
*University of
Montana
Anthropological
Curation
Facility*

Policy & Procedure Manual

Version 1.0

This manual was specifically written with the archaeological collections in mind, but much of it applies to the ethnographic collection that the Department also houses. Future versions of this policy and procedure manual will address the ethnographic collection directly.

This document pertains to collections currently housed in the UMACF and to collections being processed to be housed in the repository. This document has been approved by the Curator of the UMACF and Chair of the Department of Anthropology.

UMACF Curator & Department Chair

Date

University of Montana – Department of Anthropology Anthropological Curation Facility

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I. Mission

A. Mission Statement

The University of Montana Anthropological Curation Facility (UMACF) houses collections of prehistoric and historic artifacts from archaeological sites across Montana accessioned for curation and use in teaching and/or research at the University of Montana. While most of these collections are, and will be, from the region, the Curation Facility is neither intended to be a comprehensive regional repository, nor are more distant collections, provided they meet the teaching and research goals of the Department, automatically refused.

The long-term goal of the UMACF is to provide a repository facility that is in line with 36 CFR 79.9 standards for facilities that house federal collections. This is to include, but not limited to, creating a secure limited access facility; thoroughly inventorying all collections currently housed in the facility; bringing storage of individual sites and collections up to current archival standards; locating, consolidating, and properly housing all associated records for curated sites; creating and instituting policy and procedure for the accession, care, use and deaccession of present and future collections.

The UMACF will strive to create an atmosphere of collaboration and partnership with federal, state and tribal agencies in order to facilitate continued support and joint research opportunities. The UMACF, as a subsidiary of the state university system, recognizes its role as a public facility, in this spirit the facility will endeavor to preserve and protect the state of Montana's archaeological history for present and future generations.

B. Collection Plan

The UMACF will accession collections that are in line with the University's goals of creating a world class research educational facility. Only those collections with clear title and complete provenience will be accessioned, and temporary housing will be limited and accepted only with the approval of the Curation Advisor and the facilities Curator. Future acquisitions will be subject to the policies and procedures set forth in this plan and subject to the appropriate fees and costs that are associated with the proper archival housing of a collection for a minimum of 50 years.

C. Acquisition Authority

1. All Recommendations for Acquisition must be drawn up by the Curation Advisor or the Facility Curator.
 - a. A Recommendation for Acquisition must include how the objects fit into the mission and policies of the UMACF.
 - b. An initial plan for the objects' uses and benefits to the UMACF need to be addressed.
 - c. A Recommendation for Acquisition should include a plan for funding, storing, and time involved with the care and conservation of the proposed acquisition.
2. Recommendations for Acquisition must be approved by both the Curation Advisor and the Facility Curator.
3. Individuals or groups submitting collections for acquisition, including those sponsored by a component of the University of Montana, must submit a letter of Request for Housing. It is suggested that submitting groups contact the UMACF during their project budget preparations for aid in estimating curation needs. Once materials are received by the UMACF and actual costs are determined, the submitting individual or group is responsible for meeting that cost in full.

II. Accession

Accession includes gift/deed, field collection, exchange, transfer, purchase, loan, or cooperative agreements.

A. Accession Numbers

1. All sub-collections or specific artifacts accessioned into the collection will be assigned an accession number that will include the following information: year, month, and consecutive number of collection in given year. (Ex. 2007-05-01; this collection would have been accessioned in May of 2007, and it is the first collection accessioned that year).
2. These numbers will appear on all container labels to travel with the object during its life within the repository.

B. Accession File

1. An Accession File is to be opened for all collections or artifacts accessioned in the UMACF.
2. Thorough documentation of acquisition will reside within the file and will include the following information:
 - a. UMACF Checklist
 - b. UMACF Register Form
 - c. Condition Report
 - d. Transaction Form (deed/gift report, etc.) and title
 - e. Use and Removal Record
3. Reasonable effort will be made to include all field collection notation and reports in the Accession File.
4. A catalog and/or inventory of the collection.
5. All other associated documentation or information pertaining to an item or collection that is determined during its lifetime at the repository.

