

**SAN LUIS OBISPO COUNTY ARCHAEOLOGICAL SOCIETY  
RESEARCH AND COLLECTIONS FACILITY**

**POLICIES AND GUIDELINES FOR THE CURATION OF  
ARCHAEOLOGICAL COLLECTIONS**

Contact: SLOCAS Curation Committee  
P.O. Box 109  
San Luis Obispo, CA 93406

[collectionsmanager@slocas.org](mailto:collectionsmanager@slocas.org)

Hours: By Appointment Only

Web: [www.slocas.org](http://www.slocas.org)

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SLOCAS reserves the right to update these policies and guidelines periodically.  
Please contact SLOCAS to verify that you have the most current edition

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## INTRODUCTION

The San Luis Obispo County Archaeological Society Research and Collections Facility (the Facility) functions to house and preserve historic-period and prehistoric archaeological materials primarily from the local San Luis Obispo County-Central Coast region. The Facility requires that all collections meet the guidelines provided herein *prior* to acceptance for curation.

The San Luis Obispo County Archaeological Society (SLOCAS) operates the Facility. SLOCAS, founded in 1971, is a non-profit, 501(c)(3) organization staffed exclusively by volunteer professionals and open by appointment only. In addition to operating the only collections facility in the county, SLOCAS has a long history of public service in the area, such as: educational programs, museum displays, adobe restoration, and periodic publication of a high-quality series of reports and papers.

The Policies and Guidelines for the Curation of Archaeological Collections provide guidance for:

- obtaining a collection agreement and accession number from the Facility
- preparing collections for submittal to the Facility
- submitting collections to the Facility
- calculating fees for curation and research at the Facility

SLOCAS will not accept any materials that require a controlled environment; special care or equipment; or conservation treatments, such as climate or humidity controls, insect-proof storage, or any chemical applications. SLOCAS will not accept any collection that has been treated with pesticides or other potentially dangerous chemicals.

Collections standards were designed for the permanent curation of materials and documents and to accommodate future use of the collections by researchers. SLOCAS' Discard Policy is attached (see Attachment 1).

The Facility **will not accept** collections that contain human remains, funerary objects, items that are known or believed to be sacred, or materials that may be defined as items of cultural patrimony pursuant to Public Law 101-601 and 43 CFR Part 10, the Native American Graves Protection and Repatriation Act (NAGPRA) (25 U.S.C. Sec. 3001 *et seq.*). Some examples of artifact types that are eligible for repatriation under NAGPRA, in addition to any human remains, are: crystals, pipes and pipe fragments, certain beads, whistles, etc.

## NAGPRA COMPLIANCE

It is the submitter's responsibility to determine if a collection contains materials that are subject to NAGPRA. Before a collection is accepted for curation, the submitter must complete a NAGPRA Certification (Attachment 2) that outlines the efforts made to examine a collection for any materials that are subject to NAGPRA and must have removed those items. If any materials subject to NAGPRA are identified during this certification process SLOCAS will not accept the collection until all items have been removed. It is the responsibility of the submitter to thoroughly reexamine the collection for NAGPRA subject items at the submitter's expense. This certification will become part of the collection's permanent documentation.

## **OWNERSHIP OF COLLECTIONS**

Unless alternate arrangements are made, all collections will remain the legal property of the owner who presents the collection to the Facility. The Facility will curate the collection in perpetuity, but ownership is not transferred with the acceptance of the collection for curation.

## **OBTAINING A COLLECTION AGREEMENT AND ACCESSION NUMBER**

The submitter must present to the Facility a written request for the permanent curation of archaeological collections. Prior to or in conjunction with submittal of the collections, a signed collection agreement (Attachment 3) confirming that the submitter: has read and understood the curation policies and procedures; agrees to conform to our standards and correct any deficiencies; consents to pay curation fees; and will provide a statement outlining who retains ownership of the collection. In some instances this will be a Deed of Gift, which transfers ownership of the collections to SLOCAS. In other instances, such as with Federal and State Agencies, a Memorandum of Agreement will need to be created to outline the legal responsibilities for each entity.

