



City of Phoenix

PARKS AND RECREATION DEPARTMENT

**PUEBLO GRANDE MUSEUM
COLLECTIONS REPOSITORY**

MANUAL FOR ARCHAEOLOGISTS

Revised February, 2018

CHANGES IN THE 2018 VERSION

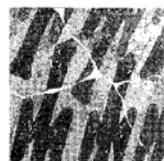
While majority of the recommendations in this manual remain unchanged, a few key components differ from previous versions. Major changes include:

- The maximum weight for artifact boxes is 40 lbs.
- All required forms (*see Appendix D*) must be submitted both on paper and in digital format.
 - o Forms such as the Project Information Form, Repository MOU, Deed of Gift and the Repository Checklist may be submitted digitally in PDF format.
 - o Forms such as the Box Log, Box Inventory, Photographic Record Log, Archives Inventory and Computerized Record Inventory must be submitted digitally in word processing, spreadsheet or database format. PDF is not an acceptable format for the above listed forms.
- All projects must submit 2 copies of the Final Report (1 unbound on paper and 1 digital PDF).
 - o The Museum requests that large data recovery projects submit 1 additional copy of the Final Report (bound) for inclusion in the Museum's Research Library.
- Relevant spatial data produced digitally during the project must be submitted along with other digital files.
 - o Relevant digital spatial data (GIS) must be submitted for curation.

ACKNOWLEDGEMENTS

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This manual depended heavily on its progenitor, the Arizona State Museum Collections Division's "Requirements for Processing of Archaeological Project Collections." Thanks are due to all of the staff members there who collaborated, supported, and encouraged the development of that particular work, especially Jan Bell, Mike Jacobs, Nancy Odegaard, and Arthur Vokes.



P U E B L O
G R A N D E
M U S E U M
ARCHAEOLOGICAL PARK



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MUSEUM WEBSITE

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**Parks and Recreation Department
Mission Statement**

Building healthy communities through parks, programs, and partnerships.

**Pueblo Grande Museum
Mission Statement**

Pueblo Grande Museum is an archaeological site museum and repository. We collect, preserve, research, interpret, and exhibit cultural materials from the site of Pueblo Grande and the Greater Southwest. The Museum, part of the City of Phoenix Parks and Recreation Department since 1929, is dedicated to enhancing the knowledge of prehistory, history, and ethnology of inhabitants of the Southwest, and promoting a greater understanding of the diversity of cultures past and present, for our guests and the citizens of Phoenix.

Adopted: July 18, 1990
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REPOSITORY INFORMATION AND POLICIES

SCOPE AND ADMINISTRATION

Pueblo Grande Museum (Museum) is part of the Natural Resources Division of the City of Phoenix (City) Parks and Recreation Department (PRD). Part of the Museum's mission is to curate materials from the Pueblo Grande site, from sites within the boundaries of the City, and from the Hohokam culture area in general (*see Appendix F*).

Pueblo Grande Museum is the designated repository for all City sponsored projects which take place on City owned land. The Museum will consider acting as a repository for collections from other contract archaeological projects conducted within the Phoenix City limits. Project collections from outside those boundaries may be considered on a case by case basis.

EXPLANATION OF GENERAL REPOSITORY REQUIREMENTS

CURATION AGREEMENT

In order to deposit materials resulting from City or non-City archaeological projects at the Museum, it is necessary to obtain a Memorandum of Understanding regarding curation (*see Appendix B*). This should take place in conjunction with the application for a project-specific permit. A formal written request, addressed to the Curator of Collections, must include the following information:

1. project name
2. location of project area
3. name and address of sponsor
4. name of a contact within the sponsor's organization
5. land ownership
6. scope of work
7. estimated number of person-field days

Museum staff will evaluate the request. A response can be anticipated within ten working days.

COLLECTIONS PREPARATION

The requirements of the Pueblo Grande Museum Collections Repository are dictated by current professional standards of archaeology and museology. Proper treatment of archaeological materials and systematic preparation of collections before transferring them to the Museum is an integral part of attaining these standards. There is only minimal research potential for undocumented or poorly documented archaeological materials or for those in poor condition due

to post-excavation treatment. This manual contains guidelines developed to enhance preservation and maximize the research potential of the collections. A *Repository Checklist for Completed Projects* has been developed to accompany the manual and assist in collections processing (see *Appendix C*). The Project Director should initial and date the *Checklist* as the steps are completed.

As many projects present special situations, the Curator of Collections is available for consultation during all phases of an archaeological project. Consultation is especially encouraged when dealing with preservation and documentation problems.

DEFINITION OF A COMPLETE COLLECTION

Collections deposited with the Museum must represent a complete record of the project. A complete collection is one that includes: all original survey forms or excavation records; all field logs and notes; maps showing locations and boundaries; computer files, GIS data, photographs – including film and digital images; all artifacts labeled as specified; other cultural and environmental material collected; digital and paper analysis records; and copies of all reports and publications produced as a result of the study. Any materials which are culled or destroyed during the process of analysis, or repatriated, must be accounted for in the written documentation of the project. **Analysts or other project personnel may not retain any specimens or samples generated by projects which will be deposited at the Museum.** All remnants, slides and prepared specimens must be included with project collection. It is the responsibility of each project director to ensure that all materials are properly prepared and delivered in good condition to the Museum. Project directors and staff are encouraged to utilize the *Repository Checklist for Completed Projects* (see *Appendix C*).

OWNERSHIP OF COLLECTIONS

Pueblo Grande Museum will accept collections only if title rests with the City of Phoenix. Projects which occur on non-municipal land will require that title to the collection be transferred to the City using the Museum's *Deed of Gift*. The Museum will not accept delivery of any collection until such a transfer has been completed.

CULLING OF ARCHAEOLOGICAL MATERIAL

It is the responsibility of all parties using the Museum as a repository to comply with existing guidelines for disposal of collections currently in force by the agency sponsoring or authorizing the project. **Complete records of any such disposal must be provided to the Museum as an essential part of the project documentation.** The Museum will not accept responsibility for disposal of any archaeological material prior to the transfer of such collections to the Museum. For City sponsored projects, the Museum provides the following guidelines.

There are four concerns which should guide culling decisions: research potential, interpretive or educational potential, inherent risks, and volume. The City Archaeologist and the Curator of Collections are both available to assist with the decision-making process. An inventory of materials to be culled should be submitted to the Museum for approval prior to actual disposal.

PREHISTORIC COLLECTIONS

Pueblo Grande Museum requires that prehistoric archaeological collections submitted for curation must be substantially complete. However, it is currently an accepted practice to cull non-artifactual materials, such as soil samples. Soil samples from particularly well-sealed contexts should be retained. Those from less informative features or general proveniences can be floated or screened; these can be marked and submitted as “unanalyzed.”

Non-artifactual materials that were assigned specimen numbers in the field can be discarded. The relevant paperwork must be updated and the specimen number voided.

HISTORIC COLLECTIONS

Due to the amount of trash generated by industrial societies, historic collections tend to be quite large. Much of the material is redundant, consisting of machine made objects, and culling is particularly useful in the management of these collections. However, historic collections submitted to the Museum must contain a representative sample of those materials encountered during excavation. Each material and object type should be present in the collection when it is turned over for curation.

The important exception to this practice of culling historic materials is a collection which derives from a historic Native American site occupation. These are submitted to the Museum intact.

Culled materials may be disposed of in two ways. Study collections can be assembled for use or exchange with other archaeological firms that hold current permits, or educational institutions and organizations (e.g., museums, archaeological societies). Materials that lack any further usefulness must be disposed of through local waste management. **To avoid conflict of interest, culled specimens must not be kept by individuals involved in the project, given away as gifts to individuals, or sold.**

METAL OBJECTS. Retain identifiable, reasonably complete metal objects. Keep an appropriate sample of highly redundant, machine-made fasteners, such as nails. Cans which are hand finished, such as hole-in-top cans or those with hand soldered seams, are retained; other completely machine made cans should be sampled. More unique items, like toys and tableware, should be kept. Of larger items, such as vehicle parts, building materials, and plumbing parts, retain a sample of objects that are in good condition and can stand the stress of reasonable handling and transportation. Ammunition, if not corroded, can be safely packed inside a small sturdy box, padded with acid-neutral tissue paper, and included in an appropriate Research Collection box. The box is then marked on the exterior front panel as containing ammunition.

GLASS OBJECTS. Broken bottles without identifying marks and plate glass can be sampled and the rest culled. Whole bottles, especially those with paper labels, intact closures, or marks from local businesses, should be retained. Tableware, decorative items, commemorative pieces should also be kept in the collection.

HISTORIC CERAMICS. Unidentifiable pieces, those without makers’ marks, can be discarded. **The exceptions are handmade, American Indian made, Asian import ceramics, or other unique specimens, and a sample of decorative types.**

FAUNAL BONE. Bone from domestic food species should be sampled, and the rest culled. Make sure the sample is representative of all the species, skeletal elements and butchering techniques encountered by the project. Bones from indigenous, rare, or non-food species should be kept.

PUBLIC PROGRAMS

Materials recovered by archaeological projects are often placed on exhibit, usually at the sponsor's request. Pueblo Grande Museum is committed to enhancing public awareness and knowledge of archaeology, and will work with the contractor to facilitate educational efforts. **The Curator of Collections must be informed of present or future exhibit plans or requests and any educational use of the project collection.** Object use histories are extremely important to effective collections care and management efforts. Exhibits should be short-term, certainly no longer than one year. **Long term or "permanent" exhibits or "permanent loans" of any collections items are not acceptable.**

If an exhibit is to be installed before the collection is turned over to the Museum, and if it is under the control of someone other than the contractor, a Collections Released Form (available on the Museum's website) must be completed with a detailed listing of the exhibit contents. Include provenience information, field number, and a short description of the object. For any exhibit, documentary photographs of each object should be taken before installation. Objects should be labeled with "Pueblo Grande Museum" or, on small objects, "PGM". Label copy in the exhibit should recognize the Museum as the designated repository. Photographs of the exhibit itself should be made after installation is complete and copies submitted with return of the loaned materials.

When the collection is transferred to the Museum, all exhibit-related documentation, such as Collections Released Forms, photographs, etc., should be identified and submitted as a unit. **All objects on exhibit must be turned over to the Museum at the time of transfer.** Since the Museum has formal loan policies and procedures, if arrangements are made for an exhibit to be installed after the collection is submitted to the Museum, the Curator of Collections must be involved in the negotiations. Adequate advanced notice is required; allow at least one week of lead time for every ten artifacts to be exhibited.

TREATMENT OF OBJECTS

While most artifacts excavated during the course of an archaeological project appear fairly sturdy, they are actually quite vulnerable to this abrupt environmental change and can be damaged by many routinely used techniques. There are three basic types of deterioration agents that may affect archaeological materials: biological, chemical, and physical. While damage can occur at any time, the greatest deterioration is most likely to occur in the first few hours and days after artifacts are excavated. To a great extent this can be prevented by good handling techniques, controlling the environment, and providing adequate post-excavation transport and storage. The following sections discuss some of the ways deterioration can be minimized and what issues should be considered when evaluating the appropriateness of various techniques for different types of materials.

