

OHIO HISTORICAL SOCIETY ARCHAEOLOGY COLLECTIONS ACQUISITION PROCEDURES

PREAMBLE

The mission of the Ohio Historical Society is to help people connect with Ohio's past in order to understand the present and create a better future. One of its formally approved core values involves its collections: "We preserve Ohio's collective memory and are committed to the authenticity of the 'real stuff' of history – the objects, documents, sites and structures that are physical evidence of our heritage." (Ohio Historical Society. Mission, Values and Vision Statement. Adopted by the OHS Board of Trustees, March 9, 2006)

The Ohio Historical Society accepts archaeological collections that have educational and/or research potential and that fulfill the Society's collecting guidelines. All potential donors should notify the Society of their intent to donate a collection. Important information to include is the nature of the collection (composition, number of objects), when, where, and by whom it was assembled, and whether supporting documentation (field notes, photographs, catalogs, etc.) accompanies the material.

The Society will also curate collections resulting from cultural resource management (CRM) projects required by federal and/or state laws, a service for which the Society will normally assess a fee. The following procedures outline the steps in the acquisition/donation process.

LETTER OF INTENT

For CRM projects requiring pre-identification of a curation facility, the Society can provide a letter stating its intent to curate specimens and records subject to its acquisition priorities and guidelines. This letter is not a blanket pre-acceptance of whatever specimens may be recovered. The Society reserves the right to determine which specimens will be curated and to set the quantity (sample) of particular items to be retained. The Society will not curate documents from surveys where no artifacts were found.

Written requests for an "Intent to Curate" letter from the Society should be sent to the archaeology staff and must include the following information:

- a) scope of the project
- b) identity of government agency or private corporation doing the work
- c) project location on 7.5' quadrangle map(s)
- d) estimate of specimen types and amounts
- e) estimate of specimen types that may pose conservation problems or may be subject to NAGPRA (Native American Graves Protection and Repatriation Act of 1990)
- f) estimate of total storage space required for objects and documentation

CURATION REQUEST

Government agencies, public institutions, CRM contractors, and publicly funded researchers can request curation by submitting a completed Archaeology Collections Referral Form/Donor (see Appendices) and the requisite documentation to the archaeology staff. This requirement may be waived for private donors, at the discretion of the archaeology staff. After reviewing the data provided, the archaeology staff may request additional information, recommend curation, or

reject the collection. Recommendations may address individual archaeological sites in multi-site collections and particular objects from individual sites. Applicants will be notified if all or part of a collection does not pass this review and the reasons for that decision.

The archaeology staff will forward affirmative recommendations to the Registrar of Collections for consideration by the Society's Collections Management Team (CMT), which meets monthly. Collections acquisition recommendations are reviewed individually by the CMT. The archaeology staff or Registrar will notify applicants in writing or by e-mail of the CMT's decision, and, for collections that are accepted, will assign a collection number and outline the procedures for transferring the collections to the Society. Unless a special schedule is negotiated with the donor, the Society expects that collections will be delivered within six months of the date on which they were accepted by the CMT. Upon receipt of the collection and related documentation, the Registrar of Collections will issue a Deed of Gift to be signed by the donor. When the Registrar receives the signed Deed of Gift from the donor, the collection and all associated documentation become the property of the Ohio Historical Society and will be handled according to the Society's Collection Management Policy and related procedures.

Except for material(s) from state and federal lands, the Society requires that specimens and documentation be donated with clear title and without restrictions. Applicants offering to the Society materials collected from private property must have clear title to that material. If an individual property owner requests the return of cultural material found on their property, the donor is expected to fully document the collection by appending verbal descriptions and photographs of the objects to a copy of the letter returning the material to the property owner. This letter and its attachments are to be included with the project documentation submitted to OHS. Having this information as part of the project documentation enhances the research potential for the overall curated collection.

Cultural material recovered from federal property remains in federal ownership. However, the donor will process the material following these current procedures. The Society will work with the relevant federal agency to develop a cooperative agreement covering curation, on-going maintenance of the collection, access for research, and other provisions.

PREPARATION OF A COLLECTION FOR CURATION

General Considerations:

Carefully choose what is to be curated. The Society generally will not accept fire-cracked rock, slag, cinder, coal, unmarked brick fragments, plastic fragments, highly corroded/unidentifiable metal fragments, and similar materials from surface or plow zone contexts. Only samples (10% per provenience) of window glass, unmarked container glass, or nails will be accepted; presumably the donor will have collected relevant data (counts, weight, thickness measurements, etc.) necessary for determining age of all window glass before selecting the 10% sample. All discarded materials must be listed by provenience at the end of the collection catalog.

