

Curation Services Guidelines

**Office of the State Archaeologist
The University of Iowa**



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Curation Services Program**
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Curation Services Guidelines

Preface

The Office of the State Archaeologist (OSA) provides curation services for archaeological consulting firms for Iowa archaeological collections. The OSA adds archaeological specimens to the State Archaeological Repository and associated documentation to the Archaeological Document Collection (Iowa Administrative Code 685-7, 8). The decision whether to accept a collection for curation will be made by the State Archaeologist in accordance with administrative rules and upon recommendation by the OSA Repository Manager. The OSA reserves the right to refuse to accept materials that the OSA cannot properly care for because of space or conservation restraints, and the OSA will not accept materials deemed health hazards.

The National Park Service's rule, Curation of Federally-Owned and Administered Archeological Collections (36 CFR Part 79), serves as the guideline for the OSA's overall curation policies. Additional facility-specific curation guidelines, standards, and procedures also have been established and are presented in this document. These must be met before archaeological collections can be accepted.

These guidelines are intended to enable submitters to prepare collections for curation in a manner considered curation ready. Please contact the OSA Repository Manager if you have any questions or need more information on these services.

Part 1, Curation Submission Documentation Requirements

Collections may be accepted for curation at the OSA through a Donation Agreement, where title of the collection is transferred to the OSA, or through a Joint Curation Agreement between the OSA and an agency, where title of the collection is retained by the agency. OSA Site Records must receive all relevant site forms prior to collection submission. A Material Submittal Form (MSF) must accompany collections. No collection will be accepted unless all submission documentation has been received. OSA Joint Curation Agreements may be found in Part 7.1. Examples of a Donation Agreement and Material Submittal Form may be found in Part 7.2 and 7.3. Blank forms or electronic document templates are available upon request.

Part 2, Curation Fees

A one-time curation fee will be charged for the perpetual care of the collections and associated documentation. An annual curation fee is applicable to federal or state collections only. A curation preparation fee will be charged for collections that are not curation ready. See Fees for Services at <http://archaeology.uiowa.edu/services-and-fees>. Payment should be made to the Office of the State Archaeologist and remitted within 30 days.

Part 3, Curation Standards for Archaeological Specimens

3.1 Cleaning, Conservation, and Reconstruction

The archaeological specimens must be appropriately cleaned, and the cleaning methods and products identified on the MSF. If any conservation work has been done, the method and products used should also be identified. Indicate any reconstructed specimens and include the products used in their reconstruction.

3.2 Catalog Numbers and Specimen Labels

The archaeological specimens must be assigned catalog numbers and be appropriately labeled with the site number, as assigned by the OSA Site Records, and the catalog number. The site number employs the Smithsonian trinomial system, e.g., 13JH1; where "13" identifies Iowa, "JH" identifies Johnson County, and "1" identifies the first site in Johnson County.

Catalog numbers are assigned in a numerical sequence representing unique information. The catalog number may first be provenience based and unique. In addition a specimen number may also be used to uniquely identify a specimen(s) within a single provenience. The catalog number may also be solely specimen based where a unique number is assigned to each individual specimen or group of like specimens. It is desirable to maintain the numerical sequence of catalog numbers though all collection episodes at a single site. Contact the OSA Repository Manager for catalog number assignments.

Specimen labels are written as follows:

1. Provenience-based or specimen-based catalog number: 13JH1 or 13JH1/1
1
2. Provenience-based with additional specimen-based catalog number: 13JH1 or 13JH1/1.1
1.1

Specimens smaller than a square centimeter in size do not have to be physically labeled; instead a label should be written on an acid-free paper tag and bagged with the specimen(s).

3.3 Labeling Products and Procedures

Archival quality products such as Paraloid B72 clear sealant and permanent black ink should be used to label objects. Permanent white ink may be used on dark specimens. The procedure is to apply a base coat of B72 clear sealant or similar product followed by the ink label followed by a clear sealant. The purpose of this three part procedure is to make the label easily reversible. Small laser printed paper labels sandwiched between a base and top coat of Paraloid B72 clear sealant or similar product are also acceptable. Identify the labeling products used on the MSF.

3.4 Placement of Labels

Labels should be written on an area of the object so as not to obscure diagnostic or photogenic features or prevent its later reassembly. For example, avoid labeling the following areas: worked edges or surfaces of stone tools; broken edges of tools if piece refits are possible; ceramic decorations or broken edges; bone articular surfaces, cut marks, or worked areas; hinges or worked edges of mollusk shells. Label the interior or ventral surface of flake tools and waste flakes, the interior surface of prehistoric ceramics, and undecorated surfaces of historic ceramics.

3.5 Specimen Containers

With few exceptions, all artifacts must be bagged in clear or "Write-on" polyethylene zipper bags of the appropriate size (2-mil minimum thickness). Large polyethylene gusseted bags may be used for large specimens. Botanical remains must be stored in appropriately sized glass vials or plastic micro-centrifuge tubes. Use appropriate containers and packing materials for fragile specimens. An acid-free paper tag identifying provenience must be included in each specimen container. The tag must indicate the site number, catalog number, the number of bags of a certain specimen (i.e., bag 1 of 2, bag 2 of 2, etc.). Full provenience information and specimen description may be included on the tag. The size of the tag should be small enough to avoid folding the tag to fit within a bag. Use pencil or acid-free ink to write the provenience information on the tag. Computer-generated, laser-printed tags are also acceptable.

The bag should be large enough to insert or remove the object without it rubbing against the bag zipper. Do not over fill bags. Insert specimen tags so that the tag does not obscure the decoration or other diagnostic feature of the object.