EXCAVATION AND POST-EXCAVATION TREATMENT OF FRAGILE OBJECTS

Before attempting removal, photograph fragile and unusual objects in situ. (Some culturally sensitive objects may have formal restrictions preventing their photography). Very fragile materials can be block lifted and brought to the lab in their matrix. These materials should be further examined the same day they are excavated, to determine if there is a need for treatment. Stabilization of perishable and fragile materials should be performed by a conservator. When emergency conservation or stabilization must be performed in the field laboratory, a conservator should be consulted for advice. **All preservation treatments must be performed in a conservative manner: do not perform unnecessary treatments, or any treatment that cannot be reversed.** Pueblo Grande Museum discourages the use of consolidants, adhesives, and their solvents by untrained personnel.

In any event, unless adequately supported by a plaster jacket, soil matrix should be removed as soon as possible in the lab. Drying out of the matrix can cause physical stress on fragile objects. If moved or handled frequently, the matrix may settle or crack apart and cause further damage.

In particular, fragile objects (for example, textiles, basketry, unfired clay) should be kept away from extremes in temperature, light and moisture. Pack in sturdy lidded boxes, well-padded with acid-free tissue (*see Appendix E for a list of suppliers*). To avoid excessive handling, do not physically wrap the item, but nest it in tissue and cover lightly, so that it can be easily uncovered and viewed. Generally, fragile and unusual or exotic objects should **not** be bagged in plastic, and should not come into contact with rough or fibrous packing materials such as foam or cotton. Acid neutral tissue is the best packing material for these objects.

HANDLING GUIDELINES

A great deal of damage can be avoided by following some standard artifact handling guidelines.

1. Do not handle objects unnecessarily.
2. No eating, drinking, or smoking near the artifacts or primary documentation.
3. Remove jewelry, including rings, watches, bracelets, and long heavy necklaces.
4. Keep hands clean, or wear clean cotton or nitrile gloves.
5. Clear a space for the object before moving it.
6. Check the condition of the object before moving, lifting, or turning it around to avoid putting strain on fragile areas.
7. Move one thing at a time using both hands.
8. Lift objects from the bottom, not the edges, rim, or handles.
9. Use appropriate containers and supports when moving objects.
10. Put boxes or bags down on a stable surface before opening.

DOCUMENTATION OF TREATMENT

It is extremely important to make accurate and detailed records of all treatments performed, which includes cleaning and labeling methods and materials used. If certain artifacts receive special treatment, submit separate sections as appropriate. Give a clear description of the object, the material it is made of, and the condition it was found in. Sketches and photographs are helpful, especially to indicate weak areas and cracks. Record what was done to the object, how it was done, and under what conditions. Give a specific list of materials used, including brand names.

CLEANING

A majority of excavated artifacts can be safely cleaned using one of the following techniques. **However, artifacts with soft, flaking, or powdery surfaces should not be cleaned at all.** The same is true of vegetal materials and cloth. Have a good reason to clean artifacts, one that outweighs preservation concerns for their stability.

Due to the rapid development of analytic techniques and research domains, projects are encouraged to select and submit for curation samples of unwashed archaeological materials for future researchers. Stone artifacts and ceramic vessels may contain various residues that are more informative than the artifact itself. Even though the current project may not be involved in the investigation of topics that require careful analysis of the artifact's surface or residues or chemical composition, preserving such evidence can make a real contribution to archaeological research.

DRY BRUSHING

For bone, horn, shell, and metals, wet cleaning is not advisable. A gentle dry brushing will normally remove most of the adhering soil. The pieces should be examined first to make sure there are no paints or pigments present which may be removed even by gentle brushing.

WET CLEANING

Other than the examples cited above, most excavated artifacts can be cleaned using plain water and gentle washing techniques. Distilled or de-ionized water is preferred to tap water. Artifacts should not be scrubbed with stiff brushes or abrasive pads. Gentle wiping with a soft cloth such as gauze can be attempted after testing to make sure that any pigments or the surface finish will not be damaged by the action. Allow wet cleaned objects to dry slowly, away from heat and strong light.

ACID BATHS ARE NOT RECOMMENDED

There are numerous reasons why the use of acids to clean archaeological materials is discouraged. **Acids should be used sparingly, if at all**, and only by trained personnel with the proper safety equipment.

SURFICIAL DAMAGE. A concentration of acid which is too strong, or a prolonged exposure to an acid bath, can cause irreversible damage to the appearance of ceramics and reduce their ultimate research potential. For example, important design attributes can be inadvertently destroyed. Lithic materials can also be stained by acids.

DAMAGE TO LONG TERM STORAGE CONTAINERS AND LABELS. Materials which are not thoroughly soaked and rinsed in plain water to remove the acid they absorb during the washing process damage the containers they are stored in, whether plastic or paper, resulting in the actual disintegration of storage bags. Any information written on the artifacts or their bags can be lost as well.

SALT EFFLORESCENCE. Soils in the desert Southwest have variable concentrations of soluble and insoluble salts. Areas with a long history of irrigation have even higher concentrations of soluble salts, which migrate into buried artifacts during moist periods. After excavation, the soluble salts can be returned to solution when humidity is high, and migrate through the structure of the artifact. When the humidity falls, the salts re-crystallize; the structure can be weakened, and surface spalling can occur. Inorganic acids can convert insoluble salts into soluble ones, thereby increasing the probability and extent of damage. Ceramics with porous pastes, such as buffwares, are thought to be most susceptible, but salts can also damage denser ceramics like redwares and plainwares, and even porous lithic materials.

DESTRUCTION OF INHERENT CALCIUM. The purpose of an acid bath is to remove calcareous deposits from the artifacts. Materials which have a high calcium content, such as bone and shell, and ceramics with calcareous inclusions, are seriously damaged and can be destroyed by acid.

HEALTH RISKS AND PROPERTY DAMAGE. Improper use of acids can damage not only artifacts, but laboratory personnel and equipment as well. Acid fumes cause permanent scars on lung tissue. Eating and drinking in the same area can lead to the contamination of those items by the chemicals in use. The evaporation of acid bath water puts acidic water vapor in the air, which can damage and shorten the life-span of anything it comes into contact with, including paper, shelving, computers, photographs, and whatever else happens to be stored or used in the vicinity.

Generally, organic acids, such as acetic acid (distilled white vinegar is one example), are less damaging to artifacts than inorganic ones (such as hydrochloric acid). Materials with a heavy surface encrustation which must be removed can be soaked first in plain water until saturated. This is usually indicated by the cessation of air bubbles rising to the surface. At that point, the material can be soaked for a short time in a mildly acidic bath, followed by prolonged soaking in several changes of plain water. **Testing the final rinse water pH and conductivity is strongly encouraged** (*See Appendix E for suppliers*).

LABELING

Artifacts from each bag should be labeled with the site number along with the field, specimen, or bag number assigned to that particular lot of materials. In the case of very large bags, an appropriate sample, minimally 10%, can be selected for labeling. Self-stick removable tags and other adhesive labels or tape should not be attached to the artifacts. Such adhesives can permanently stain.

Objects with powdery or flaking surfaces, rusting metals, and objects of cloth or leather should not be directly labeled. These items should be packaged appropriately and the containers labeled. Larger objects may be labeled with a cotton string tie tag of acid free card stock or Tyvek.

Directly applied labels should be small, legible, and as inconspicuous as possible. Placement is very important. Labels should not intrude on working edges or worn surfaces. Use caution when labeling projectile points and bifacial lithic tools. Place labels in flake scars away from the lateral margin of the blade. Sherds should be labeled on undecorated surfaces near, but not on, an edge. Vessels, especially large or fragile ones, should be inconspicuously labeled, but in a place where the label can be read without having to handle the vessel. (*See Figure 1 for some suggested areas for label placement.*)

Objects should be labeled after cleaning, rinsing, and a thorough drying, using a three-step “sandwich” technique. There are two ways to implement this technique.

DIRECTLY APPLIED PAPER LABELS

Small printed paper labels may be directly applied to the objects using an acrylic emulsion such as Rhoplex B60a for both the base and top coats. The number for the object can be printed on acid-free paper, either by hand, or in a small 6 or 8 point font using a laser printer. Do not use a water soluble ink. Trim the paper close to the printed number and coat the reverse side of the paper slip with Rhoplex before applying it to the surface of the object. The paper label can be tamped down with a fingernail to insure adhesion to the surface. After the bottom coat dries, a protective top coat of the Rhoplex is applied. Once again, the label must thoroughly dry before packing the objects. After the Rhoplex is thoroughly dry, the label can still be removed with a solvent such as acetone. The major advantage to this method is that very small yet readable reversible labels can be created and applied quickly and easily.

PEN AND INK

This calls for the application of a small patch of clear acrylic resin on the surface of the artifact. The use of white base patches is discouraged, as they are extremely disfiguring and difficult to remove completely. While acrylic paints are theoretically reversible, the porosity of many material types makes removal practically impossible. **Latex-based products such as Liquid Paper and other correction fluids should never be used.**

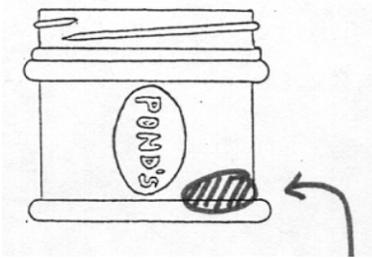
Most art supply stores or conservation suppliers carry the necessary materials for object labeling. Clear acrylic varnish, such as Soluvar and Acryloid or Paraloid B-72, can be used to create the label patch. Quill pens or technical pens can be used in conjunction with a good quality black ink (*see Appendix E*) and an opaque waterproof white ink. The Pigma line of archival quality fine point fibrous tipped pens works well with Soluvar (but not Acryloid or Paraloid B-72) for artifact labeling.

When dry, the identifying label can be written on the patch, taking care not to scratch through the patch to the surface of the artifact. Black ink can be used for light colored objects, and white ink for dark colored objects. After the ink is dry, the top coat of clear acrylic resin is applied. **The patch must thoroughly dry before the artifacts are packed away.**

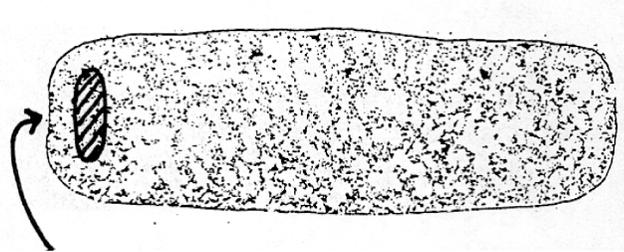
This technique can be used safely on most materials in good condition. However, the importance of allowing sufficient drying time and the use of compatible products cannot be over-emphasized; applying the top patch too quickly or using an acrylic resin which contains the wrong solvent can smear or even erase the written label.

