

SIERRA MONO MUSEUM
POLICIES AND PROCEDURES
FOR THE CURATION OF ARCHAEOLOGICAL COLLECTIONS

STATEMENT OF PURPOSE

The Sierra Mono Museum & Archaeological Curation Facility (SMM) is dedicated to preserving historic and prehistoric archaeological materials from the Central Californian region. The Sierra Mono Museum's interpretive collections are comprised of artifacts, folk art, and natural specimens which are directly related to Mono Indian Culture or serve as comparisons which demonstrate some facet of Mono Indian life and history. Several Native American Tribes are represented by various objects within the Museum's permanent collections on exhibit.

The Sierra Mono Museum acquired and maintains these collections for several reasons:

- First, to preserve elements of natural and cultural history of the Central Sierra Region;
- Second, to document the people, events, and history that are distinctive of the Mono People;
- Third, to support the interpretation of Mono Culture through research.

The Sierra Mono Museum has a legal and ethical mandate to obtain and maintain collections to which it can provide curatorial management. Therefore, collections obtained or housed at the Sierra Mono Museum will be acquired and maintained as directed by standards outlined in this document.

SMM Archaeological Curation Facility benefits the public, amateur, and professional archaeological community. Our Curation Facility accepts archaeological material, associated documents for curation, and provides access to collections by qualified researchers. The Curation Facility meets CFR 79.9 standards to provide adequate long-term curatorial services.

OBTAINING A COLLECTION AGREEMENT

This section will provide guidelines for obtaining a collection agreement and accession number; the preparation of collections; submitting collections, and calculating fees. Curation standards were designed for the long-range curation of material and documents (including use of material as permanent ink, acid free paper, and 4 mil storage bags), and to accommodate future use of the collections by researchers.

Prior to submitting any collection to SMM please be aware that the facility, in consideration of Native American concerns and Native American Graves Protection and Repatriation Act, 25 U.S.C. 3001 et seq. [Nov. 16, 1990] (N.A.G.P.R.A.) will not accept for curation any human remains or any known grave associated artifacts.

OBTAINING A COLLECTION AGREEMENT AND ACCESSION NUMBER

The curation requestor must submit to SMM a written request for the curation of archaeological collections. The signed collection agreement confirming that the requestor (1) has read and understands the curation policies and procedures; (2) consents to pay curation fees; and (3) will provide a Deed of Gift for collections recovered from private lands prior to or in conjunction with submittal of the collection.

An accession number will be assigned per site and number of collections already housed by the facility for that particular site, for example, CA-MAD-381-1 would be assigned to materials from CA-MAD-381. The catalogue numbering would thus begin with CA-MAD-381-1-1 and continue in numerical order (CA-MAD-381-1-2, CA-MAD-381-1-3, etc.). Isolates will be assigned an accession number on a project basis in the following manner: SMM-ISO-1 will be assigned for the first requestor. Isolates from that project would be catalogued and labeled with SMM-ISO-1-1, SMM-ISO-1-2, etc. The next requestor with isolates would receive the subsequent number SMM-ISO-2, and so on. Requestor will be sent a letter confirming the assigned accession number(s)

PREPARATION OF COLLECTIONS

While individual archaeologists prepare and catalogue project collections in a variety of ways, SMM has reviewed standard guidelines from a number of collection facilities in the state and has developed a set of guidelines and standards to insure the facility can organize, maintain, and preserve these materials for future study. Three categories of collection preparation are detailed below and include artifactual specimens, project documents, and generation of a computer catalog analysis files.