3.6 Collection Organization

Collections should be organized in a manner that will facilitate the retrieval and return of specimens. Use appropriately sized large bags to contain specimens stored in smaller bags. Avoid packaging too many small specimen bags into larger bags as this will make it difficult to retrieve and return specimens from curation. The OSA uses 4-mil 6-x-6, 8-x-8, and 9-x-12-inch bags for organizing and packaging the smaller specimen bags in catalog-number order. These bags are then vertically stacked within the 11¼-x-9-x-4-inch standard specimen box. Tags identifying accession number, site number, specimen category, catalog numbers, and bag number are placed within each bag. Organize collections in this manner so the collections may easily be transferred into the OSA standard specimen box. Exclude specimens too large for the standard sized box. Oversized specimens will be stored separately in cabinets or shelving at the OSA.

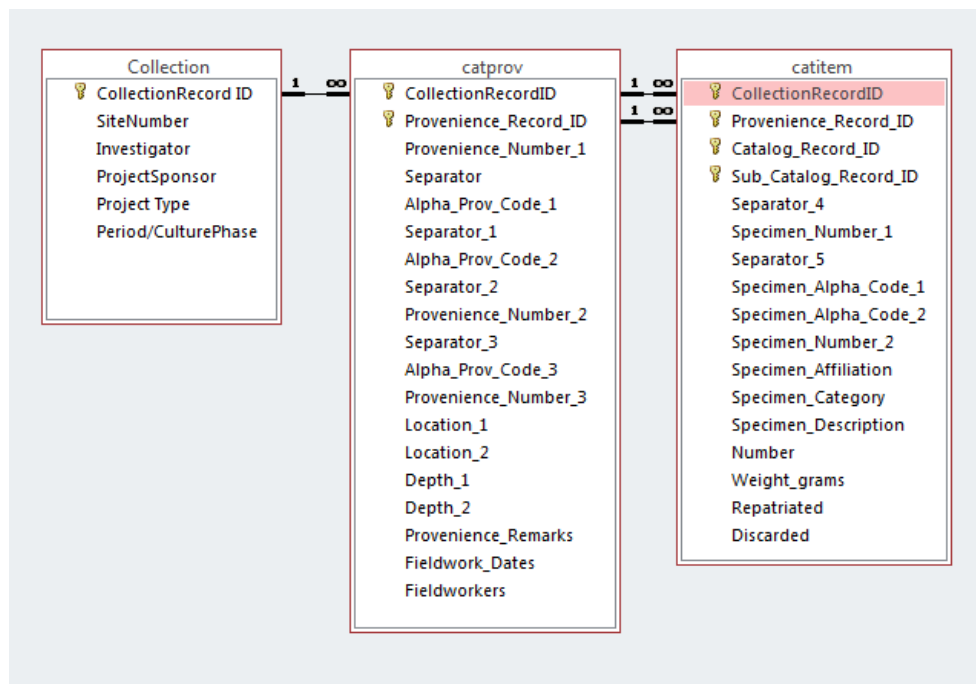
Large collections should be sorted and packaged according to specimen categories (e.g., prehistoric ceramics, prehistoric flaking debris, historic ceramics, and historic glass) and arranged in catalog number order. Indicate on the tag the number of bags for each category and the range of catalog numbers (i.e., prehistoric ceramics, bag 1 of 2, catalog numbers 1–10). Small collections do not require sorting by category. Please contact the OSA Repository Manager if you have any questions regarding the sorting and packaging of collections.

Organize the collection(s) in boxes. Label each box with project identification and site numbers and box number. Within each box, include an inventory sheet listing specific site, provenience, and specimen type information. Collections should be boxed in a manner that will provide for the safety of objects during transport.

3.7 Accession Numbers and Collection Catalogs

Accession numbers will be assigned to the submitted collections by the OSA once they are accepted for curation. Collection catalogs must be submitted in an electronic format and submitted on a CD-ROM, diskette, or as an email attachment. Database files need to be a Zip file in order for OSA to receive them through email.

The OSA Collection Catalog Database is a Microsoft Access database. The submitted catalog data must be in this format or Excel spreadsheet format. An electronic version of the OSA Collection Catalog Database is available upon request. Pictured below is the data model for this database.



The OSA collection catalog database relates three tables in a one to-many-to-many relationship. Electronic catalogs submitted to OSA must contain the necessary key field or index field data so that catalogs may be appended to the OSA archive catalog database. In the above model a number, "CollectionRecordID," uniquely identifies a site's catalog. Whatever designation is used to uniquely identify a site's collection, the identifier will be changed to the OSA "AccessionRecordID" number in order to append the catalog to the archive catalog database.

The submitted catalog is required to contain data to uniquely identify provenience and specimen records. This can be accomplished by supplying a "ProvenienceRecordID" and "CatalogRecordID" number. Ideally these numbers starts with "1" but any series of unique numbers can be used. The "ProvenienceRecordID" must change with each provenience change. The "CatalogRecordID" begins again with "1" with each provenience change. Catalog records may also be uniquely identified by using a series of numbers in combination with letters that uniquely identify each catalog record. If this must be done, the "SubCatalogRecordID" will be used. This is a text field and allows for up to four characters.

Catalogs submitted do not necessarily need to match the OSA's database structure but must include fields containing data to uniquely identify provenience and specimen catalog records. When different from OSA's model, please indicate which fields supply the unique identifiers for provenience and specimen catalog records. In addition, the following fields are required to be submitted: "SpecimenAffiliation" and "SpecimenCategory." These may be found below in Part 7.4. Provenience information must be submitted in the above model's fields, either directly or by concatenating other field's data into the above named fields. The provenience fields above are intended to collect information in a general to specific direction. The same procedure must be followed for specimen description data. Certain data must follow strict rules: abbreviations or initials are not allowed, Genus and species names must be italicized (the OSA catalog database SpecimenDescription field is a memo field employing a rich text format allowing italics for Genus and species names), dates must employ a four-digit year, and text should be entered in lower case (except for proper names).

