

Archaeological Curation

At the

Institute of the Great Plains

*Curatorial Service Agreement
Guidelines
Policies and Procedures
Required Forms
Sources for Suppliers*



**Institute of the Great Plains
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Lawton, Oklahoma 73502
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Table of Contents

Curatorial Service agreement.....	3
Statement of Purpose.....	3
Eligibility for Curation Services.....	3
Conditions for Accepting Contract Archaeological Materials.....	3
Fees and Costs.....	6
Effective Dates for Contacts.....	6
Curation Guidelines	
General Information on Guidelines for Depositing Materials and IGP.....	8
Additional Curatorial Services.....	11
Policies and Procedures	
Field Considerations.....	12
Laboratory Considerations.....	12
Containerization of artifacts.....	12
Archival Materials.....	13
Required Forms	
Letter of Request for Curation.....	15
Provisional Curation Agreement.....	16
Deed of Gift form Private Landowner.....	17
Transfer Inventory Form.....	18
Collection Processing Record.....	19
Object Condition Report.....	20
Sources for Supplies	
Curation Materials Suppliers.....	22
Purpose of Standards	24

CURATORIAL SERVICES AGREEMENT
Institute of the Great Plains, Lawton, Oklahoma

This Curatorial Services Agreement is entered into this _____ day of _____, _____, between _____, hereinafter called the Depositor, and the Institute of the Great Plains, located at the Museum of the Great Plains in Lawton, Oklahoma, hereinafter called the Repository.

WHEREAS, the Depositor has a responsibility under Federal Law to preserve for future use certain collections of archaeological artifacts, specimens and associated records, herein called the Collection, and is desirous of obtaining curatorial services; and

WHEREAS, the Repository is desirous of obtaining, housing and maintaining the Collection, and recognizes the benefits which will accrue to it, and the public and scientific interests by housing and maintaining the Collection for study and other educational purposes; and

WHEREAS, the parties hereto recognize _____ continued ownership and control over the Collection, and _____ responsibility to ensure that the Collection is suitably managed and preserved for the public good; and

WHEREAS, the parties hereto recognize the mutual benefits to be achieved by having the Collection suitably housed and maintained by the Depository.

Statement of Purpose

The purpose of the Institute of the Great Plains is to collect, preserve, and interpret the documents and artifacts chronicling the human and natural history of the Great Plains.

Because costs for the care of collections continue to rise and in order to accommodate artifacts and materials for external projects, IGP has established these guideline and fees. The fees have been calculated based on costs to be incurred by the use of space at the Museum of the Great Plains. The guidelines are intended to help all parties involved with the process of curation. IGP curates all classes of collections by the same high standards. The archaeological collections are accessioned and cataloged like other classes of artifacts and are stored in a secure, climate controlled collections storage area.

These Institute guidelines are intended to help take the archaeological contractor and sponsoring organization through the process of preparing archaeological collections for curation beginning even before fieldwork is initiated.

Eligibility for Curation Services

Any legitimate contractual or research organization authorized to perform archaeological testing and excavations in Oklahoma, and complying with professional standards, may apply to deposit archaeological materials with the Institute of the Great Plains. However, items that are not up to Institute guideline standards will not be accepted, unless additional requested curatorial services are accepted at additional cost.

Conditions for Accepting Contract Archaeological Materials

The Institute of the Great Plains will accept properly excavated archaeological materials for long-term storage and curation under the following conditions:

1. Archaeological materials are to be cleaned, labeled, and containerized by the contractor. If fragile specimens are included, they are to be treated prior to curation. The initial conservation of specimens is the responsibility of the contractor. Unstable specimens requiring conservation treatment will not be accepted unless arrangements are made to meet this requirement. IGP can recommend contract conservators. Contract conservators using IGP preservation lab facilities may perform some conservation treatment.
2. Archaeological specimens must be properly itemized prior to being deposited at IGP. This inventory should be complete according to the standard IGP cataloging system so that they can be accessioned and integrated into the balance of IGP holdings without IGP staff re-organizing the specimens.
3. All archaeological specimens and documentation must be housed in completely acid-free environments according to Museum Federal Regulation 36 CFR Part 79. This includes acid-free polypropylene/polyethylene zip lock bags and materials; acid free buffered and unbuffered papers, acid-free-lignin free standard 15"x12"x10" storage boxes, acid-free file folders, photo sleeves, and archival inks, etc. IGP staff will be available to perform museum standard packaging functions on contract collections at additional costs.