FIGURE 1

SUGGESTED ARTIFACT LABEL PLACEMENTS



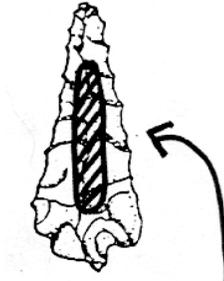
Straight sided container - just above heel



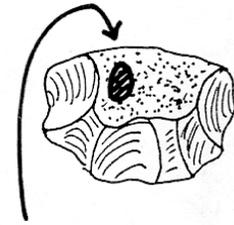
Groundstone – upper, non-working surface, near edge



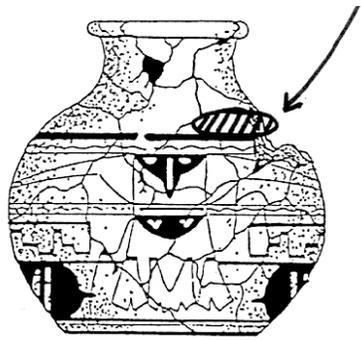
Shouldered vessels – above point of maximum diameter



Points – along spine



Flaked stone – on cortex, away from edge



Shouldered vessels – above point of maximum diameter



Sherds – near edge, undecorated surface



Shell – interior surface

RECONSTRUCTION

The Museum recognizes that there are many reasons for the reconstruction of ceramic vessels. However, these concerns need to be weighed against the long-term problems that arise due to reconstruction. Reconstructed ceramic vessels are difficult and expensive to curate. Due to the wide variety of shapes and sizes, they cannot be efficiently stored in boxes or cabinets. The generally used method of storing on open shelves leaves them more vulnerable to environmental hazards. They require more room for storage, frequent monitoring for condition, and climate control of the storage area becomes absolutely critical.

However, the most important issue is the lack of an acceptable adhesive that is suited to the climate of the desert Southwest. Conservators rely on custom polyvinyl acetate (PVA) resins for reconstruction, but these adhesives do not hold up under hot weather conditions, and the vessel may fall apart. There are two ready to use PVA resin glues, Jade Adhesive 403N and Acryloid or Paraloid B-72 (*see Appendix E*). Cellulose nitrate glues, such as Duco Cement or HMG, are not good for long term use as they become brittle with age and again can result in the spontaneous disassembly of the vessel. Both PVA resin and cellulose nitrate adhesives are reversible and are not considered to be damaging to the artifact itself due to their chemical composition. **Other adhesives do not have the same properties and are not acceptable. Tape of any kind should never be used.**

Reconstruction is best carried out by a conservator or trained restorer. Untrained personnel piecing together ceramic vessels can do a great deal of physical harm to them, in addition to producing a curatorial nightmare. Very large ceramic vessels and those with crumbly or silty paste, besides being difficult to reconstruct, are particularly vulnerable to glue failure, and reconstruction should not be attempted.

PACKING CONSIDERATIONS

Care in packing artifacts will also help to prevent damage and preserve them for research. Generally, only archival quality materials, such as polyethylene and acid-free papers, should come into contact with the artifacts. While they are chemically suitable, both cotton batting and synthetic “wools” cause physical damage to many specimens, as the fibers can break off pieces of the object as the container is moved; they should not be used in situations where they come in direct contact with archaeological materials. Non-archival materials such as regular paper, plastic bubble pack, or styrofoam chips may be used for exterior padding. **Newspapers, bathroom tissue, cotton balls, carpet padding, and vinyl are not suitable packing materials for either short or long term use.**

Artifacts need to be matched to compatible packing materials. Most items that are clean, dry, and relatively sturdy can be packed in self-closing polyethylene bags and then boxed. Plastics, however, have a slight static charge, and are not suitable for fragile items and those that are grainy or crumbly, such as charcoal. These materials and others, such as bone, can be damaged by contact with rough or fibrous padding, such as foam or cotton. The best packaging material for fragile or friable objects is good quality acid-free tissue, paper, and cardboard. Boxes with separate lids are usually easier to open and close without placing stress on the objects inside.

INTERIM STORAGE

In addition to care in treating and packing artifacts, storage conditions are extremely important to the preservation of the collection. Generally, it is best to keep conditions stable, as fluctuations in temperature and relative humidity cause more damage. Providing an environment that is cool and dry deters most harmful agents. Heat is particularly destructive to photographic material and machine-readable media. Keeping collections items, including photographs and paper, in enclosed storage containers will help to maintain a more stable microclimate, in addition to protecting them from insects, atmospheric pollutants, and humidity fluctuations. Do not spray storage areas with pesticides or other chemicals such as cleaning products, air fresheners, etc. These chemicals are absorbed by plastic and paper, and can lead to accelerated degradation. Placing storage containers on shelving units, using coated metal shelves, not on the floor, protects them from physical damage and water damage.

SUMMARY OF REQUIREMENTS FOR ARITFACT TREATMENT

- Include treatment history for artifacts
- Be sure artifacts are properly labeled
- Check to see that artifacts are properly packaged
 - o Use acid free tissue and acid free artifact boxes for fragile items
 - o Use polyethylene zip closure bags (4 mil preferred)
 - o No vinyl bags
 - o No punched holes in bags containing small or fragmented objects (like shell or soil)
 - o No film canisters or pill bottles
 - o No newspaper, bathroom or facial tissue, cotton balls or batting as padding

PREPARATION AND DOCUMENTATION OF ARTIFACTS AND SAMPLES

The procedures established for the preparation of artifacts and samples are intended to ensure that all collections are consistently and systematically prepared, to preserve both the materials and their accompanying documentation for future use. The Curator of Collections should be consulted whenever questions arise.

A standard format for collections inventories is necessary to ensure that certain basic information is readily available. It documents the occurrence of materials in a collection and identifies their location for easy retrieval. Examples of standard forms are available to download on the Museum's website. These forms can be photocopied and filled out manually, or they can be reproduced using a word processor or database program. Make sure that all information fields that are on the Museum's example forms are included in the reproduction.

When using computer generated bag labels be sure to retain the originals for submission to the Museum. This will aid in the creation of a paper trail for cross checking information in the event any errors or questions arise.

Definitions of any abbreviations used by the project, in the field or in the lab, should be included with the project documentation. No matter how obvious they seem, it may be difficult to reconstruct their meaning in the future.

COLLECTIONS RELEASED FORM

Any and all materials sent out from the archaeological contractor's facility for special analyses, display, or other research or educational purposes to other departments, laboratories, or institutions must be documented with this form. In addition to helping account for all project materials, including those subjected to destructive analysis, these forms document the use of collections, create a paper trail for their movement, and identify outside or sub-contracted analysts. The form can be prepared in duplicate, preferably on official letterhead. One original signed copy must accompany the materials, while the other copy is retained by the project staff until it is submitted with the project records to the Museum.

ORGANIZING, BOXING, AND INVENTORYING COLLECTIONS

Upon completion of analysis, illustration, and photography, artifacts and samples must be organized into one or more of the categories of collections described in this section. As each project will undoubtedly present specific problems of organization, only general guidelines can be offered here.

Corrugated cardboard boxes are an acceptable container. Boxes must be new, not reused. **The Museum does not supply boxes.** A standard sized 20x8x8 inch box can be used for most collections. Dense and heavy materials, such as groundstone and soil samples should also be placed in the same standard sized box, but care should be taken to not over pack the box. **While storage space is always a problem, over-packing boxes is an even bigger one. It is extremely detrimental to collections as well as to collections personnel.** As a general rule, boxes should be light enough for an average sized person to lift them to at least shoulder height without major difficulty, or a maximum weight of 40 lbs. If unavoidable, particularly heavy boxes should be flagged with warning signs.

Instead of being boxed, oversized items, such as groundstone, should be placed on cardboard flats to prevent damage and facilitate handling. These should be assigned their own unique “box” number, and have an inventory form, in sequence with the rest of the collection. An appropriate label should be securely tied on with cotton string or white polyethylene flagging tape.

HAZARDOUS MATERIALS

Care should be taken in packing anything that may be hazardous; the existence of these items needs to be brought to the attention of Museum personnel. A list of potentially dangerous items should be given to the Curator of Collections prior to the transfer of the collection.

Hazardous materials may be obvious, such as ammunition, or they may appear to be innocuous, such as bottles with materials inside. Bottles and other containers are sometimes re-used for hazardous materials, or the nature of their contents may have changed due to time and the archaeological environment. Some older plastics, like cellulose nitrate, may be unstable and flammable under certain conditions.

These kinds of objects should be bagged individually, placed in a separate box, and well-padded to prevent breakage or jostling.

RESEARCH COLLECTIONS

The Research Collection is made up of the majority of the artifacts and retained samples recovered during archaeological projects. Research Collections are frequently used for more intensive studies of major artifact classes, and other problem oriented research. They are stored at the museum by project, and itemized inventories are maintained for each box.

CONTENT. In addition to most of the artifacts, the Research Collection from a project should include faunal and botanical materials, organic materials from flotation samples, and **a selection** of any unanalyzed pollen and flotation samples from important proveniences. This is also the appropriate category for other environmental and chronometric samples, as well as a selection of architectural material. Pueblo Grande will curate archaeomagnetic samples that have not been analyzed and properly handled. Please submit at the time the rest of the collection is delivered for curation, and notify the Museum Collections staff that these samples are present, as they have different storage requirements than the rest of the collection.

ORGANIZATION. The organization and inventory of the Research Collection should reflect the research goals and analyses of the project. Since future use of the collections in many cases is stimulated by project reports, **it is important that there be a strong correspondence between the organization of the collections and presentation of the materials in the published reports.** However, the prime consideration should be the preservation of the integrity of site and feature assemblages.

PREPARATION. Artifacts from each bag should be labeled with the appropriate site number along with the field, specimen, or bag number assigned to that particular lot of materials. In the case of very large bags, an appropriate sample, minimally 10%, can be selected for labeling. The use of polyethylene plastic bags for the internal packing of artifacts is required; self-closing or “zip-locking” bags in 4 mil thickness are preferred. Fragile materials such as bone, shell, unfired clay, and small formal lithic tools such as points and drills, should be given additional protection by packaging in clear plastic vials or small boxes (*see Appendix E for suppliers*).

Organic residues from flotation samples should be thoroughly dried and placed in sealed plastic bags. As with any fragile material, special care should be taken in packing. Slide mounts from pollen analysis should be packed in an appropriate container. Contractors are encouraged to submit a **selection** of unanalyzed pollen and flotation soil samples for future analysis, especially from important proveniences. These samples should be double bagged, with the original field bag placed inside a sealed plastic bag when the soil is sufficiently dry. Masking tape should not be used for closure, as its lifespan is extremely limited. Any culled soil samples must be screened for cultural materials prior to disposal.