C. Accession Register

1. All accessions are to be fully recorded in the UMACF's register of Accession.
2. Contents of the Register
 - a. Accession Number
 - b. Description (include condition at time of accession)
 - c. Date of Accession
 - d. Loan or exhibit history
 - e. Copyright transfers (if any)
 - f. Licenses and permissions
 - g. Photographs
 - h. Cataloging information
 - i. Location information

III. Deaccession

A. Laws and Regulations

Currently there are no Federal or State standards for the deaccession of artifacts; however, in the future when standards are issued, they are to be followed in regards to this collection.

The Curation Advisor and/or Facility Curator reserve the right to deaccession materials that do not fit the Collection Plan. They also reserve the rights to dispose of materials that have been transferred to a more archivally sound medium (for example, photocopying an acidic newspaper clipping onto acid-free paper.)

The circumstances of acquisition, including any available donor information, date received, relevant correspondence, and other considerations will be thoroughly examined before a decision is made to deaccession an item or a collection, and Deeds of Gift and Donor Agreements will be honored. Donors may ask to have deaccessioned materials returned to them or may choose to allow the Curation Advisor and/or Facility Curator to determine the most appropriate method for disposal. If appropriate, they will attempt to locate a more suitable repository, determined by geography and collecting strengths, for deaccessioned items.

B. Type of Deaccession allowed by the Collection

1. Item(s) is (are) not within the scope, mission, or collecting plan of the UMACF.
2. Item(s) is (are) returned to rightful owner (this does not include the return of an incoming loan).
3. Physical deterioration causing an object or constituent material to be hazardous to repository staff or others.
4. Loss, theft, involuntary destruction, abandonment of or damage to item(s).
5. Compliance under a legal requirement (e.g. NAGPRA).
6. Destructive analysis, when the whole object is destroyed.

7. Transfer to another repository or institution.
8. Non-existent or limited research potential of bulky, highly redundant, and non-diagnostic items.

C. Deaccession Process

1. Deaccession Form
 - a. type of deaccession
 - b. disposal method
 - c. list of relevant items
 - d. related documentation
 - i. justification based on mission, collection plan, scope of collection and related laws
 - ii. any required appraisals
 - iii. copies of catalog records, photos, consultation documents, donor restrictions, and legal disposition documents

D. Deaccession Review

A Deaccession Review is an internal or external review of possible deaccessions.

1. Deaccession Review is to be overseen by the Curation Advisor and/or the Facility Curator
2. The review may include recommendations from an outside conservator, interested parties, donors, Native American tribes, federal and state authorities, and university authorities.

E. Methods of Disposal

1. Donation or transfer to another repository, involving transfer of title
2. Repatriation
3. Exchange with another repository

4. Return to rightful owner or donor
5. Transfer to an educational facility or group for the purpose of hands-on education

IV. Cataloging

A. Cataloging will contain standard information including but not limited to:

1. Accession Number
2. Catalog Number
3. Object Name (e.g. White paste earthenware)
4. Object Description
5. Form
6. Quantity
7. Measurement (weight, height, circumference)
8. Conservation and Condition
9. Cataloger Name and Date
10. Location in Repository
11. Additional categories can include:
 - a. site number
 - b. state site number
 - c. provenience/ collection unit
 - d. state and county origin
 - e. UTM coordinates

B. Large collections

Those collections encompassing two (2) or more full 10x12x15 boxes; will have their own database with a general index for the entire collection when possible.

C. Initial Assessment

Initial assessment of collections before cataloging involves several steps and considerations.

1. Identify the range of document types, condition, legal issues involved, future processing, and preservation needs of the collection.

2. Identify and address providing basic care to individual items, segregating those that require special treatments, and conducting minor conservation treatments.

D. Continued Assessment and Processing

1. Research and record provenience, origin, and history of items
2. Track successive transfers of ownership and custody (if applicable)
3. Original order will be applied to collections or items.

