

Buena Vista Rancheria Curation Policy and Procedures

Types of Materials to be curated:

- Objects – archaeological material acquired from excavations and collections by archaeological firms, archaeological material acquired from private collectors, basketry and other cultural items acquired from various sources. Also included are samples of natural history, such as geologic samples, plants, and animals.
- Photographs – historic photographs, as well as photographs of artifacts and other cultural items
- Archives – historic documents, as well as any documentation related to archaeological collections
- Library – books, articles, and reports related to Miwok culture, history, environment, etc., as well as pertinent information on Northern & Central California Indians, California Indians, Native Americans, to be used as a reference collection for THPO staff, as well as tribal members.

Develop a collection policy and management plan that insures the capability to provide adequate permanent curatorial services, and also safeguard and preserve the associated records and materials that are deposited in its care.

- Acquisition, accession, and cataloging procedures document the ownership status of objects and insure that an object stays linked to its documentation.
- Inventory control and data management procedures establish an institution's accountability for its holdings and facilitate finding objects in the repository.
- Conservation, collections preparation, and storage procedure help maintain the physical integrity of curated objects.
- The intent of all of these procedures is to enable controlled use of collections in order to maintain the safety and long-term preservation of the objects and associated records.

The Curation Process

- Accessioning
- Cataloging
- Collections Preparation: Labeling and Conservation
- Storage
- Inventory Control and Data Management
- Deaccessioning
- Public Access and Use

Develop new collections and associated information within an agreed collecting policy in order to reflect the cultural and natural history of the museum's area

Undertake and commission research on collections in order to ensure that up-to-date and accurate information is available for use by BVR staff and tribal members and (public?)

Curation Guidelines

The purpose of these guidelines is to ensure those archaeological collections and their associated records are preserved and managed adequately so that future generations might use them to:

1. Enhance cultural traditions
2. Conduct scientific research
3. Provide educational and heritage appreciation programs

Repository Guidelines

1. Procedures to assemble, prepare, manage and preserve collections
2. Criteria to determine when a repository has the capability to provide permanent curatorial services
3. Procedures for the use of collections
4. Terms and conditions for contracts, memoranda, and agreements, by which archeological collections are acquired by repositories.

“It is the policy of the State Historical Resources Commission to encourage the expansion of existing curation repositories and to promote the creation of new repositories to meet the goal of permanent preservation of materials removed from prehistoric and historic archeological sites by investigations conducted pursuant to environmental laws and regulations or by investigations conducted for legitimate scientific and educational purposes. The state encourages public and private organization to meet these needs. Special consideration and assistance should be given to Native American tribal organizations and other cultural groups with heritage concerns for archeological collections in the state. Additionally, private sector contracts or joint public/private initiatives should be encouraged to meet the current crisis in the declining availability of adequate curation facilities.”

“Any repository providing curatorial services for a collection created pursuant to state or local government laws and regulations must possess a collection policy and management plan that insures the capability to provide adequate permanent curatorial services, and also safeguard and preserve the associated records and materials that are deposited in its care.”

“Archeological collections and their associated records that are created by compliance with state environmental laws, regulations, and guidelines must be housed at qualified repositories that have capability to ensure adequate permanent storage, security, and ready access to qualified users.”

Definitions:

Archeological Collection: Materials that are excavated or removed during an archeological investigation, such as a survey or excavation of a prehistoric or historic archeological resource and associated records that are prepared or assembled in

connection with the survey, excavation, or other study. These may include but are not limited to:

1. Intact or fragmentary artifacts of human manufacture (such as tools, weapons, pottery, basketry and textiles)
2. By-products, waste products, or debris resulting from the manufacture or use of cultural or natural materials (such as slags, dumps, debitage, and cores)
3. Organic material (such as plant and animal remains)

Associated Records: Records and copies that are prepared or assembled that document efforts to locate, evaluate, record, study, preserve or recover archeological resources.

