
4. A current evaluation of the object's condition.
5. A current appraisal of the object's market value, which is normally paid for by the borrowing institution. If it is impractical to obtain information about the value of the objects to be loaned, you may use an asterisk in the valuation column and indicate on the form "*Valuation subject to fair market value at time of loss."

Approvals Required for an Outgoing Loan

Museum Curator - An outgoing loan must be reviewed by the Curator who understands the risks involved to the objects. The Curator evaluates the request, object documentation, and appraisals, as well as the borrowing facility, and submits his/her recommendations to the Director.

Director - The Director is responsible for the objects in his/her repository. An outgoing loan request requires his/her approval. Loans to commercial entities or private individuals, or loans that will extend for a period longer than two years, require approval by the Director.

Term of Loan

An outgoing loan should not exceed two years in duration. A loan negotiated for a period of time longer than two years requires the written approval of the Facility Director of JGAR.

Renewal of an Outgoing Loan Agreement

To renew an outgoing loan agreement, complete a new JGAR 928. *Loan Agreement - Outgoing* (Appendix A) form and obtain all required approvals. Reference the previous loan by number and term, and list any new attachments or conditions. The approval process is the same as for a new loan, except the original loan number is kept.

Completion of a JGAR 928, *Loan Agreement Outgoing*, Step-by-Step

JGAR 928, *Loan Agreement-Outgoing* documents the agreement to loan objects to another institution. Its terms are negotiated before objects are turned over to the borrower. A JGAR 928 requires review by the Curator and approval by the Director.

Prepare the JGAR 928 in triplicate (one original and two copies, all with original signatures). Note that the numbered steps correspond with the numbers on the form.

Distribution of Copies

1. Mail or present one copy to the representative of the borrowing institution.
2. File the repository's copy under its activity number, along with any supporting information
3. Record the activity in the unit Accession Book and in the electronic record.

Special Terms

Special terms or conditions should be written on the form in the space provided for the listing of objects. Proceed cautiously in this area. The addition of special terms or conditions, or the deletion of those printed on the form, may result in a deviation from JGAR policy that would require the approval of the Director. All signing parties must initial any additions, deletions, or modifications.

Tracking Outgoing Loans

It is important to keep track of outgoing loans, to ensure that a loan does not exceed its due date. There are many ways of monitoring loans: one is simply to keep a list; another is to file active loan documents in a separate tickler file until the objects are returned. Occasionally loans are not returned on time. Most overdue loans can be resolved by contacting the borrower. However, if you discover a long-overdue loan and encounter problems achieving the return of the objects in question, contact the Curator or Director for assistance.

Companion Forms

The JGAR 928, *Loan Agreement-Outgoing* does not document the physical transfer of an object into the custody of others. The physical transfer of an object is documented with a JGAR 129, *Release of Objects-Outgoing*. Instructions and sample are found in this chapter. Complete a JGAR 127, *Receipt of Objects-Incoming* to document the return of objects to the facility. See instructions and samples this chapter. While the signature of the Curator is required on the outgoing loan agreement, it is likely that the Director will participate in preparing the loan.

Renewal of an Outgoing Loan Agreement

When a borrower wishes to extend a loan agreement, you will need to complete a new JGAR 928, *Loan Agreement-Outgoing* form and obtain all approvals. Reference the previous loan by number and term and list any new attachments or conditions. When assigning a number, keep the original loan number. It is not acceptable to use the same loan document and write "Renewed" with a new date on it.

JGAR 129, *Release of Objects-Outgoing*

The JGAR 129 *Release of Objects - Outgoing* is a multipurpose form that documents the physical transfer of objects in the following circumstances:

- Objects are returned to their owners at the conclusion of an incoming loan.
- JGAR-owned objects are released to a contractor or vendor. For example, a historic photograph is left with a professional photographer to make a copy negative and print, or a saddle is left with a conservator for minor repairs in accordance with a written proposal for treatment.
- Objects held in temporary custody by JGAR are returned to their owners at the conclusion of an incoming loan, review of a potential gift, or at the conclusion of a contract for services.

Director's Authorization to Receive and Release Objects

Only persons authorized in writing by the Director may receive and release objects into the custody of others. These persons may not always have curatorial classifications, but they will have been trained and can ensure that objects leaving JGAR are properly documented and handled. If an authorized person cannot be present, he/she may delegate responsibility to another individual. The alternate should be instructed in the proper procedures for receiving and releasing objects. After the delivery, the authorized staff member should follow up to make sure the paperwork was filled out correctly and all went well.

Distribution of Copies

1. Give a copy to the person receiving the objects.
2. You can file the facility's copy in one of two ways:
 - a. If the receipt is associated with a loan, file with the documentation for that loan.
 - b. If the receipt is not associated with a loan, file the facility's copy under its own activity number, along with any supporting information.
3. Record the activity in the facility's Accession Book and in electronic records.

C. Authorizations for Extended Hands-On Use

Museum objects are at the greatest risk of harm when they are handled. The Director, in consultation with a Curator, is responsible for ensuring that museum objects within his/her jurisdiction are used appropriately. Such use should not be determined by how the objects have been used in the past at the park or by the wishes of a donor or lender, but through careful research and thoughtful consideration of the factors described in the list that follows.

Evaluating Proposed Uses of Objects

To evaluate any proposed use of an object, you should take these steps:

1. Review the museum object's records for information about its acquisition, past uses, and past repairs or conservation treatments.
2. Identify any legal impediments to the use of the object, including intellectual properties such as copyrights not owned by JGAR.
3. Physically examine the object, noting both the nature of its materials and its current condition. In some cases, this examination will require a full condition report by a conservator.
4. Fully identify the object. Determine, as applicable, its kind, type, design or species; its associations with people, places, events, or natural phenomena; its provenance; its rarity; its completeness; its function in its original context or environment; its current religious or cultural associations; and its market value.
5. Identify the circumstances of the proposed use, including environmental conditions, security risks, and duration of use.
6. Determine safety risks involved in the use or operation of the object. For instance, belt guards, modern brakes, and other modifications may be required to use machinery and horse drawn vehicles and equipment in order to meet current OSHA and other regulations.
7. Consider the risks of wear and breakage to the object along with the availability of replacement parts.
8. Determine potential mitigations and their effectiveness for both the short and long term.
9. Determine the availability of similar objects from other sources.

Approvals

Museum Curator – *JGAR 134, Authorizations for Extended Hands-On Use (Appendix A)*. must be reviewed by a Museum Curator who understands the risks to the objects and possible mitigations.

The Director, who is responsible for the objects in his/her facility, must approve a request for extended hands-on use of an object.

Conditions for Designating Objects for Extended Hands-On Use

Whenever possible modern replicas should be used instead of curated objects. When this is not possible, the Director, in consultation with the Curator, may designate specific objects from the collections for extended hands-on use by interpretive staff. In such cases, one or more of the following conditions must be met:

1. The object's provenance does not have special significance.
2. The object is well represented in JGAR collections and/or is easily replaced.
3. The object is durable enough for the intended use and/or requires routine operation and maintenance to preserve it. (Some vehicles and equipment fall into this category.)

Objects may not be designated for extended hands-on use under anyone of these conditions:

1. The object is an artifact that is original to a specific site, person or event.
2. The object is a significant example of its kind or type.
3. The object is rare or irreplaceable.
4. The use of the object is objectionable to the cultural group it represents.
5. The use of the object violates an environmental or professional ethic.

Responsible Interpretation

Museum objects authorized for extended hands-on use should never be handled recklessly or in a way that would encourage staff or visitors to misuse other artifacts or exercise unethical collection practices (e.g., souvenir collecting on site). Staff who present hands-on interpretation of museum objects should convey as part of their interpretation the responsible care and handling of museum objects and the loss that results from removing an object from its context.

Completion of a JGAR 134, *Authorization for Extended Hands-On Use*

The JGAR 134 documents museum objects designated for use in hands-on interpretation on a routine basis. The form is reviewed by a Museum Curator and signed by the Director. Prepare the JGAR 134 in triplicate (one original and two copies all with original signatures). Note that the numbered steps correspond with the numbers on the forms.

Duration

The maximum duration for an *Authorization for Extended Hands-On Use* is two years. A new term for all or some of the objects may be authorized, using a new JGAR 934 with all required signatures obtained. Copies of any previous authorizations should be attached to the new form.

Distribution of Copies

1. File the JGAR copy, along with any related documentation, in its own numbered folder. You may want to flag the folder to call attention to the expiration date.
2. Additional copies can be given to interpretive staff or others.
3. Note the hands-on use of the object in the Accession Book and in the electronic record.

D. DEACCESSIONS

“Stewardship means being entrusted with the management of another’s property and preserving that inheritance. It does not mean keeping everything in a collection for all time.” Patricia Ainslie, author of *Deaccessioning Strategy at Glenbow, 1992-1997*

Deaccessioning or the Removal of Objects from Collections

Deaccessioning is the process of permanently removing accessioned objects from a museum collection. It is a useful tool in collections management, allowing for the continual refinement of a museum’s holdings. Deaccessioning does not apply to transfers of museum objects between repository’s, or to the disposal of objects or equipment that are not part of a museum’s collection. The deaccessioning and disposal of museum objects is governed by the Code of Ethics of the American Association of Museums.

Why Deaccession?

There are numerous repository’s that have on its’ shelves or in its drawers certain objects, which, if offered today, might not be accepted and accessioned. Sometimes a donor offers objects that the museum already possesses, and acquisition would result in duplication. In other cases the objects may not relate to an institution’s scope of collections, are not representative of a particular genre or historic era or event, have no foreseeable exhibit, research or interpretive value to the institution, or are deteriorated beyond salvage or use. If such objects might not be accepted now, should they be permitted to occupy valuable storage space? Should limited staff time and resources be expended to maintain them?

JGAR employees with responsibilities for caring for museum collections are encouraged to consult their Scope of Collections Statement, which defines and limits what objects are housed, the General Plan and the Mission Statement to determine what is truly significant and needs to be maintained for exhibit, interpretation or research, and what should be removed. Objects may be historic or unique, but if they do not relate to the history or exhibit needs of the repository, they ought to be considered for transfer to another facility or deaccessioning. Even objects that have been, “around forever,” ought not to be immune from scrutiny.

Deaccessioning Without Fear

Deaccessioning can be sensitive and controversial. Because its objective is the refinement of JGAR's collection through the prudent removal of artifacts, it should not be approached casually. At the same time, deaccessioning should not be avoided because of an apprehension that it is too long and complicated, or possibly bad for the Repository's public image. When carried out according to guidelines presented in this section, and with proper documentation, the process can be smooth and relatively painless. It is a standard museum practice, with reviews and checks along the way to ensure that objects necessary to the region and JGAR's mission and purposes are kept. Deaccessioning consists of eight basic steps:

1. Determining that the objects are not needed for exhibit, research or interpretive purposes
2. Determining that JGAR has clear title to the objects.
3. Ensuring that the objects are not needed or wanted by another repository and documenting that effort.
4. Determining the criteria for deaccessioning.
5. Preparing the deaccession proposal for submission to the Director.
6. Evaluation of the proposal by a Deaccession Review Committee.
7. Disposing of the objects if the deaccession is approved by the Director (or designee).
8. Documenting the deaccession and disposal processes.

Deaccession Criteria

The removal of an object from JGAR collections may be considered if the unit has an approved Scope of Collections Statement and one or more of the following circumstances apply:

1. The object no longer retains its physical integrity, identity, or authenticity.
2. The object is not relevant to JGAR's mission, or is outside the Scope of Collections, or is in excess of JGAR's needs for interpretation, research and exhibit.
3. JGAR is not able to maintain the object according to prevailing professional standards of care.
4. The public good is better served by the permanent transfer of the object to another custodian.
5. Sacred and funerary object and/or human remains are repatriated to a culturally-affiliated group.

6. The object is more significant for the information it could yield if submitted to destructive analysis than it is in fulfilling other JGAR purposes.
7. The object poses a threat to the health and safety of staff, the public or to the welfare of other collections. .

Proposal of Objects for Deaccession

Curators should review their holdings regularly to assess their condition and evaluate the relevancy of the artifacts to their scope of collections and repository's purposes. Objects meeting one or more of the deaccession criteria should be recommended to the Director for deaccessioning. Evaluating of groups of similar objects instead of single examples, or larger rather than smaller groups of objects, can accelerate the deaccessioning process. Curators also should make sure that JGAR has clear title to the objects, there are no restrictions on deaccessioning contained in the Deeds of Gift or other documentation, and that the objects have been properly accessioned into JGAR collections. Materials approved by the Director for removal, therefore, should be offered for transfer to other Facilities prior to proposing a deaccession. If a facility agrees to accept the objects, the procedures contained in the section on Transfers in these *Guidelines* should be consulted. Groups of duplicate or like objects may be proposed together. Printed materials (books, magazines, pamphlets, forms, etc.) often are accessioned as artifacts, resulting in accumulations of duplicate items that take up large amounts of space and resources. Archival materials also may contain duplicate materials and records of little historical value that do not warrant permanent retention. Deaccessioning of printed and archival materials does not require separate justifications for each item or group of items. They can be proposed, described, and disposed of in bulk, e.g. by the box or even the pallet load, if necessary. In such cases, however, the deaccession process still must be followed and documented.

Deaccession proposals should include the following documentation for each object or group of objects:

1. A letter from the Director proposing the deaccession.
2. A copy of the accession document and/or any supporting information (e.g. deed of gift. Correspondence describing original intent of the acquisition, appraisal, etc.).
3. A copy of the catalog record (library materials may not have a catalog record).
4. A photo or digital image of the object (if available).
5. Deaccession Proposal Worksheet, prepared by the Curator and containing the justification for requesting deaccession. This may be recorded on a separate page, if necessary.

A single justification may be sufficient for duplicates or groups of similar objects,

Alternatives for Disposal

After approving the deaccession, the Deaccession Review Committee recommends the manner of disposal of the objects, although staff proposing the deaccession are encouraged to make recommendations. Disposal should be carried out in a timely manner. The method of disposing of deaccessioned objects must serve the best interests of the public. The means for disposal could include the following alternatives:

1. Gift (permanent transfer) to a public museum, library, archives or government agency that has a mission and collections related to the deaccessioned object.
2. Sale at public auction or by competitive bid. (Archaeological materials may not be sold.)
3. Survey for scrap value. (An example would be a large piece of deteriorated metal equipment.)
4. Destruction (i.e. burning), transfer to a landfill, transfer to a licensed toxic materials disposal company, or destructive analysis.
5. Exchange between JGAR and another institution. However, this exchange is to be considered as two separate activities that must be justifiable in themselves: a deaccession and an acquisition.

