



Curation Procedures Checklist

Requirements

1. The Nevada State Museum meets the Secretary of the Interior's Repository Standards (36CFR79.9) and curates collections from federally managed public lands, state lands, and private property.
2. A curation agreement between the Nevada State Museum and responsible party is required prior to curating collections.
3. The museum checks incoming collections to ensure that they meet the secretary's and museum's standards. Approximately 25% of collections do not meet these standards and are subject to correction by the contractor.

Contact

Contact the collections manager at 775-687-4810 ext. 229 or rdelovio@nevadaculture.org if you have any questions concerning the curation of collections.

Checklist

Use the following checklist to prepare collections for curation:

Cataloging

- Consult with the lead federal agency for their cataloging procedures. Otherwise, use the museum's procedure. For artifacts include: Smithsonian site number, a dash, a unique number (e.g. the year cataloged or excavated), a dash, and the specimen number. This eliminates duplicate catalog numbers when sites are reinvestigated by other archaeologists. For example, if a piece of groundstone from 26CH1445 was cataloged in 2007, its catalog number could be 26CH1445-07-1. *Note:* Archaeologists working on the same site over a long period of time may utilize their original catalog date as the unique number.
- Consult with the lead federal agency for their cataloging procedures. Otherwise, use the museum's procedure. For isolates include: Smithsonian state and county abbreviations, a dash, ISO, a dash, a unique number (e.g. the year cataloged or excavated), a dash, and a specimen number. For example, 26WA-ISO-10-1.
- If the collection has multiple sites, begin cataloging with the number one for each site. For example, 26WP46-07-1, 26WP69-07-1, 26WP229-07-1, etc.

- **Label diagnostic artifacts** in the following manner:
 1. Use an archival clear sealant base (e.g. B-72). Do not use nail polish. Opaque B-72 may be used for the base coat when labeling dark objects. If using opaque B-72 on perishable material, use a clear base first.
 2. Mark the catalog number in permanent ink, i.e. India ink. It is permissible to use white ink when labeling dark objects. Micron pens (e.g. Pigma, Sakura, Zig) do not work well with direct labeling of an artifact, but are permissible when using Tyvek or paper labels (see bullet below). Sharpies or any non micron pen are not archival and may not be used for labeling purposes.
 3. Apply an archival clear sealant top layer (e.g. B-72). Do not use nail polish.
 4. If unable to label a diagnostic artifact, due to condition or size, please note “not labeled” on the artifact tag. It is also acceptable to add a separate piece of paper with the artifact stating “not labeled”.
- Since ground stone often has an uneven surface, a Tyvek tag (custom-made or purchased) can be adhered to the artifact with a clear sealant base. Also add a clear top layer of sealant on the tag. It is recommended to use a Micron pen (e.g. Pigma, Sakura, Zig) for the tag as India ink smears on Tyvek.
- For artifacts too small or in fragile condition (e.g. degraded bone, rusted metal, or other fragmentary materials), place the artifact in an archival bag or vial with an acid-free paper label. The label may be printed or marked in pencil or Micron pen (e.g. Pigma or Zig pens). Note on label and/or database that a diagnostic artifact was not labeled.

Cataloging Paleontological Collections

- Consult with the lead federal agency for their cataloging procedures. Otherwise, use the museum’s procedure. The catalog number should include: the agency site number (if available), a dash, a unique number (e.g. the year cataloged or excavated), a dash, and the specimen number. This eliminates duplicate catalog numbers when sites are reinvestigated by other paleontologists. For example, if a specimen from PrNV-1-56 was cataloged in 2007, its catalog number could be PrNV-1-56-07-1. *Note:* Paleontologists working on the same site over a long period of time may utilize their original catalog date as the unique number. In the event that there is no agency site number, contact the Nevada State Museum for a paleontological site number.
- **Guidelines:** A useful general guideline is to assign one unique number to one specimen for which the information is unique. Specimens of different species, localities, stratigraphic units, collection dates, collectors, publications, etc., should not be mixed. Don’t group specimens together under the same number, or assign different numbers to different parts of the same individual. There will occasionally be exceptions to this rule – e.g., large collections of fragments from the same species and locality, or expedition situations in which the collectors cannot be sure whether the parts found in the field

belong to the same individual. In such cases a judgment will be necessary to catalog these as individual specimens or a specimen lot. Please reference the American Museum of Natural History Paleontology Portal website for assistance with cataloging paleontological specimens: <http://collections.paleo.amnh.org/11/cataloging>.

- Consult with the lead federal agency for their cataloging procedures. Otherwise, use the museum's procedure. For isolates include: Smithsonian state abbreviation, followed by a "P", the Smithsonian county abbreviation, a dash, ISO, a dash, a unique number (e.g. the year cataloged or excavated), a dash, and a specimen number. For example, 26PWA-ISO-10-1.
- Label specimens in the following manner:
 1. Use an archival clear sealant base (e.g. B-72). Do not use nail polish. Opaque B-72 may be used for the base coat when labeling dark specimens. If using opaque B-72 on perishable material, use a clear base first.
 2. Mark the catalog number in permanent ink, i.e. India ink. It is permissible to use white ink when labeling dark specimens.
 3. Apply an archival clear sealant top layer (e.g. B-72). Do not use nail polish.
- In some cases the specimen may be too small to write the number directly onto it. In these cases, the specimen should be enclosed in an archival plastic bag or vial, into which an acid-free paper label containing the catalog number should be inserted. The label may be printed or marked in pencil or Micron pen (e.g. Pigma or Zig pens). Note on provenience tag and/or database that the artifact was not labeled.

