

University of Wyoming
Archaeological Repository
COLLECTIONS USE POLICY

ARTS. PARKS.
HISTORY.

Wyoming State Parks & Cultural Resources

Collections-based archaeological research is most efficiently performed when assemblages are properly organized and maintained by institutions that can ensure long-term preservation care and accessibility. Data from artifacts and associated records must be housed in a way that helps facilitate new research and the replication and reproduction of previous scientific investigations. Also, the University of Wyoming Archaeological Repository (UWAR) is a steward for federally-owned collections and is required to provide this level of care and accessibility in order to maintain its status as a federal repository.

UWAR, and any researchers or lenders using the materials in its care, will abide by all applicable state and federal laws as appropriate, including but not necessarily limited to the State of Wyoming Statute 36-4-106; Federal Land Policy and Management Act of 1976 (P.L. 94-579); Antiquities Act of 1906 (P.L. 59-209), Historic Sites Act (P.L. 74-292); Federal Property and Administrative Act of 1949 (40 USC 483); Reservoir Salvage Act of 1960 (P.L. 86-523) as amended by the Archaeological and Historic Preservation Act of 1974 (P.L. 93-291); National Historic Preservation Act of 1966, as amended (P.L. 89-665); Archaeological Resources Protection Act of 1979 (P.L. 96-95); Protection of Archaeological Resources (43 CFR 7); Native American Graves Protection and Repatriation Act of 1990 (P.L. 101-601); and, Curation of Federally-Owned and Administered Archaeological Collections, 1990 (36 CFR 79); Department of the Interior Manual 411 DM (Managing Museum Property); and applicable policy in Bureau of Land Management manuals 8100 (Cultural Resource Management); as well as prevailing applicable professional museum and archival practices and standards.

Therefore, the UWAR and the Anthropology Department have developed the following collections use policies to fulfill our compliance and accountability to government agencies while also retaining accessibility and scientific responsibility.

ACCESS

- ❖ **AVAILABILITY:** UWAR commits itself to the use of its collections by researchers whether they are university faculty, students, archaeological contractors, or other qualified personnel. The collections are accessible for research and study by qualified investigators, subject to procedures necessary to safeguard the objects and to restrictions imposed by limitations of space and facilities, exhibition requirements, and availability of appropriate curatorial staff. Access to anthropological collections by representatives from Native American Tribes shall be available upon request and shall be subject to the same restrictions as research access.
- ❖ **HOURS:** Researchers may complete their studies during normal work-week operating business hours, but will not have curation access on the weekends, during after-hours time periods, or on federal holidays. Visiting researchers may not work alone in the curation laboratory or repository storage without a UWAR staff member present.
- ❖ **ARRANGEMENTS:** Researchers wishing to examine UWAR materials should request access at least one (1) month before they wish to visit the facility. UWAR will make every effort to accommodate research schedules, but it may not be possible to fit the researcher into the UWAR timetable even within one month.
- ❖ **REQUESTS:** Prospective researchers should submit a copy of their research proposal that includes contact information at the time of their access request. Collection research requests must be submitted in writing via letter or e-mail attachment. Initial telephone inquiries are welcome, but approval is only granted to a written request. The request should include a research design, research objectives, information detailing the relationships of the project to UWAR collections, and a specific list of materials to be researched including artifact catalog numbers if known. The research request should also state and discuss any proposed destructive testing. *Only analyses discussed in the research request will be allowed unless further review of a revised proposal is undertaken.*
- ❖ **GRADUATE STUDENTS:** Graduate students requesting access must have their research design approved and signed by their major advisor or project supervisor, and the advisor's contact information must also be included in the request. *The advisor or project supervisor, and the institution he or she represents, has direct responsibility for the collections and the project, not the student.*

- ❖ **RESEARCHERS FROM CULTURAL RESOURCE MANAGEMENT (CRM) FIRMS:** CRM employees desiring to examine artifacts at UWAR must have a letter in support of such research signed by an operating officer of the firm.
- ❖ **UNAFFILIATED RESEARCHERS:** Unaffiliated researchers must also provide a CV or resume with their statement of research objectives.
- ❖ **UNINVENTORIED COLLECTIONS:** Research requests for uninventoried collection(s) will be fully inventoried by UWAR staff before the researcher may begin examining the material. This may result in lengthy delays before the research or loan can begin.
 - In lieu of inventory before research, the researcher may agree to curate each artifact to be examined during the analysis according to UWAR's current Guidelines and Standards. If such curation is completed by the researcher, an inventory of each artifact must be submitted to the Collections Manager before the researcher leaves UWAR. Work space and all inventory materials will be provided by UWAR.