ARTIFACTUAL MATERIALS

All materials, with the exception of fragile specimens or specimens containing residue of scientific interest, should be washed and thoroughly dried. Each artifact must be labeled with the accession number followed by a sequential catalogue number (i.e., CA-MAD-381-1-1, CA-MAD-381-1-2, CA-MAD-381-1-3, etc.). Lots or groups of artifacts such as debitage, bone, or bulk items consisting of processed flotation or soil samples should be assigned a single catalogue number per provenience. Permanent black ink must be used to write the accession and catalogue number on artifacts. If white ink must be used, clear permanent glaze (i.e., Magna Varnish) must be applied as a seal. WHITEOUT IS NOT ACCEPTABLE as a base for dark items. All artifacts must be packaged in 4 mil polyethylene zip-lock bags (paper bags and sandwich zip-locks are not acceptable). Oversized specimens (i.e., large milling slabs, etc.) which do not fit in bags must be clearly labeled. An acid free label designating the accession and catalogue number, site trinomial, artifact provenience, including depth and specimen description including weight, material and screen size, should be placed in each bag. Labels can be handwritten with permanent ink, or computer generated with a laser printer. Ink jet labels must be photocopied onto acid free paper to insure permanence. Fragile artifacts such as beads must be store in a glass or plastic vials and cushioned with archival tissue paper or foam. Do not use gelatin capsules for storage of any artifact type.

Submittal of bulk samples such as unprocessed column samples and flotation samples, or redundant historic materials (non-diagnostic glass, metal fragments, etc.) is not advised. Representative samples of materials will be accepted. However, due to space limitations, such samples will be accepted on a case-by-case basis.

ARCHAEOLOGICAL COLLECTION DOCUMENTS

Project documents must include field notes, maps, laboratory notes, photographs and/or digital image files, an artifact catalogue and a final report. Any paperwork that could be useful for future interpretation of the collection material is appreciated. Field and laboratory notes must be photocopied onto archival quality paper. Plastic paper clips are acceptable for organizing paper material. Do not use staples or metal paper clips. A scale map displaying all excavation units, trenches, survey areas, etc., must be submitted with the collection. Transit notes, compass readings, and other mapping data should accompany the site map. Additional project maps such as proposed development plans should be included if they exist.

Project photographs, slides, contact prints, and negatives must be stored in archival quality polyethylene envelopes. A No. 2 pencil or Indian ink must be used to label slides, prints, and negatives with the accession and photo number; Photos must be cross-referenced to a typed photograph log on acid free paper. Digital files must be renamed with the accession number and photo number and cross-referenced as noted above.

The collection catalog must be submitted in two forms: as an unbound computer print out with catalogue entries in numerical order; and as a database file on a CD formatted in Microsoft Access or Microsoft Excel. Please submit two hard copies of the catalogue. If abbreviations or codes are used within the catalogue, a catalogue key must accompany the document – preferably as a cover page. While it is up to the individual archaeologist to select catalog fields, it is important to establish and use some standard fields for the cooperative use of the collections held by the SMM Facility. Required field include ACC =Accession, CAT =Catalog Number, SITE, UNIT, LEVEL, DESCRIP=Description, MTRL=Material, COUNT, WEIGHT, DIS=Discard.

The discard field is used to identify any catalogued materials that were culled, destroyed through analysis, etc., and are not included within the collection delivered to SMM.

Copies of analysis data and /or special studies (i.e., debitage analysis, obsidian hydrations and sourcing results, and faunal analysis) whether hand written, typed, or computerized, which were generated from the collection must be submitted for curation. Documents must be copied onto acid free paper with computer files submitted on a labeled disc.

SUBMITTING COLLECTIONS

Collections must be hand-delivered to the facility. Submitter must contact SMM at least two-weeks prior to the submittal date. Collection materials must be boxed in acid-free standard sized 15" x 12" x 10" archive boxes with lids; use of storage trays which allow for organization of artifact bags are highly recommended. Collections must be catalogued by provenience; artifactual materials must be boxed in numerical order by catalogue number. Archive boxes must not weigh more than 40 pounds and must be labeled on the outside with the accession number, site trinomial, and box number (1 of 12, etc.). A box list must accompany the collection. The list must provide an inventory of materials within each box; i.e.:

Box No.	Description	ACC – Catalog Number
Box 1	Project Paperwork	Disc with Catalogue Site Report
Box 2	Artifacts	CA-MAD-381-1-001 to 340
Box 3	Artifacts	CA-MAD-381-1-341 to 760

Any oversized material which cannot be placed in a standard archive box must be accounted for and noted on the box inventory.