An accession number will be assigned for each collection, based on the site number and the number of collections already housed by the Facility for that particular site. For example, site CA-SLO-175 would be assigned the accession number SLO175, the first collection from this site would be assigned SLO175-1, and the second collection from this site would be assigned SLO175-2, and so on. The catalogue numbering for individual items from the first collection from this site would begin with SLO175-1-1 and continue in numerical order (SLO175-1-2, SLO175-1-3, etc.). Lots or groups of artifacts such as debitage or bone can be assigned a single catalogue number per provenience.

Isolates are assigned a separate accession number on a project-by-project basis. Isolates will be assigned an accession prefix (i.e., SLO-ISO-7-\_\_\_). Isolates from a project would thus be catalogued and labeled as SLO-ISO-7-1, SLO-ISO-7-2, etc.

Submitters will be sent or emailed a letter confirming the assigned accession number(s).

## **PREPARATION OF COLLECTIONS**

SLOCAS requires that submitters prepare collections according to the guidelines set forth here. The Facility will not accept any collections that do not meet our guidelines. If the collection is found to be deficient, it will be returned to the submitter at their expense for remediation.

Each individual collection must have its own accession number and must also be identified by a State of California Trinomial and/or Primary Number. Collection preparation is detailed below for the categories of collections: artifacts and artifactual materials, project documents (including photographs), catalogues, and analysis files.

### **Artifacts and Artifactual Materials**

Most materials, with the exception of fragile specimens or specimens containing residue of scientific interest, must be cleaned. Materials should be cleaned for the accurate identification and analysis of the material.

Each artifact must be labeled, using only archivally stable materials, with the accession number followed by a sequential catalogue number (e.g., SLO175-2-1, SLO175-2-2, SLO175-2-3, etc.). Artifacts should be labeled on non-diagnostic surfaces. Whenever possible, permanent black ink should be used to write the accession and catalogue number on artifacts. If white ink must be used, a clear permanent glaze (i.e., Magna Varnish) should be

applied as a sealant. Do **NOT** use white-out as a base layer on dark items; it will deteriorate and flake off. In the cases where labeling an artifact is not possible, the artifact must be packaged in archivally stable materials that are permanently labeled.

All artifacts must be packaged in 4-mil polyethylene zip-lock bags (paper bags and sandwich zip-locks are not acceptable). Oversized specimens (i.e., large milling slabs, etc.) which do not fit in the 12"x 18" bags must be clearly labeled. If an artifact is too fragile or small to be labeled, then acid-free string tags must be labeled and attached to the artifact.

All paper products must be acid-free for curation. An acid-free label designating the accession and catalogue number, site trinomial, artifact provenience including depth, specimen description, and screen size should be placed in each bag (see Figure 1). Labels can be handwritten with permanent ink, or computer generated with a laser printer onto acid-free paper. Ink jet labels must be photocopied onto acid-free paper to insure permanence.

Fragile artifacts such as beads should be stored in glass or plastic vials and cushioned with archival-quality tissue paper and/or polyethylene foam (e.g. Ethafoam). Do not use gelatin capsules for storage of any artifact type.

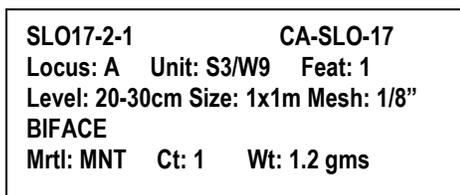


Figure 1. Example of Label

Submittal of bulk samples such as *unprocessed* column samples and/or flotation samples, or redundant historic-period materials (non-diagnostic glass, metal fragments, etc.) will **NOT** be accepted. Due to space limitations, submitters are responsible for considering discarding materials that lack archaeological or historical significance and/or research potential (see Attachment 1: Discard Policy).

