

WILLIAM S. WEBB MUSEUM OF ANTHROPOLOGY

University of Kentucky, 211 Lafferty Hall, Lexington, KY 40506

859-257-1944 • fax: 859-323-1968

GUIDELINES FOR ARCHAEOLOGICAL CONTRACTORS

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INTRODUCTION

The William S. Webb Museum of Anthropology (hereafter Webb Museum) at the University of Kentucky has been designated by the Kentucky Heritage Council as an approved curatorial facility for federally- and state-owned archaeological collections. Existing Federal environmental and preservation legislation and Executive Orders require that archaeological specimens, and associated documentation, recovered during cultural assessment and data recovery programs be deposited in a museum or other qualified curatorial institution. The title to materials from federal lands, including primary records, remains with the Government of the United States of America [36 CFR 66.3(a)(1)&(2) (U.S. Federal Register 1977:5376-5377)], through the individual federal agency that commissioned the study. The fiduciary responsibility for the administration, conservation, and use of these collections lies with the curating institution (Lindsay et al.:1979, U.S. Federal Register 1990:37616-37639). However, funding may be provided by federal agencies to the curating institution through a variety of methods, such as Memoranda of Agreement, etc. (36FCR Part 79, Curation of Federally-Owned and Administered Archeological Collections, Section 79.7). The title to all materials from state, county, or municipal lands is retained by the Commonwealth of Kentucky. Title to all materials from private land becomes property of the Commonwealth of Kentucky upon signed consent of the landowner.

The Webb Museum has developed the following information for archaeological contractors who intend to curate collections recovered during archaeological projects and all associated documents at the Webb Museum. Five documents are included in this packet:

- (1) Guidelines for the Preparation of Archaeological Specimens and Documents for Curation at the Webb Museum.
- (2) Curation Agreement.
- (3) Checklist for Incoming Collections.
- (4) Certification of Landowner Consent.
- (5) Accession Record Form.

They may be duplicated as needed by the contractor.

The "Guidelines" presents policies and procedures of the Webb Museum designed to promote professional standards in the preparation of archaeological collections for curation, to facilitate their integration into the Museum's holdings, and to maximize their research potential.

The "Curation Agreement" serves as a receipt certifying that a specific collection has been delivered by a contractor to the Webb Museum for curation. **This document must be completed by the contractor for each project, listing the sites covered, and submitted with the collection(s) presented for curation.** The original copy is retained by the Museum, and a duplicate copy is provided to the contractor.

The "Checklist for Incoming Collections" ensures that all required documents (permits and proofs of ownership as well as scientific data) are present and that all specimens have been prepared and packed as directed in the "Guidelines". **The contractor must provide a completed**

copy of the "Checklist" for each project at the time of curation, attached (stapled) to the "Curation Agreement".

The "Certification of Landowner Consent" form is provided for situations in which collections are made on private property. This form is not necessary for every curated project if other documentation is included that clearly states the authorization and conditions under which the artifact collection was made.

The "Accession Record Form" provides specific information about each site collection included in the project. **A copy of this form must be filled out for each site by the contractor and submitted with the other documents listed above. Isolated finds are combined under a single accession number for each project. Only one accession form should be filled out for all the isolated finds that do not receive site numbers.**

PROCEDURES FOR GOVERNMENT AGENCIES AND ARCHAEOLOGICAL CONTRACTORS CONDUCTING CULTURAL RESOURCE ASSESSMENTS

1. The government agency or archaeological contractor contacts the Webb Museum at the University of Kentucky by letter or e-mail to request that the Webb Museum accept for curation the specimens and documents from a forthcoming contract project. The description of this project must include:
 - a. the scope of the project,
 - b. the name and address of the agency or private corporation,
 - c. the location of the project (list of the states and counties), and
 - d. the types of specimens that may pose a conservation problem.
2. The Webb Museum notifies the contractor of its decision regarding curation of these materials, either conditional affirmative or negative, based on the Webb Museum's established acquisition priorities. When responding in the affirmative, the Webb Museum shall include with the cover letter to the contractor a copy of this packet. This preliminary correspondence constitutes a conditional curation agreement. Final acceptance of collections will take place only when the Webb Museum is satisfied that the specimens and documents have been prepared according to the Webb Museum's "Guidelines." The archaeological contractor or the government agency may decide not to accept the conditions of the Webb Museum's "Curation Agreement", in which case they must find another institution willing to accept the materials for curation. The contractor or the government agency should notify the Webb Museum in writing of this decision.
3. Before the site collections and documentation are presented for curation, all transmittal documents—the Curation Agreement and Checklist for Incoming Collections (for each project) and Accession Record Form(s) (one per site) should be filled out. Archaeological specimens and documentation must be prepared and packaged according to Museum guidelines.
4. When preparation of the collections(s) has been completed, the contractor contacts the Webb Museum to arrange an appointment to deliver the collections for curation. Telephone or e-mail is the customary form of contact. The curation fee is payable upon delivery of these materials to the