In recognition thereof, both parties do mutually agree as follows:

Section 1. The Repository Shall:

- a. Provide for the professional care and management of the Collection from archaeological sites assigned site numbers. (The Collection was recovered in connection with _____ projects.) All work shall be carried out, unless there is a conflict, with the policies and procedures of the Museum of the Great Plains for the curation of archaeological collections.
- b. Perform all work necessary to protect the Collection in accordance with the regulation 36 CFR Part 79, for the curation of Federally owned, privately owned and administered archaeological collections and the terms and conditions stipulated herein.
- c. Assign a Curator to the Collection, who shall, in cooperation and/or conjunction with an appropriate Museum Staff Member, have responsibility for the work under this Agreement.
- d. Begin all work on or about the _____ day of _____, _____, and continue each year this Agreement remains in effect, or until sooner terminated or revoked in accordance with the terms contained herein.
- e. Provide and maintain a Repository facility having requisite space, equipment, and adequate safeguards for the physical security and existing controlled environment for the Collection and other property affected by this Agreement, in the possession of the Repository.
- f. Not adversely alter or deface any of the Collection except as may be absolutely necessary in the course of stabilization, conservation, scientific study, analysis and research. Any activity that will involve the intentional destruction of any of the Collection must be approved in advance and in writing by the Depositor.

- g. Annually inspect the facilities and the Collection; perform only those conservation treatments as are absolutely necessary to ensure the physical stability and integrity of the Collection, and report the results of all inventories, inspections and treatments to the Depositor.
- h. Within ten (10) days of discovery, report all instances of, and circumstances surrounding loss of, deterioration and damage to, or destruction of, the Collection, to the Depositor, as well as all actions taken to stabilize the Collection and to correct deficiencies or procedures that may have contributed to such negative actions. All activities that will involve the repair and restoration of any of the Collection must be approved in advance and in writing by the Depositor.
- i. Review and approve or deny requests for access to or short-term loan of the Collection (or a part thereof) for scientific, educational or religious uses in accordance with the regulation 36 CFR Part 79 for the curation of Federally-owned, privately owned, and administered archaeological collections, and the terms and conditions stipulated therein. In addition, refer all requests for consumptive uses of the Collection to the Depositor for approval or denial.
- j. Not mortgage, pledge, assign, repatriate, transfer, exchange, give, sublet, discard or part with possession of any of the Collection in any manner to any third party either directly or indirectly, without the prior written permission of the Depositor, and redirect any such request to the Depositor for response. In addition, not take any action whereby any of the Collection shall or may be encumbered, seized, taken in execution, sold, attached, lost, stolen, destroyed or damaged.

Section 2. The Depositor Shall:

- a. Assign as the Depositor's representative, a person who meets pertinent professional qualifications and has full authority with respect to this Agreement.
- b. Review and approve or deny requests for consumptively using the Collection (or a part thereof).

Section 3. Removal.

Removal of all or any portion of the Collection from the premises of the Repository for scientific, educational or religious purposes may be allowed only in accordance with the Federal regulation 36 CFR Part 79 for the curation of Federally-owned, privately owned, and administered archeological collections, any conditions for handling, packaging and transporting the Collection, and any other conditions that may be specified by the Repository to prevent breakage, deterioration or contamination.

Section 4. Publication; Exhibits.

The Collection, or portions thereof, may be exhibited, photographed or otherwise reproduced and studied in accordance with the terms and conditions stipulated in appropriate Federal regulations and Law. All exhibits, reproductions and studies shall credit the Depositor. The Repository agrees to provide the Depositor with copies of any resulting publications.

Section 5. Records.

The Repository shall maintain complete and accurate records of the Collection, including information on the study, use, loan and location of said Collection which has been

removed from the premises of the Repository.

Section 6. Fees and Costs.

Our curation costs are divided into two components, processing and maintenance, which are basically self-explanatory. Processing costs are those costs incurred in preparing the collection for transfer to the repository: unpacking, organization, inventory, database work, etc. Processing costs include wages and benefits and are subject to the current overhead rate. Small charges for materials may be added if the collection is large or otherwise has special needs. The collection maintenance fee is for storage of the collection and its future maintenance. No overhead is ordinarily charged on the collection maintenance fee.

Due to our experience with a variety of organizations we have developed several different methods of billing for curation. Curation project budgets can be a fixed price, or a flat rate per cubic foot.

Fixed price projects are mainly for Federal or larger collections and usually are negotiated after inspection of the collection; this is usually a set annual fee.

The flat rate is a rate per 1 cubic foot, which provides projects a flat rate for preparation and collection maintenance. This rate is subject to collection inspection, and costs \$350.00 plus \$150.00 processing fee per cubic foot. These agreements are primarily to meet the needs of private contractors who need a flat fee for their preparation of technical proposals and budgets in response to scopes of work. There are some restrictions on these arrangements. The collections must be of an ordinary archaeological nature. The bags or other containers must be archival quality. Also, the collection must be well organized and documented.