A museum object may not be disposed of through gift to an individual. In cases where the donor of a deaccessioned object wishes to re-acquire it, he/she may pursue his or her interests on an equal basis with other members of the public. The repository is under no obligation to notify donors of deaccession activities, and usually does not do so. Notification is a matter of courtesy. The Director may recommend notifying a donor if he or she believes notification to be in the best interest of JGAR.

Documentation

Since the deaccessioning and disposal of museum objects can be controversial, thorough record keeping is essential. Consequently, the Director should make sure that copies of all documents are filed.

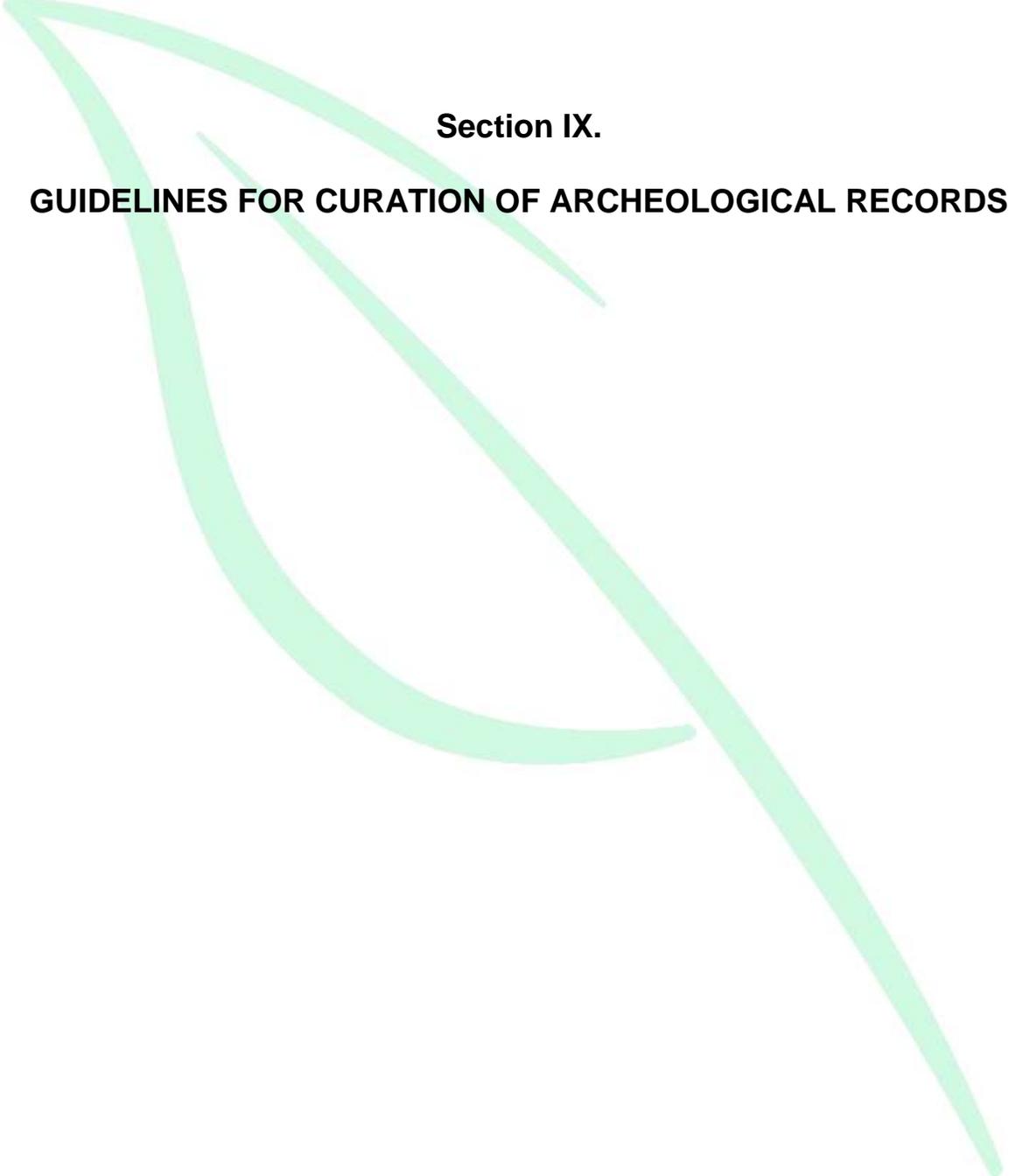
Original documentation filed in the repository and should include as many of following materials as possible:

1. Correspondence from the Director proposing objects for deaccession.
2. Supporting information (e.g., deed(s) of gift, accession document(s) correspondence describing original intent of the gift(s), appraisals, etc.)
3. Copies of the catalog records.

4. Photograph or digital image of the object(s), as appropriate.
5. "Deaccession Proposal Worksheet," containing justification for the deaccession (this may be on a separate page).
6. "Deaccession Procedure Checklist."
7. Approval for the deaccession, signed by the Director (or designee).
8. Record of the disposal of the objects, including correspondence, sales records and documentation from a Federal Firearms Licensee, if appropriate.

Once the deaccession has been approved, "Deaccessioned," and the date should be noted on all records relating to the object, including the following records:

- Accession book
- Accession file
- Title document (deed of gift, will, etc.)
- Object file
- Catalog cards
- Electronic Database record.



Section IX.

GUIDELINES FOR CURATION OF ARCHEOLOGICAL RECORDS

GUIDELINES FOR CURATION OF ARCHEOLOGICAL RECORDS

The following are guidelines for the curation of archeological records by qualified repositories in compliance with state environmental laws, regulations and guidelines.

A. Digital Records

Federal agencies have a legal responsibility to care for archaeological collections resulting from investigations that they conduct or require. Digital data and records are parts of these collections and must be curated properly. Digital files require different kinds of care and procedures than physical collections to ensure that they are properly preserved and accessible for appropriate uses. The nature of digital curation is not necessarily more complicated or expensive than physical collections. However, it is specialized and affirmative steps to ensure that the archaeological data about their resources and from their projects are deposited in an archive or repository where the expert care, principles, standards, and techniques of digital curation are followed. To ensure that digital archaeological files are properly cared for, guidelines like similar to those described below need to be adopted.

Guidelines for Good Digital Curation

The process of digital archiving for archaeological data can be divided into two general sets of actions. The first includes activities to be taken by the individual(s) or organization(s) that create the digital data, documents, image, or other kinds of digital files. The second set of activities includes those undertaken by the digital archive or repository where the digital data are deposited.

Actions by digital data creators (depending on the agency, these may include agency archaeologists and/or contractors working for the agency):

- Plan for the creation and subsequent management of the digital resources as part of archaeological investigations.
- Produce the digital resources as part of the project, creating administrative, substantive and technical descriptions of the digital objects, commonly referred to as “metadata.”
- Provide the means for others to access and make use of the digital files.
- As part of the project that created the digital files, evaluate their continuing importance and select objects that merit long-term preservation, in consultation with the appropriate agency official.
- Dispose of the digital files not selected for long-term preservation, in consultation with the appropriate agency official.
- Deposit the digital files in a digital repository selected for long-term preservation.

A digital repository is one established and operated for the express purpose of providing access to and long-term preservation of digital data. Such a repository is organized so that it can be sustained and function in its curation role indefinitely. A digital archive or

repository typically has a professional staff that carries out activities necessary to ensure the long-term preservation of and appropriate access to the digital files it curates.

Actions by digital repositories include:

- Upon deposit of the digital files, test the objects to ensure that they have the characteristics described by the creators and can be adequately preserved in the repository.
- Undertake actions, such as regular checks for file stability and retention of integrity; regular and frequent backups and storage in multiple locations for security and safety of files; etc., to ensure preservation of the digital files in the repository.
- Implement the policies and procedures necessary for the long-term preservation of digital Federal records as provided in Federal curation regulations (36 C.F.R. Part 79), such as:
 - regularly and systematically checking the files in the repository to ensure that no deterioration has occurred;
 - taking actions to remedy deterioration if it is detected; and,
 - periodically migrate the digital files to new file types or in order to conform to new hardware and/or software standards.
- Manage digital project data such as reports, data sets, photographs and other graphic images, GIS, and LiDAR and other remote sensing data.
- Ensure the cross-referencing between physical collections and digital records
- Keep the digital files stored in a secure manner.
- Provide the means for access and use of the digital files, within any constraints placed on use by the depositors (e.g., permits access to “confidential” digital data to be restricted).

Agency guidance on proper curation of its digital archaeological files should be strongly stated and apply to data from all of the archaeological activities in which it is involved. The guidance needs to include a description of the kinds of activities, procedures, and standards associated with appropriate digital curation such as provided in this section.

The archaeologists responsible for the investigations that create the digital data also must undertake activities required for good data curation, as described in the policy section above. These actions include: planning for the creation and management of the digital resources; create the digital resources as needed for the administration, substantive, and technical parts of the project; provide clear descriptions of the digital files (the “metadata”); provide the means for users to access the files; evaluate the likely continuing importance and select those files that merit long-term preservation, in consultation with agency officials; and, finally, deposit in a digital repository the digital files selected for long-term preservation.

Most Requests for Proposals (RFPs), scopes of work (SOWs), contracts, and other kinds of agreements for archaeological investigations undertaken, funded, or required

by federal agencies require the curation of collections that these investigations create. Given the ever-increasing amount of digital data generated by these projects, it is important to curate digital archaeological data in digital repositories where they can be accessed, cared for, and preserved properly.

Currently, most RFPs, SOWs, contracts, and agreements do not specify the requirements for digital curation. As a result, digital data, such as field records, images, laboratory records, data sets resulting from field and laboratory analyses, and Geographic Information System (GIS) maps, are stored on CDs or other digital media within a curatorial facility that focuses on curating material remains. The digital records are treated the same as paper records and artifacts. Such curation practices neither preserve digital data nor make it accessible; CDs and other digital media degenerate over time, are not readily accessible to users, and will eventually become obsolete as computer hardware and software changes.

To ensure the accessibility and preservation of digital archaeological data, agency officials preparing RFPs, scopes of work, contracts, and other kinds of agreements need to include specific requirements to ensure that digital curation is an explicit project deliverable, along with the curation of artifacts and other materials generated by the project.

There are general-purpose digital repositories, including those operated by universities for data their faculty create or utilize. However, many of these either do not accept or do not effectively document the more complex data types that archaeologists collect. Because of their general-purpose nature, these repositories cannot offer the functionality provides for archaeological data. While they maintain standard technical metadata, they include only very general substantive metadata, seriously limiting both information discovery and reuse. Digital repositories, on the other hand, allows for the inclusion of detailed substantive metadata specifically tailored for archaeology and for the administrative and management needs of the federal agency. This metadata is essential for data discovery, reuse and preservation, especially for systematically recorded databases. Digital repositories structures information and provides a user interface designed for archaeologists and the managers of archaeological information.

Digital data that are not curated effectively are highly fragile, subject to complete loss due to media degradation, software and hardware evolution, and inadequate metadata. Few if any traditional artifact curation facilities are providing or capable of providing anything like the federally mandated level of digital data curation and access. Digital repositories are explicitly designed to fill this void; records are preserved and made accessible in accordance with federal laws and regulations.

B. Non-Digital Records

The typical field project generates various forms of paper documentation (field notes, excavation and shovel test forms, feature forms, photo logs, field inventories, maps, etc.). **All blank field forms should be copied onto archival paper before leaving for the field.** In addition to paper records, field projects may generate field photographs and archeological data on magnetic media as well. All of these materials, or the packaging for the materials, should be labeled as soon as possible with the JGAR accession numbers assigned to the collection. If the paper field documents will be used extensively in the lab during analysis, they should be copied on regular copy machine paper soon after return from the field. The copy set may then be used as a working reference in the lab. The full set of original documentation may be provided to the Curator for immediate inclusion into JGAR files, or retained temporarily by the project director and provided to the Curator at a later date. **If any corrections or additions are later marked on the working lab copy, that information should be transferred to the original documents.**

Each project director is responsible for arranging for field photographs. It is JGAR policy that archeologists document their field investigations with digital images. **Remember to carefully compare each photo to the corresponding photo log entry and make any necessary corrections to the log.** The project director is responsible for making sure that each color image is printed on archival paper. A corrected photo log must be submitted with each set of digital images.

A JGAR Electronic Media Form must be completed for each flash drive, CD-ROM, computer disk, etc. that will be included in the archives. Whenever the archeological information on the media lends itself to printing on paper, a clean printed copy of the information stored on the media must be provided to the Curator along with the form and the media. When deciding whether or not to include digital media in the project archives, please consider the added curation costs down the road to migrate the information from one medium and software version to another every 5-10 years. If there is a compelling reason for the information to be stored long-term in digital form, then of course you should submit the data for curation.

