CURATION GUIDELINES FOR CRM COLLECTIONS TO BE REPOSITED AT THE PREHISTORIC MUSEUM

These guidelines are governed by the mission statement of the Prehistoric Museum:

"The Prehistoric Museum creates understanding and appreciation of the natural and cultural processes that formed the geologic, fossil, and archaeological records found in eastern Utah. We do this through educational and interpretive programs based on academic research, preservation programs, authentic exhibits, and the creative efforts of our staff and community."

These guidelines are only applicable for CRM collections. For research-generated collections, please contact the appropriate Curator for additional information.

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I. **ACQUISITION POLICY GOVERNING ARCHAEOLOGY AND PALEONTOLOGY COLLECTIONS**

The Prehistoric Museum (hereafter Museum) is accredited by the American Association of Museums (AAM) and is a member of the Society for the Preservation of Natural History Collections (SPNHC) as well as the Association of Academic Museums and Galleries (AAMG). The Museum adheres to the collection guidelines of these professional museum organizations.

The Museum is an official repository for archaeological and paleontological collections from state, federal, and private lands in eastern Utah. All CRM collections deposited at the Museum will receive care according to current professional standards as set forth by the AAM, SPNHC, AAMG, and the Museum's collections management policy.

The Museum, at its discretion, may enter into curation agreements with federal or state land management agencies or private cultural resource management companies. The Museum accepts collections made in eastern Utah as set forth by the Museum's mission statement: Carbon, Emery, Daggett, Duchesne, Uintah, Grand, Wayne, Garfield, Kane, and San Juan counties. Other collections aligned with the Museum's mission may be accepted with preapproval. Curation Agreements must be renewed annually with a processing fee. Curation agreements are valid for one year starting when the processing fee is received and the Curation Agreement has been signed by both parties. Those CRM companies seeking to obtain a permit for archaeological or paleontological work on federal or state lands should contact the Museum before the start of any project. The Museum will then provide a letter acknowledging its willingness to serve as the repository. The Museum will discuss any questions about the guidelines, numbering, cataloging systems, or handling and packing procedures with the permit holder at that time.

All collections to be reposited must be packaged in archival-grade materials purchased by the depositor. The museum will not repackage on the CRM's behalf. Examples of suppliers available on-line include: Archival Methods, Gaylord Archival, The Hollinger Corporation, Light Impressions, Metal Edge, The Paige Box Company, and University Products.

Owing to differences between the requirements of archaeology and paleontology collections, please read appropriate sections below.

II. ARCHAEOLOGY GUIDELINES

All CRM archaeologists are required to have the correct state or federal CRM permits for work on state or federal lands. A photocopy copy of this permit must be submitted with the CRM report as proof into perpetuity that the collection was made legally. For BLM permits see http://www.blm.gov/ut/st/en/prog/more/cultural/archaeology/cultural_resource.html.

These guidelines are also applicable for non-CRM collections to be reposited at the Museum.

A. CURATION FEES

1. Curatorial Agreement. An annual $50.00 processing fee is required to establish or maintain a Curatorial Agreement with the Museum. The form may be found at: http://usueastern.edu/museum/about/documents/CuratorialAgreement.pdf. The agreement begins once the fee has been received, and the form signed (by the applicant). Curatorial Agreement application is countersigned by the Curator of Archaeology and a copy will be sent back to the CRM company.

2. Collection Reposit. The Museum requires compensation for the curation of collections in perpetuity. Payment must accompany collections in order to be deposited. No collections will be accepted without payment at time of reposit. Current rates are:
   a. Standard file storage-size *archival* box (15" long x 12" wide x 10" high: $550.00.
   b. Materials requiring special care (e.g., leather items), established on a case-by-case basis, not less than $600.00 per cubic foot

B. NUMBERING SYSTEMS

The Museum uses *Re:Discovery*, a collection management software based on the National Park Service Cataloging System. Two different numbering systems are used within the museum: the accession number and the catalog number.