There are two ways of handling just the collection maintenance fee. In almost every case, this is a one-time payment. The fee is placed into an income generating account, essentially a collections endowment, and the proceeds used for maintaining the collection. There are some agencies, however, which are prohibited from entering into such an agreement. For these cases we have an established annual fee, to be renegotiated every five years. Due to the additional paperwork of these agreements, these curation fees are subject to an overhead rate at the time of billing.

Section 7. Effective Date; Renewals or Amendments; Annual Adjustments; Termination.

Upon execution by both parties, this Agreement shall become effective on the date hereinabove set forth.

Fixed price maintenance costs shall remain in effect for five (5) years, at which time it may be reviewed, renegotiated, revised as necessary, and re-affirmed, or terminated.

At the end of the five year agreement the Depositor has the option of keeping control of the Collection by renewing the agreement, taking possession of the Collection or transfer ownership of the Collection to IGP. This Agreement may be revised or extended by mutual consent of both parties, or by issuance of a written amendment signed and dated by both parties. Amendment may be on the basis of additions to the Collection, removal from the Collection, an adjustment of the unit cost, or other reason agreeable to both parties.

Either party may terminate this Agreement by providing ninety (90) days written notice. Upon termination, the Repository shall return such Collection to the destination directed

by the Depositor, and in such manner to preclude breakage, loss, deterioration and contamination during handling, packaging and shipping, and in accordance with other conditions specified in writing by the Depositor.

Flat rate maintenance cost is an upfront, one time payment, that is non-refundable once the collection has been processed into the Institute collection. At the time of delivery, all transfer of ownership paperwork must be completed.

The Depositor shall fund all packaging and transportation costs.

Section 8. Title to the Collection.

Title to the Collection being cared for and maintained under this Agreement lies with the Depositor, unless otherwise indicated by the completion of all transfer of ownership papers.

Section 9. Appendices

All Appendices are hereby included and made part of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the above date:

Depositor

Institute of the Great Plains

**Institute of the Great Plains
Lawton, Oklahoma**

Guidelines for Depositing Materials at IGP

The preparation and placement of archaeological materials with any institution entails a series of steps by the field investigators, lead agency (ies) and the IGP that will carry the responsibility for long term stewardship of the materials. The following guidelines are provided to help clarify the process of preparation and the responsibilities of involved organizations. IGP views curation provisions as an important part of any archaeological project.

Each collection is entered into the collections register. The register lists the collection number, the source or owner of the collection, how and when the collection was obtained, and brief comments on the nature and origin of the collection, etc. The size of the collection is given as the number of lot of specimens, folders of documents, slides, and negatives. Single collection number ties all materials together, but separate inventories are made for specimens, documents, slides, and negatives. All collections are indexed by owner/source; site number further indexes specimens. A control file tracks the status of the inventories and indexes from initial compilation to completion of database entry and final printout.

An accession file is created for each collection. The file contains pertinent administrative information on the collection and a collection report. The collection report summarizes the origin and nature of the collection and its obtainment, provides information on the size, contents, and organization of the collection, and includes a bibliography of reports pertinent to the collection.

Because of our specific requirements of preservation is utilized in our facility, use of uniform materials and procedures means that we do not accept collections as ready for the repository. This increases our up front labor costs somewhat, but greatly facilitates collections management and access. These collections are curated for future research, we require that collections be complete. All specimens, records, photographs are to be included, as are copies of relevant reports. Collections that are high graded or lacking appropriate documentation are of limited use for research.

Collection storage and maintenance fees are uniform, however processing costs are determined by the nature of the collection and its condition and suggestions are offered below to help minimize this portion of the cost. We accession collections in a systematic manner, and in order to facilitate access to specific items in the collections, materials from different proveniences are not inventoried together. All products used for curation in our facility must be in archival quality condition. Staples, paper clips, etc. are undesirable, but must be of archival quality if used; rubber bands are not acceptable.

In order to minimize curation costs, collections should be transferred in good condition. Materials should be bagged and boxed by provenience and/or category. If all material from a provenience is in one bag, with or without sub-bags by category, we will accession them all together. If the collection is organized by category, i.e. ceramics, worked lithics, debitage, etc., or if there are pulled type or reference collections, we will accession each of these separately rather than reestablish strict provenience bagging. The method of organization will necessarily vary, but some logical organization is required.

The most time consuming collections we have curated were those that came to us with large bags labeled "all decorated ceramics", "all pulled lithics", and contained a lot of loose items. We will

not accession these materials until they have been sorted back into provenience-based lots. This can take three to four times the usual preparation time, therefore additional charges can occur.