FEES

Fees are based on the rate of \$1000.00 per box, include storage of paperwork, and oversized objects. There is no half-box fee. Smaller collections which can be stored in a storage tray will be charged \$500.00. Fees are reviewed annually and are subject to change. Due to updates in technology, this document will be amended as necessary notifying interested parties in writing.

Additional charges will be levied per hour of staff time needed time needed to upgrade any collections that do not adhere to the SMM policies, procedures, and standards outlined above. Submitter will be notified of any deficiencies in writing and will be given an estimate of cost for SMM staff to correct the problems; submitter may elect to make the corrections themselves.

Access fees for contract archaeologists conducting research for paid archaeological investigations will be levied at \$15.00 per hour, with a daily use fee not to exceed \$75.00. If staff assistance is needed, a fee of \$40.00 per hour will be charged.

User fees are waived for individual's conduction scientific research for an educational institution or a non-profit 501(c) 3 organization whose educational goals are compatible to the purpose of this facility.

**COLLECTION AGREEMENT
FOR THE CURATION OF ARCHAEOLOGICAL COLLECTIONS AT THE
SIERRA MONO MUSEUM**

I, the requestor for submission of the collection identified below, have read, understand, and agree to comply with the Policies and Procedures for the curation of archaeological collections stipulated by the Sierra Mono Museum. I further understand that the Sierra Mono Museum will invoice me for curation charges based on the fee schedule identified within the curation guidelines.

Title of Project (include site trinomial):

Project Conducted for:

Signature of Requestor/Submitter

Date

Print Name of Requestor/Submitter

Address _____ state _____ zip _____

(_____) _____ web/email _____

Invoice to be sent to: _____

Accepted

by _____

Sierra Mono Museum Staff

_____ date

DEED OF GIFT (COLLECTIONS FROM PRIVATE LAND)

By signing below, I irrevocably and unconditionally give, transfer, and assign the Sierra Mono Museum, by way of gift, all right, title, and interests to the materials described below. This includes copyright, trademark, and related interests in, to, and associated with the materials. I affirm that I own said materials and that to the best of my knowledge have valid and complete right, title, and interested to deed as a gift.

All archaeological materials recovered from site _____;

Situated at _____;

For the project entitled _____;

Conducted by _____;

During the dates of _____;

Owner Name _____

Owner Address _____

City, State, & zip _____

Owner Telephone _____

Signature _____ Date _____

Archive Facility Fee Schedule

COLLECTION CURATION			
STORAGE	RATE	QUANTITY	TOTAL CHARGES
Standard Archive Box	\$1,000.00		
Storage Tray	\$500.00		
Staff - bringing collection up to curation standard	\$40 per hour		
Oversized Item	to be negotiated		
Supplies	cost + 40%		
Accession Fee	350.00		
ACCESS FOR COLLECTIONS OR RECORDS			
Hourly Use	\$15.00		
Daily Use	\$75.00		
Extra Staff Assistance	\$15.00		
COPY / REPRODUCTION			
Copy B&W 8 x 11"	.10 per copy		
Copy color 8 x 11"	.35 per copy		
copy offsite	Cost + 40%		
OTHER CHARGES			

Note: Rates are subject to change and will be evaluated and updated on a fiscal schedule

Archive Facility Request for Access

Name _____

Affiliation _____

Address _____

City, State, Zip _____

E-Mail _____ website _____

Check appropriate:

Accession Files (Repository Records)

Archaeological Collections

For Site Number _____ or Accession Number _____

Subject of research:

Purpose of Research:

Date and time of proposed access: _____

Estimated time required _____

While we will try to satisfy your requested schedule, we may need to develop a mutually acceptable alternative. What is the best way to receive confirmation of your requested time?