DESTRUCTIVE ANALYSIS

- ❖ **DESTRUCTIVE ANALYSIS:** Research involving destructive analysis is a specialized use and requires special consideration. Destructive analysis is not allowed, except with prior approval of the Collections Manager, UWAR Supervisory, and any land management agency that owns the materials.
- ❖ **DESTRUCTIVE SAMPLING FORM:** Submission of a Destructive Sampling form is required when asking permission to perform any type of analysis modifying the specimen in appearance or substance. (The Destructive Sampling form is available at <http://wyoarchaeo.state.wy.us/pdf/UWARDestructiveTestingForm.pdf>.) Return a copy of this form to UWAR and the repository will forward your request to the appropriate government agency. UWAR will work in tandem with the government agency to consider the request. Proof of the land management agency approval must be supplied in writing to UWAR.
- ❖ **GENERATED SAMPLES:** Any new samples generated during the destructive analysis, like petrographic thin-sections, are property of the original collecting agency and/or landowners. As such, the new samples must be returned to and curated at UWAR with the other artifacts from the site(s).
- ❖ **SAMPLE SIZE:** UWAR expects the researchers to make every effort to limit destruction on an individual specimen and to choose a sample size appropriate to, and reflective of, the size of the existing assemblage. UWAR will not approve a research proposal that asks for an entire site assemblage to undergo destructive analysis or one where a unique object will be consumed or modified. Generally, UWAR will recommend no greater than 5.0% of a site assemblage is used for destructive testing at one time by one researcher or totaled over time by multiple researchers.
- ❖ **METHODS:** UWAR will not approve research proposals that ask to use untested destructive methods.

APPROVAL

- ❖ **UWAR ENDORSEMENT OF RESEARCH:** The UWAR Supervisor or State Archaeologist must approve the research proposal and/or any destructive sampling request before any artifacts or collections may be studied by students or visiting researchers.
- ❖ **FEDERAL OR STATE AGENCY ENDORSEMENT OF RESEARCH:** An appropriate state or federal agency representative must approve the research proposal and/or any destructive sampling request before artifacts and collections may be studied by students or visiting researchers if the requested artifacts are owned by that particular state or federal agency. UWAR will forward the research request to the appropriate agency on behalf of the researcher after it is approved by the UWAR Supervisor. Researchers should not submit their proposal to the agency on their own.

GENERATED DATA AND ACKNOWLEDGEMENTS

- ❖ **PUBLICATIONS AND REPORTS:** UWAR requires researchers to provide the repository a copy of any generated data, digital, physical, or otherwise, including but not limited to, dissertations, theses, presentations, publications, reports, coding sheets, and data spreadsheets with a code abbreviation legend. A summary report of research findings must be provided to the UWAR at the conclusion of a research project regardless of whether or not a formal publication results. Failure to do so may result in denial of future research activities.

- ❖ **WRITTEN ACKNOWLEDGEMENT:** UWAR requires researchers or lendees to acknowledge and give credit to the repository and any pertinent landowning agency in any publication, report, dissertation, thesis, paper, exhibit, display, photograph, or presentation.
- ❖ **FIGURE CREDIT LINE:** If photographs of UWAR materials are published, the object caption should include the following credit line: "Material from the University of Wyoming Archaeological Repository, Department of Anthropology, University of Wyoming."
- ❖ **LOCATIONAL DATA:** UWAR will not disclose any artifact or site locational data that may result in the harm to the archaeological resources or the future collection of artifacts from a particular site, and the repository requires researchers and lendees also not to do so.

LOANS

- ❖ **LOAN ACCESS:** Specimens stored at UWAR may be made available to qualified organizations or other public agencies, schools, museums, researchers, etc., for the purpose of exhibit, education, or research loans. UWAR generally does not loan items to individuals. If an individual researcher is affiliated with a museum, the loan agreement must be signed by the Director or Registrar or another representative of the receiving institution. If the requestor is affiliated with an academic department, the agreement must be signed by the department chairperson or the student's graduate advisor. That person shall then serve as the contact with UWAR for all correspondence for the loan and thus is responsible for the material.
- ❖ **LOANS TO INDIVIDUALS:** Objects shall not be lent to individuals or unaffiliated researchers except under exceptional circumstances and then only on the recommendation of the Collections Manager and with the approval of the UW Anthropology Department Head and UWAR Supervisor. The requesting individual must make every effort to seek an institutional affiliation or endorsement for the project. This affiliation will be verified by the Collections Manager before approval. Reasons for an inability to establish an institutional affiliation must be stated with the loan request form.
- ❖ **LOAN FACILITIES:** A facilities report may be requested for new loans to make sure the borrowing institution has the appropriate security and environmental controls to provide proper care of the loaned objects.
- ❖ **LOAN DURATION:** UWAR material loaned for research is usually only loaned for a one year period with a loan renewal notification letter mailed annually. UWAR material loaned for display or exhibit may be loaned for a longer term up to three years with a loan renewal notification letter mailed at the end of the loan term.
- ❖ **LOANED MATERIALS:** UWAR will only loan artifacts and objects. UWAR will not loan associated records, but the lendeer is permitted to make scans or copies of the records at their own expense.
- ❖ **LOAN TURNAROUND:** Researchers, museums, or other agencies wishing a loan of UWAR materials should request the objects at least one (1) month before they need the items. UWAR will make every effort to accommodate the loan schedule, but it may not be possible to complete the loan processing even within one month.
- ❖ **LOAN FORMS:** The loan agreement consists of a Loan Form signed by both the Collections Manager and lendeer, a list of items being loaned (Attachment A), and terms and conditions of the loan (Attachment B). Two copies of the loan agreement are sent. The lendeer shall sign both copies of the loan form and return one copy to UWAR. Failure to do so may result in the termination of current and future loans with the organization.
- ❖ **UNINVENTORIED COLLECTIONS:** Loan requests for uninventoried collection(s) will be fully inventoried by UWAR staff before the material is taken for loan. This may result in lengthy delays before the loan can begin.
 - In lieu of inventory before loan, the lendeer may agree to curate each artifact to be loaned according to UWAR's current Guidelines and Standards. If such curation is completed by the lendeer, an inventory of each artifact must be submitted to the Collections Manager before the materials leave UWAR. Work space and all curation materials will be provided by UWAR.
- ❖ **TREATMENT OF LOANED MATERIALS:** The lendeer shall not harm the objects in any manner, will abide by all the stipulations set forth in the loan form, and will follow all procedures in the current version of the UWAR Guidelines and Standards booklet as well as any applicable state and federal laws.
- ❖ **LOAN TRANSFER:** UWAR loans are only for the particular researcher and institution who signed the loan form. Loans may not be transferred to a secondary institution or location without submitting a new loan request and signing a new version of the loan form. Individuals who switch institutional affiliation must also submit a new loan request and sign a new loan form with the new contact information supplied.
- ❖ **LOAN TERMINATION:** UWAR retains the right to terminate the loan or change the loan terms at its discretion at any point during the loan duration if it is apparent the lendeer is not complying with the loan directives.