BOXING. When packing boxes, be sure to place large, heavy items on the bottom, and lighter items on top. While it is possible to put more than one type of archaeological material in a box, generally it is best to separate fragile items from bulk sherds, lithics, groundstone, and soil samples. When this is not feasible, protective internal packaging of fragile materials is necessary. If a large number of bags are packed in a single box, some method of subdividing, such as packing within larger bags by number range, is encouraged.

INVENTORY. Bags of materials should be inventoried sequentially as they are placed in boxes, and the information recorded on the box inventory form (available on the Museum’s website). The first column of the form, Number, can be completed in several ways. One method is to assign a sequential item number to each bag as it is placed in the box. Alternatively, an existing bag number can be used in place of an item number. This can only be done if the system used by the project assigns each bag its own unique number; **if there will be more than one bag with the same number in the same box, item numbers must be assigned.** If existing bag numbers are used, they must be listed in **numerical order** on the box inventory form. Contents, including quantity, is entered in the second column. The use of description beyond material type when possible is encouraged. Intrasite provenience is entered in the third column. The final column is reserved for remarks.

Finally, boxes in the Research Collection should be assigned unique, sequential box numbers, beginning with 1, and continuing as necessary.

COLLECTION TO BE CATALOGED

Selected portions of archaeological project collections become the primary reference materials for that project. These items are frequently used for exhibit, illustration in special publications and catalogs, teaching, and general comparative studies. These specimens receive the most intensive use.

At Pueblo Grande, each cataloged specimen is assigned a unique number and is documented on an individual catalog record in addition to being digitally photographed.

SELECTION OF COLLECTION TO BE CATALOGED. This category should include artifacts that represent the range of materials recovered by the project, as well as items that are frequently studied, suitable for exhibit or public interpretation, or more likely to be requested because they are illustrated in a publication or are unusual in nature. It should also include specimens which may need special storage considerations due to fragility. Therefore, the To Be Cataloged Collection needs to encompass the following categories:

1. All items illustrated or specifically identified and described in the project report.
2. All whole and reconstructed ceramic vessels.
3. All perishable organic artifacts and any other especially fragile items.
4. Examples of all ceramic types encountered by the project, including non-local ceramics.
5. Examples of special analytic categories employed by the project for ceramic and lithic artifacts, samples of temper types, etc.
6. Newly defined artifact types.
7. Rare or unusual specimens.
8. Other specimens having exemplary cultural or temporal diagnostic attributes or aesthetic qualities.

ORGANIZATION. These items should be grouped according to their presentation in the project report. Items which have been illustrated together should be packaged together whenever possible.

PREPARATION. Each item to be cataloged should be bagged separately, with full provenience information provided. If the items have been removed from their original field bags, provenience information should be double-checked.

BOXING. Particular care should be taken in boxing the Cataloged Collection, since it normally includes small, fragile, and perishable materials which are all easily damaged. The use of internal packaging and padding, as discussed under *Treatment of Objects*, is encouraged.

INVENTORY. These materials should be assigned sequential numbers as they are packed, beginning with item #1 and continuing, as necessary. They should be inventoried on the To Be Cataloged Inventory Form.

Boxes in this collection should be assigned a temporary box number, beginning at the end of the Research Collection sequence.

SUMMARY OF REQUIREMENTS FOR ARTIFACT COLLECTIONS

- Collections released forms for items released for research, treatment or exhibition
- Collection organized and separated into Research and Catalog collections
- Specimens contained in polyethylene zip closure bags (4 mil preferred)
- Research Collection packaged in 20x8x8 boxes
- All field bag labels included
- Box inventory form in each box
- Box log form listing each box individually
- List of hazardous materials
- Digital copies of all forms

PREPARATION OF PHOTOGRAPHIC COLLECTIONS

PHOTOGRAPHIC ARCHIVES: DESCRIPTION AND POLICIES

The photographic record of an archaeological investigation is a vital part of the overall project documentation. The Museum maintains a photographic archive which includes materials from both field and laboratory phases of archaeological projects. Digital images, negatives, slides and original prints are catalogued and indexed.

Access to the collection is by appointment with the Curator of Collections. Materials can be used for research, publication, and exhibit purposes. **Pueblo Grande Museum may restrict use and access to protect site location information and culturally sensitive subjects.** The Museum will not accept any collections with copyright restrictions.

PHOTOGRAPHIC BASICS

While Pueblo Grande encourages the use of black and white negative film for project documentation (as it is the most stable media) it is recognized that due to lower costs and advances in technology, digital photos have become the main form of documentation for archaeological projects. As such, digital photos taken during the field and laboratory stages of a project must be included as part of the photographic collection. Digital images are inexpensive to produce but since they have continually increasing curation costs, digital images must be reviewed to eliminate poor quality, redundant or irrelevant images.

Additional information regarding the use and archival quality of various media types may be obtained from the Museum's Curator of Collections. Other photographic media, such as analog and digital video and film, can also be used as supplemental project documentation.

A provenience information board (mug board) should be included in field photographs. Pueblo Grande Museum encourages each project to document all phases of field work, including overall project views. Pueblo Grande Museum also strongly encourages photographers to document artifacts in-situ, take images of crew members conducting field work and record features during various phases of excavation.

PROFESSIONAL PHOTOGRAPHIC COLLECTIONS

During the past decade, the quantity of images taken during fieldwork have skyrocketed. While Pueblo Grande Museum encourages the photographic documentation of all phases of

excavations, the Museum also encourages lab personnel to conduct a review of these images once a project is complete.

Blurry images should be deleted. Redundant images should also be eliminated. For example, instead of submitting 30 shots of the same feature-less photograph of trench wall, select the best example of this range of images for curation. For no-find projects, a representative sample of images documenting the project is acceptable. For all projects, images not related to the project (such as cute animals, family photographs or crew members making inappropriate gestures) should not be submitted with the collection.

Figure 2 **Example of a photograph that should have been culled**



DIGITAL FORMATTING

Digital images must be submitted both in digital form and as a prints on paper.

Pueblo Grande Museum requests that all digital images be submitted in either TIFF(*tif) or Digital Negative (DNG) format. Most digital cameras default to save images as JPEG, RAW or in other proprietary formats. However, the preferred file format for archival digital images is either a TIFF or a DNG file. While the files for these archival formats are much larger, they do not lose information each time they are opened.

Please submit the digital images on a CD-R or DVD-R. Place the CD inside of a jewel case or paper sleeve and label the exterior of the case or sleeve, not the CD itself.

Digital images must also be provided in print format. Use acid-free paper and print the image using a laser printer in black-and-white. Contact-sheet style prints where the image is listed along with the file name are preferred.

DOCUMENTATION OF PHOTOGRAPHS

All images submitted to the repository must be documented with a photographic log. A sample photographic log is available for download from the Museum's website. Each image must be listed on the photographic log and each image must be identified by a unique file name or photo number that is also associated with the image itself.

The top of the log should list standard information such as the project name, camera used, photographer, resolution and file format. Each image should be assigned its own unique image or file number. If the image is digital, this unique number should match the name of the file (IMG_001, DCP_001, P100001 etc.) Each image listed on the photo log should have the following information:

- Image or File name/ number (this should be identical to the name of the digital file)
- Provenience (site number, feature number, trench number)
- Description (subject of photo, type of feature, names of individuals, view orientation)
- Date of photography

The photo log must be delivered in both paper and digital format (in a spreadsheet or database).

SUMMARY OF REQUIREMENTS FOR PHOTOGRAPHS

- Photographic collection must be well organized and be relevant to the project
- Digital and paper copy of the photo log.
- Photo log listing all images submitted, necessary information includes:
 - Image or File name or number (this must be identical to the name of the digital file)
 - Provenience (site number, feature number, trench number)
 - Description (subject , type of feature, names of individuals, view orientation)
 - Date of photography
 - Photographer
 - Type of Camera and File Type (may be listed on top of form)
- Digital copy of photographs
- Print copy of photographs

PREPARATION OF PAPER RECORDS

ARCHIVES: DESCRIPTION AND POLICIES

The Pueblo Grande Museum Archives contains archaeological records which are considered the cornerstone of the Museum's collection. They are under the direct control of the Curator of Collections and are stored in a secure, climate controlled area. The Museum stores project documentation, including original field notes and forms, analysis records, maps, correspondence, and project reports, in acid-free, lignin-free buffered folders and boxes. Oversized maps are stored flat in archival map boxes and cases. Records of on-going archaeological projects and site records are working documents and not considered to be part of the archive; they are under the control of the City Archaeologist.

Researchers may gain access to records in the Archives by appointment with the Curator of Collections; since the arrangement and description of the Archives is an on-going project, a minimum one week notice is necessary.

Project materials in the Archives will be made available to researchers and may be photocopied. **Restrictions may be imposed to protect site locations, the privacy of individuals, or for culturally sensitive materials.** If a collection submitted to the Museum contains such material, restrictions must be specifically stated and fully explained in a preface to the inventory of the collection. This should include information regarding the duration of these restrictions, and to whom they apply.

CARE OF RECORDS

Paper records, especially primary field documentation, are probably the most important part of a project collection; without them, the rest of the collection has little research potential. Therefore, they deserve special consideration.

To maximize the life span of paper documents, minimize exposure to light, direct sunlight in particular. This presents a problem for records created in the field, but simple procedures such as closing notebooks and keeping them out of the sun when not in use will help greatly. Unshielded fluorescent lighting, such as that used in most commercial buildings, is damaging as well due to the high levels of ultraviolet rays emitted. Simple, inexpensive plastic shields are available to reduce UV radiation without reducing the efficiency of the fluorescent light source. Alternatively, paper records can be kept in closed storage containers.

Non-archival storage containers and enclosures may also constitute a hostile environment. Notebooks, binders, folders, and document dividers can be extremely acidic, more so than regular paper; this acid can migrate to other paper it comes into contact with, and cause that paper to degrade more quickly. As with photographic materials, the use of vinyl, which has volatile components, for enclosures is discouraged. Records can be afforded more protection by using archival quality enclosures or using buffered paper as a barrier.

Staples, paper clips, rubber bands, and binder clips cause physical and/or chemical damage to paper records, and should not be used. Each staple and clip must be removed

prior to the duplication and microfilming of the collection. This adds significantly to the cost of curation.

Self-stick removable notes, such as Post-Its, also present problems in the archives and in duplication. All non-essential tags must be removed prior to submitting the collection for curation.

RECOMMENDED MATERIALS

Paper is a relatively fragile material that can disintegrate in a decade or last for centuries, depending not only on how it is treated, but also on how it is made. Unfortunately, most paper today is manufactured from wood pulp, which degrades quickly due to high acid and lignin content; additionally, the paper may be bleached and sized with an alum rosin, processes which are also sources of acidic compounds. Ideally, field notes should be recorded on a good quality, standard 8 1/2 x 11 inch paper. Cotton rag, acid-free, or alkaline buffered paper is the most durable.