There are several types of materials that the Facility will not accept in a collection. The following is a list of prohibited packaging products:

- Laminated artifacts or documents
- Cotton floss or cotton balls
- Waxed paper
- Kleenex, toilet tissue, paper towels
- Polyvinyl chloride plastic
- Polyurethane plastic
- Saran wrap, grocery store plastic wrap, cellophane
- Bubble wrap, unless of archival quality
- Construction paper, newsprint
- Buffered paper products
- Shipping foam peanuts
- Cellophane (“Scotch”) tape

## **Project Documents**

Project documents include field notes, maps, laboratory notes, an artifact catalogue, and a final report. All project documents must be submitted to the Facility in their native format (i.e. the program that they were originally created in). If the catalogue was created in Microsoft Excel, please submit it in that format. Other formats, such as Adobe Acrobat PDF will be accepted in addition to the original format. In addition, two bound hard copies of the final site or project report must be submitted to the facility either at the time of initial delivery or as soon as the report becomes available.

Photographs and/or slides with an appropriate photograph log are also required as part of the documents included in a collection. Also, any paperwork that could be useful for future interpretation of the collection materials is required. Field and laboratory notes must be photocopied onto archival quality paper. Plastic paper clips are acceptable for organizing paper material, however, do not use staples or metal paper clips. A scale map displaying all excavation units, trenches, survey areas, etc., must be submitted with the collection. Transit notes, compass readings, and other mapping data should accompany the site map. Any additional project maps such as proposed development plans are required as well.

Project photographs should be submitted in hardcopy form, with each photo placed in an archive quality sleeve. Digital formats (jpg, bmp, tiff) will be accepted in addition to the hardcopies. A typed or hand-written (using soft lead pencil or permanent archival ink) photograph log produced on acid-free, archive paper must accompany all photographic material. Project photographs, whether they are slides, prints, or negatives, must be stored in archival quality polyethylene envelopes. A soft lead pencil or permanent archival ink must be used to label the slides, prints, or negatives with the accession and photo number; the photos must be cross-referenced to photograph log.

## **Catalogue**

The collection catalogue must be submitted in two forms: as an unbound computer printout with catalogue entries in numerical order; and as a database file on a compact disc (CD). Two (2) hard-copies of the catalogue printed on acid-free archival paper are required. The Facility uses Microsoft Access, which is compatible with a wide array of data programs, among them Dbase, Paradox, and Lotus. If abbreviations or codes are used within the catalogue, a catalogue key must accompany the document preferably as a cover page. While it is up to the individual archaeologist to select catalogue fields, it is important to establish and use some standard fields for the co-operative use of collections held by the Facility. Required fields include ACC = Accession, CAT = Catalogue Number, SITE, UNIT, LEVEL, FEAT = feature, MESH = screen size, DESCRIP = description, MTRL = material, OBJ = object name, COUNT, WEIGHT, DIS = discard.

All catalogue numbers in a collection must be accounted for. If an item is initially assigned a catalogue number and is then subsequently deleted or discarded from a collection, describe in as much detail as possible in the catalogue fields that the materials were culled, destroyed through analysis, or for other reasons discarded and thus are not included within the collection delivered to SLOCAS. If a catalogue number is otherwise not used, type "unused number" in the Comments/Remarks field, leaving all other data fields empty for this entry. The last entry or number used in a collection must be indicated as such on the catalogue.

## **Analysis Files**

Copies of analysis data and/or special studies (i.e., debitage analysis, obsidian hydration and source analysis results, and faunal analysis), whether hand-written, typed, or computerized, which were generated from the collection must be submitted for curation. Documents must be submitted in the digital format in which they were created and placed on to a labeled CD. If possible, please submit a searchable Adobe Acrobat (PDF) version as well.