E. Labeling

1. Individuals processing collections should strive to label all diagnostic items that are not prohibitively tiny or fragile. When possible artifacts should be labeled with their catalog number in the most permanent method applicable to its material, yet be reversible if the label must be removed or changed.
2. The most common method for labeling is the sandwich method.
 - a. Clean area to be labeled
 - b. Place a thin coat of clear reversible varnish (e.g. Acryloid B72 or B67)
 - c. Write label information on top of base coat using permanent water based or pigment based ink (e.g. India ink). Let dry completely.
 - d. Apply top coat of clear varnish. Let dry completely.
 - e. Record labeling methods and materials used in the appropriate object information file.
3. Location of Label
 - a. ceramics – preferred location: exterior base, don't cover decoration, diagnostic detail or research sensitive areas
 - b. glass- same as ceramics
 - c. metal – same as ceramics when appropriate or archival tag; of an archival safe material, preferably Tyvek when available, attached via tying

- d. textiles - archival tags attached to these objects via tying or sewing
 - e. faunal-same as metal
 - f. wood - archival tags attached to these objects via tying
 - g. paper - back upper left corner lightly in pencil
 - h. basketry - archival tags attached to these objects via tying or sewing, for fragile or fragmentary pieces, box separately and tag the box; thoroughly document object
 - i. leather - archival tags attached to these objects via tying
4. Some objects cannot be labeled directly due to material type, size, or unstable surface
- a. Acid-free archival tags should be attached to these objects via tying or sewing.
 - b. They may also be placed in a sealed container with a label on the exterior of the container
 - c. Tags should be attached with string or thread that is softer than the artifact's surface
 - d. Strings should be attached no tighter than necessary so they do not cut through or into the object
 - e. String should not be colored or dyed
 - f. 100% cotton is preferable
5. Removal of Labels
- a. The sandwich labeling method is removed with careful application of the solvent acetone (REMEMBER: some materials are sensitive to acetone - research before application)
 - b. A paper label can be removed only if the item is bagged in a labeled bag or accompanied in the container with a loose label.
6. Container Labeling
- Each container (box, bag, bottle, etc.) will have a securely attached label that will list contents of the container.

Example:

-Bag: labeled artifact with a loose label inside.

- Display box: labeled artifact with a label attached to the exterior of the box.
- Small Box: individual bags go in a small storage box according to - type with a label securely affixed to the exterior of the box.
- Large Storage Box: exterior label listing contents, collection, and storage location.

F. Labeling Materials

1. Acceptable Materials
 - a. 100% cotton string
 - b. Teflon® monofilament
 - c. Nylon monofilament in polyethylene tubing
 - d. Acid-free 100% cotton rag paper
 - e. Unbuffered paper w/ a neutral ph high alpha cellulose lignin free
 - f. Japanese paper
 - g. Tyvek®
 - h. Cotton twill tape
 - i. India ink
 - j. Acryloid B72 or B67
 - k. Pencil
 - l. Acid-free card stock
 - m. Reemay®
 - n. Alcohol & acetone solvents
2. Materials to be avoided
 - a. Typewriter correction fluid
 - b. Rubber cement
 - c. Pressure sensitive tape or labels
 - d. Paper labels moistened by water
 - e. Ballpoint ink
 - f. Metal fasteners or tags
 - g. Edged tape
 - h. Silicone products
 - i. Chalks
 - j. Fusible iron-on fabrics
 - k. Wire
 - l. Elmers® glue

m. Non-acetone fingernail polish remover

G. Finding Aids

1. All materials and collections will be included in a management system that will allow for quick and easy access to the records and materials
2. Information to be included:
 - a. Project/collection name
 - b. Folder and/or item listings
 - c. Volume of materials
 - d. Type of record (e.g. paper, photos, maps, artifacts)
 - e. Intellectual contents and arrangements (listing of series and/or subseries)
 - f. Condition
 - g. Limitations on use or access
 - h. Location within repository
 - i. Creator(s) of collection

V. Associated Records

Associated Records include photographs, audio-visual records, maps, drawings, field notes, paper, and digitized data files.