Curatorial Services: Managing and preserving a collection according to professional museum and archival practices, including, but not limited to:

1. Inventorying, accessioning, labeling, and cataloging a collection
2. Identifying, evaluating, and documenting a collection
3. Handling, cleaning, stabilizing, and conserving a collection in such a manner to preserve its integrity and significance for future research
4. Storing and maintaining a collection using appropriate methods and containers, with appropriate environmental conditions and controls to ensure physical security
5. Inspecting a collection periodically and taking such actions as may be necessary to preserve it
6. Providing access and facilities to study a collection

Criteria for Qualified Repositories

A repository shall be considered qualified to provide adequate permanent curatorial services for archeological collections when it is able to:

1. Provide and implement a written collections management policy that includes guidelines for the acceptance, maintenance, conservation, treatment, use, loan, transfer, disposal and/or deaccession of materials and associated records.
2. Accession, label, catalog, store, maintain, inventory, and conserve collections, or require the same of the donor or contractor, on a permanent basis using professional museum and archival practices.
3. Maintain complete and accurate records of its collections, including, but not limited to: accession records, catalog and artifact inventory lists, field notes, site records, reports, photographs, negatives, color slides, maps, oversized site and architectural drawings, collection inspection records, treatment and conservation records, loan records, and discard or lost material records. Records should be stored in archivally secure conditions in accordance with guidelines for other components of the collections (see below).
4. Dedicate facilities, qualified collections management professionals, staff, and equipment to store, study, and conserve its collections in accordance with

contemporary professional guidelines and the guidelines addressed elsewhere in this subsection.

5. Provide physical security for its collections, including fire, water, biological, theft, and intruder protection.
6. Provide access to its collections to qualified professionals and legitimate public use and maintain formal use and loan agreement procedures.
7. Provide adequate space and facilities for the viewing and examination of cultural materials by qualified users.
8. Provide a long-range management plan describing how and when the above criteria will be met and/or curation management capabilities improved.

Basic Standards of Repositories

- Environmental Controls
 - Temperature and humidity
 - Level and duration of visible light
 - Ultraviolet radiation
 - Pests
 - Air pollution
- Security
 - Mechanical and/or electrical system for detecting and deterring intruders
 - Policy on access to collections and associated documents, including systems for visitor and researcher registration, opening and closing storage and exhibition areas, and control of keys to particular areas of the repository
- Fire Protection
 - Fire detection and suppression equipment appropriate for the collections housed in storage and exhibition areas
 - Storage of repository and collection records in appropriate fire-resistant container that is also locked when not in use
 - Fire plan for the needs of the collection to prevent, detect, and suppress fire
- Housekeeping
 - Regular cleaning of storage and exhibit spaces based on established procedures and policy
 - Maintenance and calibration of monitoring equipment
- Physical Examination and Inventory
 - Regular examination to detect deterioration of collections' contents
 - Inventory policy to regularly confirm locations of collections and prevent loss or theft
- Conservation

- Maintenance of objects in stable condition using professional conservation standards and practices
- Disaster Planning
 - Procedures to protect collections in the event of a natural or human-inflicted disaster
- Exhibition
 - Consideration of how to best preserve, protect, and minimize risk to objects when planning an exhibit
 - Design and use exhibit cases and areas to promote security, housekeeping, and preservation of objects

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“The whole storage complex is essentially a nest of boxes, where the largest is formed by the outside walls of the storage building, the inner ones are the separate rooms or areas, and the smallest are the individual boxes and bags which house the individual objects. The whole storage area should be structurally sound with controlled access, and not liable to leaks, flooding, pest infestation, gross pollution like boiler fumes, or excessive vibration. It should have good access, and if it is on more than one floor there should be lifts or hoists. If it is not on the ground floor, loading levels should be checked by qualified people. The store should be reasonably comfortable for staff to be in, and if it is in a separate building it should be equipped with wash room and telephone. It must be kept clean and should be fitted with dust excluders on all openings. Apart from bad handling, incorrect humidity levels are the main source of damage to objects, but because types of material differ in their sensitivity to humidity, it is economical to divide the material into two groups and house these in two separate storage areas.”