Bulk soil samples will not be accepted, although the light and heavy fractions recovered from soil flotation can be accepted.

All NAGPRA-related requirements (summaries, inventories, repatriation consultations, etc.) are to be completed by the contractor/researcher prior to offering any collection to the Society. Copies of all summaries, inventories, and consultations will be included with the collection documentation.

Artifact Processing:

Cleaning

All objects must be fully cleaned. As a specific exception, a sample of non-plowzone artifacts may remain uncleaned for future study such as blood-residue analysis. Wash with plain water or dry brush objects as appropriate. Make sure prehistoric pottery sherds can withstand washing without crumbling; use a soft paint brush rather than a toothbrush, which can leave striations on the surface. Be particularly alert to, and maintain intact, any charred residue on the surface of ceramics. Rinse all washed objects in clean water, then allow them to dry thoroughly.

Donors must discuss with archaeology staff any items needing special conservation measures, and relevant treatments must be completed prior to delivering the collection. The Society has the right to refuse unstable items or collections.

Labeling

Organize the collections by site, then by survey/excavation unit, stratum within an excavation unit, feature, stratum within a feature, then by object type (lithics/ceramics/faunal material, etc.).

The archaeology staff will issue for each collection a four-digit collection number, preceded by the letter "A"; site numbers are not used. The donor is expected to mark in permanent ink all objects measuring 1 square inch or larger with the collection number and the specific specimen number (object number) written as a fraction (for example, A1000/43). Object numbers are sequential, beginning with 1. Diagnostic artifacts should have individual object numbers, however, quantities of like items (for example, 15 cordmarked, grit-tempered body sherds) from a single provenience can all be assigned the same object number, but differentiated by adding a decimal point followed by a number, as in the following example:

<i>Catalog Number</i>	<i>Object</i>	<i>Provenience</i>
A1000/43	Low Flared Base point	Feature 1, level 1
A1000/44.1-A1000/44.5	Newtown Cordmarked rim sherds	Feature 1, level 1
A1000/45.1-A1000/45.13	Newtown Cordmarked body sherds	Feature 1, level 1
A1000/46	Madison point	Feature 1, level 2

Objects should not be labeled directly if that process will cause irreparable damage or if the objects measure less than 1 square inch in size. Such materials must be packaged in a 4-mil ziplock bag with the collection/object number clearly written on an acid-free paper label in the bag. When large lots of particular items have been recovered, requests for labeling a sample of the objects will be considered on a case-by-case basis. Be sure to select an appropriate labeling tool, especially when items such as glass and glazed ceramics are involved. A list of sources for proper cataloging supplies is included as Appendix B.

Labels applied directly to a specimen must utilize the “sandwich technique.” On a clean, dry surface, apply a base coat of acryloid B-72 or B-67. After the base coat is completely dry, apply the label, preferably with black India ink. Dark specimens must either be labeled with white permanent ink or black ink on a base coat of white B-72. **Do not use nail polish, white typing correction fluid or paint for base coats.** After the label ink has dried completely, protect it with a light application of B-72. Be sure that objects and labels are completely dry before packaging them in plastic bags.

Collection Packaging and Organization

All cultural material must be placed in 4-mil plastic ziplock bags, preferably with white label blocks. Materials assigned to each object number must be bagged separately. The collection/object number must be clearly written on the white label block. The collection number and object number must also be written on an acid-free paper tag and inserted in each bag.

Fragile objects, such as botanical remains in ziplock bags, can be placed in a crush-resistant archival-quality cardboard box. Delicate items such as complete or partially restored ceramic vessels must be cushioned with acid-free tissue.

Charcoal samples that are to be curated must be cleaned, securely packaged in clean aluminum foil, then in a ziplock bag, and properly labeled. Likewise, light and heavy fractions from soil samples must be contained in zip-lock bags with proper labels.

Donors can contact the archaeology staff to request the number of storage boxes (19” long x 8” wide x 8” deep) necessary to house the collection. Other storage containers are permitted **solely** upon the prior approval of the archaeology staff. The Society reserves the right to negotiate object-specific fees for items requiring specialized storage configuration, conservation, etc. The donor is expected under normal circumstances to pack the collection. **The maximum acceptable weight per box is 30 pounds.** The Society reserves the right to refuse collections that are improperly packed, or charge the donor an extra fee for repacking overweight boxes.

All collections must be packed in an orderly fashion, usually by object number sequence or by provenience. Other means of organization should be discussed with the Archaeology staff in advance. A box list indicating the catalog numbers of all the materials in a given box must be included in each box; a template for box lists is included in Appendix A. Temporary labels can be written on the boxes **in pencil**. Do not write on the storage box in ink or attach any label with transparent or masking tape; final box labels will be applied by OHS archaeology staff.