A. General labeling

1. Labels can be handwritten in carbon ink or pencil – must be neat and legible
2. Labels may also be typed or computer generated on archival labels.
3. Paper documents that need to be labeled directly will be labeled on the upper back left edge in pencil – apply very little pressure, write small and neat.

B. Photographic Materials

1. Always wear gloves (cotton or Nitrile)
2. Each image (negative, slide, or print) should be stored in its own envelope or sleeve made of inert plastic or unbuffered paper with a neutral pH, high alpha cellulose, and lignin free (buffered envelopes can damage photos)
3. Each image is given its own identifying number on the outside of its envelope or sleeve; prints may be labeled directly on the border area of its reverse side using indelible or permanent archival ink – use light pressure.

C. Audio-visual and Digital Files

1. Label with computer generated archival labels
2. Data storage devices should include standard information along with software, version, size, type of file and date.
3. Store these data devices in inert archival quality cases.
4. Original materials may be copied onto new media as computer storage standards change.

D. Collection Associated Records

1. Paper records are to be stored in archival quality housing.
 - a. Stored vertically
 - b. Unfolded
2. Records are to be divided according to collections when more than one site or collection's associated records are housed together.

3. Whenever possible associated records housed in the facility are to be stored in water resistant archival containers.
4. Additional/backup copies of associated records are to be housed in a separate facility (i.e., the Mansfield Library Archives) in order to ensure survival of records in the event of fire or other disaster at the UMACF.

VI. Sacred Objects and Human Remains

A. General Principles

1. All items of this nature are to be given the respect they deserve.
2. All laws and regulation in regards to sacred objects and human remains are to be strictly followed and enforced (e.g. NAGPRA).
3. Human Remains are to be turned over to Dr. Ashley McKeown, who oversees the Human Osteological collections housed at the University.

B. Handling and Storage

1. Sacred objects are to be stored in a respectful manner preferably in their own separate container.
2. Access to sacred objects that do not fall under the purview of NAGPRA will be made available for consultation, ceremony and research. Those items that fall under the purview of NAGPRA will be addressed on a case by case basis.
3. Sacred objects are not to leave the building without express written permission from the UMACF Curator.
4. Human remains and sacred objects are to be handled only by approved individuals. Example: Certain belief systems state that only males may touch certain objects – respect for these beliefs are to be strictly upheld when possible.
5. Archival precautions will be followed when handling objects contained in this section of the collection. Please be aware of procedures and policies before handling.

VII. Packing and Storage

Proper packing and storage of objects and their associated records is essential for their long-term preservation and use in a research setting.

A. Storage Facility

1. This facility should be an environment that minimizes deterioration from significant fluctuations in temperature, humidity, water leakages, and pest infestations.
2. The storage facility shall maintain the highest level of security in order to safeguard collections.
 - a. Only authorized individuals will hold keys to the repository; under no circumstances are these individual keys to be loaned out.
 - b. A departmental key will reside with the Department of Anthropology Administrative Assistant. This key will be available for check out to authorized individuals whose names are on a list approved by the Curation Advisor, the Facility Curator, and the Department of Anthropology Chair.
 - c. Access is to be granted to individuals for a limited time, upon approval, after they have submitted a Letter of Request for Access. Once gaining approval they must read the facility's policy and procedures and sign an agreement to maintain strict adherence to them.

B. Collection Organization and Storage

1. Collection organization methods in order of importance and arrangement:
 - a. Project
 - b. Site
 - c. Provenience: Feature, Grid Unit, Excavation Unit/Test Unit, Level
 - d. Material Class
2. Labels are to contain Accession number and when appropriate site number, collection name, and contents.
3. All storage containers must be completely labeled with the information clearly displayed.