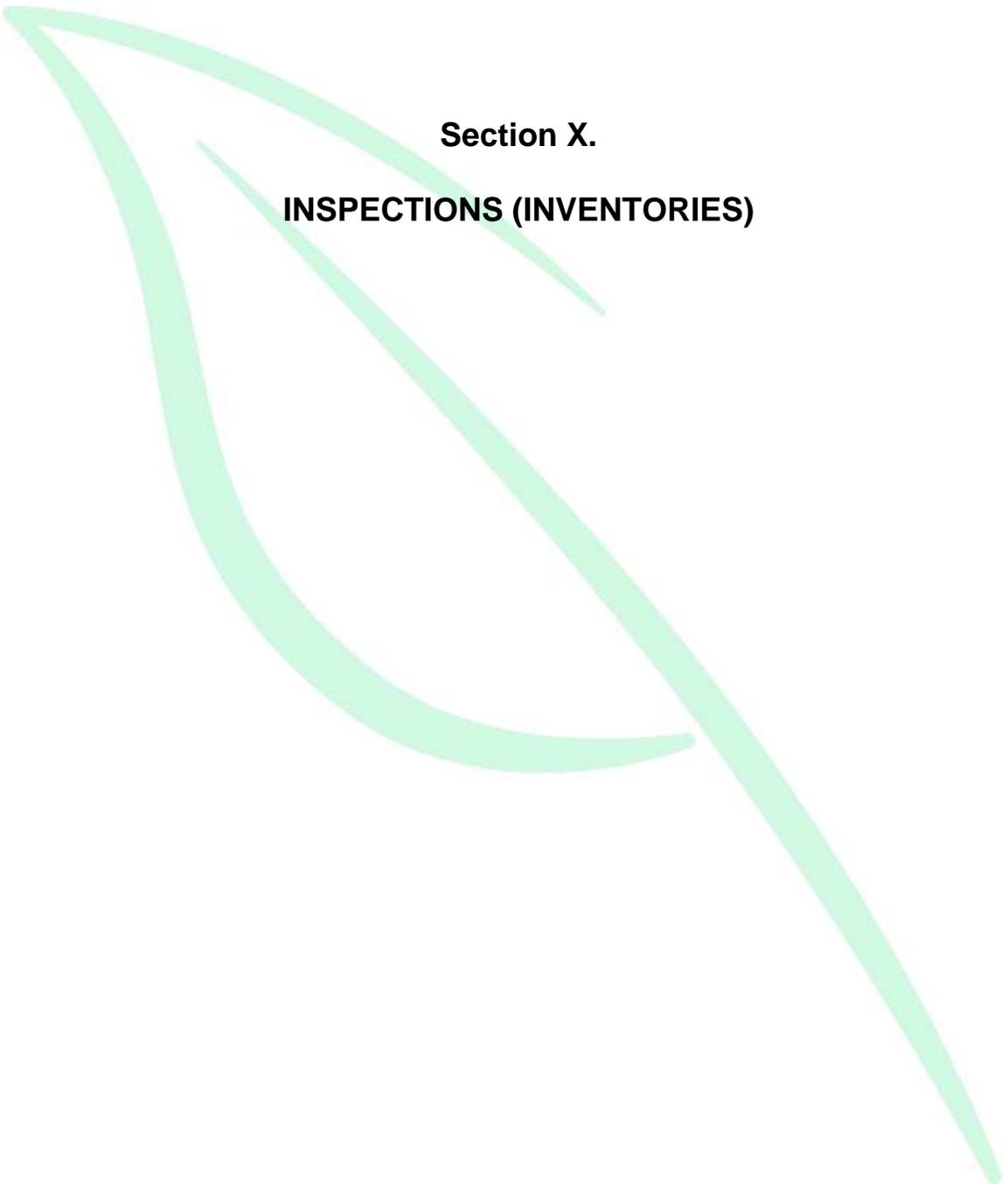
Please provide a copy of the project scope-of-work or work plan to the Curator for filing in the JGAR accession folder. Selected analytical records, site forms completed during the project, copies of radiocarbon and other special analysis submission forms and results, all reports (including the trip report), and copies of conference papers and journal articles that result from the project should all be provided to the Curator for addition to the archives.

Federal regulation 36CFR79, Curation of Federally-Owned and Administered Archeological Collections, provides us with a comprehensive list of the types of documents included in the associated records of an archeological project. According to Section 5 of the regulation, associated records means “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.”

The following are classes of associated records as outlined in 36CFR79. It is not anticipated that JGAR archeological projects will generate records of all of these types, but it is 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).



Section X.

INSPECTIONS (INVENTORIES)

INSPECTIONS (INVENTORIES)

Periodic inventories will be conducted at a minimum of once every two years. Inventories are defined as the process and the product of verifying the existence, location, and sometimes condition of objects in a museum collection. An inventory can be of an exhibit case, a single room, or the entire collection. Inventories always involve checking the physical location of objects against recorded locations. A distinction should be made between an inventory and a catalog. The definition of these terms are similar, but not the same:

A **catalog** is a systematized list that includes descriptions of all the items in a museum collection. Cataloging is the process of creating such a list.

An **inventory** is a surveyor examination of all or part of a collection. Inventorying is the process of surveying a collection or portion of a collection.

There are two basic methods for taking a physical inventory:

1. For a manual inventory, write down each object and later compile a completed list of objects in numerical order. For an electronic inventory, locate each object by object number and update the location and date. Enter those objects that are not in the database. (This method is normally used for an initial inventory of a collection.)
2. For a manual inventory, locate and check objects off a previous inventory. For an electronic inventory, locate the objects from a previous inventory by object number in TMS. Update location and date for each object.

There are several reasons for conducting inventories:

- To account for the objects in the collection. (According to 36 CFR 79.11, appropriate collections care includes regularly scheduled inventories.)
- To assess the objects in a newly acquired collection.
- To deal with a backlog of uncataloged objects in storage and/or on exhibit.
- To respond to a public inquiry.
- To identify objects that needs conservation.
- To establish a basis for planning and funding any collection-related project.
- To determine security needs for a collection.
- To update object locations.
- To determine the collection content when an inventory has never been done.
- To determine what's missing when a theft is suspected.
- To reconcile a gift, a loan, or a list of objects, and verify that the listed objects are present.
- To plan for collections development, deaccession, or conservation.

The different types of inventories depend on the goals of the project.

Complete Inventory - Every object of an entire collection is viewed and its status and location are recorded.

Section Inventory - The scope of a section inventory is narrower than that of a complete inventory. It involves one area, one collection, one category (e.g., military equipment, or one aspect of a collection, such as high-value objects).

Spot Inventory - A spot inventory is very limited in scope and encompasses only a small portion of the collection. It could include one exhibit case or all items of one type, gold pans for instance, or all items donated from one source.

Planning for an inventory project is important. There are many details to consider. Good planning will save you time. Moreover, inventories often require additional staffing and funding that must be secured well in advance of the project.

1) Define the Scope of the Inventory

In determining the scope or extent of your inventory, the following variables should be considered:

- The size of the collection
- The variety within the collection in terms of materials and categories of objects
- The degree to which the collection has been organized
- The state of the collection records, including how complete, thorough, and reliable they are, and if they have been entered electronically
- The number of people who are available to carry out the inventory or who need to be hired
- The background and training of the people carrying out the inventory
- The amount of movement going on within the collection for research, exhibition, conservation, or other activities

2) Define the Goals of the Inventory

These are some of the typical goals achieved through an inventory:

- To determine the contents of a collection
- To determine the location of a collection
- To determine if objects listed in prior records are physically present
- To determine the accuracy of registration records
- To determine conservation needs
- To record and/or verify storage and exhibit locations
- To organize the collection

- To improve storage or exhibition conditions
- To update catalog descriptions
- To improve collection security

3) Decide Whether the Inventory Should Be Conducted Manually or Electronically

For many repositories the prospect of conducting a large inventory has provided the impetus to convert to computerized records management. A computerized inventory enables staff to sort and search for objects with speed and accuracy not possible with a manual inventory. Since all existing museum records should be entered into the database prior to the physical inventory, the team can pull up objects by catalog number and thereby determine which objects have not been cataloged. Many times more than one object has been assigned the same number. Individuals conducting an inventory electronically can quickly determine if there are objects with duplicate numbers and then assign each a separate number (794-2-100 and 794-2-100.d on the second object). When an object is unnumbered or has lost its number, the computer gives the inventory team the ability to search the database by object name, description, or any other outstanding feature such as inscriptions or serial numbers.

4) Estimate the Number of Objects to Be Inventoried

In order to determine the time and staff needed to complete an inventory, you will need to estimate the number of objects to be inventoried and/or cataloged. To do this, consult existing catalog records and inventories. Take into account the proportion of objects that have not already been cataloged, as this is a time-consuming aspect of an inventory. In coming up with your estimate, it is often helpful to group objects according to location (room, cabinet) or kind of object.

5) Determine Who Will Be on the Inventory Team and Their Roles

Estimate the number and type (classifications) of staff needed to complete the inventory. You may need the assistance of some or all of the following staff members:

The Repository Director who is responsible for the appropriate care of collections. You will need to have the support and approval of your director/curator to implement an inventory.

Museum Curator. An inventory project requires a trained curator to lead it.

Team Members. Possible staffing classifications may include museum technicians, museum custodians, student interns, student assistants, or retired annuitants. Sometimes you will need to hire extra workers for a specific length of time. Take into account the labor pool available to you such as students on summer break, or volunteers who would like to have paid work for a while.

Resource People. There are often staff members who do not have curatorial classifications, but who have a special interest and knowledge of the collections. They

may be students, seasonals, or volunteers. It is well worthwhile identifying such persons for the information they can provide relating to the collection.

6) Take into Account Other Tasks To Be Accomplished During the Inventory

Consider other tasks you may want to accomplish at the same time as your inventory. For example, you may want to re-package objects or re-drape furnishings. You may want to move the collection. You may have specific items that you want to have conserved. You may want to include photography in the project, which would require additional time, as well as additional costs for staff and materials to organize the photographs.

7) Determine If Training Will Be Needed

You will need to determine training needs for project staff. The training may consist of a review of cataloging, inventory, and cleaning techniques. Training may also involve teaching staff how to use an electronic cataloging program, if the inventory is computerized. A review of safety precautions should be included on such topics as lifting, avoiding exposure to pesticides on objects and pathogens where objects may be stored and other potential health hazards.

8) Plan When and How Long the Inventory Will Take

Past experience has shown that it is best to plan and complete inventory work in a block of time. Inventories that are planned "as you have time" don't get done. An estimate of the time it will take to complete the inventory will be important to you in gaining funding and staff for the project.

Method I. Calculate how much time it will take to catalog and/or inventory each group of objects. Some objects may take longer than others to count or catalog. For example, an object removed by two persons using a ladder may take longer than 15 identical china plates on a shelf, which can be done best by one person. Establish a rate of objects per-hour, which includes the number of persons to achieve that rate. For example: Two objects per hour by two persons; 15 objects per hour by one person. It is important that your estimates are realistic. If you have not done this type of work before, you may want to ask for assistance from someone who has had experience with it.

Use the estimated number of objects and the rate to calculate the number of person-hours needed to do each group. For example: 300 objects cataloged at a rate of 12 objects per hour by a team of two people would require 50 person-hours. The same number of objects cataloged at a rate of 10 objects per hour by one person would require 30 person-hours. Add up all the groups to get the total "hands-on" hours for the project.

Method II. Another method of determining the time and staff needed for an inventory is to do a trial run with a limited but representative part of the collection. You can then estimate the time it will take to do the inventory per object factoring in other tasks that are to be completed.

9) Develop a Schedule for Your Inventory

After you have calculated the time and staff it will take to do the inventory, develop a schedule that you can share with your Director and/or Curator and all others who are affected by this project.

Instructions for Completion of *Inventory* – JGAR 133

This form can be filled out by hand or on a computer using the template for the Collection Inventory form. A copy of this and other collections management forms can be found in Appendix A.

- 1) Fill in the date.
- 2) Enter the name or names of the person recording the information.
- 3) Number each sheet. For example: 1 of 19 [pages].
- 4) List the catalog number for each object in the inventory.
- 5) List the object name.
- 6) List the name or code number to indicate the location of the object.

Instructions for Completion of *Collections Loss or Damage Report* – JGAR 288

This form can be filled out by hand or on a computer.

1. Fill in the date.
2. Complete items 1-16 of the report.
3. If an object is subsequently found, record that fact on the form.
4. Remember this does not replace, but augments the information in a *Public Safety Report*. If a crime has been committed (an object is stolen or vandalized), communicate that information as soon as possible to the local law enforcement.

Distribution of Copies

There is no number sequence for the Collections Loss or Damage Report. The date of occurrence is used for filing and retrieval.

- 1) The original is filed in chronological order, along with any supporting information or related reports, in the *Collection Loss and Damage Reports* file.
- 2) A copy of the report is placed in the catalog folder of each object involved.
- 3) A copy is forwarded to the Director.
- 4) The activity is recorded in the Accession Book

Inventory Checklist

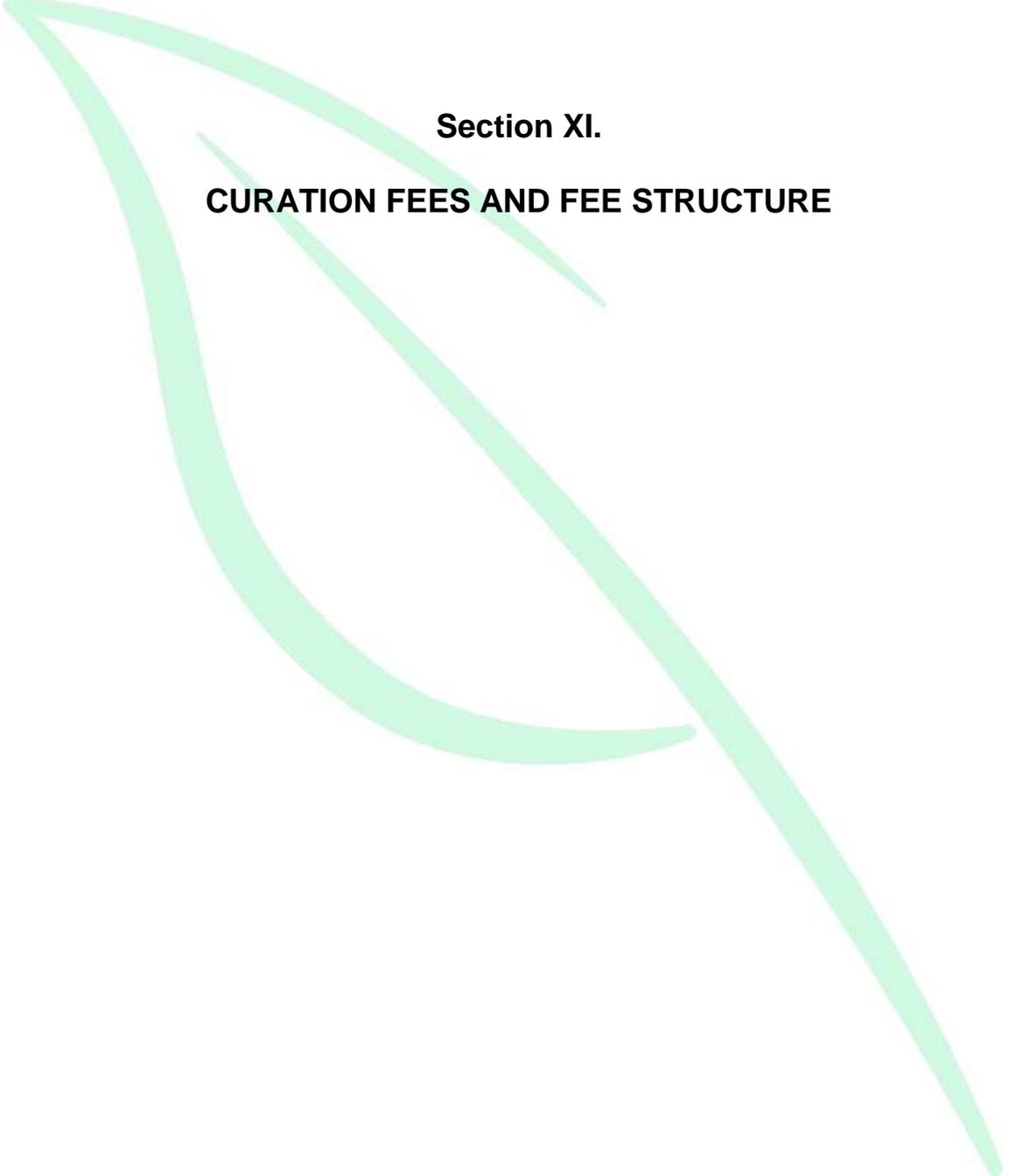
You may find the following checklist helpful when planning and conducting an inventory.

