PROCEDURES FOR THE SUBMISSION OF ARCHAEOLOGICAL COLLECTIONS FOR CURATION

Repository for Archaeological and Ethnographic Collections
Department of Anthropology
University of California, Santa Barbara
Phone: (805) 893-7098
Fax: (805) 893-8707

These guidelines provide instructions to Project Directors, Field Directors, and Laboratory Directors in the proper preparation of artifact collections and associated documents for curation at UCSB's Repository. The guidelines specify the responsibilities of curation requesters to ensure that project collections are properly organized, documented, and prepared for curation. Compliance with these guidelines will remedy a situation that is all too common at most museums and repositories: the loss and/or insufficient documentation of artifact provenience and field methods.

It is strongly suggested that curation costs be included as a line item in the proposal budget. Contractors and researchers working in Santa Barbara County and under Santa Barbara County Guidelines should recognize that curation costs are escalating and must be considered in all contract or research work. Care should be taken in developing estimates of curation costs so that the charges actually levied at the time a collection is submitted are not higher than anticipated.

It must be emphasized that collections and associated documentation must be organized prior to their submission according to the guidelines presented herein. In complying with these guidelines, it is essential to remember that the archaeological collections and corresponding documentation submitted for curation will be curated at UCSB's Repository in perpetuity. The Repository was developed as a central location for the long-term curation of archaeological research conducted in the area for the express purpose of facilitating archaeological research and education.

I.   OBTAINING AN ACCESSION NUMBER

An Accession Number must be obtained form the Repository prior to cataloging a collection. The request for an Accession Number must be submitted in writing and must contain the following information:

1.   Project name.
2.   Type of project (monitoring, survey, full-scale excavation, testing, etc.).
3.   Site number(s).
4.   Collection date.
5.   Potential number of cataloging numbers.
6.   Potential number of trays to be needed.
7.   The expected date of submission for curation.

Along with the above information, the requestor must fill out, sign, and return the agreement forms, *Acknowledgement of Policies for the Perpetual Curation of Archaeological Collections* and *Acknowledgement of the Procedures for the Submission of Archaeological Collections for Curation*, to the Repository. Upon receipt of the signed agreement forms, the Assistant Curator will notify the requestor, by letter, of the Accession Number to be used.

Separate Accession Numbers will normally be assigned to collections from different sites, but in some cases, a single number may be assigned to a group of related sites or small collections from a number of sites. Separate Accession Numbers are usually given to separate projects.

(Document updated from 1992 orig. in 5/2007
by Jason L. Toohey)

Once a collection is submitted to and accepted by the repository, no new artifacts/documentation from future archaeological work may be added to that Accession number, even if work was conducted at the same site. Future projects/collections much have their own Accession number.

II.   PREPARATION OF THE COLLECTION

A.   DOCUMENTATION

Documentation includes field notes, field maps, photographs, slides, laboratory notes, final report, artifact catalog, and other types of information that would help the future interpretation of the collection. A hardcopy of the Final Report must be included in the documentation submitted with the collection. As with all other paper documents, the report must be printed or photocopied onto archival quality paper. The requester is also encouraged to submit a copy of the report on a CD.

Field Notes

Copies of all field notes from project directors, crew chiefs, and crew members are required. Preferably a typewritten copy on archival paper should be submitted with the handwritten notes. The handwritten field notes must be neat, legible, written using a no. 2 pencil or indelible ink pen (not felt tip) on archival quality paper. Typical steno pad or yellow tablet paper is not acceptable because it deteriorates rapidly. Notes that are not written on archival quality paper can be photocopied onto the correct paper. It is important to ensure that all photocopies are legible.

Field notes, like all documentation, must be organized when presented to the Repository. Plastic paper clips should be used to hold documents together. Staples or metal paper clips are not acceptable.