TRANSIT AND INSURANCE

- ❖ **TRAVEL:** UWAR finds it preferable that items in transit are carried to their destination by the lendee instead of shipped via mail, but acknowledges this is not always feasible.
- ❖ **SHIPPING:** The transportation method for objects will be determined by the UWAR. All packaging and transportation costs (carrier, customs, brokerage, freight forwarding, additional security, etc.) will be borne by the researcher or lendee.
- ❖ **INSURANCE:** Cost of all-risk "wall to wall" insurance for the duration of the loan period (in transit and on location) will be borne by the researcher or lendee. Availability of such insurance must be documented to UWAR with the loan request.
- ❖ **TEMPORARY CUSTODY BY 3RD PARTY:** A letter of temporary custody transfer and approved use from the federal land management agency will be required if a collection is federally owned and research requires the collection to be temporarily removed from the custody of the UWAR. This letter on agency letterhead must be obtained from the appropriate agency by the person or institution requesting the loan. In such cases, UWAR shall also photograph and otherwise record each object at the expense of the researcher. Temporary Custody Loans shall not be transferred by the borrower to any other institution or individual.

FEES

- ❖ **FEES FOR RESEARCHERS:** Persons requesting research access to UWAR material will be charged a fee of \$40.00 per hour, per staff member assigned to process the request. Fractions of an hour will be rounded to the nearest half hour. These administrative fees cover the costs of locating collections, review their collection status by staff, registrarial oversight and monitoring, and returning collections to storage.
- ❖ **FEES FOR GOVERNMENT AGENCIES AND CRM FIRMS:** Federal agency and CRM representatives who wish to examine the UWAR collections and/or facilities will be charged \$40.00 per hour for each staff member assigned to facilitate the request. Fractions of an hour will be rounded to the nearest half hour. Government agency and CRM representatives are treated and billed like researchers.
- ❖ **FEES FOR LOANS:** Non-University of Wyoming persons requesting loans of material for use outside UWAR shall be charged a fee of \$40.00 per hour for each staff member assigned to process the request in addition to conservation and shipping costs. Fractions of an hour will be rounded to the nearest half hour. These administrative fees cover the costs of locating collections, review by staff, registrarial oversight of procedures to process, pack, ship, monitor, receive, and return collections to storage. The lendee is responsible for all other loan-related costs including insurance.
- ❖ **FEES FOR TEMPORARY CUSTODY:** A \$40.00 per hour fee shall be charged to the requesting researcher for temporary custody loans. These administrative fees cover the same costs as all regular loans.
- ❖ **FEES FOR IN-HOUSE RESEARCH BY UWAR STAFF:** Government agencies and/or CRM firms that prefer to engage the UWAR staff to carry out small document research and inventory projects will be charged \$40.00 per hour for each staff member assigned to complete the request. Fractions of an hour will be rounded to the nearest half hour.
- ❖ **FEES FOR PHOTOCOPYING:** The fee for photocopying related documents is \$20.00 per hour plus 25¢ per page. The fee schedule for photocopying is the same if done personally by an outside researcher or if completed by UWAR staff engaged by an outside researcher, CRM firm, or government agency.
- ❖ **FEE WAIVER:** UWAR retains the right to waive fees in special circumstances with the review and approval of the Repository Supervisor and Collections Manager. UWAR will consider requests for a reduced fee schedule in cases which require extensive documentation or inventory work such as those initiated under the Curation of Federally-Owned and Administered Archaeological Collections Act (36CFR79).