The accession number establishes the basis for ownership or legal possession of the collection and is used by the Prehistoric Museum to track transactions and research associated with a collection. An accession number is assigned by the Museum after the collection has been received, not beforehand.

Cataloging involves the completion of Registration Data and Catalog Data. The Museum uses the catalog number to track individual artifacts in the museums' catalog records and collections. The depositor of archaeological material is required to label artifacts using India ink or archival pens (e.g., Micron^{TM}) with the Smithsonian site number, field specimen (artifact) number, and catalog number on each object. The depositor should contact the museum with the estimated number of artifacts for a block

of catalog numbers. The correct acronym for the Prehistoric Museum is CEUM. Do not use USUE PM or other acronyms. The depositor must apply the catalog number to the items before the collection is transferred to the Museum.

1. Smithsonian Site Number. Each artifact must be numbered with the appropriate Smithsonian site number, which may be obtained from the Antiquities Section at the Utah SHPO office. To prevent assigning different site numbers to the same site, conduct the appropriate literature search at state and federal offices prior to fieldwork. Obtain new numbers only when certain that the site has not previously been recorded.

2. Field Specimen Number. The Field Specimen (FS) number is assigned in the field and, along with the site number, becomes the provenience control for the artifact(s). In general, each artifact will receive its own number, but in some cases, multiple small, similar artifacts (e.g., debitage) from the same site may be given the same number. For artifacts collected in lots rather than individually, each FS number should have extension numbers assigned in lab. For example: FS 8.30, FS 8.31, etc. Please do not use the acronym FA because this will not be recognized by the *Re:Discovery* software.

3. Museum Catalog Number. The Catalog Number is the third line in the artifact number and sequential Catalog Numbers are assigned to each artifact in the collection by Museum collections staff. The depositor carefully determines how many Catalog Numbers are needed for the entire collection, calls the Museum and requests them. Be prepared to provide the museum with the location and name of the project as well as a brief description of the project when the numbers are assigned.

4. Example. A prehistoric ceramic sherd recovered from a Fremont site in Emery County would be labeled:

42Em###
FS##.##
CEUM##### (note acronym; do not use any other)

If the artifact was an isolated find, either use the unique IF number assigned in the field in lieu of the site and FS number along with the CEUM catalog number, or just the assigned CEUM catalog number. The accompanying catalog record should be completed with artifact provenience, associations, etc.

C. MARKING ARTIFACTS WITH NUMBERS

The number on an artifact must be 1) legible and durable; 2) unobtrusive, so that the number will not detract from the object's appearance when it is photographed for publication or put on exhibit and so that it will not obliterate features for study; 3) reversible because it may be necessary to remove or change it. Items too small to be written upon may be bagged together by class and assigned the same field specimen number.

1. Non-organic artifacts. If the object can be numbered directly, apply a reversible base coat no larger than needed to accommodate the number. The base coat may be an acrylic resin, such as acryloid B-72 or CM Marking Varnish, or a white marking varnish. "White-Out" and fingernail polish may not be used, but white latex enamel may be applied over a clear base coat. When the ink has dried, apply a thin sealant (e.g., B-72) to prevent the numbers from being rubbed off. Dab the sealant on so as not to smear the number.

2. Textiles and other organic artifacts. Number all artifacts using an acid-free, unbleached twine, string, or tying tape attached to archival tags marked with permanent ink.

3. **Small artifacts.** Artifacts that are too small to number may be placed in small archival polyethylene zip-lock bags. Write numbers on acid-free paper and place inside bag to present loss of tags.

D. ACCOMPANYING DATA

Download the Excel collection template from http://usueastern.edu/museum/about/archaeology.htm . All data must be entered into this template to upload into *Re:Discovery*. Please use the lexicon given in the Appendix for *Re:Discovery* terminology. An electronic AND hardcopy of this template as well as a final report must be submitted with the collection.