Project Documentation

Each collection must be accompanied by organized documentation which shall include: field notes, field maps (unless usable copies are in the project report), images, photographic records, the project proposal, the project report, collection catalog, any conservation reports, NAGPRA-related documents, or special analyses (including lab reports of c-14 dates), documents signed by private property owners either turning title to artifacts from their land to the donor or requesting that the artifacts be returned to them.

Collection Catalog:

Donors will submit two hard copies and one copy on disk, using the template in Appendix A (also available in electronic form). Make sure the total number of artifacts is indicated as a sum at the end of the catalog. Discarded items are to be listed in the catalog but not included in the total number.

Images:

Digital images will follow the standards provided in the National Register of Historic Places and National Historic Landmarks Survey Photo Policy Expansion, March 2005

(<http://www.nps.gov/nr/policyexpansion.htm>):

Prints produced from digital photographs submitted as official documentation must be accompanied by corresponding electronic image files. Electronic image files must be saved as uncompressed .TIF (Tagged Image File format) files on CD-R media, in keeping with guidance on digital photographic records issued by the U.S. National Archives and Records Administration. The size of each image must be 1600x1200 pixels at 300 ppi (pixels per inch) or larger. It is recommended that digital images be saved in 8-bit (or larger) color format, which provides maximum detail even when printed in black-and-white.

The file name for each electronic image saved on the CD-R must correspond with the photo log (form included in Appendix A) included with the project documentation. A “proof sheet” showing thumbnails of each digital image must accompany the photo log.

Any black-and-white photographs generated by the project must be housed in proper archival-quality photo envelopes and their accompanying negatives in archival negative sleeves. Likewise, any 2x2 color slides must be packaged in archival-quality slide pages. The prints, negatives, and slides must be numbered and entered into a photo log accompanying the collection.

All records must be ready to shelve when they are submitted to the Society. Organize records in separate acid-free folders within one or more letter-size expanding file pockets in the following order: one copy of all applicable reports, two printed copies of the collection catalog, one copy of collection catalog on disk, field notes, test pit, level, stratigraphy, feature, and any other forms (in separate folders unless integrated according to provenience), CD-R of digital images, photo log and proof sheet for digital images, black-and-white prints, negatives and proof sheets, slides if applicable, and accompanying photo logs, and any other sample logs (e.g. soil, c-14, flotation, etc.), project correspondence and permits, and scope of service if not included in the report. Please do not overload expanding folders or contort records to make them fit. A check-list for documentation is included in Appendix A.

DELIVERY OF COLLECTIONS

Donors must make prior arrangements with archaeology staff to deliver collections to the OHS archaeology collection facility. Donors are expected to make the delivery in person in most cases. Upon arrival, the staff will fill out a receipt of delivery form for the donor to document that the collection has been received. The staff will make a preliminary audit of the collection and documentation at that time to make sure all components are present.

Within 10 working days, the staff will conduct a more extensive audit to make sure cultural material is properly labeled and packed. The donor will be notified of any discrepancies or omissions and will be expected to correct the problems. Once the staff is assured that the collection and documentation are complete, the material will be added to the Society's archaeological research collections, the State Historic Preservation Office will be notified that the collection has been satisfactorily curated, and an invoice for curation fees will be prepared.

CURATION FEES

The Society has developed the following fee schedule for curating archaeological collections, particularly material derived from CRM projects. The fees are based on staff time required to process the donation, the cost of the Society's standard object storage boxes provided for the collection, and the proper materials and facilities for the long-term storage of the collection and project documentation, including image files.

Object Fee: Object storage will be assessed at \$250/storage box; smaller quantities will be assessed on the basis of \$62.50 per ¼ box.

Record Fee: Record storage will be assessed on the basis of \$20.00 per inch of documentation.

Minimum Fee: The minimum fee per collection is \$82.50.

QUESTIONS

Questions regarding these procedures can be directed to:

For CRM curation:

Linda Pansing, Assistant Curator of Archaeology
614-298-2061; e-mail: lpansing@ohiohistory.org

For private donations, Federal or State curation:

Brad Lepper, Curator of Archaeology
614-297-2642; email blepper@ohiohistory.org

Appendix:

Referral form (donor) and instructions

Forms

Object catalog form

Collection box list form

Photo log form

Check-list of files to be delivered

List of suppliers of approved lab supplies and materials

OHS ARCHAEOLOGY COLLECTIONS REFERRAL FORM/DONOR (page 2)

List field sites not inventoried on a standard OAI form:

Will any specimens post special conservation problems? If yes, use a separate page to list the field site and OAI number, describe the specimen(s), and describe conservation requirements. Conservation must be done before delivery unless other arrangements are made with the Ohio Historical Society

Attach a copy of the report title page and also descriptions of the sites, or copies of report pages describing the sites, from which the collections were gathered.

