

University of Colorado Colorado Springs – Department of Anthropology
Seyhan Dwelis Archaeological Repository
Curation Requirements for Archaeological Collections

Introduction

The following requirements are in compliance with the State of Colorado regulations for approved state repositories. These requirements apply to all archaeological collections to be submitted to the Department of Anthropology of the University of Colorado at Colorado Springs (UCCS) for curation.

Please direct all inquiries to the Department of Anthropology's Curator of Anthropology at (719) 255-3124. The Curator should be contacted at least two weeks before the intended submission of collections.

I. Cleaning and Labeling Artifacts

Cleaning - Artifacts will be cleaned with the exception of organic materials (vegetal, bone, charcoal, etc.) and those needing specialized analysis. Dry brushing of material remains is preferred to water or chemical cleaning especially on artifacts with potentially identifiable residues. Please use good judgment; keep in mind that the cleaning of some artifacts may remove culturally valuable adherents.

All soil samples (e.g. bulk soil, pollen, flotation, etc.) submitted to UCCS for curation must be fully processed. No unprocessed bulk soil samples will be accepted.

Labeling – All reference to site numbers will follow the Smithsonian trinomial site designation system. Each artifact or specimen should be assigned a catalog number using the site number followed by a sequential artifact number (e.g. 5EP1234.001, 5EP1234.002, etc.). Multiple items placed in a single bag, such as small debitage, may be assigned a single catalog number. If items are broken further within a catalogue number please use additional point number as follows 5EP1234.001.001.

Artifacts should be individually numbered and labeled with either archival paper slips adhered with Acryloid B-72 or indelible India ink (black or white only) protected by a coat of clear nail polish or lacquer (such as a 10% solution of Acryloid B-72 and acetone). To protect the artifact surface, first apply a base coat of polish or lacquer.

In the case of materials that have been dry brushed (bone, for instance), a base coat should not be applied because it may peel off. Items too small to be numbered, debitage and other similar materials may be exempt from some of the labeling and packaging requirements. Please consult the UCCS Anthropology Department prior to curation if you have any questions.

II. Packing Artifacts

Bagging - Place individual artifacts in small inert polyethylene ziplock bags with acid-free paper labels (see label sample). Use 4 mil polyethylene bags or thicker. Do Not use 2 mil bags. Permanently label each bag with appropriate catalog number or series of numbers in the bottom right corner of the bag. Group artifacts (by material type for large collections), and organize them by catalog number. Place grouped artifacts in larger 4 mil ziplock bags with the exterior permanently labeled and paper tag inserted whole not folded so it is readable through the bag. Perforate polyethylene bags with several pinholes to aid in humidity control if needed.

Boxing - The collections for curation should be packed in:

1. standard sized acid-free banker's boxes (15"x 12"x 10"); or
2. half acid-free banker's boxes (15"x 6"x 10) ; or
3. small acid-free boxes (approximately ¼ of a banker's box); or
4. large inert ziplock bags (small collections only).

Exceptions to this requirement are:

1. fragile materials that require specialized storage containers; and
2. oversized or irregularly shaped materials.

Please use appropriate padding and partitions to protect artifacts. Be sure to include one copy of the "Box Inventory" in each box.

Please label each storage box with the following information in indelible ink on the narrow end of the box in the bottom right hand corner:

1. site number(s)
2. county
3. project name
4. name of CRM organization
5. artifact type(s)
6. Catalog numbers if more than one box
7. box number (e.g. "Box 1 of 3")

Over-packed and/or excessively heavy boxes may incur higher curation fees, or the archaeologist may be asked to repack them. This measure is necessary for the safety in our storage area and the protection of curated artifacts.

Fragile items should be packed only with inert packaging (such as acid-free tissue), and packaged separately in a standard storage box marked "fragile."

If you are simultaneously submitting more than one small collection from different counties and sites, you may box them together in a single box. However, please make sure that they are separately curated, well-marked and organized both within the box and well labeled on the outside of the box.