E. DELIVERING COLLECTIONS FOR STORAGE

The Museum assumes that all collection materials will be delivered in a state suitable for permanent storage and that the depositor's intent is to store these materials permanently. In general, artifacts should be processed and packed using archival materials before delivery so as to be ready for permanent storage.

1. Bags. Bags used should be archival-quality polyethylene, not PVC nor polypropylene plastic. When artifacts are placed in bags, numbers should not be written on the bag as these may wear off, but should be written on individual artifacts and on an acid-free paper tag, using permanent archival black ink, and placed inside the bag.

Organic material that may be damp should not be placed in polyethylene bags, but in Tyvek bags or acid-free boxes lined with close-cell foam and Tyvek.

2. Boxes. Boxes should be acid-free cardboard suitable for long-term storage. The collection should be delivered in standard-sized, sturdy archival boxes with dimensions approximately 15 " x 12" x 10" (outside dimensions differ slightly between manufacturers). This size box requires 1.3 cubic feet of storage space in our repository. Smaller boxes and trays placed within these boxes must also be acid-free and if hand-made, must be made of archival material.

Artifacts should be boxed by material, site, and provenience, with lighter items at the top. Boxes cannot weigh more than 30 pounds each. Fragile items, perishable items, such as textiles, and artifacts needing conservation or special monitoring should be boxed separately.

The Museum does not accept boxes containing hazardous materials, chemicals, or other unsafe materials.

APPENDIX. *RE:DISCOVERY* LEXICON OF ARTIFACT NAMES FOR CATALOGING ARCHEOLOGICAL ARTIFACTS.

ABRADER, NARROW GROOVED
ABRADER, WIDE GROOVED
ABRADING SLAB
ABRADING STONE (no groove)
ADZE
ANTLER (use FAUNAL MATERIAL)
ANTLER ARTIFACT
ANVIL APRON
ARCHAEOMAGNETIC SAMPLE
ARROW (use for single shaft)
ARROW, COMPOUND (use when both
      foreshaft and mainshaft are
      present)
ARROW, FORESHAFT
ARROW, MAINSHAFT
ARTIFACT
ARTIFACT, GROUND
ATLATL WEIGHT
ATLATL, BUNT
ATLATL, DART
ATLATL, FORESHAFT
ATLATL, SHAFT
AWL, BONE
AWL, WOOD
AXE
BAG
BALL, STONE
BARK (use BOTANICAL MATERIAL)
BASIN
BASKET (specify shape/form)
BASKET, COILED
BASKET, RING
BASKET, TRAY
BASKETRY ARTIFACT
BASKETRY, IMPRESSION
BATON

BATTEN (specify material)
BATTERED/GROUND
BEAD, BONE
BEAD, CLAY
BEAD, FLAT
BEAD, SEED
BEAD, SHELL
BEAD, SPHERICAL
BEAD, STONE (specify material)
BEAD, UNFINISHED (specify material;
      use if there is no hole)
BEAN (use for cultivated beans)
BELL
BIFACE (use STONE ARTIFACT,
      CHIPPED for roughly chipped
      objects)
BILLET
BIN COVER
BLADE (same as KNIFE and
      SPEARPOINT)
BONE ARTIFACT (use for modified
      bone for which a specified tool
      type does not apply)
BONE, ANIMAL (use FAUNAL)
BONE, HUMAN (use HUMAN
      REMAINS)
BOTANICAL MATERIAL
BOW
BOW, DRILL
BOWL FRAGMENT
BOWL, DEEP
BOWL, INCURVED (use for SEED JAR)
BOWL, MINIATURE (use BOWL,
      SHALLOW)
BRACELET
BRUSH

