

**COLLECTIONS MANAGEMENT POLICY:
UNIVERSITY OF WISCONSIN-MADISON
ANTHROPOLOGY COLLECTION (“UWAC”)**

AT THE

**UNIVERSITY OF WISCONSIN - MADISON
DEPARTMENT OF ANTHROPOLOGY**

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Updated June 2009 (Danielle Benden, Curator of Anthropology)
Updated May 2019 (Elizabeth Leith, Curator of Anthropology)

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via approval by the Collections Committee

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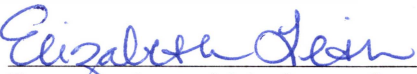
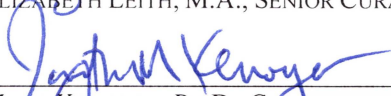
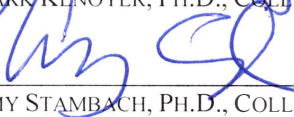
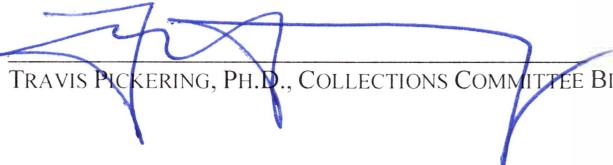
POLICY STATEMENT

Since its inception in 1929, the University of Wisconsin-Madison Department of Anthropology (hereafter “Department”) has curated and exhibited objects that document different aspects of human and non-human primate behavior and biology. Those from ethnographic and archaeological contexts provide the only surviving evidence of myriad adaptations to a diverse, and at times inhospitable, natural and social environment. Those from biological contexts are crucial to the study of the origin and evolution of human biological characteristics, our primate ancestors, modern primates, and the diversity of contemporary peoples. The Department collects, preserves, studies, exhibits, and interprets an estimated 1,000,000 objects to reveal the technologies, artistry, and ingenuity of peoples belonging to cultures vastly different from our own and to reveal the history of the human species.

As a department resource within a university setting, it is the policy of the UW-Madison Anthropology Collection (or “UWAC”) to promote a greater understanding of, and appreciation for, human development and cultural heritage through education and research of anthropology collections. This is accomplished by providing exhibits and instructional and research programs designed to broaden people’s views of other cultures and the biological diversity of the human species. Graduate and undergraduate students learn professional methods of preparing, curating, and conducting research on anthropological objects, preparing and installing interpretive exhibits, and performing public outreach. The collections provide invaluable data for research by UW-Madison faculty, staff, and students, as well as scholars from other educational institutions, museums, government agencies, and professional organizations, particularly in the fields of archaeology, biological anthropology, and cultural anthropology. As such, the UWAC actively acquires and maintains appropriate collections to achieve these goals.

The UWAC Collections Management Policy applies to all personnel with access to the UWAC, which is managed by the Curator, overseen by the Collections Committee and the Department Chair, and accommodates temporary staff (consisting most often of students) as available. Although the UWAC collaborates with the other natural history collections on the UW-Madison campus and strives to abide by a common set of policies and procedures, this policy applies only to the UWAC.

First drafted in 2004, this is the official comprehensive, and approved, Collections Management Policy of the UWAC, taking into account both historic precedent and the adoption of modern, nationally accepted, best practices since the UWAC’s inception. Every effort should be made to review and revise this policy and accompanying practices as needed and approve them through the proper authorities.

 _____ SISSEL SCHROEDER, PH.D., DEPARTMENT CHAIR	<u>1 OCTOBER 2019</u> _____ DATE
 _____ ELIZABETH LEITH, M.A., SENIOR CURATOR	<u>Sept. 25, 2019</u> _____ DATE
 _____ MARK KENOYER, PH.D., COLLECTIONS COMMITTEE CHAIR/ARCHAEOLOGY SECTION REPRESENTATIVE	<u>Sept 25, 2019</u> _____ DATE
 _____ AMY STAMBACH, PH.D., COLLECTIONS COMMITTEE CULTURAL SECTION REPRESENTATIVE	<u>3 Oct 2019</u> _____ DATE
 _____ TRAVIS PICKERING, PH.D., COLLECTIONS COMMITTEE BIOLOGICAL SECTION REPRESENTATIVE	<u>30/9 / 2019.</u> _____ DATE

DEFINITIONS USED IN THIS DOCUMENT

ARCHIVES: Field catalogs, excavation forms, reports, books, documents, photographic images, and any written material associated with collections. This term can represent either paper or electronic (or both) records.