Webb Museum. In specific cases, the contractor may request to be billed by the Webb Museum or to be paid by inter-accounting procedures (in the case of state agencies). Failure to pay outstanding curation fees will result in the suspension of all further curation agreements.

5. When the materials are delivered in toto, the Webb Museum and the contractor or government agency representative shall jointly sign the "Curation Agreement", with each party retaining a copy on file. If any portion of the collection was not prepared according to the "Guidelines", the Webb Museum will notify the contractor to this effect. The Webb Museum reserves the right to return all or part of the collection to the contractor if these problems are not corrected in due time. If the materials are to be returned, the Webb Museum shall notify the contractor or the government agency of its action. When the Webb Museum is satisfied that the delivered materials have been properly repaired, the Webb Museum shall notify the contractor and the government agency to that effect.

GUIDELINES FOR PREPARATION OF ARCHAEOLOGICAL SPECIMENS AND DOCUMENTS FOR CURATION AT THE WEBB MUSEUM

ARTIFACT CATALOGING

After the specimen has been cleaned, it shall be affixed with a site number and a number that corresponds to the type of cataloging system being used by the contractor. If a specimen number is assigned to an artifact or lot of similar artifacts, the number must correspond to a lab inventory that indicates the artifact type and provenience. If a provenience-based cataloging system is used, the number assigned to each provenience must correspond to a lab inventory that indicates the provenience and lists the artifacts cataloged under that provenience number.

Ideally, all specimens should be labeled with their site number and specimen/provenience number. Exceptions may be made for large lots of material that only will be analyzed (counted and/or weighed) by lot, such as unmodified stone debitage, daub, nondiagnostic glass or ceramic sherds, corroded nails or miscellaneous metal fragments, and unmodified faunal and floral remains. (See also “Discarding Historic Artifacts: Guidance for Consultants” on the SHPO website for guidelines on culling collections for permanent curation.) Also, small items or extremely fragile materials should not be labeled. Diagnostic artifacts, tools, and unique items should be labeled with their catalog number unless labeling will compromise specialized analyses, such as micro-wear, material residues, or mDNA.

Each artifact or lot of artifacts should be enclosed within a labeled zip-lock bag. Artifacts or lots of artifacts that are not individually labeled should include a paper label inside the bag.

Deviations from or modification of this general cataloging policy must be approved by the Museum.

Site Numbers: The site number is written on all specimens, using the Smithsonian system.

example: 15FA2

15	FA	2
State-Kentucky	County-Fayette	Site-second to be recorded in Fayette Co.

Specimen/Provenience Numbers: This number is placed below the site number, separated from it by a horizontal line.

<i>example:</i>	<u>15 FA 2</u>	Site Number
	155	Specimen/Provenience Number

If a provenience-based cataloging system is used, the use of an additional number separated from

the provenience number by a hyphen and assigned to individual artifacts or lot of artifacts within the same provenience is strongly encouraged.