“The basic store will house most ceramics, most worked and unworked stone, most building materials, slag, and unworked bone, and will require humidity levels of between 45 and 70 per cent Relative Humidity (RH) with the smallest possible fluctuations. The temperature should not drop below 4 degrees centigrade [39 degrees fahrenheit] or above 30 degrees centigrade [86 degrees fahrenheit], allowing a gradual diurnal movement of + or – 5 degrees centigrade. Daylight should be excluded and artificial light ultra-violet filtered. The material should be protected from dust by boxing.”

“The sensitive material store will house stabilized copper alloy, stable glass, worked bone and antler, other metals, and other organic materials including environmental samples. It will also take ceramic and stone material with special requirements. The RH should be between 45 and 60 per cent with a weekly fluctuation of no more than + or – 7.75 per cent and the temperature between 10 degrees centigrade [50 degrees fahrenheit] and 25 degrees centigrade [77 degrees fahrenheit], allowing only a gradual daily movement of + or – 5 degrees centigrade. The lighting arrangements are as in the basic store, and all material should be boxed. Within this store it may be necessary to create

micro-climates for iron, unstable copper alloys and organic materials by storage in sealed polythene containers with, for example, silica gel to keep iron dry. These micro-climates should be devised by a conservator and must be regularly monitored.”

Federal: 36 CFR 79

Definitions:

- a. Collection means material remains that are excavated or removed during a survey, excavation or other study of a prehistoric or historic resource, and associated records that are prepared or assembled in connection with the survey, excavation or other study.
 1. Material remains means artifacts, objects, specimens and other physical evidence that are excavated or removed in connection with efforts to locate, evaluate, document, study, preserve or recover a prehistoric or historic resource. Classes of material remains (and illustrative examples) that may be in a collection include, but are not limited to:
 - i. Components of structures and features (such as houses, mills, piers, fortifications, raceways, earthworks and mounds)
 - ii. Intact or fragmentary artifacts of human manufacture (such as tools, weapons, pottery, basketry and textiles)
 - iii. Intact or fragmentary natural objects used by humans (such as rock crystals, feathers and pigments)
 - iv. By-products, waste products or debris resulting from the manufacture or use of man-made or natural materials (such as slag, dumps, cores and debitage)
 - v. Organic material (such as vegetable and animal remains, and coprolites)
 - vi. Human remains (such as bone, teeth, mummified flesh, burials and cremations)
 - vii. Components of petroglyphs, pictographs, intaglios or other works of artistic or symbolic representation
 - viii. Components of shipwrecks (such as pieces of the ship's hull, rigging, armaments, apparel, tackle, contents and cargo)
 - ix. Environmental and chronometric specimens (such as pollen, seeds, wood, shell, bone, charcoal, tree core samples, soil, sediment cores, obsidian, volcanic ash, and baked clay)
 - x. Paleontological specimens that are found in direct physical relationship with a prehistoric or historic resource
 2. Associated records means original records (or copies thereof) that are prepared, assembled and document efforts to locate, evaluate, record, study, preserve or recover a prehistoric or historic resource. Some records such as field notes, artifact inventories and oral histories may be originals that are prepared as a result of the field work, analysis and report preparation. Other records such as deeds, survey plats, historical maps and diaries may be copies of original public or archival documents that are assembled and studied as a result of historical research. Classes of associated records (and illustrative examples) that may be in a collection include, but are not limited to:

- i. Records relating to the identification, evaluation, documentation, study, preservation or recovery of a resource (such as site forms, field notes, drawings, maps, photographs, slides, negatives, films, video and audio cassette tapes, oral histories, artifact inventories, laboratory reports, computer cards and tapes, computer disks and diskettes, printouts of computerized data, manuscripts, reports, and accession, catalog and inventory records)
- ii. Records relating to the identification of a resource using remote sensing methods and equipment (such as satellite and aerial photography and imagery, side scan sonar, magnetometers, subbottom profilers, radar and fathometers)
- iii. Public records essential to understanding the resource (such as deeds, survey plats, military and census records, birth, marriage and death certificates, immigration and naturalization papers, tax forms and reports)
- iv. Archival records essential to understanding the resource (such as historical maps, drawings and photographs, manuscripts, architectural and landscape plans, correspondence, diaries, ledgers, catalogs and receipts)
- v. Administrative records relating to the survey, excavation or other study of the resource (such as scopes of work, requests for proposals, research proposals, contracts, antiquities permits, reports, documents relating to compliance with section 106 of the National Historic Preservation Act and National Register of Historic Places nomination and determination of eligibility forms)

79.9 Standards to determine when a repository possesses the capability to provide adequate long-term curatorial services.