Storage

- Unless dealing with a "lot", artifacts should be housed individually, either in archival plastic bags (e.g. polyethylene and polypropylene) or other archival container. Individual artifact bags may be grouped in larger bags or containers. *Note:* A "lot" is a group of specimens of the same type from the same location, such as debitage, potsherds, etc. and can be treated as one unit. In the catalog the total count of objects in the lot must be entered. Any exceptions should be cleared with the appropriate agency. Isolated finds should be cataloged as thoroughly as any other specimens.
- A provenience slip, on archival quality paper, may be filled out with a Micron pen or printed. The slip must accompany each artifact container, showing at least the Smithsonian site number, catalog number and contents of the container. Provenience slip information must be visible without removing it from the bag.
- Place the tag in an archival bag so it does not directly touch an artifact or specimen.
- Place the labeled side of the artifact facing out for easy viewing. This is requested to minimize handling of the artifact by staff and researchers.

- Boxes need not be archival but will be padded appropriately according to the weight of the box, fragility of the artifacts, and shipping method (e.g. hand carried, Fed Ex, etc.).
- Material used for padding must be archival (e.g. polyethylene foam, acid-free tissue).
Note: Bubble wrap is not considered an archival material.
- Outside dimensions of boxes should be 12 X 12 X 12 inches (1 cubic foot) or 12 X 12 X 6 inches (½ cubic foot).
- Boxes exceeding 25 pounds in weight will not be accepted into the collection.
- Packaging of unusual items and ground stone should be discussed with the museum in advance of delivery. It is difficult for NSM staff to estimate cost as we charge by the amount of space an oversized artifact takes on a 48" x 40" pallet.
- When packing the collection, please allow for extra space. It should be easy for others to repack the box with little difficulty. The Museum will return a collection if boxes cannot be closed easily.

Associated Documentation

- A hard-copy of the catalog must be submitted on acid-free paper with the collection. The hard-copy version must be printed in numerical order by the catalog number.
- A computerized catalog on an archival quality CD/DVD (i.e. gold) in Microsoft Access is required.
 - Please turn in one database for the collection. Do not break-up the database into multiple tables by site.
 - **For the database only**, please use zeros as a placeholder in the catalog number. For example if there are two hundred artifacts, use two zeros in front of the single digits (e.g. 001, 002, etc.) and use one zero in front of double digits (e.g. 010, 011, etc.).
 - Include a **digital version** of the catalog that includes all artifacts collected, even if returned to the land owner. **The hard copy of the catalog should only include artifacts curated at NSM.**
- Catalogs are required to include the following fields: **Smithsonian site number**, **catalog number** (catalog number includes the site number, unique number, and specimen number), **federal agency site number** (if applicable), **land ownership** (e.g. BLM, private, state, etc.), **quantity** (see next bullet), **material**, **object name**, **description** (if applicable), and **box number**. Other analytical fields may be used by the client, but are not required for curation. Systems using a reference log provenience and cataloging system must include the reference log and the catalog to fully document a collection.
- For quantity, note the number artifacts associated with a catalog number. For example, if one historic bottle is broken into multiple pieces, note the number of pieces.
- For isolates, include the state and county in the database.

- Each box must have a box inventory inside, listed in numerical order by the catalog number and printed on acid-free paper.
- A hard-copy project report, with all appendices, is required and will be stored with the collection.

Drop Off at the Museum

- The client will contact the museum at least ten days prior to delivering a collection, indicating the approximate volume in cubic feet. Contact the museum's anthropology collections manager at 775-687-4810 ext. 229 to schedule a delivery.
- The Museum issues an Incoming Receipt upon delivery of collections to its curatorial facility. The BLM State Archaeologist requires that the contractor forward him a copy of the Incoming Receipt if any of the collection is from BLM managed public lands. If the collection is under the jurisdiction of another land manager, please contact the appropriate federal agency for their procedure.
- The client will be notified within 90 days if there are any errors with the collection.
- The Museum will not bill for the collection until curation standards are met.

Curation Fees

Archaeological collections under curation agreements are subject to a one-time payment based on the following fee schedule:

<u>Collection Size</u>	<u>Rate</u>
Cubic foot	\$540.00
½ Cubic foot	\$270.00

Conservation Supplies

The Nevada State Museum does not endorse or guarantee service for any suppliers listed below.

Blick Art Materials (Rapidographs, Crow Quill supplies, India ink, Micron pens)

P.O. Box 1769
Galesburg, IL 61402-1267
800-828-4548
www.dickblick.com

Conservation Resources (B-72, Micron pens, polyethylene bags)

5532 Port Royal Road
Springfield, Virginia 22151
www.conservationresources.com

Gaylord Bros. (Tyvek rolls, acid-free tags and tissue, Micron pens, B-72, polyethylene bags)

PO Box 4901
Syracuse, NY 13221-4901
800-962-9580
www.gaylord.com

Hollinger Metal Edge (polyethylene bags, acid-free tissue)

9401 Northeast Drive
Fredericksburg, VA 22408
800-634-0491

6340 Bandini Avenue
Commerce, CA 90040
800-862-2228
www.holingermetaledge.com

Masterpak (Ethafoam, Tyvek)

PO Box 787
Brea, CA 92822
800-828-6216
<http://masterpak-usa.com>

Uline (non-archival cubic and ½ cubic foot boxes, polyethylene foam)

2105 S. Lakeside Drive
Waukegan, IL 60085
800-958-5463
<http://www.uline.com>

University Products (B-72, acid-free tags and tissue, pH testing pen, Micron pens, India ink, Rapidograph pens, polyethylene bags, Tyvek sheets/rolls)

The Archival Company
517 Main Street
PO Box 101
Holyoke, MA 01040-0101
800-628-1912
www.universityproducts.com