<i>example:</i>	<u>15FA2</u>	Site Number
	155-1	Provenience Number/Artifact number

Acceptable cataloging supplies:

Archival markers such as Pigma Micron™ pens.
Clear or white barrier coat (Acryloid B72 or B67) may be used as base coat to protect porous material from ink penetration or as a top coat to protect labels from smearing.
Sharpie® permanent markers for labeling zip-loc bags
Zip-loc bags (preferably with a white area for labeling)
Labels on acid-free, archival paper neatly hand printed or printed on an inkjet printer with archival ink (to be inserted into each zip-loc bag)

See the following website for specific instructions on cataloging and organizing archaeological collections for curation:

<http://www.nps.gov/history/aad/collections/index.htm>

Unacceptable marking methods/supplies:

Pressure-sensitive tape (including cellophane, masking and adhesive tape)
Self-stick labels
Rubber cement
Self-stick embossing tape
Rubber bands
Metal paper clips

Location and Size of Labels: The number assigned to an object should be clearly visible when the object is placed in storage or in a reference collection. Positioning numbers for storage purposes, however, should be secondary to placement for display purposes. Numbers should also be affixed to storage boxes, cases, and containers in which the object is normally placed.

The number should never be positioned in an area that is subject to abrasion – the bottoms of objects, for example, or positions likely to be touched by neighboring objects. The number should never be affixed solely to a bracket, arm, or trim piece that could become separated from the object. Nor should the number be placed on a loose or flaking surface that is likely to undergo restoration or preservation treatment to the extent that the number would be obliterated in the process. If this is in doubt, the number should be affixed in more than one place. On objects of the same class or type, the number should appear consistently in the same location(s).

The catalog number written on the artifact should be written legibly in a size that is large enough to read but not so large that it obscures a large area. If the catalog number will cover most of the surface of the artifact, the artifact should not be written upon, but should be bagged with an interior paper label. It is also acceptable to use archival labels tied on with string for appropriate items.

CURATION BOXES

Labels for the outside of the box will be prepared by Museum staff upon delivery of the collection. **Do not write on the exterior of the box with markers of any type.** If multiple boxes are submitted for a single project, labels indicating what each box contains (e.g., site number, range of catalog numbers, unit/level information) should be prepared for each box and placed inside the box.

Box Type: The standard artifact box will be the polypropylene archaeological storage box manufactured by Hollinger Metal Edge (<http://www.hollingermetaledge.com>). The box with lid (Item no. 30400) must be used with at least two internal dividers (Item no. 30410) to provide stability. Up to ten dividers may be used to partition the box into nine different configurations as needed. These boxes should be used for artifacts and samples only. If you have oversize or extremely heavy items, contact the Webb Museum to discuss alternative methods of packing.

Documents: Original records, notes, and other documentation should be submitted in archival folders arranged by type of information (e.g., field forms, lab analysis sheets, maps, profiles, notes, etc.). Please do not package the documentation from one project with that of another. Each folder should be appropriately labelled to facilitate retrieval of documents by other researchers. Please package photographic documentation for each project so that it can be removed for storage separately from other documents. Film (b/w or color negatives, color slides) should be packaged in archival sleeves and accompanied by a photo log that clearly identifies individual images. Digital image files should be submitted on Archival Gold CDs or DVDs and placed in archival sleeves or jewel cases. Each CD or DVD must be accompanied by a printed inventory of the contents of the disk. Each image should be at least 3x5 inches in printed size. Each image file name must be identified in a photo log that indicates the site, provenience or other information about the image.

PACKING ARTIFACTS FOR CURATION

Small Projects:

If the artifacts to be curated would fill less than one-half of a curation box, they needn't be submitted in an archival box but can be submitted along with the documentation from the project. As stated above, project documentation should be organized and submitted in clearly labelled archivally stable, letter size file folders. If numerous small projects are being submitted at one time, projects can be boxed together in the approved archival box.

Large Projects:

Site collections from the project should be boxed together. Multiple collections (i.e., multiple sites) from the same project may be packed in the same box. More than one project can be contained within the same box. Projects such as survey with numerous small site collections should be organized numerically by site number with all sites from a single county organized together. The same order should be listed on the curation agreement for the purpose of assigning accession numbers.