## SUBMITTING COLLECTIONS

Collections must be hand-delivered to the Facility. The submitter must contact SLOCAS at least two weeks prior to the submittal date to make an appointment. Collection materials must be boxed in acid-free standard sized (15" x 12" x 10") archive boxes with lids; use of storage trays which allow for organization of individual artifact bags is required and should be of archival quality (Figure 2). While collections are generally catalogued by provenience, artifactual materials can be boxed either in numerical order by catalogue number, or can be grouped in numerical order by artifact class (projectile points, faunal bone, beads, etc). Organizing larger collections by artifact class is advised as it will (1) make the materials easier to access by future researchers, and (2) protect the more fragile items such as faunal remains which can be crushed if placed with heavier ground and flaked stone items. Archive boxes must not weigh more than **40 pounds** and must be labeled on the outside with the accession number, site trinomial, and box number (Box 1 of 12, etc.). A box list that provides an inventory of materials within each box must accompany the collection (see Figure 3). Upon receipt of a collection, a Collection Submission Checklist (Attachment 4) will be filled out by SLOCAS staff and signed by the submitter.

Any oversized materials that cannot be placed in a standard archive box should be accounted for and noted on the box inventory.



Figure 2. Example of Collection Archive Box with Storage Bins

<b>Box No.</b>	<b>Description</b>	<b>Acc - Catalogue Number</b>	<b>Comment</b>
Box 1	Project Paperwork	CD with Catalogue Site Report	SLO175CT.dbf
Box 2	Bifaces Fauna - Bone	SLO175-2-5 -- 115 SLO175-2-7 -- 227	
Box 3	Handstones	SLO175-2-14 -- 99	

**Figure 3. Example of Box List**

## **FEES**

Fees are based on a rate of \$1,000.00 per cubic foot (= archive box) and include storage of paperwork and oversized objects (see Attachment 5 - Fee Schedule). Fees for oversized items will be determined on a case by case basis.

It is the submitter's responsibility to adhere to the SLOCAS Policies and Guidelines for the Curation of Archaeological Collections. SLOCAS will review collections within two weeks of delivery and will either accept the collection "as is" and invoice the submitter, or SLOCAS will notify the submitter of any collection deficiencies in writing. It is the submitter's responsibility to make the required corrections. Furthermore, it is the submitter's responsibility to retrieve the collection from SLOCAS within two weeks of notification to make necessary corrections. Should the submitter default on this responsibility, SLOCAS will return the collection to the submitter and will charge a delivery fee to the submitter.

Access fees for contract archaeologists conducting research for paid archaeological investigations will be levied by half-day access for \$75 and full-day access for \$100. If assistance is needed from a SLOCAS Collections Volunteer, the Facility charges an additional fee of \$40.00 an hour. All costs associated with providing research materials (e.g., copies of reports, catalogues, etc.) will be charged \$0.20 per page, or, if the materials are outsourced for copying, the Facility charges the costs plus 30% to the requester.

User fees may be waived for individuals conducting scientific research for an educational institution or a non-profit 501(c)(3) organization whose educational goals are compatible to the purpose of this Facility. Researchers who fall under this category will be assessed on a case by case basis to determine the applicability of any fees, and SLOCAS will notify the researcher before access is granted.

## **RESEARCH**

The SLOCAS Research and Collections Facility is open to qualified people for research by appointment only. In order to receive access, a researcher must complete a Researcher Registration form (Attachment 6). Once a researcher has been approved, a Request for Access form (Attachment 7) will need to be filled out each time a researcher would like access to the Facility.

Arrangements can be made for researchers who would like to borrow parts or all of a collection. In this case a Loan Agreement (Attachment 8) needs to be completed between the Facility and the researcher.