While soft-lead pencil is considered to be the writing medium which is least damaging to paper, in practical use it has some limitations, as it smudges easily. Non-acidic inks, which are waterproof and fade resistant, are preferable. These include some brands of India ink, Pigment pens, and some roller-ball tipped pens. The use of other archival quality products is encouraged. Archival quality materials are available locally in both art and photographic supply stores, and through catalog distributors (*see Appendix E*).

ORGANIZATION AND INVENTORY OF RECORDS

Materials to be submitted to the Pueblo Grande Museum Archives should be arranged in a logical manner, for example, the project's working order or chronological order. Larger collections may need to be divided into separate sections for different types of records, such as field notes or analysis records. If the arrangement of the material is such that it cannot be easily understood, a written explanation should accompany the material. Individual sections should be clearly marked. An inventory, or table of contents, of the archival collection should be made which also identifies authors of written matter within the collection. Any special codes or abbreviations used in the records must be identified and a key provided.

A SPECIAL NOTE ABOUT MAPS

All maps used and generated by archaeological projects must be submitted to the Museum. This includes, but is not limited to, USGS "quad" maps, regional and project area maps, survey and excavation maps, collection grid maps, and profiles. **Smaller format maps, plan views, and profiles that are an integral part of the field notes should be maintained within that sequence of records; however, oversized maps which are too large to include in sequence without folding should be submitted rolled or in a large folder.**

Every map submitted to the Museum must have a key explaining all markings on the map. For oversized maps, the Museum requires the following information written on each:

1. Company name
2. Project title
3. Site number
4. Project map field number
5. Name of cartographer
6. Date
7. North arrow and scale
8. Key to symbols or colors used
9. Brief description

An inventory of the oversized map component of the collection needs to be submitted along with the maps. Please do not use tape or staples to piece together large maps.

For maps produced using Geographic Information System (GIS), please see the GIS Data Standards section.

REPORTS AND PUBLICATIONS

For most projects, the Collections Repository requires the submission of two copies (1 printed and 1 digital) of the final report and any other reports containing project data not included in the final report. For large data recovery projects, the Collections Repository requests an additional bound copy for the Museum's Research Library. These copies are in addition to any others required by the City Archaeologist or the project sponsor.

SUMMARY OF REQUIREMENTS FOR PAPER RECORDS

- All staples, paper clips, binder clips, tape, Post-Its and rubber bands removed.
- Well-organized collection including field notes, analysis notes and paper maps.
- Inventory of the folders and/or maps in the collection.
- Printed key for any codes or abbreviations used in project materials.
- 2 Copies of the Final Report (1 unbound on paper and 1 digital).
- Large data recovery projects please submit 1 additional bound copy for the Museum's Research Library.

PREPARATION OF COMPUTERIZED INFORMATION

DESCRIPTION AND POLICIES

Pueblo Grande relies on obtaining usable high quality data generated by individual projects to add to its collections management database. This helps to keep curation fees at a reasonable rate.

Contact the Curator of Collections for current computer system specifications to ensure the submission of data in an accessible format. At this time, projects are asked to submit their inventories and other forms, tables, spreadsheets, and databases in Microsoft Excel, Microsoft Access or ASCII format. Non-Windows users should save documents as rich text (RTF), as Open Document Text (ODT) or as PDF/A files.

Digital photographs and maps should be submitted both as printouts and on compact disc. A table of contents should list the files, their formats, and describe their contents. Digital images should be submitted in a “loss-less” format such as TIFF or DNG. Digitized maps and other scanned documents may be submitted in PDF/A format.

Printouts of all files should be submitted. The Museum strongly urges the use of high quality paper for this purpose. Acid free paper is available from suppliers (*see Appendix E*).

GIS DATA STANDARDS

This section provides general standards for spatial data submission. Specialized work and large data recovery projects may require further specifications, please contact the Curator of Collections for additional information.

The goal of the curation of GIS data is to preserve the data produced for use in future studies.

According to the Archaeology Data Service/Digital Antiquity *Guides to Good Practice*

“...any archiving of GIS files should aim to preserve the following properties: Coordinate reference system information, Geometry (e.g. point, polygon, line), Attribute fields...”

For curation at Pueblo Grande Museum, relevant spatial data produced during the project must be submitted. At a minimum, these data will include but are not limited to -

1. Project area boundary location (as a Shapefile)
2. Excavation areas/units (as a Shapefile)
3. Feature and sub-feature boundaries (where applicable – as a Shapefile)
4. Point locations for specimens (where applicable – as a point location)

When possible, metadata should be submitted with geospatial data should contain the following information:

1. Who created the data?
2. When was the data created?
3. What kind of data is it?

All spatial data collected must include the coordinate reference system information.

ORGANIZATION AND INVENTORY OF RECORDS

All files submitted digitally must be accompanied by a hard-copy (printout) of the files. Pueblo Grande requires that all files be submitted on either a compact disc (CD) or digital video disc (DVD). There should be no ink marking or adhesive labels on the CD or DVD. Please place the CD inside of a jewel case or paper sleeve and label the exterior of the case or sleeve. Contact the Curator of Collections with questions concerning alternate formats. Files should be clearly named to reflect the contents and organized in a logical manner on the media.

A descriptive table of contents must be provided for all files. This aids the staff in locating data and the successful migration of data into long term storage. The table of contents must include:

- Description of the information (name, size, file type)
- Position of fields in the data records (where applicable)
- Brief summary of data recording procedures (where applicable)
- Any formats and codes for raw data (where applicable)

CARE OF COMPUTERIZED RECORDS

Like paper records, improper storage can render computerized information useless. A good standard for storage is to keep the media (CDs) stored away from direct light sources, areas of high heat, and magnetic fields.

In addition to storage, the treatment and processing of computerized records affects their longevity. Data surfaces should be protected. Avoid touching the data side of discs and store discs in hard plastic cases (jewel cases). CDs and DVDs should **not** be directly labeled. This includes self-adhesive labels, screen printing or writing with permanent markers. These labeling techniques are not archival and often result in the corruption of data over long periods of time. **Label the cases rather than the discs.**

RECOMMENDED MATERIALS

All computerized records must be presented in both a paper copy and a digital format. The Museum strongly urges the use of high quality paper for hard copy submission. Acid free paper is available from suppliers and general office supply stores (*see Appendix E*).

The Museum requests that all computerized information be submitted on either a compact disc (CD), a digital video disc (DVD) or a portable digital storage media jump-drive. Discs should

not be directly labeled; if this is absolutely necessary the Museum recommends using an archival digital media pen.

TRANSFERRING A COLLECTION TO PUEBLO GRANDE FOR CURATION

PREPARING FOR TRANSFER OF PROJECT MATERIALS

When all phases of collections preparation have been completed, and there is a final version of the project report, arrangements for the physical transfer of the collection to the Museum can begin. First, the Project Director needs to complete the Project Information Form (available on the Museum's website). The Project Information Form serves as a primary collections management document for every archaeological project using the repository services of the Museum. The form summarizes certain basic and critical information about each project. It is the key document which ties together the various portions of the collection and its documentation. The Project Director is responsible for the completion and accuracy of this form. It must accompany the project collection to the Museum at the time of transfer. A copy must also be submitted to the City Archaeologist.

Next, the delivery date can be scheduled with the Curator of Collections. Usually, at least two weeks of notice is required. At this time, it is also necessary to confirm the amount of curation fees. Send a letter, or an e-mail message, to the Curator of Collections, which includes all the necessary information regarding the number of person-field days expended on the project.

DELIVERY AND ACCEPTANCE

Artifact collections must be hand delivered by members of the project staff. Delivery should be achieved using a safely packed closed vehicle. Collections must be deposited with the Curator of Collections or with a staff member who has been specifically designated as an alternate. Deposited collections will be examined to determine that they have been satisfactorily processed. If so, the collection will be accepted by the Museum. If not, the project director will be notified. In most cases, the project director will be given the option of reprocessing the collection. The sponsoring and permitting agencies will be informed of the collection's condition and status.

RECOMMENDED READING

- Kenworthy, Mary Anne, Eleanor M. King, Mary Elizabeth Ruwell, Trudy Van Houten
1985 Preserving Field Records: Archival Techniques for Archaeologists and Anthropologists. The University Museum, University of Pennsylvania.
- Odegaard, Nancy
1991 A Guide to Handling Anthropological Museum Collections. Western Association for Art Conservation.
- Sease, Catherine
1987 A Conservation Manual for the Field Archaeologist. Archaeological Research Tools, Vol. 4. Institute of Archaeology, University of California, Los Angeles.

FOR MORE INFORMATION

- Appelbaum, Barbara
1991 Guide to Environmental Protection of Collections.
Sound View Press, Madison, CT.
- Braun, Thomas J.
2007 “An Alternative Technique for Applying Accession Numbers to Museum Artifacts” Journal of the American Institute for Conservation 46(2): 91-104.
- Cronyn, J.M.
1990 The Elements of Archaeological Conservation.
Routledge, London.
- Price, H. Marcus III
1991 Disputing the Dead: U.S. Law on Aboriginal Remains and Grave Goods.
University of Missouri Press, Columbia.
- Tabah, Agnes, *et al.*
1992 “FORUM: Native American Collections and Repatriation”, American Association of Museums Technical Information Service, Washington.
- Williams, Stephen L. and Catharine A. Hawks
1986 “Inks for Documentation in Vertebrate Research Collections.” Curator 29(2):93-108.
- Wood, Rose M. and Stephen L. Williams
1993 “An Evaluation of Disposable Pens for Permanent Museum Records.” Curator 36(3):189-200.

INFORMATIONAL WEBSITES

National Park Service Managing Archaeological Collections
<http://www.nps.gov/archeology/collections/index.htm>

Northern States Conservation Center – Museum collection care and preservation supplies
<http://www.collectioncare.org/home>

Smithsonian Museum Conservation Institute
http://www.si.edu/mci/english/learn_more/taking_care/index.html

Appendix A

TREATMENT OF HUMAN REMAINS AND ASSOCIATED FUNERARY OBJECTS

SKELETAL REMAINS

Human remains are to be treated with respect and dignity at all times, from the moment of discovery to their final disposition. While Pueblo Grande Museum will continue to advocate full analysis, documentation, reporting, and curation in perpetuity of human remains, the decisions regarding the treatment and final disposition of the remains rests with the American Indian tribe(s) that have filed claims of affinity for the culture(s) in question. Human remains encountered by projects that are using Pueblo Grande as a repository will be treated according to the wishes of the Native American group(s) involved and will be consistent with the City of Phoenix and Arizona State Museum's General Agreement on the treatment of human remains and their associated funerary objects. (See the *City of Phoenix Guidelines for Archaeologists*, Bostwick 2006.)

Questions regarding the state and federal grave protection laws and regulations, as well as the specific requests that have been made by Indian tribes, may be directed to the City Archaeologist. In the absence of specific instructions, the Museum offers the following guidelines.

Access to the remains should be highly restricted, both in the field and laboratory. The public should not be allowed to view or photograph the remains.

