

DRAFT 6/15/2008

## **DAHP Repository Requirements**

*(Italicized sections are to aid DAHP in assessing criteria)*

The following repositories have been determined to meet qualification standards for long-term management and preservation of archaeological collections. These standards promulgated by the National Park Service and published in 36 CFR Part 79 define minimum capabilities to provide adequate long-term curatorial services, including accepted policies and procedures, appropriate facilities, staffing and experience. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the collections involved.

To be listed as a repository with the Department of Archeology and Historic Preservation, institutions must meet the professional standards as set forth by the Department of the Interior, National Park Service. Applicants must submit an application, including answers to the DAHP Repository Questionnaire and the following documentation:

**Please note, you must be able to answer “yes” to the following four questions in order to apply:**

*Yes?*

- Are you willing and able to curate entire collections, including bulk samples and associated archives?**
- Do you have policies and procedures to protect archaeological site location data?**
- Are you willing to provide DAHP an annually-updated inventory of your collections?** *(Please note that this data may be shared with tribes, agencies and cultural resource specialists, as appropriate.)*
- Is your facility staffed year-round?**

### **DAHP Repository Questionnaire**

#### Collections

- What is your regular inventory schedule? How often and in what manner are your holdings inventoried?
- What policies and procedures do you have in place to protect archaeological site location information?
- Describe your organizational and storage system for archival documentation, including field notes, site forms and reports, photographs, negatives, slides, maps and digital records.
- Do you comply with NAGPRA? If not, why? If you are required to comply, have you sent updates?

- Are you willing and able to curate collections from sites with multiple components that include 19<sup>th</sup> Century materials such as window glass and machine-made nails, as well as earlier Native American objects? If no, why not?
- Do you have a policy that addresses culling?
- Do you have a written curation guideline? If not, how do you provide archaeologists with your minimum standards?

#### Facility

- Does your facility have appropriate environmental controls for all areas? How do you monitor and what type of records do you keep on environmental conditions?
- Where are your collections stored?
- Do you have a dedicated space for researchers to utilize collections?
- Please describe your security system for your institution, and specifically for your archaeological collections?
- Are you accredited by AAM? (note: this is not a requirement)

#### Destructive Analysis

- How do you make decisions regarding destructive analysis?
  - How do you determine, monitor and provide access to meet research requests and defined in 36 Part 79.10?
- *The Repository must be capable of assessing and overseeing research requests. 36 CFR Part 79 states that future laboratory analyses must be part of their consideration. When material in a collection is to be treated with chemical solutions or preservatives that will permanently alter the remains, when possible, they need to retain untreated representative samples of each affected artifact type, environmental specimen or other category of material remains to be treated. Untreated samples should not be stabilized or conserved beyond dry brushing.*

#### **Documentation to be Included in Application**

1. **A Collections Management Policy addressing the following: acquisitions, deaccessioning, loans, use of and access to collections, collections care and security** (For policy example see <http://www.flmnh.ufl.edu/admin/collect1.htm>. For recordkeeping see [http://www.nps.gov/history/archeology/collections/mgt\\_01.htm](http://www.nps.gov/history/archeology/collections/mgt_01.htm))
  - *Collections Management Policy must include the following practices:*
    - *Recordkeeping*
      - *Records on acquisitions, condition assessments*
      - *Loan documentation and insurance*
    - *Collection use*
    - *Collection Care – Do they have measures in place to protect the objects and archives from breakage and possible deterioration from adverse temperature and relative humidity, visible light, ultraviolet radiation, dust, soot, gases, mold, fungus, insects, rodents and general neglect?*

- *Access Policy--Can the institution ensure that they will make the collection available for scientific, educational and religious uses, subject to such terms and conditions as are necessary to protect and preserve the condition, research potential, religious or sacred importance, and uniqueness of the collection?*
  - *Deaccessions*
    - *Destructive analysis*
    - *Culling*
- 2. A plan view or map and accompanying description that demonstrates that the institution has adequate space to accept additional archaeological collections**
- *Must demonstrate adequate space is available.*
  - *Space used for storage, study, conservation and, if exhibited, any exhibition must not be used for non-curatorial purposes that would endanger or damage the collection (e.g. bathrooms, rooms with hot water heaters are not acceptable).*
- 3. List of staff dedicated to management of archaeological collections. Please including vitae/resumes and organizational chart**
- *The repository must have at least one full-time, permanent qualified museum professional with at least 3-months of archaeological collections experience. 36 CFR Part 79 (79.4(h)) states:*
    - *A Qualified museum professional means a person who possesses knowledge, experience and demonstrable competence in museum methods and techniques appropriate to the nature and content of the collection under the person's management and care, and commensurate with the person's duties and responsibilities (79.4(h)).*
- 4. A facilities report that describes the physical plant and how the institution meets local electrical, fire, building, health and safety codes (See AAM Standards at [http://sceti.library.upenn.edu/dreyfus/docs/Standard\\_Facility\\_Report.pdf](http://sceti.library.upenn.edu/dreyfus/docs/Standard_Facility_Report.pdf))**
- *Do they have dedicated requisite facilities, equipment and space in the physical plant to properly store, study and conserve the collection?*
  - *Do they have an appropriate and operational fire detection and suppression system?*
  - *Do they have an appropriate and operational intrusion detection and deterrent system?*
- 5. A diagram of your space dedicated to archaeological collections. Please include current volume in use and available**
- 6. An Emergency Preparedness Plan**

- *Do they have an adequate emergency management plan that establishes procedures for responding to fires, floods, natural disasters, civil unrest, acts of violence, structural failures and failures of mechanical systems within the physical plant?*