The Federal Agency Official shall determine that a repository has the capability to provide adequate long-term curatorial services when the repository is able to:

- a. Accession, label, catalog, store, maintain, inventory and conserve the particular collection on a long-term basis using professional museum and archival practices; and
- b. Comply with the following, as appropriate to the nature and content of the collection:
 1. Maintain complete and accurate records of the collection, including:
 - i. Records on acquisitions;
 - ii. Catalog and artifact inventory lists;
 - iii. Descriptive information, including field notes, site forms and reports;
 - iv. Photographs, negatives and slides
 - v. Locational information, including maps
 - vi. Information on the condition of the collection, including any complete conservation treatments
 - vii. Approved loans and other uses
 - viii. Inventory and inspection records, including any environmental monitoring records
 - ix. Records on lost, deteriorated, damaged or destroyed Government property; and
 - x. Records on any deaccessions and subsequent transfers, repatriations, or discards, as approved by the Federal Agency Official;
 2. Dedicate the requisite facilities, equipment and space in the physical plant to properly store, study and conserve the collection. 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
3. Keep the collection under physically secure conditions within storage, laboratory, study and any exhibition areas by:
 - i. Having the physical plant meet local electrical, fire, building, health and safety codes
 - ii. Having an appropriate and operational fire detection and suppression
 - iii. Having an appropriate and operational intrusion detection and deterrent system
 - iv. Having 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.
 - v. Providing fragile or valuable items in a collection with additional security such as locking the items in a safe, vault or museum specimen cabinet, as appropriate
 - vi. Limiting and controlling access to keys, the collection and the physical plant
 - vii. Inspecting the physical plant in accordance with 79.11 of this part for possible security weaknesses and environmental control problems, and taking necessary actions to maintain the integrity of the collection

Action Plan – DOI

- (1) Write a **Scope of Collection Statement** to outline the parameters of collecting activities and define the purpose of the museum property collection, set limits on collecting, and consider the uses of the collection;
- (2) Develop a **Collection Management Plan** to help you preserve, protect, and document museum property. In it, you must:
 - (a) State problems you are having;
 - (b) Describe corrective actions you will take and list them in priority order;
 - (c) Identify who is responsible; and
 - (d) Estimate costs for appropriate programming and budgeting documents.
- (3) Complete an **Emergency Management Plan** for museum property to identify vulnerabilities to events such as earthquakes, floods, tornados, or civil disturbances, and detail ways of responding to them while giving priority to human health and safety;
- (4) Obtain a **Conservation Survey** (or surveys), if needed, to provide information on the environment of spaces housing museum property, record the condition of individual or groups of museum property, determine conservation

treatment needs and priorities, and record baseline data to assess future deterioration.

(5) Complete a **Museum Property Management Survey**. This survey is a tool to help you assess the status of efforts to manage museum property in your custody or for which you are responsible. In it, you must:

- (a) Document the status of collection management documents at your unit;
- (b) Document the types (disciplines) and numbers of museum objects held by the unit (you may quantify document collections in linear feet instead of object counts using the formula 1,600 items equals one linear foot);

Unit Name:		
Indicate the statuses of each collection management document listed below and provide the date each document was approved, determined to be needed, or determined not to be required. Use these status codes: A=Approved; N=Needed; NR=not required.	Status Code	Date
Scope of Collection Statement		
Collection Management Plan		
Emergency Management Plan		
Conservation Survey(s) [list all conservation surveys you determined to be required]		
Other:		
Other:		