3.8 Record of Discarded Materials

After careful consideration is given to retaining representative samples, some materials may be discarded prior to submitting collections for curation. Record materials being discarded in a separate catalog record. The OSA catalog database employs a yes/no field to record discarded material. Currently, the OSA lists the following materials that may be discarded:

1. Fire-cracked rock;
2. Noncultural or unmodified rock;
3. Masonry materials including brick, cement, mortar, limestone;
4. Slag, cinders, and coal; and
5. Other bulky, redundant, or non-diagnostic materials lacking either secure archaeological context or research applications.

Part 4, Curation Standards for Associated Documentation

Projects submitted for curation should include all associated documents and photographic materials. Submission of a final project report is required. Project reports must be submitted in electronic Portable Document Format (PDF) at least 300 dpi resolution. Project reports will not be included in the curation fee calculation. The OSA will transfer all records and photographic materials into archival quality containers.

If original records must be retained, electronic (PDF at 300 dpi resolution or other digital format) or clear and legible photocopies may be submitted. Acid-free paper must be used for all photocopies.

Records must be appropriately arranged and labeled by topic. Photographic materials must be accompanied by an electronic catalog either in ProCite database format or Microsoft Excel format. Contact the OSA Repository Manager for a blank photograph catalog database. See Part 7.5 Conventions for ProCite Photo Catalogs pertaining to required photo catalog fields.

Part 5, Delivery of Collections for Curation

Deliver in person collections for curation unless special arrangements are made for delivery by shipment. If delivery is by shipment, use a company that has a system for tracking shipments. Please give two day prior notice of collection delivery.

Part 6, Processing of Submissions

The OSA Repository Manager will evaluate all submissions for correctness. The consultant submitting the collections will be contacted if the submission is determined not curation ready. The consultant may retrieve the collection to correct the problem or instruct the OSA to correct the problem; in the latter case, a curation preparation fee will be charged. Collection volumes and linear inches of documents will be calculated. Volumes for each collection will be determined by calculating the curated volume of the collection, that is, the space occupied by the collection within the standard repository box. The standard repository box volume is .25 cubic feet. The minimum volume for a collection is .01 cubic feet. The minimum number of linear inches for documents is .1 linear inches.

Once the submission is processed, the MSF will be approved and a copy returned to the submitter along with the curation invoice. Submissions will be processed within thirty days of delivery.

Part 7, Forms and Supplemental Information

The subsequent pages contain examples of OSA forms and supplemental information on curation services. They are subdivided into six parts:

- 7.1 OSA Joint Curation Agreements
- 7.2 Donation Agreement Form
- 7.3 Material Submittal Form
- 7.4 Catalog Specimen Affiliations and Categories
- 7.5 Conventions for ProCite Photo Catalogs

*7.1 OSA Joint Curation Agreements***OSA Joint Curation Agreements**

The following Joint Curation Agreements appear on the subsequent pages:

1. Memorandum of Understanding for Curatorial Services between U.S. Army Corps of Engineers Kansas City District and the University of Iowa, Office of the State Archaeologist, dated December 23, 1992.
2. Memorandum of Understanding for Curatorial Services between the Iowa Department of Natural Resources and the University of Iowa, Office of the State Archaeologist, dated June 17, 2002.
3. Memorandum of Agreement for Curatorial Services between the State Historical Society of Iowa and the University of Iowa, Office of the State Archaeologist, dated March 11, 1997.
4. Cooperative Agreement between the University of Iowa, Office of the State Archaeologist, and the United States Fish and Wildlife Service, Region 3. Storage of archaeological collections from U.S. Fish and Wildlife Service lands and projects in Iowa, dated October 27, 1992.
5. Memorandum of Understanding for Curatorial Services between the Iowa Army Ammunition Plant and the University of Iowa, Office of the State Archaeologist, dated December 5, 2000.

MEMORANDUM OF UNDERSTANDING
FOR CURATORIAL SERVICES BETWEEN
U.S. ARMY CORPS OF ENGINEERS
KANSAS CITY DISTRICT

AND

THE UNIVERSITY OF IOWA, OFFICE OF THE STATE ARCHAEOLOGIST

This Memorandum of Understanding is entered into between the United States of America, acting by and through the Kansas City District, Corps of Engineers, hereinafter called "the Government", and the University of Iowa, Office of the State Archaeologist, hereinafter called "the Repository", in the State of Iowa.

The Parties do witnesseth that,

Whereas, the Government has the responsibility under Federal law to preserve for future use certain collections of archeological artifacts, specimens and associated records, herein called the Collection, listed in Attachment A which is attached hereto and made a part hereof, 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, the public and scientific interests by housing and maintaining the Collection for study and other educational purposes; and

Whereas, the Parties hereto recognize the Government's continued ownership and control over the Collection and any other U.S. Government-owned personal property, listed in Attachment B which is attached hereto and made a part hereof, provided to the Repository and the Government's 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 derived by having the Collection suitably housed and maintained by the Repository;

Now therefore, the Parties do mutually agree as follows:

OBLIGATIONS OF THE REPOSITORY

1. The Repository shall:
 - a. Provide for the professional care and management of Kansas City District collections recovered from Rathbun Lake, Iowa as described in Attachment A.
 - b. Perform all work necessary to protect the Collection in accordance with the regulations 36 CFR part 79 and ER 1130-2-433 for the curation of federally-owned and administered archeological collections and the terms and conditions stipulated in Attachment C to this Memorandum.
 - c. Assign as the Curator, the Collections Manager and the Conservator having responsibility for the work under this Memorandum, persons who are qualified museum professionals and whose expertise is appropriate to the nature and content of the Collection.
 - d. Begin all work on or about September 1, 1992 and continue for a period of ten years or until sooner terminated or revoked in accordance with the terms set forth herein.