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CURATION AGREEMENT FOR ARCHAEOLOGICAL COLLECTIONS

PROJECT NAME/NUMBER:

DATE:

PRINCIPAL INVESTIGATOR:

PARTICIPATING INSTITUTION (GOVERNMENT AGENCY or ARCHAEOLOGICAL CONTRACTOR, ADDRESS AND TELEPHONE NUMBER):

LEAD FEDERAL OR STATE AGENCY:

CONTRACTING AGENCY:

CONTRACTING OFFICER:

ADDRESS AND PHONE NUMBER OF ABOVE:

The specimens, data and documents described in this form are the property of:

- _____ The United States of America (Federal lead agency)
- _____ The Commonwealth of Kentucky (State lead agency)
- _____ Other

The specimens, data and documents described in this form were recovered as the result of:

Reconnaissance _____, Survey and Testing _____, Mitigation _____, Other _____, conducted as part of:

- _____ Cultural Resource Assessment (Federal) (National Environmental Policy Act of 1969; P.L. 91/190; 91 Stat. 852; 42 U.S.C. 4321-4347; National Historic Preservation Act amendments of 1980; P.L. 96-515; 94 Stat. 2987; 16 U.S.C. 470 Et. Seq.)
- _____ Cultural Resource Assessment (State) (K.R.S. 164.735)
- _____ Research Project
- _____ Other (specify)

YEAR(S) OF FIELD SEASON:

SITE NUMBERS (LEAVE SPACE FOR AN ACCESSION NUMBER TO BE ASSIGNED BY THE MUSEUM):

Site Number *Accession Number*

FULL BIBLIOGRAPHIC CITATION OF FINAL REPORT (include author(s), publication year, publication title, contracting firm, report series number if assigned, publication location):

DELIVERY OF COLLECTIONS FOR CURATION:

The specimens, data and documents from Project _____
were delivered by:

Name Signature Date

Affiliation
If curation is mailed, sign and date the curation agreement before sending.

and provisionally accepted* by:

Name Signature Date

Title, William S. Webb Museum of Anthropology

Notes and Comments: *The Museum reserves the right to inspect and return any or all of the collection for reprocessing if the materials were not prepared according to these Guidelines.

PERMITS:

Federal _____

Commonwealth: Archaeology _____
 Human Remains _____

DOCUMENTATION OF OWNERSHIP AND CURATION:

Written agreement between the contractor/researcher and landowner _____

(See enclosed copy. May be duplicated by contractor as needed.)

Verbal agreement between the contractor/researcher and landowner _____

Curation agreement (Federal):

"Data and materials recovered from lands under the jurisdiction or control of a Federal agency are the property of the United States of America. They shall be maintained by the Government or on behalf of the Government by qualified institutions through mutual agreement." [36 CFR 66.3 (a) (1)]

"Data recovered from lands not under the control or jurisdiction of a Federal agency, as a condition of a Federal license, permit, or other entitlement, are recovered on behalf of the people of the United States and thus are the property of the United States Government." [36 CFR 66.3 (a) (2)]

Materials from federal lands, permit issued _____

Materials from federal lands, no permit issued (see correspondence from federal agency) _____

Temporary curation correspondence _____

Collections recovered from lands other than federal controlled or owned, but having a Federal entitlement _____

Curation agreement (State) _____

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CHECKLIST FOR INCOMING COLLECTIONS

1. SPECIMENS PREPARED:

Artifacts:

Cleaned _____
Stabilized if fragile _____
WSWMA specimen numbers in permanent ink _____
Bagged in inert bags _____
Boxed _____

Human Skeletal Remains:

Cleaned _____
WSWMA specimen numbers in permanent ink _____
Small remains in zip lock bags _____
Large remains wrapped in acid free (inert) tissue paper _____
Burials boxed separately from artifacts _____

Samples, Floral and Floral Remains:

Processed _____
Soil samples in inert containers with provenience identified _____
Faunal/floral remains floated or cleaned _____
Stabilized if fragile _____
WSWMA specimen numbers in permanent ink _____
Bagged in inert bags _____
Boxed _____

Specimens, skeletal remains, samples, faunal and floral remains
placed in storage boxes _____
Storage boxes marked _____

Storage Boxes:

Box weight under 25 lbs. _____
Box dimensions _____

Lab Inventories for Artifacts and Human Skeletal Remains:

Typed or legibly printed _____

Permanent ink _____

All pertinent information (project name, firm name, site number, specimen/provenience numbers, provenience information, artifact identification, date of cataloguing, cataloguer) _____

Field Documentation:

Original or clear copy of:

Excavation or survey notes _____

Daily logs or journals _____

Unit level forms _____

Feature forms _____

Shovel probe forms _____

Burial forms _____

Field specimen forms _____

Bag inventory forms _____

Sample inventory forms _____

Excavation plans _____

Profiles/drawings _____

Field maps with site locations _____

Black-and-White photographs (prints and/or contact sheets) _____

Black-and-White negatives _____

Color slides/prints and/or contact sheets _____

Color negatives _____

Digital image files on CD-ROM _____

Paper copies, labeled, of digital images _____

Photo record _____ [Please attach photo log to each roll of film, as appropriate.]