_____ date _____

Signature of Requester

Print Name of Requestor

Unless the Organization has an established credit history of payment, payment in advance will be required.

Date request received _____ Received by _____

Archive Facility Researcher Registration

Name _____

Affiliation _____

Address _____

City, State, Zip _____

E-Mail _____ website _____

Check appropriate:

Accession Files (Repository Records)

Archaeological Collections

For Site Number _____ or Accession Number _____

Subject of research:

Purpose of Research:

Access to the archive collections for purposes of reproduction is only by permission of the curatorial staff. Projects requiring archive staff for research or other assistance may be subject to charges for these services.

The researcher must reimburse all costs plus a handling fee incurred by the archive in filling requests of the researcher, for example: photographing objects, coping records. In addition, individuals using the archive material for a commercial project will be charged a use fee.

Researcher agrees to reimburse the archive facility for collection use as determined by archive staff. Any use of this information for commercial purpose is subject to renegotiating before release from archive is granted.

I have read and agree to the above.

Signature _____

Sierra Mono Museum Archaeological Facility & Museum Confidentiality Understanding and Agreement for the Release of Archeological Resources Information

The Sierra Mono Museum shall make available to qualified researchers access to the Museum archives and archaeological collections that include values and locations of archaeological resources and historic properties. Access shall be granted for educational, interpretive, and research and reviewed on a case by case basis.

The **National Historic Preservation Act of 1966 (16 U.S.C. 470w-3)**: protects the confidentiality of information about the location, nature, or ownership of historic resources. The Sierra Mono Museum Board of Directors shall withhold from disclosure to the public, information about the location, character, or ownership of a historic resource if it is determined that disclosure may:

- (1) cause a significant invasion of privacy;
- (2) risk harm to the historic resource; or
- (3) impede the use of a traditional religious site by practitioners.

The Sierra Mono Museum shall notify the State Historic Preservation Office (SHPO) to deny release of data pursuant to the exemptions of the Freedom of Information Act (FOIA), or for any other need to withhold release of historic property information, so that the SHPO may explain any delays to persons requesting release of information.

For each specific authorized release of information about archaeological resources or historic properties, the requester shall sign a copy of the *Confidentiality Agreement* attached.

No data about archaeological resources or historic properties shall be transferred or released electronically unless the Sierra Mono Museum Board of Directors has reviewed the electronic or automated process to ensure that appropriate confidentiality safeguards can be met.

Store and safeguard all archaeological site records acquired from the Sierra Mono Museum in either locked storage cabinets or a locked storage room.

Restrict access to site records and location information to those individuals designated as “needing to know”, and maintain a list of what information has been released and to whom.

Confidentiality Agreement

This Confidentiality Agreement authorizes release of data, in any format or medium, about archaeological resources and historic properties information to qualified researchers of the museum archaeological collections.

Date of Sierra Mono Museum authorization:

Purpose for release of data:

- Cultural resource
- Education
- Scientific research
- Private Research
- Other:

Project name:

Type of data released (identify each released):

Name of requester:

Affiliation of requester:

Requester's business address:

Requester's E-mail address:

Requester's business phone:

I, the undersigned, have been granted access to the above listed information about archaeological resources and/or historic properties collections housed at the Sierra Mono Museum, North Fork CA. I understand that the data received about the nature or character of sites, site locations, and site ownership are confidential, pursuant to the Archaeological Resources Protection Act and the National Historic Preservation Act. These data are to be kept confidential, and used only for the purposes granted in the written release; they are not to be made public, given to unauthorized persons, or used for any other purposes. I understand that any confidentiality breach shall be pursued by the Sierra Mono Museum to the full extent of applicable laws and regulations.

Signature: _____

Date: _____