BUILDING MATERIAL (specify material)
BULL ROARER, BUNDLE (specify
    material)
BURIAL SLAB
BUTTON
C-14 (14C) SAMPLE
CANTEEN
CERAMIC ARTIFACT (type unknown)
CHARCOAL SAMPLE
CHIPPED/GROUND STONE
CHISEL
CHOPPER
CLAY OBJECT, FIRED
CLAY OBJECT, UNFIRED
CLAY SAMPLE
CLAY, UNFIRED
COLANDER
COMB, HAIR
COMB, WEAVING
CONCRETION
COOKING SLAB
COPROLITE
CORDAGE
CORE
CORE TOOL
CORN ARTIFACT
CORN CAST
CORN, COB
CORN, EAR (50% or more kernels)
CORN, KERNEL
CORN, PLANT (non-cob/kernel parts)
COVER, CIST
COVER, HATCH
COVER, POT/JAR
CRADLEBOARD
CUP (use MUG)
CYLINDER
DEBITAGE
DEFLECTOR SLAB
DENDROCHRONOGLICAL SAMPLE

DIGGING STICK
DISK
DISK, PERFORATED DOOR SLAB
DRILL
EFFIGY (use FIGURINE)
EFFIGY VESSEL
FAUNAL MATERIAL (specify)
FAUNAL SAMPLE
FEATHER ARTIFACT
FETISH
FIGURINE OR GAMING PIECE
FIGURINE, HUMAN
FIGURINE, UNIDENTIFIED
FILL SAMPLE
FIRE CARRIER
FIRE DRILL, HEARTH
FIRE DRILL, SHAFT
FIREDOG
FLAKE (use DEBITAGE)
FLAKE, MODIFIED
FLAKER (specify material)
FLOORBEAM SUPPORT
FLOTATION SAMPLE
FLUTE
GAMING PIECE
GAMING STICK
GORGET
GOURD/SQUASH, ARTIFACT
GOURD/SQUASH, CONTAINER
GOURD/SQUASH, RIND
GOURD/SQUASH, SEEDS
GOURD/SQUASH, STEM GRAVER
GROUNDSTONE (use for unlisted
    groundstone object)
GUIRO
HAFT
HAIRPIN
HAMMER
HAMMERSTONE
HANDLE, KNIFE

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HIDE ARTIFACT HOE
HOOK HOOP
HORN ARTIFACT
HUMAN REMAINS
HUMAN REMAINS, MODIFIED
JAR (neither narrow- nor wide-mouthed)
JAR FRAGMENT
JAR REST
JAR, MINIATURE (use MINIATURE
    VESSEL)
JAR, NARROW MOUTHED
JAR, WIDE MOUTHED
KNIFE (use BLADE)
LADDER
LADLE
LEATHER/HIDE ARTIFACT
LID (use if it has a handle)
LIGHTNING STONE
LINTEL
LOOM (specify part)
LOOM ANCHOR
MANO
MATERIAL, BONE)
MATTING, (specify material)
MATTING, REED (use if twined with
    cord)
MATTING, RUSH
MATTING, WILLOW
MAUL
METATE
MINERAL
MINIATURE VESSEL (use vessel form
    if known, e.g. MINIATURE
    BOWL)
    MINIATURE VESSEL)
MOCCASIN
MODIFIED)
MORTAR (use for lower grinding stone)
MUG
NECKLACE

NEEDLE (specify material)
NET
OBSIDIAN HYDRATION SAMPLE
OLLA
PADDLE
PAINT CUP/DISH
PAINT PALETTE
PAINT SLAB
PALETTE KNIFE
PENDANT (specify material)
PENDANT, UNFINISHED (specify
    material, no hole)
PESTLE
PETROGLYPH
PICTOGRAPH
PIGMENT (use MINERAL or PIGMENT,
    ORGANIC)
PIGMENT, ORGANIC
PIN
PIPE PTCHER
PLATE
PLUG
POLISHING STONE (used in pottery
    construction)
POLLEN SAMPLE
POT REST
POUCH
PRAYER STICK
PREFORM (use BIFACE)
PROJECTILE POINT
PUMP DRILL
PUNCH
QUID
QUIVER
RABBIT STICK
RATTLE
REAMER
REAPER
RESIN
RING