Planning an Inventory

- Define the scope of the inventory.
- Define the goals of the inventory.
- Decide whether the inventory is to be conducted manually or electronically.
- Determine who will be on the inventory team and their roles.
- Take into account other tasks to be accomplished during the inventory (e.g., repackage objects, move collection to another location, identify objects for conservation treatment).
- Determine if training will be needed for project participants.
- Develop a schedule for the inventory.

Conducting an Inventory

- Prepare the work area.
- Gather the equipment needed for inventorying.
- Gather or have accessible pre-existing records.
- If staffing allows enter existing records (i.e., accessions, catalog cards, etc.) into the statewide database before the inventory begins.
- If the inventory is to be done manually, use the *Collection Inventory* form JGAR 133 to document objects.
- Photograph each object and each room, if this is one of the goals of the inventory.
- Reconcile the physical list of objects present with former inventories, transfers, loans, and deaccessions to determine if anything is missing.
- Make a final list that identifies missing objects.
- Complete a *Collections Loss or Damage Report*, JGAR 288 for all objects that are missing or damaged.
- Write up a report of the inventory for the Director.
- Set up a checklist for future inventories by printing out the inventory by storage locations.
- File copies of the completed inventory and report.



Section XI.

CURATION FEES AND FEE STRUCTURE

CURATION FEES AND FEE STRUCTURE

Archaeology Curation Fees – Federal Agencies

Curation of federally owned collections at the Jackson Group Anthropological Repository (JGAR) is a fee-for-service program. Fees are based on the estimated staff time needed to curate Federal collections in compliance with 36 CFR §79: *Curation of Federally-Owned and Administered Archaeological Collections*. There are four kinds of required fees:

- **Annual Curation:** A minimum maintenance fee is charged every Federal fiscal year for each standard box (16" x 13" x 10" or 1.3 cu. ft. volume) of artifacts curated.
- **Inventory Fees:** Inventory charges apply every five years. An inventory is performed when a collection is delivered to JGAR to ensure that all of the artifacts listed in the catalog actually made it to the Repository. This serves as the baseline for subsequent inventories, which are required every five years to meet the 36CFR§79 mandate for periodic inventories.
- **Data-Entry:** Data-entry fees are charged during the first year of curation only. Data-entry is performed to integrate catalog and location information into JGAR's systems for ease of access and record keeping. This meets the 36CFR§79 accessibility requirements.
- **Conservation Assessment:** A conservation survey fee is required in the first year of curation so that each box can be examined by a conservator and recommendations can be made to Federal owners if artifacts are deteriorating. 36CFR§79 requires repositories to ensure that artifacts are not falling apart, or, if they are, to alert the Federal owner.

Determining the Fee Amount

The fees vary each year because they are tied to staff time and salaries change annually. A quote for curation must therefore be obtained from JGAR's Curator prior to delivery. The quote will be customized according to the following criteria:

- The number of standard artifact boxes (16" x 13" x 10" or 1.3 cu. ft. volume) to be delivered
- The estimated date of delivery
- The number of years of curation that the Federal owner wishes to pay for at one time

Archaeology Curation Fees for One-Time Deposits – Non-Federal Agencies

Base Charges: Categories	Price/cft*	Price/linear inch
Cultural Material (<i>Includes Facility Operations, Shelving/Curation Fee, Space Usage Fee, Handling Fee, Staff Support Fee, and Perpetuity Fee</i>)	\$266.23	
Documentation (<i>Includes Facility Operations, Shelving/Curation Fee, Space Usage Fee, Handling Fee, Staff Support Fee, and Perpetuity Fee</i>)		\$77.97

* This price must be based on the total cubic foot (cft) of *box* space (not the cultural material inside) deposited (including empty box space, if applicable). Full boxes must not weigh more than 20lbs each.

Additional Charges for Final Packaging:

All or part of these fees can be waived if the agency packages according to JGAR standards before accessioning.

Final Packaging (Supplies+Labor) for Artifact Storage\$52.54/cft
(Acid-free storage box, baggies, ethafoam, labels, etc)

Final Packaging for Document Storage.....\$16.99/linear inch
(Acid-free hanging files, acid-free folders, print and negative supplies, etc)

Final Packaging/Storage for Oversized Maps\$3.50/map
(Acid-free oversized map folder; storage in map case)

Computer Supplies\$20.00/10 boxes

Explanation of Costs

The *Non-Federal Agency* pays curation costs *in perpetuity*. Therefore, the following fee structure was developed to cover curation costs to be paid by the *Non-Federal Agency* to the JGAR on one-time basis. The *Non-Federal Agency* will package their cultural material and documentation according to JGAR standards prior to deposits.

Repository Costs:

Staff Support: Hourly rates for positions listed under staff support were provided through the accounting office. New hourly rates should be incorporated into the fee structure when curation contracts are initiated or re-negotiated. The cost of Staff Support includes all administrative salaries at 0.5 hours ($\$67.11/2 = \33.56). This category supports all estimated administrative work needed to complete a new accession.

One-Time Rate of: \$33.56 (based on an average deposit of 2 boxes). To make cost calculations simpler, this cost has been incorporated into the cost per cft/linear inch (\$10.49/cft or linear inch)

Handling Fee (Cultural Material & Documentation): This is a one-time fee to be paid by the *Non-Federal Agency* for the transfer of boxes (cultural material) from the loading dock at JGAR into the Archaeology storage area. This figure includes labor charges of \$30.00/box (1 hour @ Curator rate and 1 hour @ Technicians rate).

\$18.00/hr @ 1 hr/box (Curator)

\$12.00/hr @ 1 hr/box (Technicians)

Total \$30.00/box Handling Fee

Facility Operations: This category reflects the costs of operating the building. These figures were determined by the accounting office and are totaled into one figure of \$15.96/cubic foot per year (or \$1.33/linear inch per year). Operation costs are determined by multiplying \$15.96 by the total cubic feet of space usage (and \$1.33/linear inches of space usage) for the agency. For example, if *Agency A* has cultural material and documents that sit on 100 cubic ft. of space, then their Operations Cost is $100 \times \$15.96$.

One-Time Rate of: \$15.96/cubic ft. or \$1.33/linear inch

Shelving/Curation Fee (Cultural Material): This is a one-time fee to be paid by the *Non-Federal Agency* for the cost of shelving materials into the permanent storage area at JGAR. This fee is based on the cost of materials needed to store cultural materials:

One shelving unit holds up to 21 boxes (1.6cft/box), and costs \$310.02. So:

$$\text{\$310.02/21 boxes} = \text{\$14.76/box}$$

$$\text{\$14.76/1.6 cubic feet} = \text{\$9.23/cft}$$

Shelving/Curation Fee (Documentation): This is a one-time fee to be paid by the *Non-Federal Agency* for the cost of shelving documentation into the permanent storage area at JGAR. This fee is based on the cost of materials needed to store documentation:

One filing cabinet holds up to 100 linear inches, and costs \$376.00. So:

$$\text{\$376.00/100 linear inches} = \text{\$3.76/linear inch}$$

Space Usage Fee (Cultural Material)*: This cost represents a rental fee for floor space used for storage of cultural material. \$0.55 was originally determined by dividing the cost of the JGAR building (\$1,200,000) by the total cubic ft of the building (72,432 cft) and dividing that by a 30 year depreciation. ($\text{\$1,200,000/72,432cft} = 16.5672$. This figure divided by 30 = \$0.39.) This fee was increased by 10% in 2006 as part of a total storage cost increase.

$$\text{\$1,200,000/72,432 cft} = \text{\$16.5672}$$

$$\text{\$16.5672/30} = \text{\$0.55/cft}$$

Space Usage Fee (Documentation): This cost represents a rental fee for floor space used for storage of documentation. \$6.63 is arrived by dividing the cost of the JGAR building (\$1,200,000) by the total square ft of the building (6,036 sq.ft.), and dividing that by a 30 year depreciation. ($\text{\$1,200,000/6,036 sq.ft.} = 198.8071$. This figure divided by 30 = \$6.63.)

The price of \$3.76 is multiplied by the linear inches of documentation usage.

One filing cabinet holds up to 100 linear inches of documentation, and sits on 3.6 square feet of floor space. So:

$$\text{3.6sq ft / 100 linear inches} = \text{0.04 sq ft/linear inch}$$

$$\text{0.04 sq ft/linear inch} \times \text{\$6.63/sq ft} = \text{\$0.26/linear inch}$$

Perpetuity Fee (Cultural Material): This cost represents the expected expenses (see above) incurred throughout the life of the collection (*in perpetuity*). The rate of \$200.00/cubic foot is multiplied by the total cubic feet of usage.

One-Time Rate of: \$200.00/cubic foot

Perpetuity Fee (Documentation): This cost represents the expected expenses (see above) incurred throughout the life of the collection (*in perpetuity*). The rate of \$27.50/linear inch is multiplied by the total linear inches of usage.

One-Time Rate of: \$27.50/linear inch

Packaging Fees*:

*(All of part of these fees can be waived if the agency packages according to JGAR standards before accessioning)

Supplies Fee: This is a one-time fee to be paid by the *Non-Federal Agency*. This fee is an estimate, based on current costs of supplies/materials directly related to the storage of the *Non-Federal Agency* cultural materials (labels, catalog sheets, archival packaging, etc). The cost of individual items will vary, based on current market prices. For specific current prices, refer to *Archaeological Curation Packaging – Itemized Costs*.

Final Packaging for Artifact Storage \$20.31/cubic foot
(Acid-free storage box, baggies, ethafoam, labels, etc)

Final Packaging for Document Storage: \$7.25/linear inch
(Acid-free hanging files, acid-free folders, print and negative supplies, etc)

Final Packaging/Storage for Oversized Maps: \$3.50/map
(Acid-free oversized map folder; storage in map case)

Computer Supplies: \$20.00/1-10 boxes

Labor Fee: This is a one-time fee to be paid by the *Non-Federal Agency*. This fee is an estimation of labor that will be needed to adequately repackage materials submitted to JGAR. Labor costs are based on 2 hours of work by the Collection Manager per box (1.6cft) of cultural material ($\$18.27 \times 2 = \$36.54/1.6\text{cft} = \$22.84/\text{cubic foot}$) or 0.5 hour of work by the Collection Manager for documentation per linear inch ($\$18.27/2 = \$9.14/\text{linear inch}$).

Packaging Labor (cultural material): \$22.84/cubic ft.

Packaging Labor (documentation): \$ 9.14/linear in

Digital Curation Services:

1. Plan for the archiving:
 - a. Inspect digital files (documents, data sets, images, etc.) and determine that they are accurate and appropriate formatted for ingest into the digital repository.
 - b. Make corrections or obtain corrected files if necessary
 - c. Determine appropriate filenames to use and the most appropriate organization for the files in the digital archive.
2. Create the appropriate descriptive metadata for each digital file.
3. Upload the digital files and check that they have been correctly deposited in the Digital Archaeological Record (tDAR) repository
4. Hold conference call(s)/meetings with U.S. Army Corps of Engineers (USACE) and Jackson Group staff to review the tDAR records, uploaded files, and ways in which tDAR can be used to carry out appropriate access to the documents:
 - a. Consider potential uses of the data by USACE and Jackson Group staff and contractors
 - b. Identify the specific administrative metadata that USACE and Jackson Group staff want to include in the tDAR record
 - c. Other topics, as appropriate for the specific project under discussion.

Services (as required) will be billed at the following rates:

1. Digital data management consultation, planning, review, and project management (\$90/hr).
2. Project planning and consultation (\$90/hr).
3. Programming (\$95/hr) as needed to automatically modify, review, or upload files and metadata.
4. Organization, drafting, review, and completion of tDAR metadata records for files to be deposited in tDAR (\$40/hr).

Metadata creation fee can be waived if JGAR or other contractors fill out the appropriate metadata records and upload files themselves to tDAR.

Note: These rates are in effect as of 1 September 2014 and are subject to change.