Does applicant has clear title to this collection ? (Required for material from private property). Collection from federal/state property under the jurisdiction of (agency name)

Specimen inventory: List all artifacts and samples offered as part of this collection. List cultural items discarded during collection pre-sorting at the lab. Copies of report pages describing the artifacts and samples can serve as the inventory.

This collection will include (check applicable sections): **field notes** (); **collection catalog** (); **proposal and final report** (); lab and/or research forms (); **digital images digital image log and proof sheet**, (); b/w photos, negatives, photo log and proof sheet (); color slides and slide log; video() **Bold print** denotes minimum requirements]

Estimate of storage requirements:

Specimen storage (nearest ¼ OHS artifact box):

Records storage (nearest 1''):

Describe any non-standard storage requirements:

Collection to be cataloged by : Donor () Curator () Collections staff ()

Note: CRM/public archaeology collections are to be cataloged by the donor unless a waiver is issued by the Society.

Send both pages of the Referral Form and attachments to Linda Pansing, Ohio Historical Society, 1982 Velma Avenue, Columbus, OH 43211-2497

Instructions for Completing an Archaeology Referral Form/Donor

1. **Applicant:** Enter name of prospective donor as it should appear on a Deed of Gift
2. **Name:** Enter name of collection as it should appear on a Deed of Gift
3. **Field Site Number:** If used, preliminary field site numbers must be provided
4. **County:** Enter two-letter county code using designations developed for the Ohio Archaeological Inventory form by the Ohio Historic Preservation Office
5. **OAI Number:** Enter the Ohio Archaeological Inventory site number assigned by the OHPO. Do not include the number for the state or repeat the county code
6. **Ownership:** Use the relevant code from the following list to identify type of ownership:

PS. private (single)	FG federal government
PM. private (multiple)	MG multiple government
LG local government	GP mixed government/private
SG state government	U unknown

7. **Temporal Period:** Use the relevant code from the following list to identify temporal period. Append a "D" to the code if a diagnostic artifact contributed to the identification of the temporal period. Use one line for **each** temporal period represented at an archaeological site. Repeat the applicable field site, county, and OAI data on each line.

- | | |
|--------------------|--|
| PR Prehistoric | LP Late Prehistoric |
| PA Paleoindian | PO Protohistoric |
| AR Archaic | HA Historic Aboriginal |
| EA Early Archaic | HI Historic non-aboriginal |
| MA Middle Archaic | 18 18 th century |
| LA Late Archaic | 19 19 th century |
| WO Woodland | 19-20 19 th /20 th century |
| EW Early Woodland | 20 20 th century |
| MW Middle Woodland | O Other (provide description) |
| LW Late Woodland | |

8. **Other Diagnostic:** Use the relevant number from the following list to identify any non-artifact basis for the determination of temporal period. Enter all categories that are applicable.

- | | |
|----------------------------|--------------------------------|
| C14 radiometric dating | CH county history |
| OD other dating method | OH oral history/interview |
| DF diagnostic feature | PTC property, tax, census data |
| DA diagnostic architecture | NA not applicable |
| CA cartographic data | O other (provide description) |

9. **Site Type:** Use the relevant number(s) from the following list to identify site type. Enter all categories applicable to each temporal period. The abbreviations used are: H=habitation; E=extractive; M/E=mound/earthwork. Site types should conform to the categories and descriptions contained in the manual for completing the Ohio Archaeological Inventory form.

- | | |
|--------------------|-----------------|
| Prehistoric | Historic |
| 1. H-camp | 19. Residential |
| 2. H-village | 20. Commercial |

- | | |
|---------------------------------|---------------------------------|
| 3. H-hamlet | 21. Social |
| 4. H-unspecified | 22. Government |
| 5. E-quarry | 23. Religious |
| 6. E-workshop | 24. Educational |
| 7. M/E-unspecified mound | 25. Mortuary |
| 8. M/E-earth mound | 26. Recreation |
| 9. M/E-stone mound | 27. Subsistence |
| 10. M/E-effigy mound | 28. Industrial |
| 11. M/E-mound group | 29. Health care |
| 12. M/E-hilltop enclosure | 30. Military |
| 13. M/E-geometric enclosure | 31. Transportation |
| 14. Cemetery | 32. Refuse dump |
| 15. Isolated burial(s) | 33. Unknown |
| 16. Petroglyph/pictograph | 34. Other (provide description) |
| 17. Other (provide description) | |

10. **NAGPRA** Enter **Y** (Yes) or **N** (No). Enter yes if anything from a site/temporal period may be subject to NAGPRA. **All** NAGPRA obligations, including but not limited to inventory and consultation, are the responsibility of the donor and must be completed to the full satisfaction of the Ohio Historical Society.