ARTIFACT: An object that has been manufactured by humans. This term is most often used when describing ethnographic objects (like clothing) and archaeological objects (like projectile points).

COLLECTION: An assemblage of objects (see “object”) organized by its primary purpose/use. For example, an archaeological research collection, an ethnographic research collection, or a biological teaching collection. This term can also include the assemblage’s ancillary data, such as archives and/or records.

CULTURAL AFFILIATION: A relationship of shared group identity which can be reasonably traced historically or prehistorically between a present-day indigenous group and an identifiable earlier group.

CURATOR: The manager and administrator of the collection, encompassing traditional roles of Registrar, Collection Manager, Archivist, Instructor, and more.

DEPARTMENT REPRESENTATIVE: Any entity (most often faculty, staff, or student) who acts on behalf of the University of Wisconsin-Madison Department of Anthropology, in any way.

IMAGE: Photographs, film, digital images, video tapes, and digital tapes.

LINEAL DESCENDANT: Those individuals who can trace their ancestry directly and without interruption to specific remains or to original family roots in the specific locale from which the remains were removed through such verifiable sources as historic records, ethnographic papers and literature, and others.

NATIVE AMERICAN: Of, or relating to, a tribe, nation, people, or culture that is indigenous to the United States of America as well as any other part of North, Central or South America.

OBJECT: A collective term to include any individual item, biological or non-biological, in a collection. This includes simple items (an osteological bone), composite items (a kachina doll, made of many different parts and materials), and can also refer to associated collection materials (like archives). This term encompasses traditional collection terms like “artifact,” “material” and “specimen.”

RECORD: A paper or electronic document. Although interchangeable with the term archive (see “archive”), this term most often refers to administrative activities, policies, and more, rather than collection-specific documents. Alternatively, this also refers to a database-related term describing each entry specific object or subject within a database table.

REPATRIATION: The return of culturally-sensitive objects to concerned parties. Culturally-sensitive objects include:

HUMAN REMAINS: In the context of repatriation, the physical remains of a person of Native American ancestry (this phrase does not include remains or portions of remains that may reasonably be determined to have been freely given or naturally shed by the individual from whose body they were obtained, such as hair made into mats, ropes, or nets). (43CFR10.2)

ASSOCIATED FUNERARY OBJECTS: Objects that, as part of the mortuary ritual or ceremony of a Native American culture, are reasonably believed to have been placed intentionally, either at the time of death or later, with or near individual human remains that also are currently in the possession or control of the UWAC. Associated funerary objects may also mean funerary

objects that were made exclusively for burial purposes or to contain human remains. (43CFR10.2)

UNASSOCIATED FUNERARY OBJECTS: Objects that, as part of the mortuary ritual or ceremony of a Native American culture, are reasonably believed to have been placed intentionally, either at the time of death or later, with or near individual human remains that are not in the possession or control of the UWAC. (43CFR10.2)

SACRED OBJECTS: Specific ceremonial objects needed by religious leaders from federally-recognized Native American tribes for the current practice of traditional Native American religions by their present-day descendants. (43CFR10.2)

OBJECTS OF CULTURAL PATRIMONY: Cultural objects having ongoing historical, traditional, or cultural importance central to the Native American tribe itself, rather than property owned by an individual tribal member. These objects are of such central importance that they may not be alienated, appropriated, or conveyed by any individual tribal member. Such objects must have been considered inalienable by the culturally-affiliated Native American tribe at the time the object was separated from the group. (43CFR10.2)

CHAPTER I: MISSION STATEMENT

The UW-Madison Anthropology Collection is a non-profit educational and research tool of the Department of Anthropology at the University of Wisconsin-Madison.