Digital File Upload Fees:

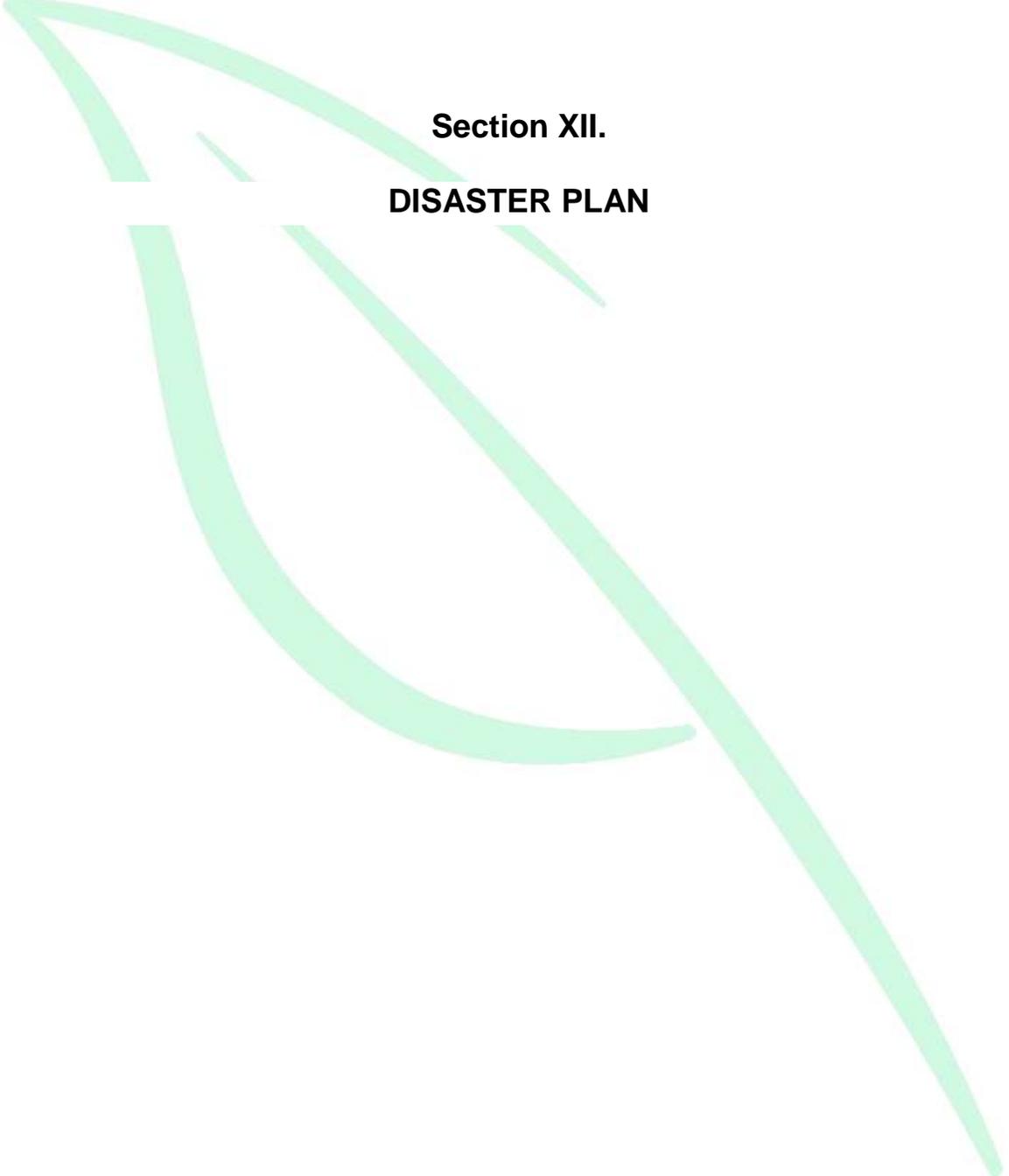
Upload fees are one time charges that cover the cost of digital curation in perpetuity. The Center for Digital Antiquity agrees to perform the following services on all files preserved in the repository:

1. Maintain the tDAR repository so that uploaded files are preserved and made available to tDAR users as appropriate.
2. Periodically check the files in the tDAR repository, to ensure that no deterioration has occurred. Periodically migrate and/or refresh the digital files to provide for their long-term accessibility and preservation.

Table 2. tDAR Digital Files Upload Fees.

Number of files (each file = 10mb)	Per file Upload Charge
1-9	\$50
10-49	\$40
50-99	\$30
100-499	\$25
500-999	\$20
1000-4999	\$15
5000+	\$5

Note: These rates are in effect as of 1 September 2014 and are subject to change.



Section XII.
DISASTER PLAN

DISASTER PLAN

Staffing

Emergency Orientation and Drills

Emergency Assistance from Local Fire and Police

Emergency Incident Notification

Emergencies and the Media

Incident Reporting

Evacuation Procedures

Weather Radio

Severe Weather Watches

Severe Weather Warnings

FEMA Tornado Procedures

FEMA Flood Warning Procedures

FEMA Earthquake Procedures

Power Outages

Fire Procedures

Locations of exits, fire alarms, and fire extinguishers

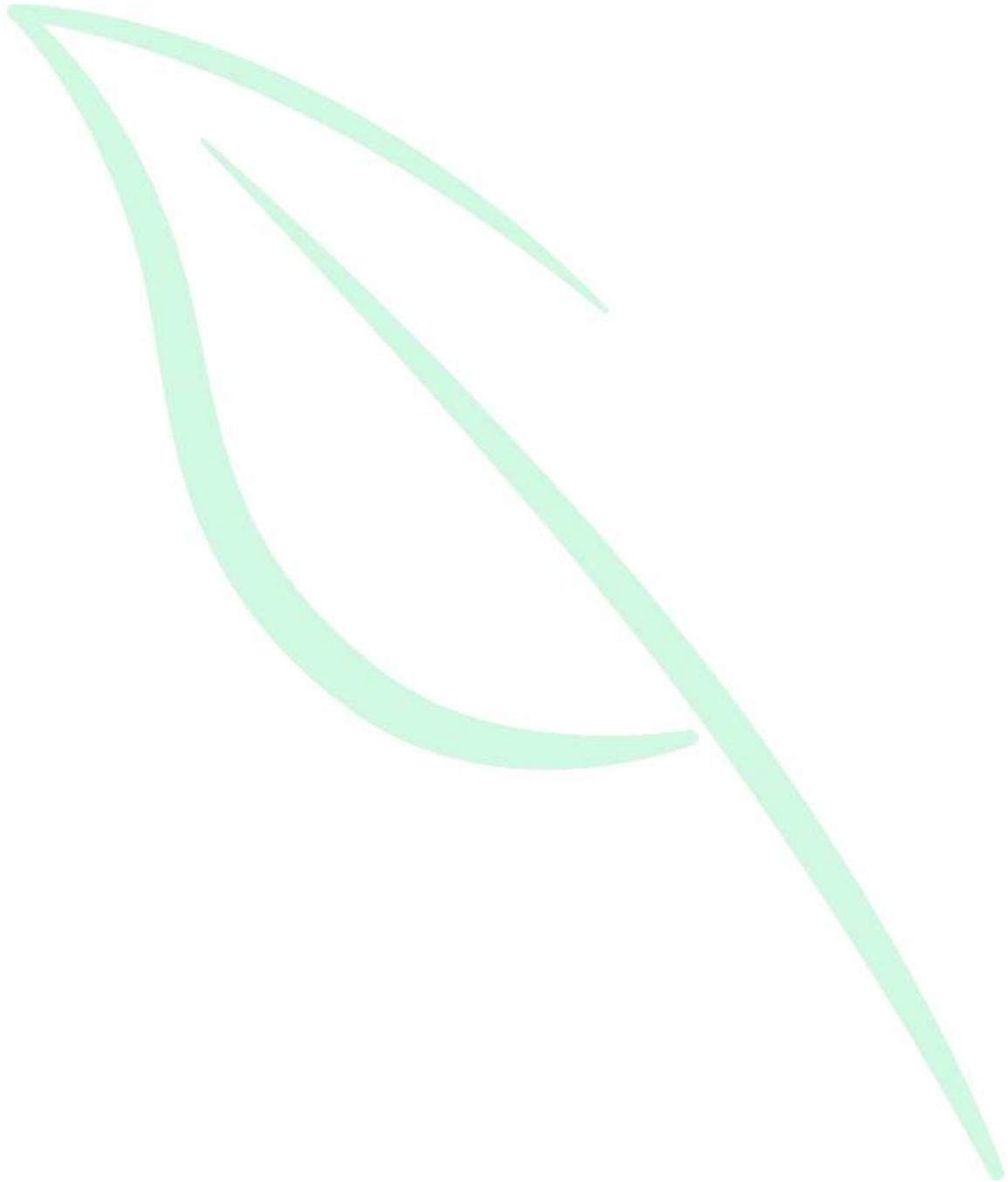
Responsibility for Theft or Damage to Personal Property

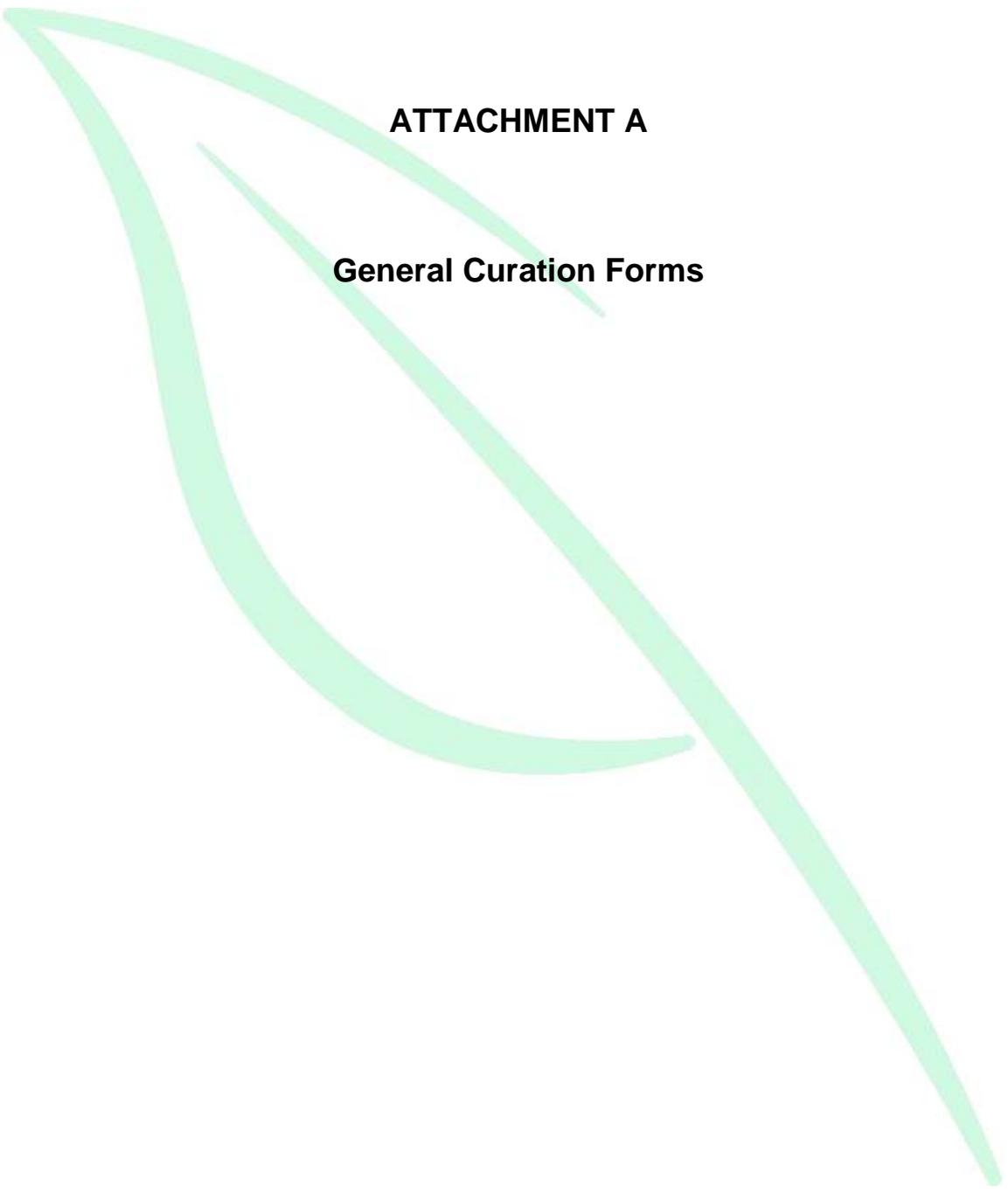
Suspicious Persons

Keys

Closing

Computer Data Backup





ATTACHMENT A

General Curation Forms



Number Log for Tracking Incoming Loans

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Name: _____

Location Number: _____

Lender	Date Received	Loan Activity No.	Object Name	Object Number	Location	Date Returned

Instructions for completing *JGAR 125, Deeds of Gift*

1. List at a minimum the name of the object and one identifying feature, such as its dimensions, materials, or manufacturer.
2. If there is time and opportunity, you may choose to record an expanded description that includes all or part of the following information: the name of the object, the date of the object, dimensions, materials, color, artist or maker, condition, and provenance. (For instance, you may want to note if a previous owner was a significant historic figure.)
3. If the information exceeds the space available on the front of the JGAR 125, list the objects on separate pages. Check the appropriate box to indicate whether the object(s) is/are described below or are described on attached pages.
4. Enter the number of attached pages on the line below the accession number. Write "0" if there are none.
5. The owner holds legal title to the object(s) and authority to transfer title or direct their use. In the appropriate spaces include the donor's printed or typed name, address, city, state, zip code, phone number, and the date. The donor(s) should sign four copies of the JGAR 125.
6. If the object(s) are owned by more than one person, have the joint owner sign all four copies, too. A joint owner is often a spouse. In states with joint property law, the signature of both spouses may be required on the Deed of Gift. In the appropriate places include their printed or typed name, address, city, state, zip code, phone number, and date. (If there is only one owner, this line will remain blank.)
7. If the owner has designated an agent to handle the gift, the agent signs on this line. An agent does not hold legal title to the object, but has authority to act on behalf of the legal owner. Some examples of agents are a person with power of attorney for another, the executor of an estate of a deceased person, and an officer of an organization or institution. (If the owner or owners signs this document, these lines will be blank.)
8. In the section marked "Approval by Jackson Group Anthropological Repository" the Curator signs, prints or types his/her name, and dates the form. The Curator's signature assures the Director that the objects and circumstances have been reviewed by someone knowledgeable in collection management and who is familiar with the collection.
9. Have the Director check in the designated boxes, whether he/she accepts, does not accept, or accepts the object subject to financial approval. On the next line, he/she signs, types or prints name, and dates the form. Legal title to an object is not transferred to JGAR until the gift document is signed by the Director.
10. Obtain the Director's signature if the activity exceeds the Curator's delegation, the transaction deviates from JGAR policy, or the gift requires Jackson Group Finance delegation. If the approval of the Director is not required, check the box marked "Not applicable."
11. Assign the two part accession number to the gift and enter it in the upper right hand corner.
12. Indicate who receives the copy.