- e. Provide and maintain a repository facility having requisite equipment, space and adequate safeguards for the physical security and controlling environment for the Collection and any other U.S. Government-owned personal property in the possession of the Repository.
- f. Not in any way 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 Government.
- g. Annually inspect the facilities, the Collection and any other U.S. Government-owned personal property. Every year inventory the Collection and any other U.S. Government-owned personal property. Perform only those conservation treatments as are absolutely necessary to ensure the physical stability and integrity of the Collection, and report the results of inventories, inspections and treatments to the Government.
- h. Within five (5) days of discovery, report all instances of and circumstances surrounding loss of, deterioration and damage to, or destruction of the Collection and any other U.S. Government-owned personal property to the Government, and those actions taken to stabilize the Collection and to correct any deficiencies in the physical plant or operating procedures that may have contributed to the loss, deterioration, damage or destruction. Any actions that will involve the repair and restoration of any of the Collection and any other U.S. Government-owned personal property must be approved in advance and in writing by the Government.
- 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 regulations 36 CFR part 79 and ER 1130-2-433 for the curation of federally-owned and administered archeological collections and the terms and conditions stipulated in Attachment C of this Memorandum. In addition, refer requests for consumptive uses of the Collection (or a part thereof) to the Government for approval or denial.
- j. Not mortgage, pledge, assign, repatriate, transfer, exchange, give, sublet, discard or part with possession of any of the Collection or any other U.S. Government-owned personal property in any manner to any third party either directly or indirectly without the prior written permission of the Government, and redirect any such request to the Government for response. In addition, not take any action whereby any of the Collection or any other U.S. Government-owned personal property shall or may be encumbered, seized, taken in execution, sold, attached, lost, stolen, destroyed or damaged.

OBLIGATIONS OF THE GOVERNMENT

- 2. The Government shall:
 - a. On or about 1 September 1992, deliver or cause to be delivered to the Repository the Collection, as described in Attachment A, and any other U.S. Government-owned personal property, as described in Attachment B.
 - b. Assign as the Government's Representative having full authority with regard to this Memorandum, a person who meets pertinent professional qualifications.
 - c. Subject to the availability of funds, the Government agrees to pay the Repository for the total cost of collections management and curation services to be provided in accordance with the obligations agreed to be undertaken by the Repository. At the request of the Repository, partial payments may be made as the curation and collections management services are performed based on a billings schedule approved by the Government.
 - d. Every five years, jointly with the Repository's designated representative, have the Government's Representative inspect and inventory the Collection and any other U.S. Government-owned personal property, and inspect the repository facility.
 - e. Review and approve or deny requests for consumptively using the Collection (or a part thereof).

REMOVAL, EXHIBITS, PHOTOGRAPHS

3. 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 regulation 36 CFR part 79 for the curation of the federally-owned and administered archeological collections; the terms and conditions stipulated in Attachment C to this Memorandum; any conditions for handling, packaging and transporting the Collection; and other conditions that may be specified by the Repository to prevent breakage, deterioration and contamination.
4. The Collection or portions thereof may be exhibited, photographed or otherwise reproduced and studies in accordance with the terms and conditions stipulated in Attachment C to this Memorandum. All exhibits, reproductions and studies shall credit the Government, and read as follows: "Courtesy of the Kansas City District, U.S. Army Corps-of Engineers." The Repository agrees to provide the Government with copies of any resulting publications.

RECORDKEEPING

5. The Repository shall maintain complete and accurate records of the Collection and any other U.S. Government-owned personal property, including information on the study, use, loan and location of said Collection which has been removed from the premises of the Repository.

EFFECTIVE DATE, AMENDMENT AND TERMINATION

6. This Memorandum of Understanding shall be effective upon execution by both parties, and shall remain in effect for ten years, at which time it will be reviewed, revised, as necessary, and reaffirmed or terminated. This Memorandum may be revised or extended by mutual consent of both parties, or by issuance of a written amendment, signed and dated by both parties. Either party may terminate this Memorandum by providing 90 days' written notice. Upon termination, the Repository shall return such Collection and any other U.S. Government-owned personal property to the destination directed by the Government and in such manner to preclude breakage, loss, deterioration and contamination during handling, packaging and shipment, and in accordance with other conditions specified in writing by the Government. If the Repository terminates, or is in default of, this Memorandum, the Repository shall fund the packaging and transportation costs. If the Government terminates this Memorandum, the Government shall fund the packaging and transportation costs.

TITLE

7. Title to the Collection being cared for and maintained under this Memorandum lies with the Federal Government

In witness whereof, the Parties hereto have executed this Memorandum.

WILBUR H. BOUTIN, JR.
Colonel, U.S. Army
District Engineer

UNIVERSITY OF IOWA

DATE

DATE

3 Attachments

1. Attachment A: Inventory of the Collections
2. Attachment B: Inventory of any other U.S. Government-owned Personal Property
3. Attachment C: Terms and Conditions Required by the Government

MEMORANDUM OF UNDERSTANDING FOR CURATORIAL SERVICES

Between the
Iowa Department of Natural Resources
and
The University of Iowa,
Office of the State Archaeologist

This Memorandum of Understanding between the Iowa Department of Resources, hereinafter called the Depositor, and the University of Iowa, Office of the State Archaeologist, hereinafter called the Repository, is to facilitate the curation of archaeological material recovered under projects occurring on land managed by the Depositor.