4. Heavy objects should be stored separately or beneath lighter objects.
5. When there are times that the storage of different classes of material need to be stored together due to constraints on space, the items must be chemically unreactive to each other.
6. Chemical interactions and reactions between materials will be limited to the extent possible, including understanding how objects and/or record material(s) interact with the material comprising the storage container.
7. When packing items for storage anticipate the use of the object within the UMACF and store appropriately.
8. Objects that will be used frequently as teaching aids or research may be housed in the UMACF designated laboratory storage cabinets or in a manner that will facilitate their access without compromising their condition or security.
9. Choices of location and access are to be determined by the UMACF Curator in conjunction with the Collection Manager.
10. Any changes in materials' locations are to be recorded and noted within the UMACF's material location log.

C. Packing

1. Containers are to be appropriate for the materials they contain.
 - a. Do not bend or force an item into an inappropriately sized container.
 - b. All fragile objects or records are to be stored in rigid containers appropriate for their material type.
 - c. Whole pots, metal objects, fibers and textiles should not touch one another and should be stored in a manner as to not impact their shape or decoration.
 - d. Bulky or heavy objects must be placed in containers that are appropriate for their size and/or weight.
 - e. Oversized materials, such as maps, are to be stored flat in baked enamel flat file cabinets. If they are not of archival quality, they need to also be placed in acid free file folders within the cabinets.
 - f. Do not over pack storage containers.

2. Special packaging or supporting needs are to be addressed by the Facility Curator. Containers may be custom made to hold odd-shaped objects that need complete support.
 - a. Only archival quality materials may be used (e.g., Ethafoam® or acid-free cardboard)
 - b. Complete information should be provided on the container label to minimize handling of the object itself.
3. Storage is dependent on funding and space limitations.
 - a. Ideal storage may not be attainable but should always be strived for.
 - b. Objects should be at the very least fully supported and stored in acid-free containers with readily visible labeling.
 - c. Objects that should not touch are always to be kept separated.

Example: Never store colored papers, ink, photos or maps directly next to buffered paper or surfaces.

4. If it is necessary to remove an item to re-house it and the item or group of items are to be placed in another container, it must be documented in a way that tracks its removal from one container to another and identifies its new location.
5. Acceptable Packing Materials
 - a. Acid-free boxes
 - b. Polypropylene containers
 - c. Acid-free poster board
 - d. Polyethylene foam
 - e. Polyethylene bags with zip closure
 - f. Acid-free tissue paper
 - g. Polyester batting
 - h. Tyvek® labels
 - i. Aluminum foil (C14 samples only)
 - j. Metal containers (limited uses)
 - k. Glass containers (limited uses and insulated against breakage)
 - l. Cotton or muslin fabric
 - m. Mylar®
 - n. Ethafoam®

- o. #5 Polypropylene plastic containers
- 6. Unacceptable Packing Materials
 - a. Cigar boxes
 - b. PVC or “plastic” containers numbered 1,3,4,6,7
 - c. Acidic cardboard
 - d. Styrofoam
 - e. Sandwich baggies
 - f. Plastic wrap
 - g. toilet paper, facial tissues, or newspaper
 - h. Acidic paper
 - i. Foam rubber, urethane foam
 - j. Cellophane tape
 - k. Wool
 - l. Masking tape
 - m. Printed paper bags

VIII. Research

A primary mission of the UMACF is to create and facilitate an environment for research and learning. In order to support this primary goal, the facility will make its collections accessible to faculty, researchers, graduate students, culturally affiliated groups, and other qualified individuals. Preservation of an object is paramount and will always supersede all other applications.

A. Types of Access and Use

The collections will be made available to qualified groups and individuals for the following activities and uses:

1. research
2. publication
3. education and interpretation
4. heritage and cultural related activities
5. reproductions

Any other legitimate use may be considered by the Curation Advisor, Facility Curator, and the Department of Anthropology Chair.