Field Maps

A scale map showing the location of all excavation units, sampling areas, and/or surveyed areas must be submitted. Mapping data in the form of transit notes, compass readings, measured distances, etc., must be filed with the other forms of documentation and are to be prepared according to the field note guidelines. All notes corresponding to the maps must include accurate locational information of each unit or area that was sampled. Other project maps (e.g., plans of proposed developments in the project area, copies obtained through archival research, etc.) are valuable for future interpretive use of museum collections and can be submitted as well.

All mapping data, aside from the maps, may be submitted as digital spreadsheet files on a CD. Two copies must be submitted to the Repository.

Photographic Documentation

Slides, negatives, prints, and/or digital images must be accompanied by record sheets, typed or handwritten in no. 2 pencil on archival quality paper. Slides and prints should be marked (using no. 2 pencil) with the Accession Number and Photo Number so that they can be cross-referenced to the photographic record sheets. Photographs, slides, negatives, and contact sheets must be stored in the appropriate archival polyethylene Vue-All envelopes. Vinyl Vue-All envelopes are not acceptable because they hasten slide deterioration. The file names of all digital images must correlate to designations on record sheets.

Artifact Catalog

Two copies of the artifact catalog must be submitted with the collection. It is required that the UCSB cataloging system be the one used when submitting the collection for curation. The UCSB cataloging system is quite flexible and was designed for management purposes. It ensures comparability of the various collections in the Repository. It ties directly into the required labeling/tagging format for the submitted artifacts. The manual for the catalog system is available in paper or digital form upon request for a small fee. Catalogs developed by the requestor for analysis should be submitted with the collection (see

(Document updated from 1992 orig. in 5/2007 by Jason L. Toohey)

Additional Documentation below), but these catalogs are not acceptable as substitutes for the required UCSB catalog for collection curation.

The catalog (in UCSB General Catalog Format) must be submitted in two forms:

1. One computer printed catalog with the catalog numbers in numeric order; and

2. One catalog on a CD formatted and readable by Windows compatible computers. The Catalog must be in Excel format on this CD.

All catalogs must have at a minimum the following fields: ACC.NO, CAT.NO, SITE, UNIT, LEVEL, CLASS, OBJECT1, MOD 1 (if necessary to define the object), MATERIAL, WEIGHT, COUNT (except for bulk quantities), and DISCARD.

If there are any questions concerning which UCSB codes to apply to a particular artifact, please direct them to the Assistant Curator. No newly invented codes should be added to the UCSB catalog without first consulting the Assistant Curator.

<u>Other Documentation</u>

All manuscripts/documents pertaining to the collection should be submitted for curation. Copies of specialized supplemental catalogs and summary reports are requested. If these supplemental catalogs and reports were generated on the computer, then please submit copies on a CD or CDs as well as hard copies. In addition, definitions of any codes used in the creation of these supplemental catalogs must be submitted.

Lab processing records are not required but may be helpful in future use of the collection. However, if artifacts or samples have been discarded, and only representative samples included in the collections (e.g., shellfish remains), notes pertaining to the procedures followed and locations of the discards should be submitted.

B.   ARTIFACT PREPARATION

<u>Washing</u>

Artifacts and faunal remains must be washed and <u>thoroughly dried</u> before cataloging. Exceptions include artifacts that are too fragile, painted, or contain other forms or types of important modification(s) or residues that might be removed by scrubbing (e.g. Flakes and tools specially collected for use-wear studies, fragile shell beads, etc.).

<u>Artifact Bags and Catalog Numbers</u>

All artifacts, such as ground stone, chipped stone tools, modified flakes, hammerstones, bottles, etc., are to be labeled if possible in the manner described below. In addition, the labeled artifacts, including groundstone, must be bagged in sturdy polyethylene bags of the appropriate size and gauge (please see list below). A tag with the Accession-Catalog number and other pertinent information must be placed inside the bag (see below). Paper bags and light duty baggies are not acceptable because they are susceptible to tearing and deterioration. Oversize artifacts (e.g., large mortars, metates, pestles, or manos) need not be placed in bags but must be labeled.