Skeletal elements should not be treated or labeled. They must be packaged carefully in new boxes and padded with tissue paper to prevent any damage during transport. **Do not put human remains in reused boxes, and do not use cotton or synthetic batting in contact with the bone.** Unbleached muslin is an acceptable packing material. Small boxes may be used to contain smaller pieces or fragments. Boxes should be assigned temporary box numbers and inventoried.

ASSOCIATED FUNERARY OBJECTS

All materials considered to be associated funerary objects should be accorded the same care as the skeletal remains. As grave goods, they are possibly subject to reburial, and need to be analyzed and documented to the fullest extent possible; for reburied objects, measurements, written descriptions, photographs, and drawings take the place of the object itself. Associated funerary objects also include any soil or pollen samples, taken from the interiors of vessels or from areas in immediate proximity to the skeletal remains.

Associated funerary objects should be packed and inventoried with the same care as the actual skeletal remains. Each grave assemblage should be boxed as a unit. The boxes should be assigned temporary box numbers, and should not be incorporated into the main body of the permanent collection from the project.

APPENDIX B

SAMPLE MEMORANDUM OF UNDERSTANDING

The City of Phoenix, hereinafter referred to as "City," for the Pueblo Grande Museum, hereinafter referred to as "Museum," and (*NAME OF ARCHAEOLOGICAL CONSULTANT/COMPANY*), hereinafter referred to as "Consultant," will be bound by the recitals and covenants set forth below.

RECITALS

A. The City, the Museum, and the Consultant are in agreement that the Museum shall serve as a repository for archaeological collections resulting from the (*NAME OF ARCHAEOLOGICAL PROJECT*) on land owned by (*LANDOWNER*) located (*GENERAL LOCATION AND LEGAL DESCRIPTION OF PROPERTY*) within or near to (*ARCHAEOLOGICAL SITE NUMBER/NAME*).

B. (*NAME OF SPONSOR*), as sponsor, also agrees that the Museum shall serve as repository for the project collection and have agreed to deed any rights to the project documentation to the Museum.

It is therefore agreed and understood by the Consultant as follows:

1. The Consultant will submit a copy of the relevant archaeological permit to the museum within ten working days after the permit has been issued. The Consultant will also submit all preliminary documents including research designs, proposals, and any other similar documents relating to the project.

2. The Consultant shall submit to the Museum written quarterly reports briefly stating the general progress of the project. The Consultant shall further report to the Museum any changes in the scope or schedule of work as provided in Paragraph 1 above to the Museum as they occur.

3. The Consultant will prepare a complete collection for curation in accordance with the Museum's standards which shall be provided to the archaeological Consultant at the time of the execution of this Agreement. For the purposes of this Agreement, "complete collection" includes all artifacts, including environmental, chronometric and raw material samples; all field records, including notes, recording forms, journals, maps (including a map which identifies the project location and specific areas investigated), profiles and any other similar documents; records of laboratory procedures and analysis records; photographic images and documentation; and any machine readable media and accompanying documentation.

4. Unless otherwise agreed between the parties, the Consultant shall submit to the Museum within ninety days after the Consultant submits the final project report as required in the archaeological service contract, a complete collection as defined in Paragraph 3 above.

5. The Consultant conveys to the City, Museum and/or its designees any rights which it may hold for publication or independent use of the complete collection as defined in Paragraph 3 above.

6. The Consultant agrees to pay the current applicable fee for repository services. The fees for curation services are available at

<https://www.phoenix.gov/parkssite/Documents/Pueblo%20Grande%20Museum%20Rates%202018.pdf>

Unless previously agreed upon, projects received more than 90 days after the acceptance of the final report will be assessed a late penalty of 10% of the final curation fees, compounded annually and prorated monthly.

7. The Museum agrees to curate artifacts and data generated by the project specified in this Agreement and shall cause the complete collection as defined above to be accessioned as part of its collections and curate them in perpetuity according to established Museum standards and procedures. The complete collection will be accessible for research, publication, exhibition, educational and other purposes in conformance with standard Museum policy.

8. Indemnification. Each party (as Indemnitor) agrees to indemnify, defend and hold harmless the other party (as Indemnitee) from and against any and all claims, losses, liabilities, costs or expenses (including reasonable attorney's fees) hereinafter collectively referred to as ("Claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims are caused by the negligence, misconduct or other fault of the indemnitor, its agents, employees or Consultants.

9. Termination and Suspension of the Agreement. If any party fails to perform or otherwise fulfill its obligations under this Agreement, the non-defaulting party may terminate this Agreement without prejudice to any other remedies it may have.

10. Cancellation Clause. All parties hereto acknowledge that this Agreement is subject to cancellation by the City of Phoenix pursuant to the provisions of Section 38-511, Arizona Revised Statutes.

11. Compliance with the Law. The Consultant shall comply with all applicable laws, ordinances, and codes of the federal state and local governments.

For Consultant : _____ Date : _____
Name / Title

APPENDIX C

Repository Checklist for Completed Projects

Initials/Date

- Schedule delivery date (2 weeks in advance) _____
- Completed and signed MOU _____
- Deed of Gift signed (if landowner/sponsor other than City) _____
- Completed Project Information Form _____
- Confirm fees (fee change implemented March 1, 2018) _____
- All repository forms completed and provided in paper format _____
- All repository forms provided in digital format
(spreadsheet, database or word processing) _____
- Artifact Research Collection
 - Forms completed (box log and box inventory) _____
 - Specimens labeled _____
 - Boxes packed correctly (40lbs or less) _____
 - Original bag labels included _____
- Artifacts for Collection to be Cataloged
 - Items bagged individual with provenience information _____
 - Box Inventories Completed _____
 - Boxed separately from research collection _____
- Included all samples, remnants, slides and prepared specimens _____
- Archival Collection
 - Removed all staples, paper clips, binder clips, Post-Its etc. _____
 - Original survey and excavation records, field logs, notes, maps _____
 - Electronic copy of computerized data _____
 - Paper copy of computerized data _____
 - Printed key of codes used in analysis _____
 - Complete folder list _____
- Photo Collection
 - Photo Log provided in paper and digital (spreadsheet) format _____
 - Images organized and culled where needed _____
 - Electronic copy of digital images _____
 - Printed copy of images with file names listed _____
- Computerized Data
 - GIS Data Provided (ESRI File GeoDatabase and PDF) _____
 - All data submitted on CD, DVD or jump drive _____

APPENDIX D

REQUIRED FORMS

These are the forms currently required by the Pueblo Grande Collections Repository: Please submit all forms both in paper format and digitally (as a word processing document, spreadsheet or database).

- Completed and signed MOU
- Repository Checklist for Completed Projects
- Project Information Form
- Box Log
- Research Collection Box Inventories
- To Be Cataloged Collection Box Inventories
- Photographic Record Log
- Archives Inventory
- Computerized Record Inventory

When applicable, these forms are also required

- Deed of Gift signed (if landowner/sponsor other than City)
- Collections Released Forms
- Mortuary Inventory

Please use word processing programs, spreadsheets or database report generators to produce these forms. They must be provided to the Museum in both paper and digital format.

Project personnel may contact the Museum at any time to receive copies in an electronic format. Laboratory personnel should feel free to contact the Museum Collections Staff at any time with questions regarding the use of these forms.

APPENDIX E

SUPPLIERS

Listing in this Appendix does not imply an endorsement of the company or the products they carry. Many companies offer a variety of products, not all of which are appropriate for collections use. Users of this manual are encouraged to consult with Museum staff regarding products and their applications.

SUPPLIER

PRODUCTS

Archival Products
2134 East Grand
P.O. Box 1413
Des Moines, Iowa 50305
1-800-526-5640
<http://www.archival.com/>

Protective enclosures, folders

Archivart
40 Eisenhower Drive
Paramus, NJ 07652
1-800-804-8428
www.archivart.com

Archival paper, tissue, boxes, board

Arizona Bag Company, LLC
2530 West Buckeye Road
Phoenix, AZ 85009-5746
Phone: 602-272-1333
<http://www.azbag.com/>

Bags, boxes and packing materials

Associated Bag Company
400 West Boden Street
Milwaukee, WI 53207
1-800-926-6100
www.associatedbag.com

Packing materials

Atlantic Protective Pouches
P.O. Box 1191
Toms River, NJ 08754 USA
www.atlanticprotectivepouches.com
Phone: 732-240-3871

Archival polyester enclosures

SUPPLIER

Canyon State Box and Container
6718 South Harl Avenue, Suite 101
Tempe, Arizona 85283-4328
480-966-5170
<http://canyonstatebox.com/>

Cole-Parmer
625 East Bunker Court
Vernon Hills, IL 60061-9872
1-800-323-4340
www.coleparmer.com

Conservation Resources International, L.L.C.
5532 Port Royal Road
Springfield, VA 22151
Phone: 1-800-634-6932
www.conservationresources.com

Forestry Suppliers, Inc.
P.O. Box 8397
Jackson, MS 39284-8397
www.forestry-suppliers.com
1-800-647-5368

Foto Forum/Larmon Photo
4834 N. 7th Street
Phoenix AZ 85281
<http://larmonphoto.com>
602-263-0084

Gaylord Archival
7272 Morgan Road
Liverpool, NY 13090-4592
www.gaylord.com
Phone: 1-800-448-6160

Grainger (several local stores)
www.grainger.com

Hollinger Metal Edge
9401 Northeast Dr.
Fredericksburg, VA 22408
www.hollingermetaledge.com
1-800-634-0491

PRODUCTS

8x8x20 boxes

Scientific supply, protective gear

Archival supplies/Rhoplex

Scientific supply, protective gear, pest management

Photographic supplies, film, cameras

Library and archival supplies

Testing equipment, protective gear, shelves

Acid free papers, folders, boxes

SUPPLIER

Kiva Plastics Inc.
2328 W Royal Palm Road Suite F
Phoenix, AZ 85021
www.kivaplastics.com
1-800-722-5482

Onset Computer Corp.
PO Box 3450
Pocasset, MA 02559-3450
www.onsetcomp.com
Phone: 1-800-564-4377

Photomart
7038 E. Indian School Rd
Scottsdale, AZ 85251
(480) 398-4555
www.photomartid.com

Pioneer Packaging
Phoenix, AZ
<http://www.hpcorporategroup.com/>
800.279.7225

Staples
33 Union Avenue
Sudbury, MA 01776
<http://www.staplesindustrial.com/>
1-888-280-2228

Talas
330 Morgan Ave
Brooklyn, NY 11211
www.talasonline.com
1-212-219-0770

Tempe Camera
606 W. University
Tempe, AZ 85281
www.tempecamera.biz
480-966-6954

PRODUCTS

Corrugated plastic boxes 20x8x8

Environmental monitoring equipment

Archival photographic supplies

2 mil, 4 mil polyethylene bags, boxes

Packaging materials

General archival supplies

Archival photographic supplies

SUPPLIER

PRODUCTS

Tharco
640 S. 51st Avenue
Phoenix, AZ 85043-4705
<http://www.tharco.com/tharco> 800-545-1936

Packing supplies

Uline Shipping Supply Specialists
12575 Uline Drive
Pleasant Prairie, WI 53158
www.uline.com
1-800-295-5510

Packing supplies

University Products
517 Main St. P.O. Box 101
Holyoke, MA 01041-0101
www.universityproducts.com
1-800-628-1912

General archival supplies

Victory Packaging
6825 W. Buckeye Suite 3
Phoenix 85043
www.victorypackaging.com
623-963-5919

Packing supplies

APPENDIX F

PUEBLO GRANDE MUSEUM COLLECTIONS MANAGEMENT POLICIES

Care, Treatment, and Use of Collections Items

Policy:

Pueblo Grande Museum is committed to the safeguarding and preservation of the collection which it holds in trust. Artifacts and documents in the Museum's collections will be housed according to currently accepted standards and stored under conditions that will inhibit the processes of deterioration. The Museum will not acquire items or collections which it cannot care for adequately.