ROLLER, WEAVING
ROOF SAMPLE
ROOFING MATERIAL
SANDAL
SAW
SCOOP
SCRAPER, ANTLER (flesher)
SCRAPER, BONE (flesher)
SCRAPER, GOURD
SCRAPER, SHERD
SCRAPER, STONE
SEED BEATER
SEEDS/NUTS (use BOTANICAL
    MATERIAL)
SHAFT HOLDER (use with bow drill)
SHAFT SMOOTHER (use ABRADER,
    NARROW GROOVED)
SHAFT STRAIGHTENER
SHAPED ROCK
SHELL (use FAUNAL MATERIAL)
SHELL ARTIFACT
SHERD(S)
SHUTTLE
SICKLE
SINKER
SIPAPU
SMOOTHING STONE (used to smooth
    floors or mortar)
SNARE
SNARE PIN
SOIL SAMPLE (specify material)
SPEAR
SPEAR POINT (use BLADE)
SPINDLE
SPINDLE SHAFT HOLDER

SPINDLE WHORL
SPLIT TWIG FIGURINE
SPLITTER
SPOKESHAVE
SPOOLS
SPOON
STONE ARTIFACT, BATTERED
STONE ARTIFACT, CHIPPED
STONE ARTIFACT, PECKED
STONE ARTIFACT, SMOOTHER
STONE, COOKING
TCHAMAHIA
TEXTILE, OBJECT (use specific object
    term)
TEXTILE, UNIDENTIFIED
TONG
TORCH
TUBE, BONE
TUMPLINE
TURQUOISE, UNWORKED
UNIFACE
UTILIZED FLAKE (use FLAKE)
VEGETAL
VEGETAL SAMPLE
WAND, WEAVER
WEAVING STICK
WEDGE
WEIGHT
WHISTLE
WOOD ARTIFACT
WOOD SPECIMEN
WORKED SHERD
YUCCA
YUCCA ARTIFACT

***** END *****

III. PALEONTOLOGY GUIDELINES

      All CRM paleontologists are required to have the correct state or federal CRM permits for work on state or federal lands. A photocopy copy of this permit must be submitted with the CRM report as proof into perpetuity that the collection was made legally. For BLM permits see Http://www.blm.gov/ut/st/en/prog/more/cultural/ Paleontology/Paleontological_Permitting/blm_ut_consultants.html .

      These guidelines are also applicable for non-CRM collections to be reposited at the Museum.

A. Curation Fees:

      1. Curatorial Agreement. An annual $50.00 processing fee is required to establish or maintain a Curatorial Agreement with the Museum. The form may be found at: http://usueastern.edu/museum/about/documents/CuratorialAgreement.pdf. The agreement begins once the fee has been received and the form signed (by the applicant). Curatorial Agreement application is countersigned by the Curator of Paleontology and a copy will be sent back to the CRM company.

      2. Collection Reposit. The Museum requires compensation for the curation of collections in perpetuity. Payment, in check, must accompany collections to be deposited. No collections will be accepted without fees paid. Current rates are:
      a. Standard file storage *archival* box (15" long x 12" wide x 10" high: $550.00.
      b. Large specimens exceeding dimensions of storage box: $525.00 cubic foot (maximum L x W x T or water displacement).

For paleontological material, cataloging will be done by the museum after the material has been sorted through by museum staff for their scientific value. Unidentifiable bone (taxonomic or element) will be discarded; such bone should ideally not have been collected.