I (we) hereby irrevocably and unconditionally give, convey, and assign to the Jackson Group Anthropological Repository all rights, title and interest (including copyrights and associated rights) which I (we) have in and to the objects described below on additional pages. I (we) affirm that the objects of this gift were acquired legally and without any encumbrances or restrictions, and that I (we) have authority to make this gift.

Description of Object(s)

Owner's Signature

Owner's Name

Date

Address

City/State/Zip

Phone

Owner's Signature (Joint ownership may require additional signatures)

Owner's Name

Date

Address

City/State/Zip

Phone

Agent's Signature

Agent's Name and Title

Date

Address

City/State/Zip

Date

↓ Approval by Jackson Group Anthropological Repository

Museum Curator's Signature

Museum Curator's Name

Date

Determination by Director

Accept Do Not Accept Accept subject to Jackson Group financial approval

Director's Signature

Director's Name

Date

LOAN AGREEMENT -- INCOMING

Conditions Governing the Loan of Objects to the Jackson Group Anthropological Repository

Description of Objects

Attributions, dates, valuations, or other information about the objects listed in this agreement are those given by the owner/lender unless otherwise specified. The absence of notations regarding the condition of the objects does not mean that the objects were free of defects at the time of the loan.

Removal of Objects

The owner/lender agrees to remove the objects from the custody of the Jackson Group Anthropological Repository (JGAR) at the conclusion of this loan at no expense to JGAR. Title to the objects listed in this agreement may become vested in JGAR if the objects remain unclaimed for an extended period of time and the owner fails to follow prescribed procedures to preserve the owner's interest in the property.

Standard of Care

JGAR will safeguard the objects itemized in this agreement in the same manner as its own property of similar nature.

Alterations and Hazards

JGAR will not alter, repair, conserve, or dispose of the objects listed in this agreement without the permission of the owner/lender, unless a) immediate action is required to protect the objects or other property under JGAR's custody, or b) the objects have become a health or safety hazard.

Research and Photography

JGAR and its agents are authorized to photograph and/or examine by nondestructive means any object listed in this agreement. JGAR and its agents may reproduce, distribute, modify, display, publish or otherwise use and reuse the resulting images and/or documentation in any medium for archival, educational, research, exhibition, and/or publicity purposes, but are not obligated to do so. Resulting images and/or documentation will not be made available for other purposes without prior authorization of the owner/lender.

Release from Liability

The owner/lender releases JGAR, its employees, agents, and contractors from and waives any claims against them for liability or claims arising out of or related to any loss of or damage to the objects listed in this agreement.

Change of Address or Owner

The owner/lender will notify JGAR promptly in writing of any change in address, or change in ownership of the objects listed in this agreement (whether by reason of death, sale, insolvency, gift or otherwise). The terms of this agreement shall be binding upon the heirs, executors, administrators, representatives, successors, agents and assigns of the owner/lender.

Other Loan Agreement Forms

In case of any difference between this agreement and the loan agreement forms of the owner/lender, which JGAR may complete upon request. The conditions of this document will control.

Instructions for Completing *JGAR 126, Loan Agreement Incoming*

The *JGAR 126, Loan Agreement- Incoming* is the form used to document the loan of objects to JGAR from an institution or individual. It is negotiated in advance of receiving the loaned objects and requires the Director's approval. It has a stated duration of up to two years. Prepare the form in triplicate (one original and two copies, all with original signatures) and follow the steps 1 – 14.

JGAR 126, Loan Agreement – Incoming

1. Enter the name of the owner or institution lending the object.
2. Enter the name of the authorized agent and his/her name, title, phone number, and/or fax number.
3. Enter owner or lender's address.
4. List the purpose and term of the loan.
5. Describe each object and include catalog numbers.
6. List the valuation of each object. The valuation should be provided by the owner or lender.
7. Specify any additional conditions not listed on the back of the form.
8. Obtain the signature of the owner or authorized agent along with the date.
9. Obtain the signature of the collection manager and print or type his/her name along with the date.
10. Obtain the signature of the Director and print or type the Director's name along with the date.
11. If the term of the incoming loan exceeds the standard two-year limit, obtain the signature of the Director or his/her designee. Otherwise, check the box indicating that this signature is not applicable to this transaction.
12. Indicate the number of attachments. Information acquired during the negotiation of a loan becomes part of the loan agreement. Copies of the following types of documents should be attached to each signed agreement form:
13. Assign the next consecutive activity number in the repository's registration system.
 - a. A list of the objects loaned, if there are too many objects to fit on the front of the form.
 - b. A Facility Report if requested by the lender
 - c. Evidence of insurance.
14. Indicate who receives the copy.



Incoming Loan Agreement

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Owner or Lender _____		
Authorized Agent and Title		Phone/Fax
Address		City/State/Zip
Purpose of Loan		Period of Loan
Catalog Number	Description of Object(s)	Owner's Valuation

I am (we are) the lawful owner(s) of the above described objects and/or have legal authority to loan them to the Jackson Group Anthropological Repository. I (we) have read and agree to the conditions listed on the reverse of this document.

Owner's or Authorized Agent's Signature	Owner's or Authorized Agent's Name	Date
---	------------------------------------	------

↓ Approval by Jackson Group Anthropological Repository

Museum Curator's Signature	Museum Curator's Name	Date
Museum Director's Signature	Museum Director's Name	Date

RECEIPT OF OBJECTS -- INCOMING

Conditions Governing the Receipt of Objects Deposited with the Jackson Group Anthropological Repository

Description of Objects

Attributions, dates, valuations, or other information described on this receipt are those given by the owner/depositor unless otherwise specified. The absence of notations regarding the condition of the objects does not mean that the objects were free of defects at the time of receipt.

Removal of Objects

The owner/depositor agrees to remove the objects from the custody of the Jackson Group Anthropological Repository (JGAR) within thirty (30) days from the date of deposit, or upon JGAR's request, and at no expense to JGAR. Title to the objects listed on this receipt may become vested in JGAR if the objects remain unclaimed for an extended period of time and the owner fails to follow prescribed procedures to preserve the owner's interest in the property.

Standard of Care

JGAR will safeguard the objects itemized on this receipt in the same manner as its own property of similar nature. JGAR 927

Alterations and Hazards

JGAR will not alter, repair, conserve, or dispose of the objects listed on this receipt without the permission of the owner/depositor, unless a) immediate action is required to protect the objects or other property under JGAR's custody, or b) the objects have become a health or safety hazard.

Research and Photography

JGAR and its agents are authorized to photograph and/or examine by nondestructive means any object listed on this receipt. JGAR and its agents may reproduce, distribute, modify, display, publish or otherwise use and reuse the resulting images and/or documentation in any medium for archival, educational, research, exhibition, and/or publicity purposes, but are not obligated to do so. Resulting images and/or documentation will not be made available for other purposes without prior authorization of the owner/depositor.

Release from Liability

The owner/depositor releases JGAR, its employees, agents, and contractors from and waives any claims against them for liability or claims arising out of or related to any loss of or damage to the objects listed on this receipt.

Change of Address or Owner

The owner/depositor will notify JGAR promptly in writing of any change in address, or change in ownership of the objects listed on this receipt (whether by reason of death, sale, insolvency, gift or otherwise). The terms of this receipt shall be binding upon the heir's executors, administrators, representatives, successors, agents and assigns of the owner/depositor.

Other Agreement Forms

In case of any difference between this receipt and the agreement forms of the owner/depositor, which JGAR may complete upon request, the conditions of this document will control.

Instructions for Completing *JGAR 127, Receipts of Objects - Incoming*

1. Enter the name of the organization or individual from whom the object was received along with their phone number. Take into account these special circumstances when receiving objects owned by others where there is no previously authorized deed of gift or loan document:
 - Determine ownership of the objects. If the person delivering the objects is not the owner, assess whether he or she has the authorization of the owner to leave the objects in the facility's custody. If so, he or she signs as both the delivery person and the agent.
 - Discuss the terms of the agreement printed on the back of the form and proposed date of removal. Be clear about when and how the objects will be returned.
2. Enter the address of the individual or organization from which the object was received.
3. Indicate the date and place of delivery.
4. Have the delivery person sign and print his/her name, and indicate the name of the delivery company (UPS, US Postal Service, etc.). The delivery person may have his or her own receipt requiring a JGAR signature. It is permissible to sign the receipt, but the transaction must also be documented with a *JGAR 127*. A copy of a delivery person's receipt should always be kept and attached to the *JGAR 127*.
5. The authorized staff person or a designee present at the time of delivery signs and prints his/her name.
6. List the objects received. Include catalog numbers, if applicable. If the objects arrive packed in boxes that would be impractical to open at the time of delivery, identify the boxes on the form. As soon as possible, unpack the boxes and list the objects on a separate paper to attach to the form. It is important to note any problems with the condition of the packing materials, as well as any obvious problems with the condition of the objects (e.g., tear lower-left, stain bottom half). Be aware that when the facility takes custody of objects owned by others, it is not responsible for preexisting conditions.
7. When you list the objects received on the form a separate value should be determined for each object. If the current value is not known, add "fair market value at time of loss" in the "Owner's Valuation" column.
8. Check this box if objects owned by the park are being returned to the facility.
9. Check this box if the unit is receiving objects owned by others. Also indicate the purpose for depositing the objects along with the scheduled date of removal.
10. If the owner deposits the objects, have the owner sign and print his/her name and indicate the date.
11. If an agent of the owner delivers the objects, have the agent sign and print his/her name and indicate the date.
12. Fill in the number of attachments and staple them to the document.
13. If the receipt is not associated with a gift or loan, type in the next consecutive activity number. (For example: 794-IR-79.)
14. If the receipt is associated with a gift or loan, type in the accession number assigned to the gift or the activity number assigned to the loan. (For example: 794-56 or 794-IL-20.)
15. Indicate who receives the copy.



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Received From		Phone/Fax
Address		City/State/Zip
Date of Delivery		Place of Delivery
Delivery Person's Signature		Delivery Person's Name
Receiving Staff's Signature		Receiving Staff's Name
Catalog Number (if applicable)	Description of Object(s)	Owner's Valuation

Receipt of Objects Jackson Group Anthropological Repository

JGAR acknowledges the return of the objects described above

Receipt of Objects Owned by Others

I am (we are) the lawful owner(s) of the above described objects and/or have legal authority to deposit them into the custody of the JGAR for the following purpose

Purpose _____

Scheduled date of removal: _____

I (we) have read and agree to the conditions listed on the reverse of this document

Owner's Signature	Owner's Name	Date
-------------------	--------------	------

↓ Approval by Jackson Group Anthropological Repository

Staff's Signature	Staff's Name	Date
Museum Director's Signature	Museum Director's Name	Date

RELEASE OF OBJECTS -- OUTGOING

Conditions Governing the Release of Objects Owned by the Jackson Group Anthropological Repository into the Custody of Others

Care of Objects in Custody

Custodian shall provide a safe and stable environment for the objects belonging to the Jackson Group Anthropological Repository (JGAR) and shall return them in the same condition as they were when JGAR released them.

Use of Objects in Custody

Custodian may examine and/or display objects. Any other use of the objects and/or any intellectual property rights associated with them that are not specified elsewhere in this agreement require prior written approval by JGAR. Custodian shall not transfer, license, assign, sell, pledge, mortgage, or part with the possession of the objects, or any intellectual property rights associated with the Objects.

Return of Objects

Custodian shall coordinate with JGAR to insure the safe return of the objects and to obtain approval of packing and transportation methods. JGAR reserves the right to inspect and audit JGAR-owned objects in the custody of others. The objects shall be returned to JGAR immediately if JGAR determines that the terms of this agreement are not being met or the objects are otherwise in jeopardy.

Other Agreement Forms

In the event of any damage, soil, or inordinate wear occurring while in custody of the custodian, the custodian agrees to pay all costs required to restore the objects to as good a condition as when they left the custody of JGAR.

Release from Liability

Custodian waives all claims and recourses against JGAR, its employees, agents, and contractors for loss or damage to persons or property arising from, growing out of, related to, or in any way connected with or incident to the custody of JGAR's objects. In case of any difference between this agreement and the agreement forms of the custodian, which JGAR may complete. Custodian shall not effect repairs, cleaning, or other conservation or restoration treatments without express written permission from JGAR. Custodian shall notify JGAR within forty-eight (48) hours after discovery of loss or damage to the objects. Custodian shall not remove or alter any registration numbers, museum labels, or specimen tags or make alterations of any kind to the objects without express written permission. Custodian shall defend, indemnify and save harmless JGAR its employees, agents, and contractors from all liability, loss, cost, or obligation on account of or arising out of any injury to person or persons or property of any kind. From any cause or causes whatsoever in any way connected with the custodian's custody of the objects listed in this agreement, including acceptance and redelivery thereof upon request; the conditions of this document will control.

Instructions for Completing *JGAR 129, Release of Objects Outgoing*

Prepare the *JGAR 129* in triplicate (one original and two copies all with original signatures). Note that the numbered steps correspond with the numbers on the forms. Remember to document the condition of the objects in writing before they leave JGAR. Take photographs, if possible, for comparison, should the objects be returned to JGAR with damage.

JGAR 129, Release of Objects - Outgoing

1. Enter the name of the company or person to whom the objects are released along with the phone number of the firm or person.
2. Enter the complete address of the organization or individual to whom the objects are released.
3. Indicate the date and place of release.
4. Fill in the purpose for the release of the objects.
5. Specify the scheduled means and date of return if known.
6. The authorized staff person who is present at the time of release signs and prints his/her name on this line.
7. Itemize the objects released on the form. If the objects are packed and sealed, list the boxes and include inventory lists for each of them. As a courtesy to the borrower or contractor, place an inventory list in each of the boxes before sealing them.
8. Check the box indicating that the objects owned by JGAR are subject to the conditions on the reverse side of the form.
9. Check this box when objects are returned to their owner.
10. Have the person receiving the objects sign and print his/her name and indicate the date. A courier picking up objects on behalf of a borrower or contractor may be reluctant or lack the authority to sign the release statement, which reads:
"I hereby acknowledge the receipt of objects listed on this document from the Jackson Group Anthropological Repository subject to the terms listed on the reverse of this document."