The parties do witnesseth that,

Whereas, the Depositor desires to preserve for future use archaeological collections of artifacts, specimens, and associated records, herein called the Collection; and

Whereas, the Repository has the responsibility under state law to preserve archaeological remains in and for the state and is desirous of obtaining, housing, and caring for the Collection, and recognizes the benefits which will accrue to it, to the public, and to scientific interests by housing and caring for the Collection for study and other educational purposes; and

Whereas, the Parties hereto recognize the Depositor's continued ownership of the Collection and its desire to ensure that the Collection is suitably preserved and maintained for the public good; and

Whereas, the Parties hereto recognize the mutual benefits to derived by having the Collection suitably housed and cared for by the Repository;

Now therefore, the Parties do mutually agree as follows:

1. The Repository shall:
 - a. Provide for the protection and management of the Collection upon request of the Depositor in accordance with the regulation (36 CFR Part 79) for the curation of federally owned and administered archaeological collections, and the Secretary of the Interior's Guidelines for Historic and Archaeological Resources Management.
 - b. Not mortgage, pledge, assign, transfer, exchange, give, sublet, 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 not do or suffer anything to be done whereby any of the Collection shall or may be encumbered, seized, taken in execution, sold, attached, lost, stolen, destroyed, or damaged.
 - c. Not in any way adversely alter or deface any of the Collection except as may be necessary in the course of scientific study, analysis, and research. Any study that will involve the intentional destruction of any of the Collection must be approved in advance and in writing by the Depositor.
 - d. Provide and maintain a repository facility having requisite equipment and space, and adequate safeguards for the physical security and controlled environment for the Collection, as the Repository in its discretion may decide.
 - e. Annually inventory and inspect the facilities and the Collection. Perform only those conservation treatments as are necessary, in the judgment of the Repository, to ensure the physical stability and integrity of the Collection, and report the results of all inventories, inspections, and treatments to the Depositor.
 - f. Within five (5) days of discovery, report all instances of and circumstances surrounding loss of, damage to, or destruction of the Collection to the Depositor, and those actions taken to stabilize the Collection and to correct any deficiencies in the physical plant or operating procedures that may have contributed to the loss or damage. Any actions that will involve the repair and restoration of any of the Collection must be approved in advance and in writing by the Depositor.
 - g. Review and approve or deny requests for access to, short-term loan (as provided in 1b above), study, and other uses of the Collection in accordance with the regulation (36 CFR Part 79) for the curation of federally owned and administered archaeological collections.
2. The Depositor shall:

- a. Designate a staff person as the Depositor's representative to exercise full authority with regard to this Memorandum.
- b. Every five (5) years, have the Depositor's representative inspect and inventory facility jointly with the Repository's designated representatives.
- 3. Costs to accomplish collection processing shall be negotiated on a case-by-case basis and will vary depending on collection size and condition.
- 4. The Repository may decline to accept any portion(s) of the Collection which it believes it cannot house or care for, given available resources.
- 5. Removal of all or any portion of the Collection from the premises of the Repository for use in interpretive displays, for educational or scholarly purposes, or for use in religious or spiritual ceremonies, may be allowed only in accordance with the regulation (36 CFR Part 79) for the curation of federally owned and administered archaeological collections, and with any conditions of handling, packaging, transporting, and other conditions specified by the Repository to prevent breakage, deterioration, or contamination.
- 6. The Collection or portions thereof may be exhibited, photographed, or otherwise reproduced and studied. All exhibits, reproductions, and studies must credit the Depositor and the Repository and read as follows: "Courtesy of the Iowa Department of Natural Resources and the Office of the State Archaeologist, University of Iowa."
- 7. 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.
- 8. This Memorandum of Understanding shall remain in effect for five (5) years, at which time it will be reviewed, revised as necessary, and reaffirmed or terminated. This Memorandum may be revised or extended by mutual consent of both parties, or by issuance of a written amendment signed and dated by both parties. Either party may terminate this Memorandum by providing 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. If the Repository terminates or is in default of this Memorandum, the Repository shall fund the packaging and transportation costs. If the Depositor terminates this Memorandum, the Depositor shall fund the packaging and transportation costs.
- 9. Title to the Collection being cared for and maintained under this memorandum lies with the Depositor.

In Witness Whereof, the Parties hereto have executed this Memorandum.

IOWA DEPARTMENT OF NATURAL RESOURCES:

Larry J. Wilson, Director

DATE: _____

UNIVERSITY OF IOWA

Business Manager

DATE: _____

Vice-President

DATE: _____

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MEMORANDUM OF AGREEMENT FOR CURATORIAL SERVICES

Between the
State Historical Society of Iowa,
and
The University of Iowa,
Office of the State Archaeologist

This Memorandum of Agreement between the State Historical Society of Iowa, hereinafter called the Depositor, and The University of Iowa, Office of the State Archaeologist, hereinafter called the Repository, is to facilitate the curation of archaeological material recovered under projects funded by the Depositor.

The parties do witnesseth that,

Whereas, the Depositor has the responsibility under State law to preserve for future use archaeological collections of artifacts, specimens, and associated records, herein called the Collection; and

Whereas, the Repository has the responsibility under State law to preserve archaeological remains in and for the state and is desirous of obtaining, housing, and caring for the Collection, and recognizes the benefits which will accrue to it, to the public, and to scientific interests by housing and caring for the Collection for study and other educational purposes; and

Whereas, the Parties hereto recognize the Depositor's continued ownership of the Collection and its responsibility to ensure that the Collection is suitably preserved and maintained for the public good; and

Whereas, the Parties hereto recognize the mutual benefits to be derived by having the Collection suitably housed and cared for by the Repository;

Now therefore, the Parties do mutually agree as follows:

1. The Repository shall:
 - a. Provide for the protection and management of the Collection in accordance with the regulation (36 CFR Part 79) for the curation of federally-owned and administered archaeological collections, and the Secretary of the Interior's Guidelines for Historic and Archaeological Resources Management.
 - b. Not mortgage, pledge, assign, transfer, exchange, give, sublet, 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 not do or suffer anything to be done whereby any of the Collection shall or may be encumbered, seized, taken in execution, sold, attached, lost, stolen, destroyed, or damaged.
 - c. Not in any way adversely alter or deface any of the Collection except as may be necessary in the course of scientific study, analysis, and research. Any study that will involve the intentional destruction of any of the Collection must be approved in advance and in writing by the Depositor.
 - d. Provide and maintain a repository facility having requisite equipment and space, and adequate safeguards for the physical security and controlled environment for the Collection, as the Repository in its discretion may decide.