**Curation Check List
Ohio Historical Society**

Company:
Project:
Catalog No. A

	Curation Request
	Curation Request submitted.
	OHS acceptance and collection number assigned A _____.
	Artifacts
	Cleaned.
	Labeled.
	Cataloged.
	Packaged with internal tag.
	Packaged in OHS curation box with box packing list.
	Photo Documentation
	Digital photographs named.
	Proof sheet for digital images.
	CD-R of digital images.
	Photographs, slides, negatives labeled.
	Photographs, slides, negatives put in archival photo sleeves.
	Photo log for all submitted images.
	Records
	One copy of all applicable reports.
	Two printed copies of the collection catalog.
	One copy of collection catalog on CD-R.
	Field notes.
	Test pit, level, stratigraphy, feature, and any other forms (in separate folders unless integrated according to provenience).
	Any other sample logs (e.g. Soil, c-14, flotation, etc.).
	Project correspondence, permits and scope of service if not included in the report.
	Documents signed by private property owners either turning title to artifacts from their land to the donor or requesting that the artifacts be returned to them.
	Conservation reports or special analyses (including lab reports of c-14 dates).
	NAGPRA-related documentation.

Suppliers List Ohio Historical Society

The following companies offer various types of archival quality supplies. Their inclusion on this list does not constitute an endorsement, simply that they carry the types of material used for curation at the Ohio Historical Society.

Archival Methods

235 Middle Road
Henrietta, NY 14467
1-866-877-7050
www.archivalmethods.com

Conservation Resources International

5532 Port Royal Rd.
Springfield, VA 22151
1-800-634-6932 (phone), 1-703-321-0629 (fax)
www.conservationresources.com

Century Photo - Photo Albums / Refill Pages

PO Box 2393
Brea, CA 92822
1-800-767-0777 (phone), 1-800-786-7939 (fax)
www.centuryphoto.com/servlet/OnlineShopping

Consolidated Plastics Company, Inc.

8181 Darrow Rd.,
Twinsburg, OH 44087
1-800-362-1000 (phone), 1-330-425-3333 (fax)
www.consolidatedplastics.com

Conservator's Emporium

385 Bridgepoint Drive
South St. Paul, Minnesota 55075-2466
1-800-672-1107 (phone), 1-651-554-9217 (fax)
www.museumservicescorporation.com/consemp/catalog/index.html

Dick Blick

Various locations
1-800-828-4548
www.dickblick.com

Gaylord Brothers

Box 4901
Syracuse, NY 13221-4901
1-800-448-6160 (phone), 1-800-272-3412 (fax)
www.gaylord.com

Get Smart Products

578 Nepperhan Ave
Yonkers, NY 10701
1-800-827-0673 (phone), 1-866-827-0673 (fax)
www.pfile.com/index.html

International Plastics, Inc.

PO Box 25544
Greenville, SC 29616-0544
1-800-820-4722 (phone), 1-800-565-4722 (fax)
www.interplas.com

Light Impressions

P.O. Box 787
Brea, CA 92822-0787
1-800-828-6216 (phone), 1-800-828-5539 (fax)
www.lightimpressionsdirect.com

Print File

P.O. Box 607638
Orlando, FL 32860-7638
1-800-508-8539 (phone), 1-800-546-4145 (fax)
www.printfile.com

Prizm Art Supply Store

Various locations
www.prizmart.com

Talas

20 West 20th St., 5th Floor
New York, NY 10011
1-212-219-0770 (phone), 1-212-219-0735 (fax)
www.talasonline.com

Uline

2105 S. Lakeside Dr.
Waukegan, IL 60085
1-800-958-5463 (phone), 1-800-295-5571 (fax)
www.uline.com

University Suppliers

517 Main St
P.O. Box 101
Holyoak, MA 01040-0101
1-800-628-1912 (phone), 1-800-532-9281 (fax)
www.universityproducts.com

ZIPBAGS.COM

PO BOX 630
Jericho, NY 11753
1-800-323-2352 (phone), 1-516-935-0879 (fax)
www.zipbags.com