If you are certain the provisions of the pre-existing agreements are satisfactory to both you and the borrower or vendor, draw a line through the phrase "subject to the terms listed on the reverse of this document." Have the courier initial the change. The statement would then read:

"I hereby acknowledge the receipt of objects listed on this document from the Jackson Group Anthropological Repository

11. Check the identification of the person taking possession of the objects and note the source on the form (e.g., driver's license number, known to staff, etc.).
12. Fill in the number of attachments and staple them to the document. Remember, any release of JGAR-owned objects must be accompanied by a written agreement outgoing loan agreement or contract for services - outlining the terms under which the facility agrees to release the objects.
13. If the release of objects is associated with an outgoing loan, enter the activity number assigned to the loan in this space. (For example: 794-0L-7.)
14. If the release of objects is not associated with a loan, assign and type in the next consecutive activity number. (For example: 794-0R-99.)
15. Indicate who receives the copy.



Release of Objects - Outgoing

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Released to		Phone/Fax
Address		City/State/Zip
Date of Release		Place Released
Purpose of Release		
Schedule Means and Date of Return (if applicable)		
Releasing Staff's Signature		Releasing Staff's Name
Catalog Number	Description of Object(s)	

Release of Objects Owned by Jackson Group Anthropological Repository

I hereby acknowledge the release of objects listed on this document from the Jackson Group Anthropological Repository, subject to the terms listed on the reverse of this document

Return of Objects to Owner

I acknowledge the return of the objects described above from the custody of the Jackson Group Anthropological Repository.

Receiving Person's Signature

Receiving Person's Name

Date

Identification (e.g. driver's license)

Instructions for Completing *JGAR 134, Authorization for Extended Hands-On Use*

Prepare the *JGAR 134* in triplicate (one original and two copies all with original signatures). Note that the numbered steps correspond with the numbers on the forms. Remember to document the condition of the objects in writing before they leave JGAR. Take photographs, if possible, for comparison, should the objects be returned to JGAR with damage.

1. Enter name of the park and the facility where the hands-on use of the object is to take place.
2. Enter name of the program in which object is to be used.
3. List name of the staff person responsible for the program.
4. Indicate the length of time the object is expected to be used in the program. Remember the maximum term for the authorization is two years. A new term for all or some of the objects may be authorized, using a new *JGAR 134*. Copies of any previous authorizations should be attached to the new form.
5. List the objects to be authorized for hands-on use along with their catalog numbers.
6. Describe the mitigations that will be put in place to protect the objects together with any special instructions.
7. After reviewing and approving the proposed use of the objects, the Museum Curator signs, prints his/her name and indicates the date on this line.
8. Have the Director sign, type or print his/her name and indicate the date.
9. Assign the next consecutive activity number in the park's registration system.
10. Indicate who receives the copy.



Authorization for Extended Hands-On Use

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Location of Use		Facility
Program		
JGAR Staff with Oversight of the Program		
Duration of Extended Hands-on Use in the Program		
Catalog Number	Description of Object(s)	

Mitigations to be in place/special instructions:

↓ Approval by Jackson Group Anthropological Repository

Museum Curator's Signature	Museum Curator's Name	Date
Museum Director's Signature	Museum Director's Name	Date



Museum Collections Loss or Damage Report

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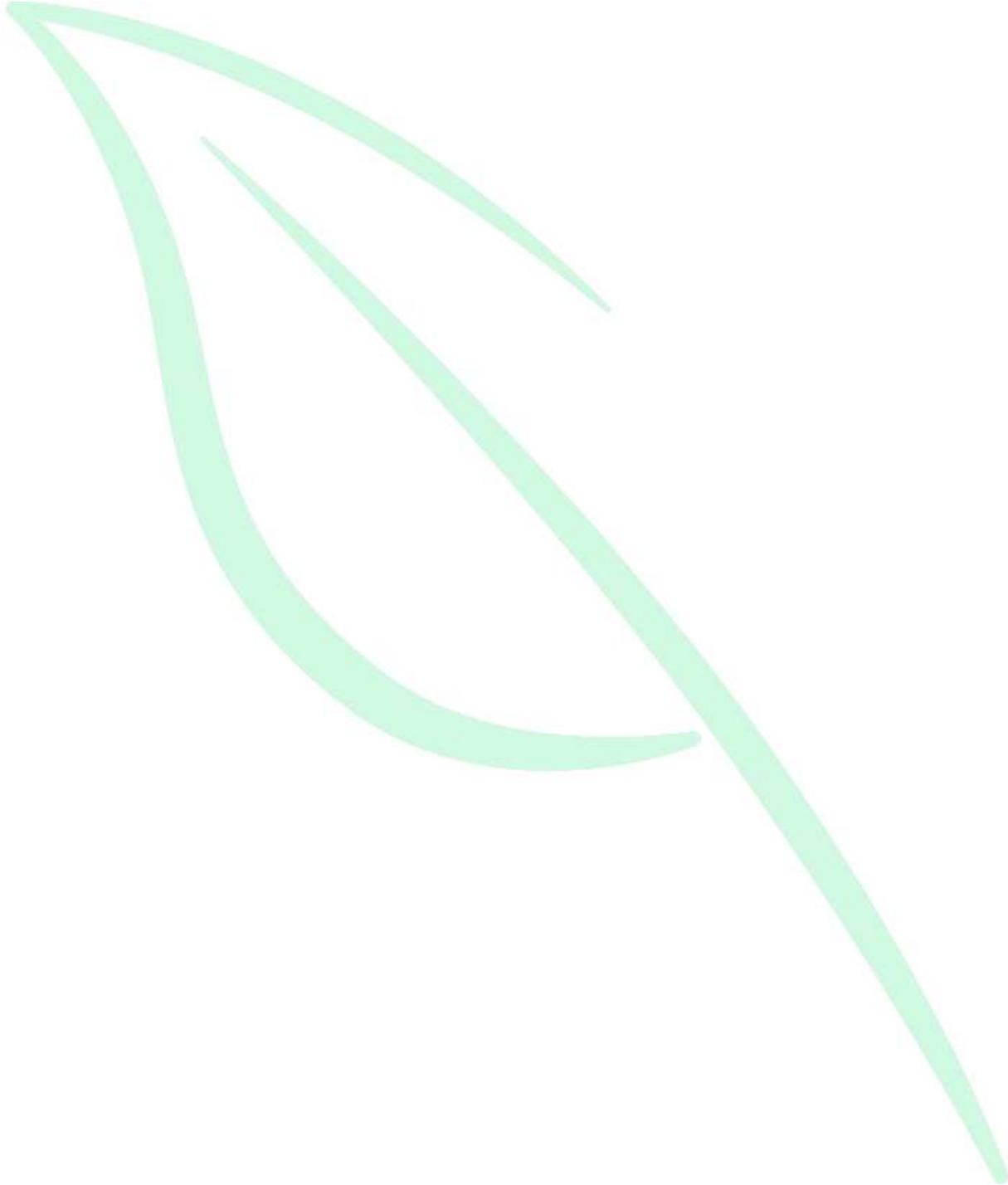
The purpose of this form is to document occurrences and subsequent resolutions of events that resulted in loss or damage to museum objects such as theft, missing objects, vandalism, accidents, or damage resulting from natural disasters.

Items 1-11 of this report must be submitted within 48 hours to the lab director or curator. Use additional sheets as necessary and attach additional documentation. **ITEM 12:** IF AND OBJECT(S) ARE STOLEN, LOST, OR VANDALIZED, A VALUE MUST BE OBTAINED WITHIN 48 HOURS FOR PURPOSES OF THE CRIME REPORT, AS THE VALUES CAN AFFECT A LEGAL CASE (FELONY OR MISDEMEANOR).

1. STOLEN, LOST OR DAMAGED OBJECTS (List by catalogue number):			
Catalogue Number (Write "No #" is unknown, or write accession number if the only element known)	Object Name	Location (Referring to the Unit Location Chart, give name, number and room location by name and number)	Description of Damage (Referring to if the object is stolen, missing, or damaged. Describe nature of damage.)
2. DATE AND TIME OF OCCURRENCE (if unknown, give date and time of discovery)			
3. CIRCUMSTANCES OF OCCURRENCE, ACTUAL CAUSE AND, IF APPLICABLE, AND CORRECTIVE ACTIONS TAKEN			
4. INITIAL ACTION TAKEN TO PROTECT OR PRESERVE OBJECT(S)(e.g. gathered broken pieces and moved into safer location)			
5. RESPONSIBLE PARTY (the individual responsible for the damage)		6. HOME PHONE	7. BUSINESS PHONE
8. STREET ADDRESS		9. CITY/STATE/ZIP	
10. CRIME REPORT NO. (Attach copy)		11. TOTAL APPRAISED VALUE OF ALL LOST OR DAMAGES MUSEUM OBJECTS, IF APPLICABLE (Attach copy of appraisal list)	
12. DATE REQUEST FOR CONSERVATION REPORT		13. DATE CONSERVATION REPORT COMPLETED	14. CONSERVATION/REPLACEMENT COST PER CONSERVATION REPORT
15. RESOLUTION (What was finally decided upon, whether the objects will be conserved or replaced and who is responsible to the effect the conservation or purchase. If the object is on loan to Jackson Group, the owners should be notified immediately.)			
16. NAME AND TITLE OF PERSON(S) COMPLETING THIS REPORT AND DATE(S) (This report may be filled out by more than one person. e.g. at the time of the event and during resolution.)			

Museum Collections Loss or Damage Report

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Catalog # _____

Approved Scope of Collections statement: yes no

Description: (attach an additional sheet if necessary)

Source:

- Gift
- Bequest
- Purchase
- Unknown
- Other (please specify)

Title Information:

- Deed of Gift
- Will
- Purchase documents
- None
- Other (please specify)

Deaccession criteria: (check all that apply)

- The objects no longer retain their physical integrity, identity, or authenticity.
- The objects are not relevant to JGAR's mission, are outside of a repository's scope of collections, or are in excess of JGAR's needs for interpretation, research, or exhibit.
- JGAR is unable to maintain the objects according to prevailing professional standards of care.
- The permanent transfer of the objects to another repository, museum, or government agency would better serve the public good.
- The repository has in its possession sacred, funerary objects, and/or human remains that require repatriation to a culturally affiliated group (e.g. Native American materials which fall under NAGPRA).
- The objects are more significant for the information they could yield if submitted to destructive analysis than they are in fulfilling other purposes.

Disposition: (attach sheet if necessary, see *MCMH Vol. II, pp. 6.79-6.80* for disposal options)

Park(s) contacted for transfer _____

Museums/other agencies contacted _____

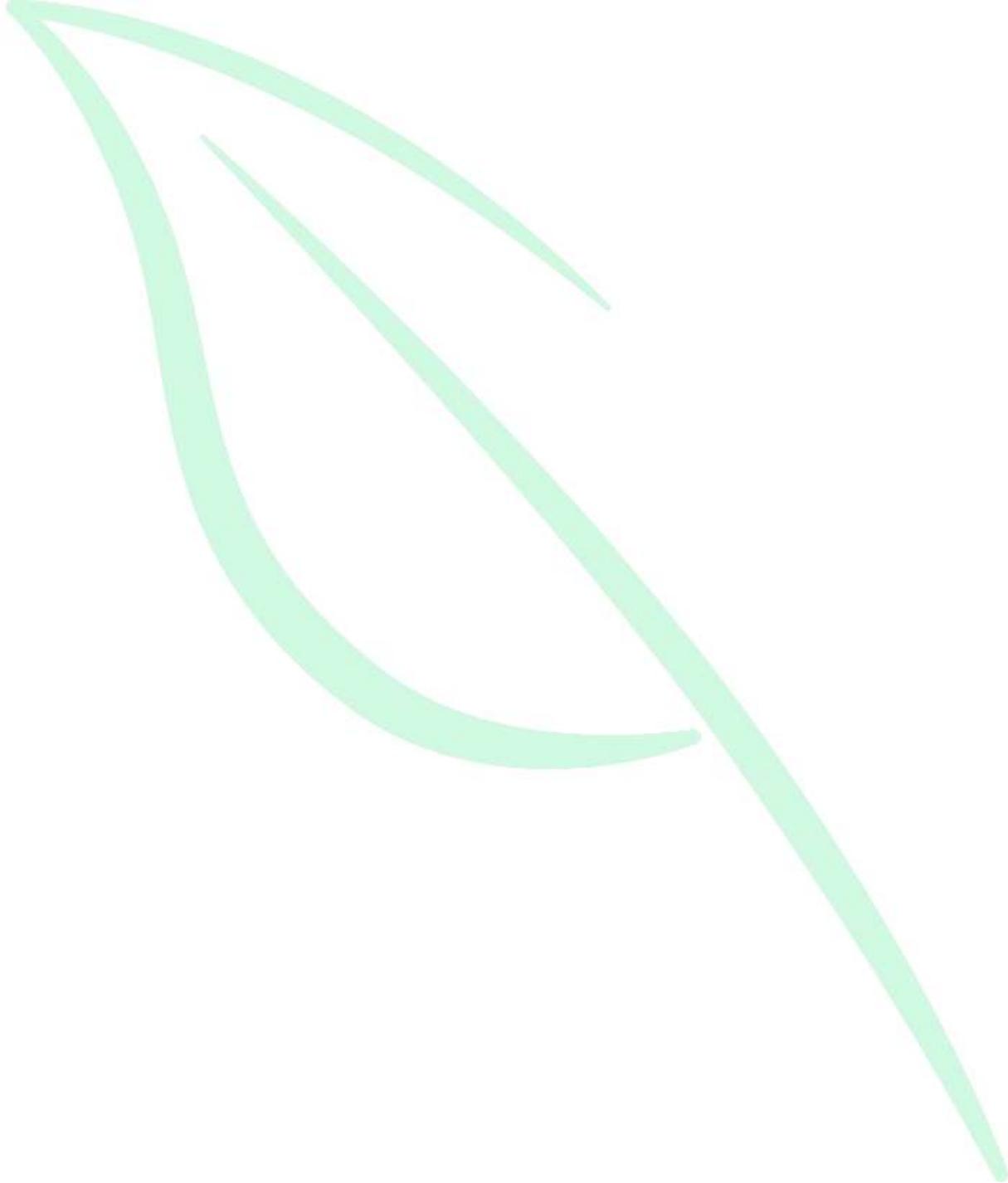
Suggested disposition _____

Director's approval _____

(name, title, date)

This form completed by _____

(name, title, date)



Catalog # _____

Deaccession Process:

() Deaccession proposal completed by Collection Curator

() JGAR Director's letter proposing deaccession

Date: _____

Records Annotated:

() Accession File

() Object File

() Catalog Card

() Title Document (deed of gift, will, ect.)