The mission of the UW-Madison Department of Anthropology is as follows:

“Anthropology faculty, staff, and graduate and undergraduate students draw on a comparative framework as we seek to understand humans, societies, and non-human primates in all their variation and similarity through time and across the world, and as we undertake efforts to reveal and understand the complex but organized diversity that has shaped the human condition past and present. One distinctive feature of anthropology as a discipline and our program in particular is the emphasis placed on original fieldwork, especially during graduate training. Anthropology at UW-Madison is international in scope and strongly empirical in orientation. We offer courses that span the humanities, the social sciences, and the biological, cognitive, and evolutionary sciences, bringing an interdisciplinary vitality to our teaching on some of the most important issues facing humanity today: conflict, human rights, power struggles, migration, environmental change, ecological fragility, the origins of humanity, political and economic life, food, and understanding the ways that cultural meaning, history, and power have shaped the human experience. A comparative framework, empiricism, and fieldwork inform our training of students at all levels and are integral to our research and outreach.”

The mission of the UW-Madison Anthropology Collection is to:

- provide a platform to better understand humans, societies, and non-human primates in all their variation and similarity through time and across the world, and
- undertake efforts to reveal, preserve, and develop a greater understanding of, and appreciation for, the complex but organized diversity that has shaped the human condition past and present.

This includes, but is not limited to: biological, cultural, and archaeological education, research, analysis, and outreach.

The contents of the UW-Madison Anthropology Collection shall reflect the interests of the Department of Anthropology faculty and may include objects and archives (both paper and electronic) to achieve its mission. It shall develop research, pedagogy and outreach that illustrates, interprets and explains humanity, both temporally and spatially.

In response to the lack of a designated State of Wisconsin Natural History Museum, the UW-Madison Anthropology Collection also serves as a regional repository (encompassing southwestern and southcentral Wisconsin) to preserve the prehistory of Wisconsin.

CHAPTER II: SCOPE

The UW-Madison Anthropology Collection acquires and preserves collections pertinent to human history and prehistory and the biological evolution and diversity of the human species. The collections, organized by subdiscipline and distinguished Research versus Teaching based on available ancillary data and primary use, consist of objects relating to the anthropology discipline in general. The recognized collections include, but are not limited to, the following areas of specialization: cultural anthropology, biological anthropology, and archaeology.

Due to limitations in expansion space, international laws concerning the import and export of anthropological and biological specimens, as well as the wide breadth (and changes over time) of research interests of the Department faculty (see [Appendices](#) for a summarized Collection History), priority for incoming collections is given to:

Archaeological Research Collections:

- provenienced archaeological artifacts recovered from southwestern and southcentral Wisconsin, reflecting the prehistory of the state,
- provenienced archaeological artifacts recovered from the United States or other regions of the world that reflect potential or proven research significance

Biological Research Collections:

- osteological material representing potential or proven research significance that reflects the current interests of the section faculty

Ethnographic/Cultural Research Collections:

- ethnographic artifacts and archives representing potential or proven research significance that reflects the current interests of the section faculty

Teaching Collections:

- casts, replicas and osteological material (both primate and non-primate) from around the world representing the diversity and evolution of the human species and/or comparative osteological features
- unprovenienced archaeological and ethnographic artifacts (including casts and replicas) recovered from around the world that reflect potential educational significance,

CHAPTER III: USE

The UW-Madison Anthropology Collection may be used in many ways:

Scientific Use: The UWAC serves as a source for reexamining our knowledge of the past, present, and future. Use of the collections for original scientific purposes may be conducted by the Curator; University of Wisconsin-Madison faculty, staff and/or students; visiting scholars; and by scholars from around the world. Scientific research is disseminated primarily via publication.

Educational/Teaching Use: The UWAC provides a visual and textual component to the typical learning environment. Objects identified for use as teaching aids may be used by the Curator, University of Wisconsin-Madison faculty and staff, and graduate students serving as Teaching Assistants.