If multiple, fragile, fragmentary, or bulk items are being cataloged (e.g., flakes, bones, shellfish, beads, broken bottles, soil samples, etc.) surface labeling of individual artifacts is not necessary, but a tag with the Accession-Catalog number and other pertinent information is to be included along with the material in a sturdy polyethylene bag of the appropriate size and thickness.

(Document updated from 1992 orig. in 5/2007 by Jason L. Toohey)

Polyethylene bag minimum specifications:

3" x 5" (or smaller)	.0015 gauge
5" x 10"	.004 gauge
6" x 8"	.004 gauge
6" x 10"	.004 gauge
8" x 10"	.004 gauge
9" x 12"	.004 gauge
12" x 18"	.004 gauge

The format for labeling is to list the Accession number of the collection followed by the Catalog number of the item(s). The two numbers are to be separated by a dash. For example, Accession number 101, Catalog number 502 would be listed 101-502.

Catalog numbers must be applied with black indelible ink on the artifact surface that is the least modified and least obvious if a photograph were to be taken. If the artifact is dark in color and black ink will not be legible, a thin coating of white paint should be brushed on the selected area and the number written on it in black ink. Alternatively, white ink may be used. The catalog number must be sealed onto the artifact with a thin coating of clear glaze.

Tags for bagged artifacts must be computer generated or handwritten on archival quality paper. No tags with adhesive backing, please. The tags must contain the Accession-Catalog number, site number, unit, level, mesh size, a brief description of the bag contents, count, weight, the date collected, and the initials of the cataloger. The tagging requirement should correlate with the UCSB general catalog management system.

All tags must be placed in the bags so that they are highly visible, and if they could be damaged or soiled by the contents, the tags should be placed in a small polyethylene bag.

Fragile artifacts (e.g. shell beads) must be stored in sturdy plastic vials. These types of artifacts should be cushioned with archival quality foam or archival quality tissue paper. The vial is to be placed in a polyethylene bag with the corresponding artifact tag. Please note: shell beads found in association should not be strung on wire; if they are to be strung, use nylon fishing line before being placed in a protective vial.

Do not use gelatin capsules for the storage of seeds, carbon samples, bone, or any other type of artifact.

Column Samples and Bulk Quantities of Unsorted Materials

Column samples and bulk quantities of unsorted materials, such as chipped stone, shell, etc., will be stored only in special circumstances. The existing storage space at UCSB is oversaturated with these materials, so discretion is advised in collecting more column samples that will be analyzed in the course of project work. If storage of column samples and/or unsorted materials is necessary, then arrangements must be made directly with the Assistant Curator and will depend on space limitations.

Unworked shell in bulk quantity will not be stored. Representative samples of sorted shell may be saved, but not in large quantities. However, all rare species and in some circumstances complete shells may be kept. Information regarding the location of the remaining bulk shell must be included with the documentation.

(Document updated from 1992 orig. in 5/2007 by Jason L. Toohey)

Soil and midden samples must be bagged in sturdy polyethylene bags of .004 gauge thickness (see polyethylene bag specifications). Before bagging the bulk items, they must be thoroughly dried to prevent moisture damage. A tag should be placed inside a small bag that is then placed inside the sample bag.

Organization of Collections

If the project has more than one accession number, then the collections must first be organized by accession number. Next, the artifacts must be organized in one of two ways: 1) by class (faunal, groundstone, shell, etc.), and by catalog number within each class, or 2) exclusively by catalog numbers.

Soil and midden samples are stored at the Repository in archival quality boxes. Boxes are provided by the UCSB Repository at our cost. The boxes would be released to the requestor upon payment. The boxes are not to be sealed when submitted. When the collection is submitted, each box should have a list of its contents typed on archival quality acid-free bond paper containing the following information: Accession Number, site number, project name, material, the catalog numbers contained in the box, sample numbers (Sample A, Bag 1 of 2, etc.), and sample units and levels. Two copies of this list should be submitted with each box.