Treatment of collections items will be conservative in nature. Simple cleaning and repair of collections objects will proceed under the supervision of the Curator of Collections, who will be guided by currently accepted standards and consultations with professional, academically trained conservators. If more extensive treatment is deemed necessary, the Museum will contract with an experienced conservator to perform or supervise the procedure. Personnel responsible for the handling of collections items will be specifically advised in the appropriate techniques.

The use of collections items in public programs will be contingent on the condition of the item, the nature of the request, and the Museum staff's assessment of the benefits and risks involved. A Collections Staff member will assist with the selection and installation of objects for exhibits. Whenever possible, unprovenienced, unaccessioned objects from the Education Collection will be used in off-site programs. Only unprovenienced, unaccessioned materials are used for hands-on activities.

Lead Time. Collections Staff will respond to use requests by Staff, researchers, and the public in a timely manner. Photographs may require up to three weeks lead time, to allow for locating and duplicating the appropriate images. Due to the amount of time necessary to process objects for exhibit or loan, allow one week for each ten objects requested.

Access to Collections

Policy:

Pueblo Grande Museum will provide access to its collections by appointment, for the purposes of research and education. Access to culturally sensitive materials and human remains will be restricted to authorized researchers and representatives of the society of origin or recognized affinal group. No photography will be allowed without express written permission from the governing body of the society of origin or recognized affinal group.

Access to personal documents, such as confidential papers, photographs, or tapes, in the Museum's collections may be restricted to protect the privacy of individuals. Access to site location information will be restricted in accordance with the guidelines established by the Archaeological Resource Protection Act. Access to site records is coordinated by the City Archaeologist.

Guidelines:

Physical Access. Access to collections areas must be coordinated through the Curator of Collections or designated alternate Collections Staff member. No one will be granted access without first contacting the coordinator. All instances of access to collections areas by non-staff must be documented, in writing, on Visitor or Volunteer logs. Tours will be authorized by the Curator of Collections, and documented with an Access Authorization form.

Research Access. Access to the archival or artifact collection requires approval by the Curator of Collections and an appointment with the Curator or designated alternate staff member. One week lead time is usually sufficient. This allows Collections Staff to locate and retrieve the materials requested for study, and to prepare adequate study space. All instances of research access to collections will be documented with an Access Authorization form. Researchers may be asked to provide supporting documentation, such as a *curriculum vita*, a research or exhibit project proposal, and possibly references.

Collections Security

Policy:

Access to collections areas and collections information is coordinated through the Curator of Collections or designated alternate Collections Staff member. All instances of access to collections are documented in writing, including a statement of purpose. Visitors, volunteers, and service technicians will be escorted in collections areas.

Guidelines:

All new employees, interns, or volunteers who will have access to collections areas must agree to a background check. Any other individuals without this security clearance must be escorted at all times.

All visitors must check in with the receptionist, who will ask them to sign in and issue a red "Visitor" badge. The badge will be returned at the conclusion of the visit. **A red "Visitor" tag does not grant unrestricted access to collections areas.**

Acquisitions

Policy:

Pueblo Grande Museum will collect materials in accordance with its Mission Statement. The Museum will collect objects, paper documents, maps, photographic images, machine-readable media, and other materials which document the cultures and culture history of the site of Pueblo Grande, the City of Phoenix, and the Greater Southwest. The Museum may consider housing human remains, funerary objects, and items of cultural patrimony which are not associated with any of its collections on a temporary basis while consulting with governmental authorities, and to assist in the process of repatriation.

Archaeological Collections. The Museum will not, under any circumstances, purchase materials that are from, or suspected to be from, archaeological contexts. Pueblo Grande Museum does not support individuals, institutions, agencies, or vendors that knowingly deal in illegally or unethically collected archaeological materials.

Pueblo Grande Museum may acquire archaeological materials from several sources:

City Archaeology Projects. Pueblo Grande Museum serves as the repository for all City of Phoenix archaeology projects. Pueblo Grande Museum may acquire scientifically collected archaeological materials from the site of Pueblo Grande and from lands within the boundaries of the City of Phoenix.

Repository Services. In addition, Pueblo Grande Museum may acquire archaeological collections by acting as a repository for professionally conducted cultural resource management projects. These projects will be considered on a case-by-case basis; in making these decisions, the Museum staff will be guided by established collecting policies.

Collections submitted for curation at the Museum must be complete, well documented, and prepared according to the Museum's standard requirements. Collections from projects on privately owned lands must be deeded to the Museum by the landowners. Collections will be accepted only after the archaeological team has fulfilled its contractual obligations. To help defray short term curatorial costs, the Museum will be paid a curation fee, calculated at a predetermined rate which has been approved by the City of Phoenix Parks and Recreation Board.

Pueblo Grande Museum will accession the project materials into its permanent collection, and curate them according to its established standards. The repository collections will be accessible for research, exhibition, and other educational purposes, according to Museum policy on access.

Donations. The Museum will also consider fully documented collections as donations, but only if there is evidence that they have been collected in full compliance with the laws and regulations of the federal, state and local governments.

Transfers of Property. Undocumented archaeological materials which are demonstrably within the Museum's collecting priorities may be accepted as a transfer of property.

Contemporary and Historic Collections. In addition to historic artifacts relating to the development of the City of Phoenix, Pueblo Grande Museum will collect material culture from southwestern Native American groups that have ties to the Phoenix area, including, but not limited to, Apache, Hopi, Maricopa, Mohave, Navajo, Akimel O'odham, Tohono O'odham, Yaqui, and Yavapai.

The Museum will acquire material culture by serving as a repository for systematic collections. It will also accept documented specimens as donations. Items that are manufactured for sale or personal use that are available on the open market may be purchased.

The Museum will not consider for permanent acquisition any items which it has reason to believe have been unethically or illegally collected or alienated from the society of origin. The Museum will not consider for permanent acquisition materials which are clearly documented to have sacred significance, and whose possession or disposition by the society of origin is considered essential for cultural or religious integrity, unless such acquisition is approved in writing by the governing authority of the society of origin. The Museum may consider housing such materials temporarily to assist in the process of repatriation or while consulting with governing authorities regarding the items in question.

Incoming Loans

Policy:

Pueblo Grande Museum may borrow objects and documentary materials from other institutions and individuals to support its research, education, and exhibit programs. Loaned materials must be registered, tracked, and cared for by Collections Staff. Pueblo Grande Museum Collections Staff will consider

restrictions or special conditions imposed by the lender prior to engaging in the transaction. If restrictions or conditions cannot be honored, the Museum will withdraw the loan request.

Guidelines:

Care and Handling. Pueblo Grande Museum will exercise the same care with respect to loaned objects as it does in the safekeeping of comparable property of its own. No treatment or alteration of the loaned objects will be undertaken without written authorization from the lender. Any evidence of damage or deterioration will be immediately reported. If the lender does not submit a condition report for the objects, Pueblo Grande Museum Collections Staff will do an assessment when the objects are received which will serve as the condition of the objects for the purpose of the loan.

Insurance and Liability. The City of Phoenix will be responsible for loss or damage up to \$25,000 through its Self-Insured Retention (SIR) Fund. For objects valued above \$25,000, coverage will be confirmed through the City's insurance carrier and a Certificate of Insurance for the fair market value will be provided to the lender. In the event of damage, Pueblo Grande, at its sole option, will either repair the object or compensate the lender.

Return of Loaned Objects. Loaned objects will be returned only to the lender unless Pueblo Grande Museum receives written authorization to release the loaned objects to a third party. Loaned objects will be returned no later than the final date of the loan period, unless written permission has been granted by the lender for an extension of this loan. If after reasonable effort and through no fault of its own, Pueblo Grande Museum is unable to contact the lender following the expiration of this agreement, it will have the right to store the objects at the lender's expense. If unclaimed after seven years, in consideration of storage, insurance, and safeguarding for that period of time, the loaned objects shall be deemed an unrestricted and irrevocable gift to Pueblo Grande Museum. Loaned objects are subject to the provisions of A.R.S. Title 44, Chapter 3.1 governing the acquisition of unclaimed property.

Outgoing Loans

Policy:

Pueblo Grande Museum will loan items from its collections for the purposes of research, exhibit, and education. Materials will be loaned on a temporary basis, usually six months to one year; renewals will be considered on a case-by-case basis. The Museum recognizes two different types of loans, which are made under different circumstances: Formal Loans and Collections Released for Analysis.

Guidelines:

Formal Loans. Formal loans normally originate through an outside request to borrow materials for research, exhibit, or education. Research loan requests must be accompanied by a research plan. Loans for exhibit will be considered after a current standard facility report is filed by the potential borrower with Pueblo Grande Museum. Short term loans to representatives of non-profit institutions, governmental agencies or affiliated groups for the purpose of educational outreach may be considered. Loans will be processed by the Museum Collections personnel and approved by the staff. Loaned objects will be fully documented prior to release. The following conditions are placed on formal loans:

Care and Handling. Objects must be given proper care to prevent loss, damage and deterioration. The objects must be stored in a secure area and protected from extremes of temperature and humidity, excessive light, biological agents of deterioration, and dirt. Loaned objects may not be altered, cleaned, or repaired without written permission. Numbers or tags must not be removed. No adhesives, including gummed labels and tape, will be applied. Any evidence of damage or deterioration will be immediately

reported. Anyone who will be responsible for the care and handling of the loaned objects must read, understand, and agree to abide by these conditions.

Photography, Publication, and Credit. Loaned objects may be used in illustrations for publications or reports. Other commercial use of the objects must be approved in advance. For the purposes of exhibition, illustration, and publication, loaned objects should be credited to "Pueblo Grande Museum, City of Phoenix". The object number, as listed on the agreement, should be included in any publication, catalog, report, or research summary utilizing the object. The Museum will receive two copies of any report, catalog, publication, or research summary.