If the collection fills several boxes, the boxes should be numbered and a box inventory provided. Artifacts are not labeled prior to curation and labeling should only be reserved for the container that holds a particular artifact. We do not search for missing information on bags, etc., and if collections come to us in bags with only a bag number, that is all we record. We will not go to bags lists or other records to determine exact provenience or other missing information. If you have specific contractual requirements on these or other matters, be sure they have been met. The Institute of the Great Plains would be more than happy to perform any of these services or additional services as needed, but they are subject to additional cost.

In our experience, the accessioning of ordinary collections usually takes four to six hours per box, more often the latter figure; however this is a estimate only. We have received poorly organized collections, which have taken up to three times longer per box. In addition, a box can contain a few large bags or hundreds of tiny samples, which can also reflect differentiation on time. More specifically, ordinary collections take about five minutes per item. This is really not much time for unpacking, organization, inventory, repacking, database work, etc.

Numerous forms are provided with these guidelines as Appendices and are considered parts of this Curation Agreement. Contractors may copy these or establish their own computerized forms containing at a minimum, space for the same categories of information. Some forms, such as **Object Condition Report** are optional and are intended as a means of providing additional documentation for especially significant or delicate materials.

During proposal preparation:

A **Letter of Request for Curation** should be sent to the IGP in anticipation of placing materials at IGP. This notifies the Institute staff of project activities and allows the contractors and the Institute to work toward a mutual understanding of intent.

Prior to the beginning of field work:

- Notify IGP of award of contract.
- A **Provisional Curation Agreement** will be sent to the contractor following receipt of the **Letter of Request for Curation**. The provisional agreement will serve as an agreement that IGP will accept materials for curation from the project if all guidelines for compliance are met. Without a provisional housing agreement, the contractor has no guarantee that the Institute of the Great Plains will be able to accept archaeological materials for curation. IGP retains the right to reject a request for curation or begin making preparations for curating the specimens and records at this stage.

During fieldwork and analysis:

- **Field considerations** should be carefully observed by investigators to facilitate the preservation of specimens and record keeping needed by the Institute and lead agency (ies). Site number assignment should be obtained through the State Archaeologist's office, Oklahoma Archaeological Survey, 111 E. Chesapeake, Norman, OK 73019, telephone, (405) 325-7211. IGP accession numbers should be obtained for sites previously recorded by or with collections deposited at the Institute of the Great Plains.
- Obtain the necessary signed Deed of Gift from Private Landowners, if applicable.
- Consult with IGP curatorial staff concerning special problems.

During Report Preparation:

Contractors and lead agencies should initiate NAGPRA consultation with Native Tribes when appropriate. The final deposition of artifacts and human remains should be discussed

prior to placing archaeological materials at IGP. The Institute of the Great Plains will conduct consultations with officially recognized tribes and fully comply with the Native American Graves Protection and Repatriation Act of 1990.

After completion of draft report:

- The transfer of materials should be arranged with the IGP curator of Anthropology. Adequate time should be allowed for the physical transfer of specimens, photographs and archival materials to secondary containerization at IGP. It will be based on this final packaging for storage that space requirements and packaging methods will be assessed and agreed upon by IGP/MGP and contractors. Every effort will be made to maximize storage area and address preservation concerns while transferring and packing the collection. The document for completing the transfer process is the **Curation Contract Agreement**.
- At the completion of the transfer of materials, curation charges will be assessed by invoice. Terms of payment will be made by mutual agreement and will be stated on the **Curation Contract Agreement** and **invoice**.

Following the placement of archaeological materials:

- At the time material is deposited with the Institute, stewardship is transferred to the Institute and the material become subject to IGP collections management policies.
- Unless requested by the sponsoring agency or State Archaeologist, contract collections curated at IGP will be accessible for research purposes by archaeologists and other scholars. Standard IGP collections usage policies will apply. The sponsoring agency and State Archaeologist may also request that contract archaeological materials may be restricted from loan to other institutions. IGP will be responsible for all materials while undergoing research or loan to qualified institutions.
- Fees paid for archaeological curation are non-refundable.

Archaeological specimens must be accompanied by the following records:

- A. Artifact inventory documentation
- B. Photographic inventory documentation
- C. Contractor's collections processing methods records
- D. transfer of inventory forms
- E. Copy of the written or published report required by the contract
- F. Copy of the contract including the scope of the work
- G. Copy of the field records, field notes, maps, photographs, etc. associated with the recovery of the specimens concerned.
- H. Proper Transfer of Ownership papers including "Deed of Gift from Private Landowner" form, if applicable.