- e. Annually inventory and inspect the facilities and the Collection. Perform only those conservation treatments as are necessary, in the judgment of the Repository, to ensure the physical stability and integrity of the Collection, and report the results of all inventories, inspections, and treatments to the Depositor.
 - f. Within five (5) days of discovery, report all instances of and circumstances surrounding loss of, damage to, or destruction of the Collection to the Depositor, and those actions taken to stabilize the Collection and to correct any deficiencies in the physical plant or operating procedures that may have contributed to the loss or damage. Any actions that will involve the repair and restoration of any of the Collection must be approved in advance and in writing by the Depositor.
 - g. Review and approve or deny requests for access to, short-term loan (as provided in 1 .b., above), study, and other uses of the Collection in accordance with the regulation (36 CFR Part 79) for the curation of federally-owned and administered archaeological collections.
2. The Depositor shall:
 - a. Designate the Archaeologist, in the State Historic Preservation Office as the contact in the care and management of archaeological collection and as the Depositor's Representative to exercise full authority with regard to this Memorandum.
 - b. Every five (5) years, have Depositor's Representative inspect and inventory the Collection and inspect the repository facility jointly with the Repository's designated representatives.
 3. The Repository may decline to accept any portion(s) of the Collection which it believes it cannot house or care for, given available resources.
 4. Removal of all or any portion of the Collection from the premises of the Repository for use in interpretive displays, for educational or scholarly purposes, or for use in religious or spiritual ceremonies, may be allowed only in accordance with the regulation (36 CFR Part 79) for the curation of federally-owned and administered archaeological collections, and with any conditions of handling, packaging, transporting, and other conditions specified by the Repository to prevent breakage, deterioration, or contamination.
 5. The Collection or portions thereof may be exhibited, photographed, or otherwise reproduced and studied. All exhibits, reproductions, and studies must credit the Depositor and the Repository and read as follows: "Courtesy of the State Historical Society of Iowa and the Office of the State Archaeologist, University of Iowa."
 6. 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.
 7. This Memorandum of Agreement shall remain in effect for five (5) years, at which time it will be reviewed, revised as necessary, and reaffirmed or terminated. This Memorandum may be revised or extended by mutual consent of both parties, or by issuance of a written amendment signed and dated by both parties. Either party may terminate this Memorandum by providing 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. If the Repository terminates or is in default of this Memorandum, the Repository shall fund the packaging and transportation costs. If the Depositor terminates this Memorandum, the Depositor shall fund the packaging and transportation costs.
 8. Title to the Collection being cared for and maintained under this Memorandum lies with the Depositor.

In Witness Whereof, the Parties hereto have executed this Memorandum.

Signed _____

Dated _____

Signed _____

Dated _____

14- 48 - 0003 - 92 - 994

COOPERATIVE AGREEMENT

Cooperative Agreement between the University of Iowa, Office of the State Archaeologist (Institution), and the United States Fish and Wildlife Service, Region 3 (Service). Storage of archeological collections from U.S. Fish and Wildlife Service lands and projects in Iowa.

This agreement is entered into pursuant to the Archeological and Historic preservation Act (16 U.S.C. 469-469c; 74 Stat. 220), as amended.

It is mutually agreed as follows:

A. The Institution shall:

1. Perform accessioning and function as a repository for the archeological materials and documentation of materials. The archeologist who conducts the field work and analysis is to catalog the collection in accordance with Institution cataloging procedures.
2. Maintain the collection and documentation in a designated area of the Institution and provide for reasonable conservation and security of the collection.
3. Maintain the right to accept or to decline to accept any archeological resource due to size, nature, or lack of adequate documentation of the materials collected.
4. Provide the Service with a copy of accession number(s) and the completed artifact catalog.
5. Provide the Service any part of the collection, requested by the Regional Director, within 20 working days from notification of intent by the Service. The Service shall assume all responsibility for removed items, and shall pay all transportation expenses.
6. Provide the Service with space for viewing the collection with advance notification of intent.
7. Not adversely alter or deface any of the collection except as may be necessary in the course of scientific study, analysis, and research. Any study that will involve the intentional destruction of any of the collection must be approved in advance and in writing by the Service.
8. Review and approve or deny requests for access to, short-term loan, study, and other uses of the collection in accordance with the regulations (36 CFR Part 79) for the curation of federally-owned and administered archeological collections.

B. The Service shall:

1. Recognize that the Institution is a designated repository for the archeological resources.
2. Deposit artifacts, ecofacts, field notes, photographs, and documents at the Institution.
3. Provide requested information, pertinent site and provenance data concerning the material to be accessioned and cataloged, date of recovery, individual who recovered item, and legal location of area of recovery.
4. Allow study and exhibit of collections in accordance with Institutional regulation.
5. Reimburse the Institution for its standard costs per site collection as a one-time payment.

C. It is mutually agreed and understood by and between said parties that:

1. All archeological resources submitted to the Institution for entry into the repository shall be and remain the property of the United States.
2. Nothing shall be construed as obligating the Service to expend, or as involving the United States in any contract or other obligation for present or future payment of money, in excess of any future appropriations that may be authorized by law and administratively allocated for this work.
3. If the Institution ceases to provide storage of said collection, it shall thereupon be placed in appropriate repository as approved by the Regional Director, Region 3, or legal successor. (Any action pursuant to this paragraph shall be in compliance with the uniform Rules and Regulations promulgated pursuant to 16 USC 432-433 and 36 CFR Part 79 for the curation of federally-owned and administered archeological collections.)