Return of Loaned Objects. Objects will be returned to the Museum no later than the final date specified on the agreement unless permission is granted for an extension. Pueblo Grande Museum reserves the right to recall loaned objects. Every effort will be made to give the borrower reasonable notice of recall. Objects are to remain on the borrowing institution's premises until they are returned to the Museum. No sub-loans will be made without advance written permission.

Special Conditions. Special conditions may be placed on the loan depending on the circumstances, the borrower's facility, or the nature and condition of the object.

Collections Released for Analysis. The Museum may also release materials for illustration, nondestructive analysis or for sampling for destructive analysis. These transactions are usually originated by Museum staff, and must be in accordance with the Museum's Mission and other collections policies. The materials are not covered by the same restrictions placed on formal loans. The Museum staff will exercise all due diligence to select reputable professionals to perform these services. In the case of sampling, and particularly fragile or vulnerable materials, the objects will be fully documented before they are released.

Disposition of Collections Items

Policy:

Pueblo Grande Museum may remove accessioned items from its collections for the purposes of research, repatriation, collections refinement, inherent vice, and ultimate deterioration. For repatriation and collections refinement, disposition will be made under terms of transfer, gift, or exchange with a suitable non-profit institution or governmental agency, and will be accomplished in accordance with current ethical and legal standards. Collections objects will not be sold, or in any way transferred to private individuals, unless there is a legitimate claim of ownership.

Guidelines:

Destructive Analysis. In order to increase the body of scientific knowledge and understanding of the collections at Pueblo Grande Museum, materials may be removed from the collections and subjected to a destructive analytic process. Specimens which are particularly numerous or which are only generally provenienced will be considered as especially suitable. Objects or samples that are subject to federal and state repatriation laws, as defined by implementation guidelines, will be subject to analysis only with the express informed permission of the affinal group.

The decision to allow destructive analysis will be guided by the nature of the materials requested, and the research potential of the study. After discussion and comment by museum staff, the decision will be made in concert by the Museum Director, City Archaeologist, and Curator of Collections.

Compliance with Federal and State Repatriation Laws. Pueblo Grande Museum will fully comply with federal and state legislation and regulations regarding the reburial of human remains and associated

funerary objects and the repatriation of sacred objects and items of cultural patrimony. The Museum will release remains and objects after approval of such action by the Phoenix City Council.

Collections Refinement. Items acquired prior to the development of the Museum's collecting policy, which are not within the Museum's defined collecting scope, and which do not further its Mission, may be transferred to another more appropriate institution. The decision to transfer such items will be made by the Pueblo Grande Museum staff. Materials previously accessioned will be transferred after approval by the Phoenix City Council.

Inherent Vice and Ultimate Deterioration. Items which have lost all structural integrity, with no scientific or aesthetic value, or which have degraded and constitute a threat to the rest of the collection or to the safety of the public or Museum personnel, may be disposed of in an appropriate manner. The decision to dispose of such items will be made by the Pueblo Grande Museum staff.

Photograph Collection

Policy:

The Pueblo Grande Museum maintains a Photograph Collection which supports its Mission and serves as an institutional and documentary archive. The processed portion of the collection is available for research, education, publication, and exhibit purposes. The Pueblo Grande Museum photograph collection will include a record of all artifacts curated by the Museum, archaeological excavations at Pueblo Grande and adjoining sites, all excavations in the repository program and their related artifacts, exhibits, museum related activities, and Pueblo Grande Museum Auxiliary Indian Markets. Separate storage will be provided for a record of Pueblo Grande Museum Auxiliary activities and images from other institutions.

Guidelines:

Use and Restrictions. Restrictions may be placed on images which have been determined to be of a culturally sensitive nature, or, when requested, to protect the privacy of individuals.

Access to the Photograph Collection is by appointment only. All processed collections of unrestricted images will be available for research use. Unrestricted images may be published in approved material which cites Pueblo Grande Museum as the source. Duplicate prints or slides may be loaned to or purchased by individuals or institutions for research, exhibits, educational programs, or public relations purposes. Original prints will not be exhibited.

Copyright. Copyright laws must be considered in all aspects of photograph usage. Images from other institutions may not be copied for researchers. Pueblo Grande Museum must request specific permission from other institutions if their material is needed for exhibit or publication use. Images created by staff members using the Museum's equipment or supplies are considered property of the Museum and copyright is vested in the Museum. These images must be properly documented and submitted to the Photograph Archivist for curation. Donations of visual material must be accompanied by completed paperwork which legally transfers the copyright ownership to the Museum.

Duplication. Copies for research, exhibit, or publication preparation may be made from copy prints or photocopies. Since the light and heat produced by the machine, as well as handling of the image, may cause permanent damage, copying of an original image will be at the discretion of the Photograph Archivist. A record of the copy must be included in the condition note for the print.

Negatives or other original images may not leave the museum facility for reasons other than archival duplication or required conservation treatment.

Archives

Policy:

The Pueblo Grande Museum maintains a collection of archived documents and graphic works which supplement and complement the other portions of its collection. The archival collection contains material of continuing value for documentation, research and educational purposes.

Collecting Scope. The archives contains the records of all archaeological projects curated by the Museum, Museum publications, institutional records of the Museum, and records of the Pueblo Grande Museum Auxiliary.

Access. Access to the Archives is by appointment only, for Museum staff, researchers, and members of the general public. Certain portions of the collection are restricted under the Archaeological Resource Protection Act. Material in the archives may also be restricted due to issues of individual privacy or cultural sensitivity.

Guidelines:

Use of the Archives is restricted, more so than the Museum's Library. Access is by appointment only. A researcher must make a written request to use the Archives and complete an Access Authorization form. Researchers must agree to abide by current rules and restrictions prior to having access. The Research Room or Library Reading Room are the only permissible areas for perusal of archival records. Documents do not circulate, even in the building. If archival records are needed by staff for office use, they will be issued photocopies. Volume of material in use at any given time should not exceed one record carton. The same rules apply to staff.

Researchers will be allowed only loose sheets of paper and pencils, or a laptop computer. They will be issued a pair of cotton gloves for handling archival material.

If archival materials are requested for an exhibition, color photocopies will be used in lieu of original materials. Originals must be duplicated onto acid-free paper prior to leaving the building. Originals must be hand-delivered for copying, and returned to the Museum. The originator of the request will be billed for color reproduction. The copies will be identified in the exhibit as facsimiles, and credited to the Archives. Original works of art in good condition may be exhibited, when appropriate. The Curator of Collections, guided by currently accepted standards and consultations with professional academically trained conservators, will make a determination as to appropriate use.

Research Library

Policy:

The Pueblo Grande Museum maintains a non-circulating Research Library. The Library is open to the staff, volunteers, researchers, and the general public. Access is granted during posted hours of operation and by appointment.

Collection Scope. The Pueblo Grande Museum Research Library will support the purpose and goals of Pueblo Grande Museum by collecting items which are within the scope defined in the Museum and Archaeology Section Mission Statements. The Research Library will catalog and maintain the collections for as long as they are deemed useful.

Guidelines:

The Library will collect materials which assist in the research, preservation, and interpretation of Pueblo Grande and other archaeological sites. Emphasis will be on the Southwest, though North America, Mesoamerica, and some international archaeological information may be included. Articles authored by noted Southwestern archaeologists and material which may be considered classics in the subject will be accepted.

Materials which will enhance the knowledge of prehistory, history, and ethnology of American Indians and inhabitants of the Southwest will be collected. Materials relating to museology, historic preservation, anthropological method and theory, material culture studies, and relevant legal issues may be added to the collection. Temporary exhibit subjects may require additional library volumes. General publications on methodology and theory in anthropology or any of the above subjects may be considered for the Research Library.

The Library collects published and unpublished material in English, Spanish, French, German, and American Indian languages of the Southwest. Material in any other language usually will not be retained unless it has accompanying English text, captions, or summaries.

Collection Development. The collection may be expanded through purchases, exchanges with other institutions, complimentary copies of archaeological reports, and donations, which may take the form of responses to specific requests, general donations from the public, or monetary gifts. Space and resource limitations require highly selective acquisitions. All City of Phoenix archaeological reports will be added to the Research Library collection.

It is possible to remove items from the original library collection if the material does not fall within the scope of the collection, or if the item is an unneeded duplicate. Complete documentation of the transaction is necessary. Every effort must be made to donate unneeded items to an interested, responsible institution.

Records Management

Policy:

In conformance with State and City regulations, to decrease operating costs, provide efficient, effective service, and to preserve information of continuing value, Pueblo Grande Museum staff members will comply with established records management standards and practices.

Guidelines:

The Museum produces many documents which can be sorted into four different use categories. *Active records* are regularly referred to and required for current use. *Inactive records* do not have to be readily available, but must be kept for a certain length of time as defined by law or policy. *Non-records* are documents which lack current or permanent value. This includes duplicate copies of records, published materials, and reference materials. *Archival records* are worthy of indefinite or permanent preservation due to informational or intrinsic historical value. These are often referred to as historical records.

The Museum's records retention schedule provides guidelines for how long papers should stay in the creator's office, remain on-site for reference in a records center, or, as determined by law and practice, when they can be destroyed. It also defines what documents are of enduring value, and the records retention schedule indicates when these files are transferred to the Archives.

Records are properly maintained not as individual documents, but as a record series, a group of related documents which cover a particular topic or event. The documents in a record series will all have the same retention needs.

Annually, each staff member should review their records, update their office records inventory, and evaluate them according to the records management guidelines below. To assist staff members in this process, the Museum Administrator has appointed an on-site Records Manager, who will bring the Museum's program in line with that of the Department, and co-ordinate with the Departmental Records Control Officer. Active records are maintained by the person who is currently using those files. Inactive documents should be sorted into one of three categories: non-records, records for temporary retention, and archival records.

Exhibitions

Policy:

Pueblo Grande Museum will develop and present public exhibits that interpret the prehistory, history, ethnography, and archaeology of the Phoenix area and greater southwestern United States, with an emphasis on the Hohokam, their lifeways, and the site of Pueblo Grande. All exhibits will be mission driven, and will be presented in a manner that will make the themes accessible to the visiting public. Whenever possible, exhibits will include preservation issues as part of the thematic program.

Guidelines:

The Museum's respect for its collections will be evident in the way they are presented to the public. Exhibits and Collections staff members will work together to provide an exhibit environment that will reduce the potential for damage to the objects displayed. Objects borrowed for exhibit will be documented and treated in a manner consistent with the Museum's Incoming Loan Policy. Only duplicates of archival material are used in exhibits. If the Museum does not hold copyright, permission must be granted to include these materials.

The Museum may create and/or loan exhibits for other public venues. Decisions regarding Museum participation in off-site exhibits will be made jointly by the Curator of Exhibits, the Curator of Collections, and the Museum Administrator, taking into consideration the nature of the request, the facility, available resources, and staff schedules. Off-site or traveling exhibits will have substantial educational content. Unprovenanced objects, Education Collection materials, and replicas are used whenever possible. All items must be in stable condition.