Additional Curatorial Services

Because the Institute of the Great Plains is a Federal repository, we require that all collections meet 36CFR79 Federal standards. We realize that many collections do not have the time required to get a specific collection up to Federal standards, therefore IGP does provide an additional service in curatorial needs.

According to Federal regulations, collections should be stabilized and housed in a completely acid free environment. Each artifact should be cleaned, stabilized, cataloged, photographed, placed in appropriate acid free polyethylene 4mm bags, boxed in acid free Hollinger boxes and appropriately labeled. All information about each individual artifact should be listed on acid free paper with acid free ink and placed with each item or catalog number. In addition, the information that each artifact provides should be entered into an Excel Spreadsheet that contains fields such as:

- Accession Number
- Catalog Number
- Current Location
- State Site Number
- Site Name (if applies)
- Field Site Number
- County (at which it was found)
- State
- Legal Location (Township, Range, Sections)
- UTM (if possible)
- USGS Topographic Map
- Provenience (at which each artifact was found)
- Within Provenience (Level)
- Count
- Archaeological Type (prehistoric or historic)
- Material Type
- Specific Material Type
- Object Name
- Description
- Condition
- Condition Notes
- Height
- Width
- Depth
- Diameter
- Weight
- Date Cataloged
- Notes

The object is to not only provide a safe, stabilized environment, but to provide a collection that is researchable through a database and photographs, eliminating the handling of objects until the last.

Each collection is handled on an individual basis, therefore cost in these services are negotiable and subject to change.

Institute of the Great Plains Field Considerations

Excavation of artifacts abruptly brings them from a relatively stable subsurface environment into a new environment. There are three basic types of deterioration that may occur with archaeological materials: 1) Biological agents such as insects, rodents, fungi, molds, and algae can cause great damage to both organic and inorganic artifacts. 2) Chemical deterioration results in changes in the chemical composition of artifact materials. The decay of organic materials in the soil can result in acidic by-products, which are detrimental to bone and shell; chemical deterioration can also break down the molecular structure of vegetal materials or accelerate the corrosion of metals. 3) Physical deterioration includes breaks, cracks, tears, scratches and disassembly. While damage can occur in the first hours and days after artifacts are excavated. Good handling techniques, controlling the environment, and providing adequate post-excavation transport and storage can avoid this. Always keep in mind that moisture, heat, light, and air accelerate many kinds of deterioration.

These materials should be further examined the same day they are excavated, to determine if there is a need for treatment. Stabilization of perishable and fragile materials may determine if there is a need for treatment. Stabilization of perishable and fragile materials may require the expertise of an archaeological conservator, in those cases where emergency conservation or stabilization must be performed in the field or analysis laboratory. It is the policy of the Institute of the Great Plains that all preservation treatment of specimens be performed in a conservative manner and prior to the curation of artifacts. All treatments must be documented and reversible.

Laboratory Considerations

Contractors are required to submit a collections processing record along with the collection that documents artifact treatment. Be sure to include a description of cleaning methods for each material type, labeling methods used, and what types of consolidants and adhesives were used and the method of application. All coatings, reconstruction adhesives and labeling methods must be reversible. Always specify concentrations of solutions used and the brand names of laboratory supplies. If certain artifacts receive treatment that differs from how the bulk of the collection was treated, submit this additional information in a separate section. The following paragraphs contain the Institutes recommendations for cleaning, labeling, reconstructing and general handling of artifacts.

Object Handling Procedures

Once inside the Institute, materials are handled by staff in ways that minimize the risk of damage. Similar practices should be developed by contractors to help insure safe handling practices prior to transfer. All artifacts and documents should be cleaned and labeled prior to IGP receiving the specimens. Additional charges may occur if cleaning and labeling artifacts are not done properly or it is agreed upon, in the curation agreement, prior to the specimen arrival that IGP will perform these tasks at additional costs. IGP can also suggest qualified conservators for specialized treatment. The main goal that IGP maintains is that there are not acidic products within the packaging of artifacts or documents, but most importantly in any collection storage areas.

Labeling of Specimens

Specimens should be labeled, on containers only, with the state site number and provenience. Other numbers are potentially confusing and should be reserved to the absolute minimum necessary to maintain proper control of the objects during analysis.

Containerization

The containerization of archaeological materials has changed dramatically in the last few years. High standards are required for preparing archaeological materials for permanent storage.