Traditional Use: The UWAC includes some objects that serve a traditional function in indigenous cultures from around the world. In such cases, the Curator may assist in supporting activities that use these objects at the request of indigenous tribal members, including ceremonies, as long as the activity can be successfully performed within the confines of this Collections Management Policy.

Public Outreach Use: The UWAC transmits knowledge about humans and nature to the public via exhibits, public outreach programs, and other appropriate media. Appropriate presentation of such knowledge to the public and state or federal agencies based on portions of the collection relies extensively on knowledge and expertise provided by the Curator and Department of Anthropology faculty. Objects approved for use in public outreach events may be used by the Curator, University of Wisconsin-Madison faculty and staff, and graduate students.

Identification Inquiries: The UWAC may be used to assist in providing accurate identifications for: non-specialists, teaching, graduate training, and similar activities that occur frequently throughout the year.

CHAPTER IV: COLLECTION GOALS

Acquisitions provide a means of strengthening collections and enhancing their value for education and research purposes. Therefore, the UWAC defines its acquisition policies in terms of priorities for improving its collections.

The UWAC's [policy statement](#) supports and influences the anthropological discipline through research and educational activities, and the general public through education and outreach. Existing collections are of regional, national, and international significance, and are used extensively in research and education, but can be improved through selective addition of new objects.

The breadth of scope of the Department faculty interests (and thus, the UWAC itself) is so broad, and available storage space so limited, that acquisitions must be selective. Acquisition capabilities are further restricted by the UWAC's fiscal responsibility in fulfilling its continuing obligation to preserve, maintain, and use its objects in perpetuity. Nevertheless, the Curator and Department representatives are encouraged to seek opportunities to acquire additional objects that further the UWAC's [mission](#) and [scope](#).

Acquisition may be opportunistic, as long as it matches the UWAC's [mission](#). Occasionally, objects of regional, national, or international significance unexpectedly become available from either individuals or institutions that are no longer able or willing to support them. Acceptance of responsibility for such objects may involve establishing a new, but appropriate, area of interest in the UWAC's [Scope](#), and must be judged individually, carefully weighing values and costs of acquisition against evolving programs and emphases of the Department and the UWAC.

Alternatively, strengthening the UWAC may involve selectively eliminating objects to allow shifts in fiscal and research allocation to more significant objects. This Collections Management Policy establishes procedures necessary to perform this process for each of the defined subfields (archaeology, biological, and cultural) (see [Chapter VI](#)).

COLLECTION AUTHORITIES

The UWAC maintains a distinct hierarchical system of authorized personnel, to ensure its decisions and actions are made in the best interest of the UWAC, the Department, and the University of Wisconsin.

THE DEPARTMENT CHAIR

The duties of the Department Chair are to:

- serve as the immediate supervisor of the UWAC's Curator,
- annually appoint the members of the Collections Committee,
- provide Department support for the sustainability and success of the UWAC, as requested by the Curator and the Collections Committee,
- cast a deciding vote in the case of a tie within the Collections Committee.

THE COLLECTIONS COMMITTEE

The four members of the Collections Committee are appointed annually by the Department Chair and consist of one faculty representative from each of the Department's subfields (archaeology,

biological, and cultural), as well as the UWAC Curator. The duties of the Collections Committee are to:

- assist the Curator, as required by the Collections Management Policy, in making decisions regarding policy and important actions,
- provide oversight of the Curator's annual activities, making sure the UWAC follows nationally accepted best practices. This includes performing an annual review of the Curator's activities and submitting it to the Department Chair (inadequate performance will be handled via proper steps through the UW-Madison Office of Human Resources), and
- support the Curator as needed for successful sustainability of the UWAC.

THE CURATOR

The Curator represents the only permanent employee solely dedicated to the care of the UWAC. As such, the duties for this position (supervised by the Department Chair and overseen by the Collections Committee) are to:

- ensure current best practices are followed in the care of UWAC objects and archives, including maintaining and updating applicable policies and procedures as needed,
- create and maintain all records associated with the UWAC (both paper and digital),
- promote the UWAC's [mission](#) and [scope](#) through acquisitions, loans, education, outreach, and research in a professional and ethical manner.