Whatever containers are used to submit the collections, please organize the contents as described above. It will make it easier for the Assistant Curator to process the collection and cheaper for you. Please include an inventory of the contents of each container and clearly label the outside of each container.

III.   SUBMISSION AND ACCEPTANCE OF A COLLECTION

Collections are to be submitted by appointment only during the Assistant Curator's work hours. Please notify the Assistant Curator in advance of the desired submission date as follows:

Small size collections (1-10 drawers):	two to three weeks
Medium size collections (10-20 drawers):	one month
Large size collections (greater than 20 drawers):	at least six months

After the collection is submitted, the Assistant Curator inventories all the documentation and integrates it into the Accession Files. The artifact catalog is carefully examined for compliance, legibility, etc. The Assistant Curator then inventories the artifacts and compares them with the catalog. At the same time the Assistant Curator checks for mislabeling, non-visible tags, inappropriate preparation procedures, faulty artifact labeling, etc. The assistant Curator then puts the artifacts in the drawers discussed above and stores them for long-term curation.

When bulk samples are submitted, the Assistant Curator inventories the contents of the boxes and places the labeled boxes in dead storage. If the requestor has already put the samples in the Repository boxes discussed above, the Assistant Curator will still check the samples prior to placing them in dead storage.

IV.   CHARGES

A.   CURATION COSTS

Curation fees should not be construed as a rental fee for storage space. Rather, they are reimbursements for the costs of preparing a collection, including its associated documentation, for permanent storage, and for maintaining the collection in the Repository *in perpetuity*. Charges are subject to change without notice. All collections become the property of the University of California upon acceptance unless prior arrangements have been made. The fee structure is based on the current Repository curation fee charges accepted by UCSB's administration.

Curation fees are charges by the Department of Anthropology for all collections obtained in a Cultural Resources Management context. This fee should be taken into consideration when proposed budgets are first drawn up for CRM projects.

(Document updated from 1992 orig. in 5/2007 by Jason L. Toohey)

Any collection obtained during non-profit or academic fieldwork is not subject to the same charges. However, researchers are strongly encouraged to obtain appropriate funding for curation from granting agencies. It is understood that the researcher will prepare the collection for curation in accordance with the UCSB Repository guidelines.

The *Fee Structure* outlines curation charges. Fees will be charged for perpetual storage, storage containers, storage space, and the Assistant Curator's time. The perpetual storage fee is meant to be a partial compensation for curation costs over the long term. Nonetheless, the University will be bearing the brunt of the long-term costs of curation. The storage container and space fees include charges at our cost for storage containers. Charges for staff time include the salary of the Assistant Curator for the number of hours needed to process the collection. There will be additional charges at cost for miscellaneous supplies, such as container labels, computer paper, etc.

The rates outlined in the *Fee Structure* will change periodically to accommodate changes in pay scale and prices. Curation charges will be calculated based on current rates at the time the collection is accepted, regardless of when the Accession Number was assigned or when the collection was submitted.

B.   ACCESS FEES

An access fee will be charged for the use of the following collections. This fee will be used to cover the costs of maintaining these collections, providing long-term curation, and preparing new specimens for the comparative collections. The fee will also cover the time spent by the Assistant Curator in responding to requests for use.

Available collections include:

1.   Accession Files (Repository Records). These files contain all pertinent documentation associated with archaeological and ethnographic collections.

2.   Archaeological Collections. These collections consist of all materials retained from the surveys and excavations in Santa Barbara County or other regions. Each collection is associated with the documentation stored in the Accession Files.

3.   Comparative and Reference Collections. These collections include mammal, bird, and fish skeletons; marine shells; rock and mineral samples; and type specimens of beads and ornaments.

V.   INQUIRIES

Questions regarding the UCSB Repository should be directed to:

Assistant Curator
Repository for Archaeological and Ethnographic Collections
Department of Anthropology
University of California
Santa Barbara, CA 93106
(805) 893-7098

(Document updated from 1992 orig. in 5/2007
by Jason L. Toohey)