### **Note:**

This entire document, including the bibliography and attachments, was peer reviewed by the following:

David Larry Felton, Senior State Archaeologist, State Archaeological Collections Research Facility

Anmarie Medin, Archaeology Branch Chief, Cultural Studies Office, Caltrans Division of Environmental Analysis

Adrian Praetzellis, Principal, Anthropological Studies Center, Sonoma State University

Cindy Stankowski, Director, San Diego Archaeological Center

Michael Glassow, Professor Emeritus, Department of Anthropology, UCSB

Judy Tordoff, California Historical Archaeologist

- ATTACHMENT 1 -

**SAN LUIS OBISPO COUNTY ARCHAEOLOGICAL SOCIETY  
COLLECTIONS DISCARD POLICY\***

The SLOCAS Discard Policy outlines the guidelines for the disposal of artifacts and artifactual materials that have little to no future research value because the extent of the research potential for these objects can be reasonably exhausted through cataloging and analysis. Submitters should review and apply this discard policy to their collections prior to delivering them to the SLOCAS Research and Collections Facility for permanent curation. Additional criteria may be developed and used by individual submitters. However, all artifacts and artifactual materials removed from the collection must be documented (catalogued and photographed) and recorded as “discarded” in the site catalogue.

Another option for discarding archaeological objects is to rebury them at the site of origin, duly noting the content and location.

General criteria for discarding artifacts and artifactual materials:

- Items abandoned or destroyed by voluntary means such as scientific analysis
- Items that will rapidly deteriorate and are not maintainable
- Materials that are hazardous
- Very large or bulk items with limited research value

Discard Policy for Prehistoric Collections:

The following are categories of prehistoric artifacts and artifactual materials that should **NOT** be included in prehistoric collections submitted to the archive facility:

- Unanalyzed bulk shell or soil samples.
- Formally analyzed shell samples can be quite large in number and size. When there are large quantities of shell, only a representative sample should be kept. Large quantities of shell will not be accepted by the Facility for curation.
- Column Samples – when multiple column samples have been collected and they contain a large amount of shell, only a complete column sample that is representative of the site should be kept for curation.
- Fire-affected rock – it is advisable to weigh and discard such specimens in the field.
- Recent refuse – while archaeologists often collect and catalogue items such as soda cans, plastic reflector fragments and round nails to document disturbance, these items should be catalogued and then discarded from the permanent collection.
- Diagnostic and formal prehistoric artifacts should not be discarded; however in some cases non-diagnostic artifacts that lack provenience and temporal control may be considered for discard.

Such items lack scientific value but may be useful teaching/display tools for responsible schools or other institutions.

- Other archaeological materials such as faunal remains, debitage, etc., recovered from sites with low research and interpretive potential, such as those from a disturbed context, should be considered for discard; if possible, the materials should be returned to the disturbed site location.

#### Discard Policy for Historic-Period Collections:

The following are categories of artifacts and artifactual materials that should be discarded after being catalogued (analyzed, counted, weighed, and photographed) and a representative sample kept from each feature or excavation unit:

- Bottle glass fragments that are from mass-produced or machine-made techniques should only have a representative sample kept for each feature or excavation unit
- Pottery fragments that are not diagnostic and not associated with other fragments/vessels and have limited data potential
- Pottery found in large amounts with limited data potential, such as sewer piping, should have only a representative sample kept of diagnostic fragments (i.e. markings, ends, etc.)
- Faunal remains – in most situations all faunal items should be kept. The research potential for faunal remains that have not been systematically collected is typically low, and once these faunal remains are catalogued (analyzed, counted, weighed, photographed) and a representative sample kept from each feature, the rest of the items can be considered for discard.
- Window glass
- Non-diagnostic glass fragments smaller than a quarter
- Melted glass
- Non-temporally diagnostic ferrous items such as scraps, sheets, wire, pipe, cans, bolts, tubes, pans
- Non-diagnostic metal
- Common cut and wire nails and fragments
- Leather and textiles
- Non-diagnostic brick, mortar, cement, and other structural materials
- Non-diagnostic wood

\*SLOCAS Discard Policy is drawn from multiple references used to tailor a policy for our Facility. The bibliography lists the references used to create this synthesis.

## **Bibliography:**

Byrne, Kathleen T.