COLLECTION PRIORITIES

The priorities of the UWAC represent broad long-term goals that guide overarching collection plans, including space allocation and strategies for pursuing grants and contracts. Decisions and activities are prioritized based on the following criteria:

PRIORITY 1. Long-term preservation and maintenance of existing objects.

PRIORITY 2. Strengthen areas in which the UWAC has a current specialization and historical interest (as long as that historical interest continues to be supported by the Department), especially when such objects are threatened irreversibly by the activities of humans, threatened by inflation in value, threatened by disappearance through collection in the private sector, or any other reason which might make collection difficult, infeasible, or impossible at a later date.

PRIORITY 3. Broaden the comparative base of established specialization areas that are outlined in the UWAC's [scope](#).

PRIORITY 4. Establish new areas of specialization, as long as they are consistent with the UWAC's [mission](#).

PRIORITY 5. Obtain objects of a general nature that are within the broad interests of the [mission](#) of the UWAC.

CHAPTER V: ACQUISITION

CRITERIA FOR ACQUISITION

The UWAC may acquire objects through purchase, contract, gift, bequest, exchange, field collection, abandonment, or other appropriate means. Preference is applied to objects that meet higher [collection priorities](#). The UWAC is tax exempt as a 501(c) non-profit unit of the University of Wisconsin-Madison. Donations to the UWAC are tax deductible as charitable contributions, to the extent allowed by law.

This policy has been established to provide guidance for potential donors and the UWAC to:

- preclude conditional donations, which inhibit development of the research and teaching collections;
- avoid excessive collecting with its consequential preservation and conservation responsibilities;
- prevent misunderstanding between the donors and the UWAC.

CONDITIONS OF ACCEPTANCE

- Only objects that will be used by the UWAC in the foreseeable future are acquired. Objects must adhere to the UWAC's [mission](#) and [scope](#), not simply to acquire, although unusual objects that present an exceptional opportunity for the UWAC may be given special consideration. Objects for which the UWAC anticipates no foreseeable use for exhibition, research, education, or exchange will not be accepted. Potential donors of such objects may be referred to other museums having interest in and use for the offered object(s).
- The UWAC only accepts unrestricted acquisitions, free of limitations in its use. All acquisitions become the permanent property of the University of Wisconsin and will be held and accessed in a manner consistent with the policies of the UWAC and applicable law.
- Collections acquired during federally-sponsored projects and those from projects conducted on public land represent exceptions to the ownership principle. As determined by the United States Department of the Interior (1979), archives and records generated as a result of federally-sponsored projects remain the property of the United States government, as do all artifacts from public land.
- Objects are acquired by the UWAC only when they have been collected and, when applicable, transported, exported, imported and/or repatriated in compliance with the laws of both the state or country of origin and the United States. Care will be taken to ascertain that the UWAC acquires clear title to all incoming material. The UWAC will make every reasonable effort to keep abreast of changes in laws and regulations concerning the collection, ownership, transfer, and ultimate disposal of the objects entrusted to its care.
- If an object is offered for sale, it should be determined prior to purchase whether a comparable object may be acquired via gift or bequest. Acquisition of archaeological and historic ethnographic objects through purchase is discouraged, but acceptable as long as it meets current ethical standards for the profession.

- Because of its trust responsibility to maintain and preserve collections in perpetuity for the public, the UWAC will accept and acquire only those objects for which it can provide proper care, conservation, and storage. The UWAC may condition acceptance of a donation on a cash donation, in order to support costs associated with accessioning and long-term curation of the donated object(s). Financing of the object's acquisition, care and storage must be arranged and approved prior to physical transfer.