() TMS Record

Disposition:

Dispositions Date: _____

DOCUMENTATION:

Catalog Number:

Accession Number:

Object Name:

Item Count:

Component Parts (list):

Outgoing Loan Number (If applicable):

Photograph Numbers

CONDITION:

Describe structural and surface condition (e.g.) tears, losses, cracks, chips, holes, foxing, abrasion, scratches, tape residues, mold, buckling, discoloration, stains, flakes, patina) and any other conditions and not locations:

CONDITION DESCRIBED BY:

Name

Title

Signature

Date

CONDITION ON RETURN OF OBJECT (if applicable): Same as above Other (describe)



Object Condition Report

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Cat. # _____ Object: _____ Recorder: _____ Date: _____

Materials (General): _____

Damage (If Known) Due to:

- ___ Fire/Smoke/Water* _____
- ___ Display/Interpretive Programs* _____
- ___ Handling/Shipping* _____
- ___ Storage _____
- ___ Other _____

Evidence of:

- ___ Prehistoric/Ethnographic Deposits* _____
- ___ Prehistoric/Ethnographic Usewear* _____
- ___ Major/Minor Restoration* _____
- ___ Major/Minor Repair* _____
- ___ Other _____
- ___ Modern Use _____

Parts are:

- ___ Detached _____
- ___ Missing _____
- ___ Moving _____
- ___ Loose _____

Deposits:

- ___ Corrosion/Tarnish* _____
- ___ Crystalline _____
- ___ Encrustations _____
- ___ Marks _____
- ___ Dusty _____
- ___ Greasy/Waxy* _____
- ___ Soiled _____
- ___ Finger Marks _____
- ___ Other Deposits _____

Physical:

- ___ Abraded/Worn* _____
- ___ Brittle/Dry* _____
- ___ Broken _____
- ___ Burned/Charred* _____
- ___ Cracked _____
- ___ Cut/Split/Torn* _____
- ___ Folded/Creased* _____
- ___ Hole _____
- ___ Discolored _____
 - ___ Darkened _____
 - ___ Dye Bleeding _____
 - ___ Faded _____
 - ___ Stained _____
- ___ Distorted _____
 - ___ Bent _____
 - ___ Crushed _____
 - ___ Warped _____
- ___ Frayed/Shredded* _____
- ___ Shedding _____
- ___ Weave Breakage/Loss* _____
 - ___ Salvage Breakage/Loss* _____
 - ___ Warp Breakage/Loss* _____
 - ___ Weft Breakage/Loss* _____
- ___ Wrinkled _____
- ___ Surface Damaged _____
 - ___ Buckled/Lifted Areas* _____
 - ___ Chipped/Flaked* _____
 - ___ Cracked/Crazed* _____
 - ___ Powdered _____
 - ___ Scratched _____
 - ___ Spalled _____
- ___ Other _____

Biological:

- ___ Past/Present Insect Damage or Infestation* _____
- ___ Past/Present Mold* _____
- ___ Other _____
- ___ Pesticide Use _____

Smell:

- ___ Chemical _____
- ___ Moldy _____
- ___ Other _____

Stability:

- ___ Stable _____
- ___ Unstable _____
- ___ Uncertain _____

General Condition:

- ___ Excellent (Perfect)
- ___ Good (Minimal, minor defects)
- ___ Fair (Many defects, but stable)
- ___ Poor (Might need stabilization)

Actions Completed:

- ___ Frozen _____
- ___ Vacuumed _____

Action Recommendation:

- ___ None _____
- ___ Monitor _____
- ___ To Conservation _____

Comments:

Check conditions if they apply, use space at end of condition to clarify "where" and "what". *If used, cross out term that does not apply.

Condition Report-Mounted Specimens

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Catalog Number	Common Name
Preparator	Genus/Species
Prep. Number:	Family
Nature of Speciment: <input type="checkbox"/> Full Mount <input type="checkbox"/> Head&Shoulders <input type="checkbox"/> Cast <input type="checkbox"/> Other: _____	
Nature of Base/Support: _____	

Condition of specimen: Excellent Good Fair Poor
Condition of base: Excellent Good Fair Poor Steady Wobbles

Identifying Marks/Labels (list initials, numbers; sketch; note locations on specimen)

- Tag
- Tattoo
- Other
- None

Preparation Reports:

- Prior to mounting
- Mounting/taxidermy records
- Date: _____
- Source: _____

Evidence of Previous Repairs/Treatments:

- None
- Re-attached pars
- Other: _____

Biological Damage:

- None
- Mold/mildew
- Insects active inactive
- Type of insects: _____

Chemical Damage:

- None
- Stains
- Faded (foxed)
- Powdery Deposits
- Crystalline Deposits
- Odorous
- Other: _____

Physical Damage:

	Broken/ Torn	Cracked	Loose	Detached	Grease	Dirty/ Rusty	Dry	Holes	Water Damage	Worn Spots	Dis- colored	Other
Ears												
Antlers/Horns												
Beaks/Bills												
Nose Region												
Mouth												
Wings												
Legs												
Fins												
Feet												
Tail												
Body												
Feathers												
Hair												
Base/Support												

Location of Specimen: _____

Comments: _____

LOAN AGREEMENT -- OUTGOING

Conditions Governing the Loan of Objects by the

Care of Loaned Objects

Borrower shall provide a safe and stable environment for the loaned objects and shall return them in the same condition as they were lent. In the event of any damage, soiling, or inordinate wear resulting from this loan, the borrower agrees to pay all costs required to restore the objects to as good a condition as when they left the custody of the lender, the Jackson Group Anthropological Repository (hereinafter referred to as JGAR).

Borrower shall not effect repairs, cleaning, or other conservation or restoration treatments without express written permission from JGAR. Borrower shall notify JGAR within forty-eight (48) hours after discovery of loss of or damage to the loaned objects. Borrower shall not remove or alter any registration numbers, museum labels, or specimen tags from the loaned objects, or make alterations of any kind to the objects without prior permission of JGAR.

Use of Loaned Objects

Borrower may examine and/or display loaned objects. Any other use of the loaned objects and/or any intellectual property rights associated with them require prior written approval by JGAR. Borrower shall not transfer, license, assign, sell, pledge, mortgage, or part with the possession of the loaned objects or any intellectual property rights associated with the objects.

Termination of Loan

Both the borrower and JGAR may cancel this loan prior to the period stated in this agreement by providing thirty (30) days written notice to the other party. Borrower shall coordinate with JGAR to insure the safe return of the loaned objects at the conclusion of the loan, and to obtain approval of packing and transportation methods. JGAR reserves the right to inspect and audit loaned objects. The loaned objects may be withdrawn without prior written notice if JGAR determines that the conditions of this agreement are not being met or the objects are otherwise in jeopardy.

Release from Liability

Borrower waives all claims and recourses against JGAR, its employees, agents, and contractors for loss or damage to persons or property arising from, growing out of, related to, or in any way connected with or incident to this agreement.

Borrower shall defend, indemnify and save harmless JGAR, its employees, agents, and contractors from all liability, loss, cost, or obligation on account of or arising out of any injury to person or persons or property of any kind, from any cause or causes whatsoever in any way connected with the borrower's use of the loaned objects, including acceptance and re-delivery thereof.

Other Loan Agreement Forms

In case of any difference between this agreement and the loan agreement forms of the borrower, which OPR may complete upon request, the conditions of this document will control.

Instructions for Completing *JGAR 928, Loan Agreement – Outgoing*

Prepare the *JGAR 928* in triplicate (one original and two copies all with original signatures). Note that the numbered steps correspond with the numbers on the forms. Remember to document the condition of the objects in writing before they leave JGAR. Take photographs, if possible, for comparison, should the objects be returned to JGAR with damage.

1. Enter the name of the institution borrowing the object.
2. Enter the name of the authorized agent and the agent's phone number and/or fax number.
3. Enter the address of the borrowing institution.
4. List the purpose and period of the loan.
5. Describe the object and include the catalog number.
6. List the owner's (JGAR's) valuation of the object. (The borrowing institution normally pays for an appraisal, if one is required.) If it is impractical to obtain information about the value of the objects to be loaned, you may use an asterisk in the valuation column and indicate on the form "*Valuation subject to fair market value at time of loss."
7. Specify any additional conditions not listed on the back of the form.
8. Have the agent sign and print his/her name and indicate the date.
9. Have the Museum Curator reviewing the loan, sign, type or print his/her name, and indicate the date.
10. Obtain the signature of the Director, print or type the Director's name, and indicate the date.
11. In most instances, check the box indicating that the signature of the Deputy Director for Park Operations is not applicable to the transaction. However, you will need to obtain the signature of the Deputy Director or his/her designee if:
 - the duration of the outgoing loan exceeds two years
 - the borrower is a commercial entity or private individual
 - the outgoing loan involves some other exception to Department Policy.
12. Indicate on the reverse side how the loaned objects are to be credited. The Department's name, Jackson Group Anthropological Repository, should always appear in the credit line. Three examples are as follows:
 - Jackson Group Anthropological Repository
 - Jackson Group Anthropological Repository, Fabled Farm State Historic Park
 - Jackson Group Anthropological Repository, LaRue Collection
13. Indicate the number of attachments. Information acquired during the negotiation of the loan, becomes part of the loan agreement. Copies should be attached to each signed agreement form.
14. Assign the next activity number in the park's registration system
15. Indicate who receives the copy.



Outgoing Loan Agreement

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Borrowing Institution		
Authorized Agent and Title		Phone/Fax
Address		City/State/Zip
Purpose of Loan		Period of Loan
Catalog Number	Description of Object(s)	Owner's Valuation

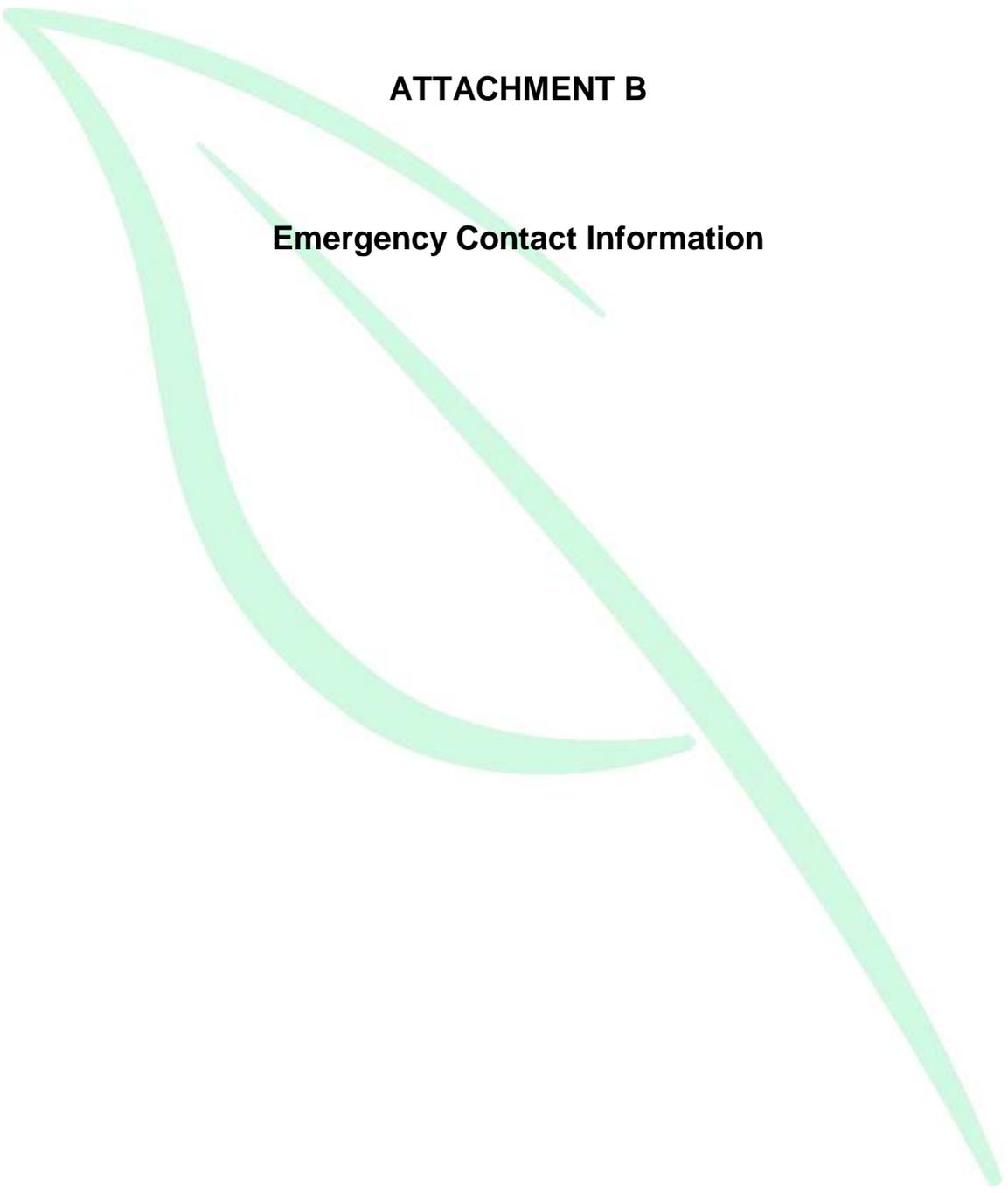
Additional Conditions of loan:

I have read and agree to the conditions listed on the reverse of this document and any attachments to it.

Agent's Signature	Agent's Name	Date
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↓ Approval by Jackson Group Anthropological Repository

Museum Curator's Signature	Museum Curator's Name	Date
Museum Director's Signature	Museum Director's Name	Date



ATTACHMENT B

Emergency Contact Information

Emergency Collections Treatments

Phone List

Police – Richmond, KY

Police – Lexington, KY

Fire – Richmond, KY

Fire – Lexington, KY

Ambulance – Richmond, KY

Ambulance – Lexington, KY

Local Commercial Disaster Clean up Businesses

Richmond, KY

Lexington, KY

Conservators

In House Emergency Equipment

Emergency Phone Number List

Richmond, KY

Lexington, KY

Checklist of In House Emergency Supplies

First Aid

Fire Extinguishers

Spill kits

Tarps/plastic covers