Other (list) _____

Laboratory Documentation:

Original or clear copy of:

Lab inventory _____

Computer diskettes, output, etc. _____

Analytical code sheets _____

Historic research notes, photocopies, maps, etc. _____

Other (list) _____

Site Survey Forms:

Copies of all Office of State Archaeology site survey forms generated by the project: _____

Contracts and Correspondence:

Original or clear copy of:

Scope of services contract or proposal _____

Correspondence related to the project _____

Archaeological permits, if procured _____

Final Report:

One copy of the accepted final report _____

Accession Record Forms:

Completed copies of accession records forms (one per site) _____

(These forms can be submitted as an Access file on a CD. Contact WSWMA for a copy of the data entry format).

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ACCESSION RECORD

Accession No: _____ Division: A
Acquisition: Gift___ CRM___ Purchase___ Museum Project___ Other___
Date Received: _____ Date Accessioned: _____
Source: Donor Name: _____
Address: _____
City: _____ State _____
Zip Code: _____ Country: _____ Phone: _____
Project Name: _____
Site Name: _____ Site Number: _____
County: _____
Quadrangle Name: _____
Collection Method: _____ Date Collected: _____
Collected By: _____
Type of Collection: lithic:___ ceramic___ bone___ shell___ botanical___ faunal___
skeletal___ float___ c-14___ other___ thermo___ soil___ historic glass___ historic metal___
historic ceramic___ historic bone___ comparative collection___
Catalog Numbers: _____
Box Numbers: _____
B/W Roll Nos./Exp. Nos: _____
Color Roll Nos./Exp. Nos: _____
Microfilm Reel Numbers: _____
Number of Specimens: _____
Site Description: _____

Cultural Affiliation: () PaleoIndian () Archaic () Woodland () Late Prehistoric () Unknown
() Historic
References (final report): _____ (Yes or No)
Recorded By: _____ Date Recorded: _____
Location: Building Curation Facility Range or Room: ARCHAEOLOGY
Sector: _____ Row/Stack: _____

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HOW TO FILL OUT THE ACCESSION RECORDS FORM:

NOTE: ALL ENTRIES SHOULD BE TYPED OR PRINTED. IF ACCESSION RECORDS ARE SUBMITTED ELECTRONICALLY, PLEASE USE UPPER-CASE.

ACCESSION NO.: WSWMA will assign and fill in this number upon delivery.

DIVISION: For archaeological collections, this category is always A.

ACQUISITION: Type X in appropriate category.

DATE RECEIVED: Indicate date the collection was delivered to WSWMA.

DATE ACCESSIONED: LEAVE BLANK

DONOR INFORMATION: Name, address and telephone number of company or agency for which work was done; OR name of landowner.

PROJECT NAME: Brief descriptive label for the project (e.g. "Sinking Creek Coal Survey" or "Andalex Mitigation").

SITE NAME: Optional, but preferred.

SITE NUMBER: type in permanent site number assigned by the Office of State Archaeology

COUNTY: County in which site is located.

QUADRANGLE NAME: Name of U.S.G.S. 7.5-minute quadrangle map.

COLLECTION METHOD: Use one or more of the following terms:

SURF. COLL. (surface collections)

PROBES (shovel probes)

EXCAV. UNITS (testing or mitigation)

BHT (backhoe trenching)

AUGER

VISUAL EXAM. (visual examination and recording without collection; e.g. cemeteries)

Other methods can be indicated in abbreviated form where appropriate.

DATE COLLECTED: Date(s) of fieldwork.

COLLECTED BY: Name(s) of contracting company or institution who collected the materials.

Do not indicate individual surveyors' names unless collection is being curated by a private individual.

TYPE OF COLLECTION: Check with X only the data categories that are present in the submitted collection.

CATALOG NUMBERS: Enter range of numbers (e.g. 1-600 or indicate other system such as provenience-based numbering).

