

**MEMORANDUM**

**To:** Private Consultants and Tribal, Federal, and State Agencies utilizing the OSA Library for Archaeological Records Reviews

**From:** George Crothers, Director, W. S. Webb Museum of Anthropology and Office of State Archaeology & Philip Mink, Assistant Director, Office of State Archaeology, W.S. Webb Museum of Anthropology

**Date:** July 1, 2021

**RE:** Procedures for OSA Library Archaeological Record Reviews

The William S. Webb Museum of Anthropology and Office of State Archaeology is dedicated to the health and well-being of the public, staff, students, and faculty of the University of Kentucky. As we transition to normal operations private consultants and tribal, federal, and state agency employees (*hereafter referred to as consultants*) will have the option to either visit the OSA library, in-person, or to arrange for OSA staff to scan and send digital documents. If you have any questions or concerns, please email Philip Mink ([pbmink2@uky.edu](mailto:pbmink2@uky.edu)) for clarification.

**In-Person OSA Library Visits**

**COVID Protocols:** It is expected that consultants are following the Kentucky Cabinet for Health and Family Services guidelines and self-administering health screenings and not reporting to work if you have a fever and/or symptoms of COVID-19. Unvaccinated individuals are requested to wear a mask while in the building and everyone should follow social distancing guidelines.

Due to ongoing construction in the Museum collections area and limited space in the OSA library only two people will be permitted to conduct the records review at-a-time and only the OSA library and bathrooms will be accessible to consultants. The building will be locked, and consultants must ring the doorbell at the front of the building to gain admittance.

Appointments will be available Monday through Thursday from 9:30am to 4:30pm (NO 'standing' appointments are permitted).

Consultants must contact OSA by email ([ky-osa@uky.edu](mailto:ky-osa@uky.edu)) 48-hours prior to the requested time to schedule an appointment. Please include the number of staff that will be visiting and the time-window you would like to have set-aside for your research. OSA staff will confirm with you if we can accommodate your schedule or provide alternatives. You will NOT be permitted to access the OSA library without an appointment.

Consultants are NOT permitted to utilize the office copier for scanning documents and are encouraged to use one of the numerous free scanning applications available for smart-phones and tablets.

Consultants are NOT permitted to unbind site forms or reports for scanning.



## Scanning of Site Forms and Reports by OSA Staff

If you would like to forego a trip to Lexington, OSA will scan site forms and reports for a fee (details below).

The fee is \$40 per hour to scan and create a unique download package for you (the fee will be waived for KYTC projects until further notice and may be waived for non-compliance research projects at the discretion of the Museum / OSA Director).

OSA will only scan entire site forms and reports. If you only want a portion of a site form or report scanned, please make an appointment for an in-person OSA library visit.

To request scans, you **MUST** include the following information in the body of the email: (1) the project registration number and project title, (2) for site numbers, the Smithsonian trinomial (e.g., 15Fa1); and (3) for contract reports, the shelf-ID (e.g. 001-123), GISID (123456), and report title. Do **NOT** just send the results of your site check without having reviewed what you need, as that will delay the processing of your request.

Once your material has been scanned, we will send you an email with the cost and you can then call and pay by phone or you can mail us a check.

If you are requesting a KYTC fee waiver, you **MUST** include the KYTC Item No. and your contact at KYTC for project verification.

Once payment has been received, we will send you a link to download your data package. The files will remain on the server for 14 days and will then be deleted.

