

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: March 8, 2023

RE: Procedures for OSA Library Archaeological Record Reviews

The William S. Webb Museum of Anthropology and Office of State Archaeology (OSA) is dedicated to recording and protecting information about Kentucky's archaeological record. To access the OSA library, 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) for clarification.

In-Person OSA Library Visits

During the ongoing renovation of our Export Street facility, OSA is temporarily located in Lafferty Hall on the University of Kentucky's main campus. The address is 150 Patterson Drive, Lexington, KY 40508. Once you enter the main entrance of Lafferty Hall please proceed to the main office, Room, 211 and follow signs to OSA. The closest parking lot is at the Gatton Student Center, located at 160 Avenue of Champions, Lexington, KY 40506. This is a pay-by-the-hour lot (\$2/hour); if the lot is full or unavailable please see the following website for alternative options: <https://www.uky.edu/transportation/park/visitorparking/visitoptions>

Appointments will be available Monday through Thursday from 9:30 AM -12:30 PM and 1:30 PM - 4:30 PM (NO 'standing' appointments are permitted).

Due to the limited space in our temporary facility and the unique filing of reports consultants must contact OSA by email (ky-osa@uky.edu) 48-hours prior to the requested time to schedule an appointment. When requesting an appointment, you MUST include: a list of the contract reports you wish to view (include the shelf-ID (e.g. 001-123), GISID (123456), and report title) as our staff will pull these ahead of time. Please also 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 (see below) 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 7 days and will then be deleted.

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