- 4. No Member of or Delegate to Congress, or Resident Commissioner, shall be admitted to any share or part of this agreement or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this agreement if made with a corporation for its general benefit.
- 5. Each party agrees that it will be responsible for its own acts and the results thereof and shall not be responsible for the acts of the other party and the results thereof. Each party therefore agrees that it will assume all risk and liability to itself, its agents or employees, for any injury to persons or property resulting in any manner from conduct of its own operations, and the operations of its agents or employees, under this agreement, and for any loss, cost damage, or expense resulting at any time from any and all causes due to any act or acts, negligence, or the failure to exercise proper precautions, of or by itself or its own employees, while occupying or visiting the premises under and pursuant to this agreement.

D. This agreement shall extend indefinitely unless terminated by either party upon giving written notice of termination to the other party at least thirty (30) days prior to the date fixed in such notice.

In witness whereof, the parties hereto have executed this agreement as of the last day written below.

University of Iowa
Office of the State Archaeologist

By _____

Title _____

Date _____

United States Fish and Wildlife Service
Region 3

By _____

Title _____

Date _____

MEMORANDUM OF UNDERSTANDING FOR CURATORIAL SERVICES

Between the
Iowa Army Ammunition Plant
and
The University of Iowa, Office of the State Archaeologist

This Memorandum of Understanding between the Iowa Army Ammunition Plant, hereinafter called the Depositor, and The University of Iowa, Office of the State Archaeologist, hereinafter called the Repository, is to facilitate the curation of archaeological material recovered under projects sponsored by the Depositor in the State of Iowa.

The parties do witnesseth that,

Whereas, the Depositor has the responsibility under Federal law to preserve for future use archaeological collections of artifacts, specimens, and associated records, herein called the Collection; and

Whereas, the Repository has the responsibility under State law to preserve archaeological remains in and for the state and is desirous of obtaining, housing, and caring for the Collection, and recognizes the benefits which will accrue to it, to the public, and to scientific interests by housing and caring for the Collection for study and other educational purposes; and

Whereas, the Parties hereto recognize the Depositor's continued ownership of the Collection and its responsibility to ensure that the Collection is suitably preserved and maintained for the public good; and

Whereas, the Parties hereto recognize the mutual benefits to be derived by having the Collection suitably housed and cared for by the Repository;

Now therefore, the Parties do mutually agree as follows:

1. The Repository shall:
 - a. Provide for the protection and management of the Collection in accordance with the regulation for the curation of federally-owned and administered archaeological collections (36 CFR Part 79), and the Secretary of the Interior's Guidelines for Historic and Archaeological Resources Management.
 - b. Not mortgage, pledge, assign, transfer, exchange, give, sublet, 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 not do or suffer anything to be done whereby any of the Collection shall or may be encumbered, seized, taken in execution, sold, attached, lost, stolen, destroyed, or damaged.
 - c. Not in any way adversely alter or deface any of the Collection except as may be necessary in the course of scientific study, analysis, and research. Any study that will involve the intentional destruction of any of the Collection must be approved in advance and in writing by the Depositor.
 - d. Provide and maintain a repository facility having requisite equipment and space, and adequate safeguards for the physical security and controlled environment for the Collection, as the Repository in its discretion may decide.
 - e. Annually inventory and inspect the facilities and the collection. Perform only those conservation treatments as are necessary, in the judgment of the Repository, to ensure the physical stability and integrity of the Collection, and report the results of all inventories, inspections, and treatments to the Depositor.
 - f. Within five (5) days of discovery, report all instances of and circumstances surrounding loss of, damage to, or destruction of the Collection to the Depositor, and those actions taken to stabilize the Collection and to correct any deficiencies in the physical plant or operating procedures that may have contributed to the loss of damage. Any actions that will involve the repair and restoration of any of the Collection must be approved in advance and in writing by the Depositor.

- g. Review and approve or deny requests for access short-term loan (as provided in l.b., above), study, and other uses of the Collection in accordance with the regulation for the curation of federally-owned and administered archaeological collections (36 CFR Part 79).
- 2. The Depositor shall:
 - a. Designate a staff member as the Depositor's Representative to exercise full authority with regard to this Memorandum.
 - b. Authorize the Depositor's Representative to inspect and inventory the Collection and inspect the repository facility jointly with the Repository's designated representatives.
- 3. Costs to accomplish collection processing shall be negotiated on a case by case basis and will vary depending on collection size and condition.
- 4. The Repository may decline to accept any portion(s) of the Collection which it believes it cannot house or care for, given available resources.
- 5. Removal of all or any portion of the Collection from the premises of the Repository for use in interpretive displays, for educational or scholarly purposes, or for use in religious or spiritual ceremonies, may be allowed only in accordance with the regulation for the curation of federally-owned and administered archaeological collections (36 CFR Part 79), and with any conditions of handling, packaging, transporting, and other conditions specified by the Repository to prevent breakage, deterioration, or contamination.
- 6. The Collection or portions thereof may be exhibited, photographed, or otherwise reproduced and studied. All exhibits, reproductions, and studies must credit the Depositor and the Repository and read as follows: "Courtesy of the Iowa Army Ammunition Plant and the Office of the State Archaeologist, University of Iowa."
- 7. 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.
- 8. This Memorandum of Understanding shall remain in effect for five (5) years, at which time it will be reviewed, revised as necessary, and reaffirmed or terminated. This Memorandum may be revised or extended by mutual consent of both parties, or by issuance of a written amendment signed and dated by both parties. Either party may terminate this Memorandum by providing 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. If the Repository terminates or is in default of this Memorandum, the Repository shall fund the packaging and transportation cost. If the Depositor terminates this Memorandum, the Depositor shall fund the packaging and transportation costs.
- 9. Title to the Collection being cared for and maintained under this memorandum lies with the Depositor.

In Witness whereof, the Parties hereto have executed this Memorandum.