BOX NUMBERS: LEAVE BLANK

B/W ROLL NOS./EXP. NOS: Indicate the roll and exposure number of all photos associated with the site.

COLOR ROLL NOS./EXP. NOS: [See above.] If photographic documentation is digital, indicate here and follow similar procedure for identifying relevant photos for the site.

MICROFILM REEL NUMBERS: LEAVE BLANK

NUMBER OF SPECIMENS: Total number of artifacts being curated for each site.

DESCRIPTION: Short description of site including site type or function, if known (e.g. prehistoric lithic artifact scatter; historic farmstead, etc.); age of site: (e.g. Early Archaic, multi component Archaic-Late Prehistoric, early mid-19th century, etc.); and nature of deposits: (e.g. types of features or nature of assemblages).

REFERENCES: Indicate YES if there is a final report or published analysis or NO if there is not.

RECORDED BY: Name of person who fills out this form.

DATE RECORDED: Enter the date this form was completed.

LOCATION: Building: Curation Facility

Sector: LEAVE BLANK

Range or Room: ARCHAEOLOGY

Row/Stack: LEAVE BLANK

CERTIFICATION OF LANDOWNER CONSENT

I understand that the William S. Webb Museum of Anthropology, University of Kentucky, Lexington, will accept for permanent curation the materials recovered on my property in the course of archaeological research conducted by:

I understand that these materials will become part of the permanent research collections of the W.S. Webb Museum, subject to the policies regulating their management. Because of limited gallery space, the Museum cannot guarantee that these materials will be placed on exhibition.

Landowner's Signature Date

Director/Curator, W.S. Webb Museum of Anthropology Date

CONDITIONS GOVERNING CURATION AGREEMENTS

(1) The William S. Webb Museum of Anthropology (WSWMA), University of Kentucky, will exercise the same care in respect to the specimens, data, and documents from cultural resource assessments deposited for curation (hereafter referred to as the "deposited collections") as it will for the safekeeping and preservation of its own property of similar kind and character. However, it shall not be required to carry any insurance against loss or destruction of or damage to such deposited collections.

(2) Deposited collections will be curated by WSWMA in accordance with current exhibition, research, or storage features, without any restrictions upon their use or storage except as may be stipulated elsewhere in this agreement.

(3) The depositing title holder, as well as all qualified scholars and other interested persons, will have access to such collections as may be stored by WSWMA, pursuant to WSWMA's Research Policy.

(4) Deposited collections may be loaned by WSWMA to points outside of Museum premises in Lexington, Kentucky, for research, exhibition, or instructional purposes, pursuant to the WSWMA Loan Policy.

(6) WSWMA may photograph or otherwise reproduce deposited collections for its own records, research use or publication, and it may at the discretion of the Museum Director grant such right to others, pursuant to the WSWMA Research Policy.

(7) WSWMA may itself return, or may request in writing that the title holder withdraw, the deposited collections when it is the determination of the Museum Director that either the further curation of said collections is not in the best interests of the Museum or that the collections may better serve the stated goals of another institution.

(8) WSWMA may require the title holder's written order for the return or delivery of deposited collections, and in all cases of such return or delivery shall require the title holder's authorizing officer's signed receipt for same.

(9) All written WSWMA requests or notices required by this agreement shall be considered sufficient if sent by registered mail to the title holder at the address last entered in the Museum's records.

CURATION FEE SCHEDULE FOR ARCHAEOLOGICAL COLLECTIONS

The standard curation fee structure is as follows:

(1) A basic rate of \$250 per archival box will be assessed on archaeological specimens. The fee for accompanying documents, both written and photographic, will be \$250.

(2) If the materials presented for curation from any one site or from multiple sites from one project area amount to less than one half of one cubic foot, a minimum fee of \$100 will be charged. However, if numerous small projects are curated at the same time, they should be boxed in archival boxes and the curation fee will be based on the box rate.

Fees are payable upon delivery of materials to WSWMA unless prior arrangements are made to be invoiced.

The Director/Curator of WSWMA reserves the right to waive the curation fee in exceptional cases, subject to the Director's judgment. Examples of exceptional cases would be collections recovered in the course of unfunded M.A. or Ph.D. research projects, or collections donated to the Museum by private non-professional individuals.