Proper containerization serves to protect the objects for damage during examination, isolates groups of items for convenient retrieval, and provides an additional buffer against environmental detriments. Common environmental hazards affecting archaeological materials in Oklahoma are extremes of temperature and humidity, ultraviolet light damage, and pests. Human hazards include inadequate preparation and improper treatments, which can accelerate inherent vices in certain material types. Primary containerization involves the packaging of an item or items in a container appropriate for its material class, e.g. polypropylene/polyethylene plastic, acid-free paper or board. A box should not exceed fifty pounds and should be packed light enough to be moved easily from shelf to cart comfortably. Specimens should be separated into smaller boxes with the larger box to separate material types, protect fragile items. If the site is sufficiently large to require several boxes, material may be separated by type (e.g. lithic debris, worked bone, sherds) in which case it would be helpful to mark the exterior of the box with an indication of the contents. Odd sized materials, which cannot be boxed practically, will be dealt with on an individual basis. Archaeological collections at IGP are organized by county, then by site number.

Burials

Burials should be boxed separately from artifact materials and marked with both the site number and burial number. The exception to this is for associated funerary objects, which should be boxed with the burial such that risk of damage to either is minimized. Contractors and lead agencies should initiate NAGPRA consultation with Native Tribes when appropriate. The final deposition of artifacts and human remains should be discussed prior to placing archaeological materials at IGP. The Institute of the Great Plains will conduct consultations with officially recognized tribes and fully complies with the Native American Graves Protection and Repatriation Act of 1990.

Archival Materials

Project documentation, including original field notes and forms, analysis records, correspondence, and project reports are filed and stored by project in acid-free, buffered folders and boxes. Materials to be submitted to IGP should be arranged in a logical manner, usually the project's working order or chronological order. If the arrangement of the material is such that it cannot easily be understood, a written explanation of the arrangement should accompany the material.

Use and Restrictions:

Project materials at IGP will be made available to researchers and photocopied of request, within IGP guidelines. Restrictions may be imposed only to prevent invasion of privacy, such as might be the case with oral history materials or federal property. If the collection, or any part of it, falls into this category, restrictions must be specifically stated and fully explained in writing. The duration of the proposed restrictions, and to whom they should apply, should be noted. The Institute or the Museum of Great Plains, at the request of the State Archaeologist, or sponsoring agency, may place restrictions.

Photographic Materials

The photographic record of an archaeological investigation is considered a vital part of the project documentation. The collections are open to faculty staff, students, and the public, and are used for a variety of research publication, and exhibit purposes. Therefore, proper organization and documentation is essential to insure accessibility to researchers.

Archival Film:

Photographic materials should be organized by film type (e.g. roll film, sheet film, 35mm slides, prints) in a logical, chronological order. Packaging materials for archival film should be acid-free such as acid-free paper sleeves or polypropylene sleeves for

slides, negatives or prints. Poly sleeves may be used inside the paper sleeves for additional protection.

Documentation Guidelines:

The following documentation for each image should be recorded and inventoried for each set of materials deposited (e.g. negatives, slides, print); this includes general information describing the roll number, and the image itself.

The Institute of the Great Plains has drawn heavily on the previous work and experience of this organization to establish these guidelines for our curatorial services. Thank you for your cooperation and we look forward to serving your long-term curatorial needs.

Depositor

Date

Institute of the Great Plains

Date

**Institute of the Great Plains
Lawton, Oklahoma**

Letter of Request for Curation

Date: _____

Institute of the Great Plains
601 NW Ferris Ave.
P.O. Box 68
Lawton, OK 73502
580-581-3460
Fax 580-581-3458

I, _____, on behalf of _____

request permanent curation at the Institute of the Great Plains for the following project:

Project Name & Number: _____

Permit Numbers & Agency(ies): _____

Project Sponsor(s): _____

Project Area/County(ies)/Site Number(s): _____

Nature of Investigation: _____

Dates of Investigation: _____

Projected Date for IGP Curation: _____

Estimated Space (cu. ft.):
Records _____ Artifacts _____

I understand that a request for housing/curation should be made during the proposal stage of each project, and that IGP staff will help to establish the estimated space needs if assistance is requested. If a request cannot be sent when the proposal is being finalized, but is being sent after the project has been initiated, this Letter of Request for Curation will nonetheless be transmitted to IGP as promptly as possible. IGP will also be contacted prior to any attempt to transfer the material collections and/or documenting records to the Institute of the Great Plains.

If this request is granted, I understand that all material collections and documenting records must meet with the Archaeological Guidelines established by IGP prior to final transfer and formal acceptance.