All collections will be billed a one-time fee, project by project, regardless of their sizes (see Curation Fees for further information).

III. Documentation of Collections

Requirements for all documentation include the following:

1. they must be legible and printed on acid-free paper;
2. please avoid use of abbreviations, or provide a key for the abbreviations;
3. they must be bound and labeled in folders or binders, boxed in clearly labeled acid-free banker's or smaller document boxes;
4. please use current forms or the archaeologist may be asked to resubmit them;
5. all forms, documentation, bags and tags must include site numbers;
6. Please provide MS Excel or MS Access file of all artifact analysis (label the database with the site name) Note: you may use this to create the Box Inventory forms by running a query or report from the database and choosing the appropriate columns to include (see provided form for example).
7. UCCS may reject collections with improper and/or incomplete documentation or charge additional fees.

Required Forms:

Box Inventory – Please submit two copies of Box Inventory Form (see Sample) on acid-free paper listing the contents of each box. Include one copy in the applicable box(es). The second copy may be bound separately or attached to the final report. Note: you may use this to create the Box Inventory forms by running a query or report from the database and choosing the appropriate columns to include (see provided form for example).

Artifact/Specimen Inventory – Please submit two copies of the Artifact/Specimen Inventory Form (see Sample) on acid free paper listing each item in the entire collection. One copy should be included in the boxes of the material and the other loose. IN ADDITION a copy of a database (tab delimited) or Excel spreadsheet of all artifact analysis should accompany the paper materials. Note: you may use this to create the Artifact/Specimen Inventory forms by running a query or report from the database and choosing the appropriate columns to include (see provided form for example).

Curation Summary Form – This form (see sample) should be submitted with the collections for each project. If the project covers more than one county, an additional copy of this form for each county must also be included. This form is two-sided and must remain two-sided rather than copied on two pages.

Report and Field Documentation:

Permits or Permissions – A copy of the SHPO permit for conducting archaeological work or a letter of permission by the private land owner is required with all submissions.

Final Project Report - Two copies printed on acid-free paper should accompany each collection, with a copy of the permit(s) for conducting the archaeological work.

Field Documentation and Laboratory Analysis – original or acid-free copy; to include all pertinent forms and maps generated by the project, including survey and excavation maps, collection grid maps, and excavation unit profiles. Maps should be neatly folded or rolled and bound or boxed. A printed copy of any laboratory analysis forms must also be included both hard copy and digitally in a spreadsheet MS Excel or database MS Access.

Photos and Photo Catalog – original or acid-free copy; photos should be organized by film type (slides, prints, or strip negatives) and clearly labeled. Photographic material must be stored in archivally stable photo sleeves measuring approximately 9” x 12” (products made from vinyl are not acceptable as they are not archivally stable). These materials must be bound together in three-ring binders.

Collating Documentation:

Please use this check list to make sure that documentation is collated properly. Improperly collated documentation may delay the processing of your collection.

Where	Type of Documentation	Number of Copies
Artifact boxes/bags	Paper Labels (bagged with each artifact)	1
	Box or Artifact/Specimen Inventory sheet(s)	1
Bound and/or boxed separately from artifacts	Final Project Report	2
	Box Inventory	1
	Artifact/Specimen Inventory	2
	Permits, etc.	2
	Field & Lab Documentation	2
Clipped to Project Report	Photo/Photo Catalogs (may be combined w/field documentation)	2
	Curation Summary Form(s)	1
	Other miscellaneous documentation not to be included with artifacts or bound/boxed separately	1

IV. Delivery of Collections

An appointment must be made for delivery of materials at least **two weeks** in advance. Payment must be received prior to delivery of materials. The quantity, type and special storage needs of the collection should also be communicated to the UCCS Anthropology Department at this time. All artifacts and documentation for each project must be transferred in one delivery. All permits requirements must be met by the archaeologist.

Unless otherwise agreed, no collections will be accepted during the summer term (May 15th – August 15th) due to the fact that the Anthropology Department is understaffed, and sometimes not staffed, during the summer months.