2000 Deaccessioning Museum Collections. In *CRM* No. 5.

Praetzellis, Adrian and Julia G. Costello

2002 Don't Keep Everything: Historic Artifacts Discard Policy. In *Society for California Newsletter* 36(3).

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2008 *Collections Management Policy*. San Diego Archaeological Center, Escondido, CA.

Society for Historical Archaeology

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1993 *Guidelines for the Curation of Archaeological Collections*. State of California Resources Agency.

Sullivan, Lynne P. and S. Terry Childs

2003 *Curating Archaeological Collections*. AltaMira Press, Walnut Creek, CA.

Van Bueren, Thad

2002 *The Archaeological Treatment Plan for the Mandela Park and Ride Relocation Project in the City of Oakland, California*. On file in the Caltrans District 5 cultural archives.

- ATTACHMENT 2 -

**San Luis Obispo County Archaeological Society  
Research and Collections Facility  
NAGPRA Certification Form**

I, as legal owner of this collection or the lawful agent, certify that I have examined the collection in its entirety and that it contains no NAGPRA-related items pursuant to 43 CFR Part 10 (25 U.S.C, Sec. 3001 *et seq.*). This collection contains no human remains, funerary objects, items that are known or believed to be sacred, or materials that may be defined as items of cultural patrimony.

Accession Number: \_\_\_\_\_ Log Number: \_\_\_\_\_

Site Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Agency or Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ Web Site: \_\_\_\_\_

\*\*\*For Internal Use Only\*\*\*

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Accession Number: \_\_\_\_\_ Number of Boxes: \_\_\_\_\_

Total Fees Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Check Number: \_\_\_\_\_ Invoice Number: \_\_\_\_\_

Inventory Date: \_\_\_\_\_ Inventoried By: \_\_\_\_\_

Additional Fees: \_\_\_\_\_

Reason for Additional Fees: \_\_\_\_\_

**- ATTACHMENT 3 -**

**COLLECTIONS AGREEMENT**

**FOR THE PERMANENT CURATION OF ARCHAEOLOGICAL COLLECTIONS  
AT THE  
SAN LUIS OBISPO COUNTY ARCHAEOLOGICAL SOCIETY  
RESEARCH AND COLLECTIONS FACILITY**

This collections agreement does not change the legal ownership of the collection. The current owner retains ownership of the collection.

I, the requester for submission of the collection identified below, have read, understand, and have complied with the Policies and Guidelines for the Curation of Archaeological Collections stipulated by the San Luis Obispo County Archaeological Society (SLOCAS). I understand that if the collection is found to be deficient, it will be returned to me at my expense for remediation. I further understand that SLOCAS will invoice me for curation charges based on the fee schedule identified within the curation guidelines. I agree to pay the charges with the understanding that failure to do so will result in return of the collection to my care and at my expense.

Title of Project (include site trinomial):

Accession Number:

Project Conducted for:

\_\_\_\_\_  
Signature of Submitter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Submitter

Invoice to be sent to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- ATTACHMENT 4 -

**San Luis Obispo County Archaeological Society  
Research and Collections Facility  
Collection Submission Checklist**

Please complete this checklist and include it with the documentation when preparing to submit a collection/ collections for permanent curation. All categories must be filled out. Please note if an item/items will not be included as part of the submission. Originals of all documentary materials submitted are required unless otherwise noted. If copies are offered, they must be legible and neatly organized. If applicable, use the space to the right of the document checkbox to detail types of records submitted for that category. Attach separate lists of items if necessary. If you have questions, please contact the Collections Manager *before* you submit the collection.