B. FIELD DATA

      Locality information must be submitted using the Paleontological Locality form of the BLM: Http://www.blm.gov/pgdata/etc/medialib/blm/ut/natural_resources/cultural/ paleo/Paleontology_Documents.Par.84715.File.dat/BLM%20Locality%20Form%208270 -3%20revised_SF.pdf

      The Accession Number (line 2) will be assigned by the Museum once collections have been accepted by the Museum. This number must be included on reports submitted by the museum as proof that the CRM collection is reposited at the Museum.

      There is no set protocol for how a CRM site is numbered in the field, only that it must be. The Museum uses the international, widely used year dash number (e.g., 2013

- 56). This number will be assigned by the Museum once the collection has been accepted, so that localities can be integrated into the museum's locality database. If material is too scrappy for even a general identification (e.g., turtle shell fragment), do not collect because the museum will not accept or keep such material (e.g., bone fragment).

C. MARKING SPECIMENS WITH NUMBERS

The number on a specimen must be 1) legible and durable; 2) unobtrusive, so that the number will not detract from the object's appearance when it is photographed for publication or put on exhibit and so that it will not obliterate features for study; 3) reversible because it may be necessary to remove or change it.

The depositor must request a block of catalog numbers from the Museum, based on the number of specimens to be reposited. This should be done after repair and preparation of specimens are completed, so as to avoid assigning different catalog numbers to parts of the same specimen. Be prepared to provide the museum with the location and name of the project as well as a brief description of the project when the numbers are assigned.

If the object can be numbered directly, apply a reversible base coat no larger than needed to accommodate the number. The base coat may be an acrylic resin, such as acryloid B-72 or CM Marking Varnish, or a white marking varnish. "White-Out" and fingernail polish must not be used, but white latex enamel may be applied over a clear base coat. When the ink has dried, apply a thin sealant (e.g., B-72) to prevent the numbers from being rubbed off. Dab the sealant on, so as not to smear the number.

For microvertebrates, specimens may be placed in a small archival polyethylene zip-lock bag. Write numbers on acid-free paper and place inside the bag to present loss of tags. Alternatively, specimens (e.g., teeth) may be mounted with archival museum wax onto the head of pins inserted into corks or stoppers of glass vials. Avoid gelatin capsules as these are not archival.

D. ACCOMPANYING DATA

A final CRM report (or final report to state or federal agency for research collections) must be submitted both electronically and by hardcopy (electronic records will be used to enter data into *Re:Discovery*).

E. DELIVERING COLLECTIONS FOR STORAGE

The Museum assumes that all collection materials will be delivered in a state suitable for permanent storage and that the depositor's intent is to store these materials permanently. Specimens should be prepared, including removal of matrix and repair of broken pieces, before delivery. Specimens must be packed using archival materials, so

as to be ready for permanent storage.

1. Bags. Bags used should be archival-quality polyethylene, not PVC nor polypropylene plastic. When specimens are placed in bags, numbers should not be written on the bag because these may wear off, but should be written on individual specimens (see Section C above) and on an acid-free paper tag, using permanent archival black ink, and placed inside the bag.

2. Boxes. Boxes should be acid-free cardboard suitable for long-term storage. The collection should be delivered in standard-sized, sturdy archival boxes with dimensions approximately 15 " x 12" x 10" (outside dimensions differ slightly between manufacturers). This size box requires 1.3 cubic feet of storage space in our repository. Smaller boxes and trays placed within these boxes must also be acid-free, and if hand-made, must be made of archival material.

Specimens should be boxed with lighter items at the top. Boxes cannot weigh more than 30 pounds each. Fragile, poorly fossilized specimens (e.g., Pleistocene or Subrecent bone) needing special monitoring should be boxed separately.

3. Overly large specimens. Specimens too large for boxes should be delivered, prepared, and resting in cradles. Be sure to reinforce the cradle to prevent sagging. Ideally, these should be made using Hydrocal (or similar) and fiberglass cloth or mat. Do NOT use burlap, which is not archival and will decompose after several years, letting the specimen sag. Be sure the catalog number is written on the specimen.