ETHICS OF ACCEPTANCE

- Anthropologists and museum specialists are bound by a set of professional ethics concerning the proper conduct of museum acquisition. The UWAC subscribes to the statements concerning object acquisition issued by the following organizations: American Alliance of Museums (2000), International Council of Museums (1972, 2011, 2013, 2017), Society for American Archaeology (1996), and the United Nations Educational, Scientific and Cultural Organization (1970), although the Curator may set standards above and beyond those listed here.
- In addition, faculty, staff, and students conducting fieldwork should be aware of the following general policies regarding acquisition in their area of specialty:
 - The intent and techniques of recovery, as well as the envisioned disposition and utilization of acquired objects, must be such that the cultural context and, hence, the scientific value, of collection objects is preserved.
 - Objects will not be accepted by the UWAC when there is reasonable cause to believe that the removal of objects has resulted in unnecessary damage to a site.
 - Objects shall not be obtained from extant cultures when it has been determined that their removal may disrupt established cultural patterns or contribute to an acceleration of cultural change.

AUTHORITY TO ACQUIRE

Although all Department faculty and staff are authorized to accept donation requests, only majority support from the Collections Committee holds the authority to accept a new acquisition for incorporation into the UWAC.

Any Department representative who desires to donate objects to the UWAC, or has been approached with a donation request, must approach the Collections Committee before the object(s) can be officially accepted and liability assumed. Department representatives may only commit the UWAC to accept any object(s) under terms that are in agreement with the intent and spirit of the Collections Management Policy.

COMMENCEMENT OF OWNERSHIP

The UWAC is considered to legally own an object upon completion of the accession process (see [Chapter VI](#) for the registration process and exceptions).

LEGAL REQUIREMENTS

The Collections Committee will reasonably ensure that valid and legal title can be transferred to and obtained by the UWAC upon acquisition. The Curator may consult as widely as is necessary

and reasonable to accomplish this. In unclear cases, the Curator may request assistance from the University of Wisconsin-Madison's Office of Legal Affairs.

It is essential that clear legal title be established prior to accessioning. It is the obligation of the Curator to ensure that all legal and binding records are obtained and that all acquired objects are accessioned immediately in accordance with current UWAC procedures. Required documentation is described in detail in [Chapter VI](#).

APPRAISALS AND IDENTIFICATIONS OF ACQUISITIONS AND OTHER MATERIAL

An inherent conflict of interest exists if the UWAC, or its representatives, provides estimates to donors or potential donors of a donation's monetary value. Therefore, no Department representative will give appraisals for the purpose of establishing fair-market value of gifts offered to the UWAC. It is instead the responsibility of the donor to make such arrangements. Donors requesting authorized signatures for appropriate IRS documents must submit a copy of the appraisal, with values, in advance, for approval by the Collections Committee. The Curator may assist donors in locating appraisers. In such cases, at least two professional appraisers must be identified per request.

Department representatives will not identify or otherwise authenticate any anthropological object for other persons or agencies under circumstances that could encourage or benefit illegal, unethical, or irresponsible traffic in such materials. Identification and authentication may be given for professional or educational purposes and in compliance with the legitimate requests of professional or governmental bodies or their agents. As a service to the public, the Curator and Department representatives may identify or authenticate objects brought by the general public and are expected to follow corresponding professional [ethical standards](#) when doing so.

Objects may not be deposited on a temporary basis for identification. If no personnel is available to provide an identification, the owner must either return at a different time or sign appropriate documentation donating the object(s) to the UWAC. Unclaimed objects left in the Department will become subject to applicable State of Wisconsin abandoned property [laws](#).

CHAPTER VI: REGISTRATION

COLLECTIONS DEFINED

The UW-Madison Anthropology Collection is comprised of two main groupings:

RESEARCH COLLECTIONS

Those objects for which the UWAC has acquired legal title and owns, either with or without restriction, that contain ancillary data to support future research (i.e., “provenienced”). Objects originally classified in this grouping may be transferred to the teaching collections grouping if sufficient data is lost for any reason.

TEACHING COLLECTIONS

Those objects for which the UWAC has acquired legal title and owns, either with or without restriction, that contain little to no ancillary data and/or research potential, whose location of origin does not meet the [scope](#) of the research collections, or that were obtained solely for the purpose of teaching (and are, therefore, either replaceable or subject to wear, breakage, and/or loss). Objects originally classified in this grouping may be transferred to the research collections grouping if sufficient data is discovered to support future research.