Archaeological Contractor's signature

Date

Address: _____

**Institute of the Great Plains
Lawton, Oklahoma**

Provisional Curation Agreement

Dear _____:

The Institute of the Great Plains has received your Letter of Request for Housing and agrees to permanently house and curate the archaeological_____

submitted by _____

upon completion of the following project:

Project Name & Number: _____

Permit Numbers & Agency(ies) _____

Project Sponsor(s): _____

Project Area/County(ies)/Site Number(s): _____

Nature of Investigation: _____

Dates of Investigation: _____

Projected Date for IGP Curation: _____

Estimated Shelf Space (cu.ft.):
Records _____ Collections _____

The flat rate is a rate per 1 cubic foot, which provides projects a flat rate for preparation and collection maintenance. This rate is subject to collection inspection and costs \$350.00 plus \$100.00 processing fee per cubic foot. These agreements are primarily to meet the needs of private contractors who need a flat fee for their preparation of technical proposals and budgets in response to scopes of work. There are some restrictions on these arrangements. The collections must be of an ordinary archaeological nature. The bags or other containers must be archival quality. Also, the collection must be well organized and documented. IGP can perform any of these services or additional services as needed, but they are subject to additional cost.

Final acceptance of the materials for curation is contingent upon your full compliance with IGP's Archaeological Curation Guidelines. If you have any questions, please call (580) 581-3460 for assistance.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the above date:

Depositor	Date	Institute of the Great Plains	Date
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Institute of the Great Plains
601 Ferris Ave.
Lawton, Oklahoma
580-581-3460
Fax 580-581-3458

Deed of Gift form Private Landowner

By these Presents, we the undersigned,

Name _____
Address _____
City/State/Zip _____
Phone _____

Hereby irrevocably and unconditionally give, transfer, assign, and deliver to the Institute of the Great Plains, Lawton, Oklahoma by way of gift, all right, title, and interest in and to the following material and, all rights and interests associated with said material, which we own.

Donor Date

Donor Date

Accepted for the Institute of the Great Plains, Oklahoma by:

Name Date

Attention: According to the Tax Reform Act of 1984, Section 155, if you claim a deduction for a charitable contribution of property or similar items of property to one or more charitable organizations, the total claimed value of which exceeds \$5,000.00, you must obtain a qualified written appraisal of the donated property from a qualified appraiser and attach IRS Form 8283, signed by the Institute, to your tax return. Should you have any question concerning these requirements, please contact the Internal Revenue Service.

**Institute of the Great Plains
Lawton, Oklahoma**

Transfer Inventory Form

Archaeological Collections (Specimens and/or Records) Submitted for Curation

Submitting Archaeologist/Agency: _____

Project Name & Number: _____

Ownership: _____

Please mark the spaces which represent the categories of materials submitted for curation.

Archaeological records submitted for curation include:

- Site Survey/data assessment form(s) with accompanying USGS map section
- Daily Journal
- Photographic log(s): Prints and negatives Slides
- Photographs: Prints Negatives Slides Infra-red Aerial Other _____
- Survey of excavation notes
- Analysis notes
- Special studies notes
- Maps and mapping notes (transit, plane table, floor plans, sketches)
- Field catalog specimens
- Laboratory inventory of specimens
- Archaeological Artifact Cataloging Form(s)
- Explanation of cataloging system used
- Transcript, tapes: oral/historical documentation
- Drafted plates and illustrations
- Copy of final report; manuscript draft
- Letter(s) specifying ownership of curated materials

The following archival material may be presented for curation if so desired:

- Microfilm or microfiche data
- Computer printouts
- Copies of historic documents
- Bibliographic records
- News clippings, miscellaneous published materials
- Correspondence
- Financial and budget records
- Other _____

Records submitted to the Museum should be sufficient to document the project and its collections.

Archaeological collections submitted for curation include:

- | | | | |
|-----------------------------------|---|--|--------------------------------------|
| <input type="checkbox"/> Ceramics | <input type="checkbox"/> Faunal material | <input type="checkbox"/> Archeomagnetic samples | <input type="checkbox"/> Synthetics |
| <input type="checkbox"/> Lithics | <input type="checkbox"/> Vegetal material | <input type="checkbox"/> Thermoluminescence samples | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Glass | <input type="checkbox"/> Coprolites | <input type="checkbox"/> Human Osteological material | |
| <input type="checkbox"/> Metal | <input type="checkbox"/> Matrix samples | <input type="checkbox"/> Soil samples | |

**Institute of the Great Plains
Lawton, Oklahoma**

**Collection Processing Record
(Contractor's Processing Methods)**

Site Number & Name _____

Project _____

Date Form Prepared _____

1. Are any uncleaned/untreated specimens reserved for future analysis? If so, how can they be recognized in the collection? _____

2. If any specimens have been subjected to special treatment or analysis, how can they be recognized in the collection? _____

3. What type(s) of ink was/were used in labeling, and what type of solvent was used in the solution applied over labels? _____

4. Were preservatives applied to any specimens? If so, what type of preservatives and solvent were used, and how can the specimens be recognized in the collection? _____

5. If there are metal objects in the collection, what conservation treatments have been applied, and what is the condition of the material at the time of submission? _____