B. Loans

1. In-house Loans
 - a. In-house loans are where a collection or part thereof are removed from the repository to another location in the Social Sciences building or elsewhere to space owned or rented by The University of Montana-Missoula; the exception is the adjacent research laboratory in SS034. A Request for Loan must be made in writing and approved by the Curation Advisor, Facility Curator, and the Department of Anthropology Chair.
 - b. Upon approval the Facility Curator or Collections Manager will make a detailed inventory of items to be loaned, and the receiving individual will sign a Loan Agreement stipulating the inventory, rights and responsibilities of the lender and recipient, timeline of use and return, manner of use, and manner of return.

2. General Loans

- a. General loans refer to when a collection or part thereof is removed from the repository and transported to another qualified repository for any of the uses stipulated in section VIII.A. A Request for Loan must be made in writing and approved by the Curation Advisor, Facility Curator, and the Department of Anthropology Chair.
- b. Upon approval the Facility Curator or Collections Manager will make a detailed inventory of items to be loaned and the receiving individual will sign a Loan Agreement stipulating the inventory, rights and responsibilities of the lender and recipient, timeline of use and return, manner of use, and manner of return.
- c. All costs associated with packing and shipping or transporting of a collection are the sole responsibility of the recipient and must be paid for in full at the time of transportation; no upfront costs will be assumed by the UMACF.
- d. The recipient facility must secure and demonstrate adequate insurance to cover the collection while it is in their care.

3. Termination of Loans

- a. The UMACF Curator in conjunction with the Department of Anthropology Chair may terminate a loan at their discretion.
- b. An in-house loan may be terminated via written letter with a copy remaining with the UMACF Curator. The letter will stipulate the reason for termination and timeline for return.
- c. A General loan may be terminated via certified letter that stipulates the reason for termination and the timeline for return. The recipient has five (5) business days to respond to the certified letter before legal action can be taken against them for the return of materials.

C. In-Facility Use and Access

1. Individuals or groups needing access to a collection for any of the aforementioned uses need to submit a written request for access to the UMACF Curator.
2. Upon approval by the UMACF Curator, a suitable location will be determined for use by the requesting individual(s).

3. The requesting individual must sign an Agreement of Use form and will sign the collection in/out on the UMACF's Access and Use Register.
4. When appropriate, facility staff will oversee and supervise access and use of collections.
5. Adherence to all UMACF's policies and procedures are to be maintained while working with a collection. The facility reserves the right to prohibit the handling of artifacts and will provide a staff member for the duration of research to facilitate the activities of the visitor.

D. Restrictions on Access and Use

1. Adherence to the Archaeological Resources Protection Act will be strictly upheld. Please refer to PL 96-95, 16 USC 470aa-mm for all federally and tribally owned collections.
2. Adherence to the Montana Antiquities Act, Title 22 Chapter 3 parts 4, 5, and 8 of the Montana Constitution will be strictly upheld.
3. Information protected by privacy and publicity laws will be maintained. Ex. The images and/or words of living, private individuals.
4. Destructive analysis will only be allowed upon written request and only with the approval of the UMACF Curation, Department of Anthropology Chair, and owner of the collection in question.

E. Resulting Works from Use of Collections

1. The UMACF and the owner of a specific collection are the proprietors of any derivative works stemming from research on collections housed in the UMACF.
2. Permission to publish must be obtained from the UMACF before a work derived in whole or in part from a collection in the UMACF's holdings goes to print.
3. The UMACF and the owner of a specific collection are to be cited in works pertaining to collections housed in the facility.
4. A copy of all derivative works must be submitted to the UMACF to be housed with the associated records for that specific site or collection.

IX. Curation Fees

This section yet to be determined.

Resources Used:

National Park System – Archeology Program

Society for Historical Archaeology Curation Guidelines

36 CFR 79

Montana Antiquities Act

Archaeological Resources Protection Act

NAGPRA

University of Wisconsin-Milwaukee Archaeological Research Laboratory
Curation Guidelines

New York State Museum Archaeological Collections- Albany: Policies and
Procedures