

GUIDELINES FOR THE PREPARATION OF ARCHAEOLOGICAL COLLECTIONS
TO BE CURATED BY THE
UNIVERSITY OF OREGON MUSEUM OF NATURAL AND CULTURAL HISTORY
AND STATE MUSEUM OF ANTHROPOLOGY

1680 East 15th Avenue, Eugene, OR 97403-1224

January 1, 2022

1. Curation charge. There is a one-time charge for accessions for “in-perpetuity” storage, and a minimum charge per submission. It is the responsibility of the submitter to ensure that collections are in order, that documentation is complete, and that these guidelines are followed. Major deficiencies in these areas will result in refusal of collections and their return to the submitter. Minor deficiencies can be corrected by Museum staff but there will be an hourly charge to re-label, re-catalog, or otherwise reprocess specimens or records.

2. Curation agreement. Unless approved in advance under an archaeological permit, permission to curate an archaeological collection at the University of Oregon Museum of Natural and Cultural History/Oregon State Museum of Anthropology must be requested in advance in writing. Include nature and approximate volume of material expected. It is understood that actual recovery may differ.

3. Accession number requested. Before the collection is catalogued by the submitter, an accession number should be requested from the Museum. Contact the Anthropology Collections Director at 541-346-5120. We recommend, for convenience of future researchers and Museum staff, that the accession number be identified in the project report if the report specifies where the collection is curated.

4. Accession number placed on specimens and containers. Clearly label all implements with the accession number. (This does not include debitage and other bulk samples; see Labeling.) Your own provenience code/catalog number should follow this number; *each implement should receive a unique designation.* A single accession number can be used for specimens from more than a single site, providing the numbering system serves to label each artifact uniquely.

5. Site numbers. Permanent site numbers (Smithsonian tri-nomials), not temporary site numbers, must be included with relevant paperwork and labels (catalogs, photo logs, artifact tags and bags).

6. Packaging. Each accession should be contained within its own box or boxes, including associated records. We do not accept loose folders or bags unless with advance permission. Collections should be divided first by site, then by material and artifact class. Subsequent divisions can be either by provenience unit within the site (test pit, quad, level) or by artifact type or both. Bag the following material categories separately:

- a. small implements that are individually labeled (can be bagged in groups, see above)
- b. large lithics (choppers, cores, ground stone etc.), also individually labeled (see 4.a.)
- c. debitage
- d. identifiable faunal remains, thoroughly dried
- e. unidentifiable faunal remains (if any), thoroughly dried
- f. other organic materials (flora, etc.) thoroughly dried
- g. soil or other similar samples, thoroughly dried (double-bag soil)

All bagged materials should be packaged in polyethylene zip-lock bags, paper bags are not acceptable. OSMA uses non-archival quality 28” X 6” X 6” boxes for bulk storage. You may keep this in mind when ordering supplies, although we do not require a particular box size.

6. Labeling. All formed/used implements and specially analyzed objects (such as sourced/hydrated flakes) should be individually marked with permanent waterproof ink and a sealer such as Paraloid B-72 lacquer or Rholplex AC-33. Exceptions to this are fibers and objects too small, fragile, or brittle to label, which should be individually bagged or boxed with an enclosed acid-free paper tag or tie tag.

Identifiable “historic” materials are also marked directly with a unique number. These may include

- a. any artifact in which original function has been identified, such as glass bottles and ceramic tableware (including fragments)
- b. specimens with unique patterns or maker’s marks

- c. specimens that have undergone specialized analysis
- d. specimens that are temporally diagnostic

Where multiple fragments of an identifiable object are present from a single provenience unit (e.g. plate shards), apply numbers to at least ten fragments per bag.

Bulk materials like debitage, soil samples, faunal remains, and aggregate “historic” materials such as unidentified glass and ceramic sherds, unidentified metal, and bulk or redundant materials such as nails, pane glass, and brick from single provenience lots, should be in bags/containers labeled with permanent ink on the exterior and with an enclosed acid-free tag. Bag labels should minimally include accession and catalog number, site number and bag contents/provenience. No adhesive labels, please.

7. Paper Records. Provide the following:

- a. complete printed copy of catalog sheets that clearly identify all implements and other items, including bulk materials, and electronic catalog (see Electronic Media)
- b. complete set of relevant field notes and records (originals or legible photocopy on acid-free paper)
- c. project report(s) relating to the collection, bound if larger than 20 individual pages
- d. papers and publications relating to the collection

Associated records should be clearly organized in a clean manilla file or files, labeled with accession number, site number, and other pertinent information.

8. Photographs. All slides, prints and/or proof sheets, and negatives should be delivered with the collection. Photographic material should be organized by media type (i.e. slides, negatives, prints). Documentation must include photo logs identifying images by number with information on subject, aspect, date. All photographic materials should be submitted in archival protectors (polyethylene or polypropylene three-ring binder sheets), with accession number and identifying photo number marked on the back of the print. Photographs pertaining to field work are required, additional, relevant images (e.g. artifact photos) are not required but welcome.

Digital images should be printed on acid-free copy paper, or resin-coated or fiber-based photographic paper (i.e. HP Premium Photo Paper, Epson Premium Photo Paper). Digital prints should be a minimum size of 3 x 4 inches. Digital prints should be labeled with their accession number and photo number.

9. Electronic Media. Provide the following:

- a. artifact catalog(s) in Excel, Microsoft Access, or csv file
- b. digital field photos at a minimum resolution of 1600x1200 pixels
Images should be saved in 8-bit format or larger for gray scale and 24-bit or larger for color, for maximum detail. Each image must have a file name that includes the accession number as a prefix followed by an image number that corresponds to a photo log (e.g. MNCH1852_0002). We encourage recording of data such as provenience, subject, and date in file properties (metadata). Use JPEG format, with the highest quality settings.
- c. corresponding photo log for digital images
- d. a printed inventory of the digital media

Electronic media should be submitted on a gold-metal layer, phthalocyanine dye CD-R, such as “Archival Gold,” or USB drive. Disks should be enclosed in a paper slip, Tyvek sleeve, or plastic case labeled with the accession number and site number(s). USB drives can be submitted in marked envelopes or polyethylene bags. Label disks only on the non-recording surface, which is the clear inner ring. Do not apply adhesive labels to disks.

10. Delivery. Delivery of a collection must be arranged with the Collections Manager at least one week in advance and take place during the Collections Manager’s work hours (Monday through Friday 9:00 to 5:00pm). **ONLY COMPLETE COLLECTIONS WILL BE ACCEPTED** unless other arrangements have been made in advance. Each collection must be accompanied by:

- a. a **packing inventory** listing the contents of each box
- b. a completed **Collections Transmittal Form** (supplied by the Museum) including billing instructions

Please note that curation charges are calculated on the volume of the collection as it is packaged at the time of submission. Invoicing to parties other than the archaeological permit holder or land-managing agency should be approved in advance by the Director of Collections.