6. Have any objects has conservation treatment not noted elsewhere on this form? If so specify. _____

Cleaning Details

Material	Washing (kind of water)*			Acid Bath Type & %	Dry Brushing	Other Methods
	Water Screen		Washing			
	Field	Lab	Lab			

Bone						
Shell						
Lithic						
Ceramic						
Vegetal						

*U=Unprocessed T=Tap DI=Deionized O=Other (specify)

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Lawton, Oklahoma**

Object Condition Report
(Page 1 of 2)

Identification of Object:

Catalog Number, Existing Provenience and Measurements:

Description of Existing Conditions Compared to Similar Item in Pristine Form:

Methods of Non-destructive Examination:

Existing Light: _____

Intense Light: _____

Raking Light: _____

UV Light: _____

Hand Lens – 3X-5X: _____

Hand Lens – 10X-12X: _____

Microscopic:(list power) _____

“Before” Drawing to show Missing Parts,
Fractures, Precious Treatments:

“Before” Black & White Photo to Show
Diagnostic Features

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**Institute of the Great Plains
Lawton, Oklahoma**

Object Condition Report
(Page 2 of 2)

Description of All Additions or Changes to the Original:

Recommended Treatment Necessary to Stabilized the Object:

Actual Treatment Performed:

Name: _____ Date: _____

**Institute of the Great Plains
Lawton, Oklahoma**

Curation Materials Suppliers

The Hollinger Corporation

In 1945, William Kenneth Hollinger, founded the Hollinger Corporation. After World War II, Mr. Hollinger directed his attention to the problem of the deterioration of historic documents. Working with chemist William Barrow and officials at The Library of Congress and National Archives, Hollinger developed acid free papers, storage boxes and envelopes that would allow for the proper preservation of valuable documents and photographs. In the 60 years since it's founding, the Hollinger Corporation has introduced numerous archival products for the preservation of a large variety of valuable materials.

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www.hollingercorp.com

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Established in 1969, Light Impressions offers the world's largest variety of fine archival storage, display and presentation materials for negatives, transparencies, CDs, photographs, artwork and documents.

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Metal Edge, Inc.

Metal Edge specializes in archival supplies for preservation and archival storage. In turn, they have been supplying products to museums, libraries, schools and individuals for many years. Metal Edge is committed to manufacturing products of outstanding quality in order to provide products that meet the highest standards of archival quality.

Metal Edge, Inc.
6340 Bandini Blvd.
Commerce, CA 90040
1-800-862-2228
www.metaledgeinc.com

Unit-Pak

Unit-Pak offers a wide variety of packaging and shipping materials and equipment, including miscellaneous packaging and shipping supplies. They have been in business since 1977. According to the Department of Interior's, Museum Property Handbook, DM411 standards only 4mm thick polyethylene zip lock bags were to be used. Unit-Pak was the only supply company found that supplied bags according to these standards. In addition, they were highly recommended by the Bureau of Reclamation, Oklahoma-Texas Area Office.

Unit-Pak Inc.
P.O. Box 7953
Waco, TX 76714
1-800-792-3232
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For decades, the University Products' family of companies have been recognized the world over as the leading resources for archival quality materials. University Products mission statement states: "to provide fine quality materials to restore, preserve, and display collectibles, photographs, paper documents, and heirlooms whether treasured by a family, valued by a culture, or priceless to the world."

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Purpose of Standards

The Institute of the Great Plains along with the Museum of the Great Plains takes great pride in their collections housed within this facility. The importance of archaeological holdings can be illustrated in the materials from four major sites. The Cooperton Site materials consist of long bones and stone tools that represent an immature Columbian mammoth, which showed evidence of having been methodically split by human beings and has therefore provided the oldest evidence of human occupation in the region. Radiocarbon samples from the bones have been dated at 17,000 to 21,000 B.P. The Domebo Site, recognized regionally and nationally as one of the most important Paleo-Indian mammoth kill sites in North America has yielded both Imperial mammoth bones and Clovis points, and was dated by radiocarbon to 11,200 B.P. The artifacts from the Gore Pit site document a seasonal archaic occupation where excavations yielded tools, rock ovens, and cooking debris. Charcoal samples have provided a radiocarbon date at 6,000 B.P. (National Register Listing 11/21/80 #D, 80004520). The Longest Site, historically known as San Bernardo, or the Taovayas Village, is one of the major Wichita Indian sites of the mid-eighteenth century and researchers believe it may be the Taovaya village attacked by the Spanish in 1759 (National Register Listing 3/10/82 #D, 82003685). This facility also serves as a repository for other contractual collections including governmental agencies such as the Bureau of Reclamation. Therefore, the reasoning behind these standards has been greatly considered.