IOWA ARMY AMMUNITION PLANT

BY: _____ Date: _____
 Iowa Army Ammunition Plant

THE UNIVERSITY OF IOWA

BY: _____ Date: _____
 The University of Iowa

7.2 Donation Agreement

Donation Agreement

Donor: _____ Date: _____

Address: _____ Phone: _____

_____ Zip: _____

I hereby irrevocably and unconditionally give, transfer, assign, and deliver to the Office of the State Archaeologist, The University of Iowa the property hereafter described; and I waive all rights in, or to said property, its use or disposition.

Donor signature

Date

The following items are accepted for and on behalf of the Office of the State Archaeologist, The University of Iowa.

State Archaeologist

Date

Description of Objects:



The University of Iowa, Office of the State Archaeologist
Curation Services Program
700 Clinton Street Building
Iowa City, Iowa 52242-1030
Phone 319-384-0741, Fax 319-384-0768, E-mail OSA@uiowa.edu
Archaeology.uiowa.edu

7.3 Material Submittal Form

Material Submittal Form

OSA use only. Curation Services Project Number:

Investigating Institution:

Director:

Address:

City:

State:

Zip Code:

Phone Number:

Fax Number:

Email:

Project Name:

Investigators' Project Number and/or Contract number:

Project Sponsor:

Form Completed By:

Date Form Completed:

Project Type: Phase I survey

If "Other" is selected please explain:

Fieldwork Dates:

County(ies):

Cultural Affiliation(s):

Project Personnel and Titles:

Curation Agreement: Donation Agreement

Agreement or Donor Name and Date:

Date of Site Form(s) submittal:

Materials Submitted: Collections Associated Documentation

Materials Retained:

Volume (cubic feet) of Artifacts Submitted:

Linear Inches of Documentation Submitted:

A. Collections

Collection Number	Site/Findspot Number	Period/Cultural Affiliation/Culture Phase	Specimen Count	Volume (ft. ³) (OSA use only)	Accession Number (OSA use only)

Attach additional collection list sheet if necessary.



The University of Iowa, Office of the State Archaeologist
Curation Services Program
 700 Clinton Street Building Iowa City, IA 52242-1030
 Phone: 319-384-0741 Fax: 319-384-0768 E-mail: OSA@uiowa.edu Web site: Archaeology.uiowa.edu

Page 2 Material Submittal Form

B. Associated Documentation

Final Report (Author and Title):

Other Associated Documentation	Format

C. Document Specimen Treatments

	Specimen	Treatment
Cleaning		
Labeling		
Conservation		
Reconstructions		

D. Specimen Treatment: Special Considerations

Specimen	Explanation

OSA use only.

Submission Received By: _____ Date: _____

Submission Approved By: _____ Date: _____

Summary of Materials Submitted:

Number of Artifacts:	
Volume of Artifacts (cubic feet):	
Rate/Cubic Foot:	
Number of Accessions (artifacts)	
Rate/Accession	
Number of Accessions (documents)	
Rate/Accession	
Linear Inches of Associated Documentation:	
Rate /Linear Inch:	
Hours of Curation Preparation Work (artifacts):	
Rate/Hour:	
Hours of Curation Preparation Work (documents):	
Rate/Hour:	
Curation Charge:	



The University of Iowa, Office of the State Archaeologist
Curation Services Program
 700 Clinton Street Building Iowa City, IA 52242-1030
 Phone: 319-384-0741 Fax: 319-384-0768 E-mail: OSA@uiowa.edu Web site: Archaeology.uiowa.edu

*7.4 OSA Catalog Specimen Affiliations and Categories***Catalog Specimen Affiliations and Categories**

Specimen Affiliations

1. historic
2. prehistoric
3. noncultural
4. undefined

Specimen Categories

botanical
burned earth (includes daub)
ceramic
chipped stone tool
cobble tool (e.g., pecking stone, hammerstone, abrader)
core
fire-cracked rock
flaking debris
flotation fraction
flotation sample
glass
ground stone tool (e.g., axe, celt)
human skeletal remains
introduced rock
masonry (e.g., brick, mortar, cement)
metal
mineral
miscellaneous (materials not easily assigned to another category)
modified bone
modified shell
modified stone (e.g., carved catlinite and hematite)
noncultural rock
plastic
soil core
soil sample
undefined
unmodified bone
unmodified rock
unmodified shell

7.5 Conventions for ProCite Photo Catalogs

Conventions for Data Entry ProCite Photo Catalog

Photographer (01): Last Name, First Name Middle Initial

Source (02): If the image is from a non-OSA source the name of the organization or person providing the image goes here. Capitalize proper names only.

Description (04): Information provided describing the image. Include as much detail as possible, such as provenience, location, depth, and direction photo was taken. Use phrases, not sentences.

Style Requirements:

Do not use capitalization unless it is a proper name (even at the beginning of a line).

Test units and similar numbered designations should be capitalized.

Do not use abbreviations except for et al., e.g., i.e., ca., and metric measurements. *TU* should be test unit, *XU* excavation unit, etc.

Spell out complete names; do not use initials.

Publication Author (07): Last Name, First Name Middle Initial

Example: Stephenson, David J.

Publication Title (09): If photos appear in a publication, enter the full title here.

Publication Date (20): If photos appear in a publication, enter the year.

Photo Date (21): Enter the most specific information available.

Examples: October 26, 1990; October, 1990; Fall, 1990; 1990.

If date is approximate, enter ~1990 (no space between tilde and year). Do not use circa or ca. in this field.

Photo Format (28): Include slashes with no spaces for multiple formats. Do not capitalize except for black and whites.

Options include: color slide/color negative/color print/B&W slide/B&W negative/B&W print/electronic image/video clip

Rotate all electronic images in the correct direction.

Remarks (43): If photos appear in a publication, enter figure number here.

If photos are on negative, enter frame number here.

Call Number (44): Consult the OSA Archivist for the next catalog number. Enter it here padded to four digits.

Examples: ML42-0932
OB4-0003