Accession #: \_\_\_\_\_ Log Number: \_\_\_\_\_  
 # of Collection Boxes: \_\_\_\_\_ # of Boxes of Documents: \_\_\_\_\_  
 Project Site Number(s): \_\_\_\_\_  
 Submitter: \_\_\_\_\_ Date: \_\_\_\_\_

Collection/Site Type:	Historical	Prehistoric	Multicomponent (/H)
Signed Curation Agreement:	Yes	No	
NAGPRA Certification Signed:	Yes	No	
Artifact Catalogue:	(electronic copy plus two hard copies)		
Level Records:			
Feature Records:			
Field Notes/Journal:			
Map(s):			
Field Drawings:			
Slides:	Color	BW	Slide Log(s)
Photos:	Color	BW	Contact Sheet(s) Photo Log(s)
Computer Disk(s):	Type of Disk Used:	Software used:	
Final Report(s):			
Other:			

- ATTACHMENT 5 -

**San Luis Obispo County Archaeological Society  
Research and Collections Facility  
Fee Schedule**

<b>Collection Curation</b>			
<b>Permanent Storage</b>	<b>No.</b>	<b>Rate</b>	<b>Total Charges</b>
Standard Archive Box		\$1,000.00	
Volunteer Staff		\$40.00 per hour	
Oversized Item(s)		TBD	
Supplies		Cost plus 40%	
<b>Access Fees for Collections or Records</b>			
Half Day Use		\$50.00	
Daily Use		\$75.00	
Extra Staff Assistance		\$40.00 per hour	
<b>Copy / Reproduction Charges</b>			
Copies		\$0.20 per copy	
Other reproductions (offsite)		Cost plus 30%	
<b>Other Charges</b>			
<b>Total</b>			

Note: Rates are subject to change and will be evaluated and updated on a fiscal year schedule.

**- ATTACHMENT 6 -**

**San Luis Obispo County Archaeological Society  
Research and Collections Facility  
Researcher Registration**

Name \_\_\_\_\_

Affiliation \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_ Phone/Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Subject of Research:

Purpose of Research:

Access to the archive collections for purposes of research is only by permission and by appointment only. Projects requiring collections volunteers for research or other assistance may be subject to charges for these services.

The researcher must reimburse all costs plus a handling fee incurred by the archive in filling requests of researcher, for example, photographing objects, making negatives etc. In addition, individuals using the archive material for a commercial project will be charged a use fee (see our Fee Schedule).

Researcher agrees to reimburse the archive for collection use as determined by the collections volunteer. Any use of this information for commercial purposes is subject to renegotiating before release from archive is granted.

I have read and agree to the above.

Signature \_\_\_\_\_



- ATTACHMENT 8 -

**San Luis Obispo County Archaeological Society  
Research and Collections Facility  
Loan Agreement**

The San Luis Obispo Archaeological Society (SLOCAS) agrees to loan to the Borrower certain artifacts, specimens and copies of associated records (the Collection) listed in detail on this agreement. During the term of the loan, the Borrower agrees to handle and transport the Collection in a manner to protect it from breakage, loss, deterioration and contamination and is responsible for the mitigation of such. The Borrower will notify SLOCAS within five (5) days of discovery of instances or circumstances surrounding any loss of or damage to the Collection.

The Borrower agrees to credit SLOCAS in any publications or exhibits resulting from the loan and will provide SLOCAS with copies of any resulting publications. The credit shall read as: "Courtesy of the San Luis Obispo County Archaeological Society".

Upon termination of this agreement, the Borrower agrees to package and transport the Collection to SLOCAS. Either SLOCAS or the Borrower may terminate this agreement, effective not less than five (5) working days after receipt by either party of written notice, without further liability to either party.

**Borrower Name** \_\_\_\_\_

Affiliation \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_ Phone/Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**Purpose of Loan:**

**Collection:**

Accession Number:

**Loan Items:**

See Attachment A for photographic documentation.

**Duration of Loan:**

Beginning on \_\_\_\_\_ Ending on \_\_\_\_\_

SLOCAS Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Borrower Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return of Loan:**

The signatures of both parties confirm receipt of all loan items in their original condition.

SLOCAS Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Borrower Signature: \_\_\_\_\_ Date: \_\_\_\_\_