RESPONSIBILITIES

Records form an integral part of an object’s history and are of primary importance in understanding each object. Records also provide the means by which the UWAC establishes its right to legally possess an object, either through permanent ownership or short-term loan. Careful and explicit record keeping allows the UWAC to know an object’s history, condition, and location, and to classify and catalog objects systematically.

The UWAC must be able to prove legally that it owns and possesses clear title to all objects for which it has assumed responsibility. To this end, the UWAC must adequately document and account for all objects in its custody (see Chapter VI, [Registration Process](#) and Chapter XII, [Legal Compliance](#)). Collection records are processed in a timely fashion, housed in secure locations, and physically preserved through proper handling and storage methods. Duplicate records are stored in a physically separate location as a security precaution. Efforts are made to maintain backup digital copies of all paper records and archives, which may serve as the designated duplicate copy. Archival paper is used to maintain physical records, whenever possible, to ensure their long-term preservation.

REGISTRATION PROCESS

The registration process involves compiling and maintaining a cumulative inventory of all objects in the UWAC research and teaching collections. This process includes providing a means of identifying each object and recording its source, status, and disposition. Registration has four major components: [accessioning](#), [deaccessioning](#), [lending/borrowing \(loans\)](#), and [inventorying](#).

ACCESSIONING

Accessioning is the creation of an immediate, brief, and permanent record utilizing a control number for an object or group of objects added to the UWAC from the same source at the same time, and for which the UWAC has custody, right, or title. An accession record includes, among

other data: the accession number; date and nature of acquisition (gift, field collection, purchase, bequest, etc); the source; a brief identification and description (including catalog numbers, if possible); the condition; the provenance; the value; and the staff member recording the accession.

All objects acquired by the UWAC are accessioned formally, as soon as possible, and assigned a unique control number (referred to as the accession number). Each accession may refer to one object or to many objects. The source can be an individual, an institution, or any definable entity.

The UWAC uses one standard accession system for all acquisitions. It is the responsibility of the Curator to accession and maintain a complete file of all accessions, as well as to develop a concise and clear recording system. When accession recording is complete, one physical copy is maintained by the Curator, and one digital copy is stored on the UWAC's [data storage system](#). Documentation required for accessions is described in the following paragraphs.

GIFTS/BEQUESTS

Gifts (in the form of donations, bequests, or other means) to the UWAC are documented via a deed of gift and an accession record/form. Deeds of gift must be signed and dated by the donor and must describe the object(s) in a recognizable manner.

Note: Deposits submitted from CRM companies for profit-producing projects (like those required under [Section 106 of the NHPA](#)) are treated as donations to the UWAC, with a conditional acceptance clause of a cash donation to the UWAC's long-term Foundation account. They may utilize the same forms as general gifts or may follow a unique approval process.

FIELD COLLECTION

The Field Collection designation is only applied to objects entering the UWAC from field work performed by representatives of the University of Wisconsin-Madison (whether faculty, staff, or student). Objects obtained via field collection are documented using an accession record. The entity responsible for the field collection must submit copies of all applicable grants/contracts, permits, and landowner permission records to the Curator upon deposit. If the included documentation does not clearly transfer title to the UWAC, a deed of gift may be used as part of the accession process.

TRANSFERS/EXCHANGES

Transfers and exchanges between the UWAC and other institutions are documented using an accession record and a deed of gift to document legal transfer of title. Documentation of all correspondence relating to the transaction must be maintained in perpetuity.

PURCHASES

Purchases are documented using an accession record. Associated receipts, purchase orders, or requisitions documenting the purchase are included in the accession file and serve as transfer of title in lieu of a deed of gift.

ABANDONMENT

Documentation of objects obtained through abandonment proceedings are processed as directed by the University of Wisconsin Office of Legal Affairs and must follow applicable State of Wisconsin (or other appropriate) abandoned property laws.

DEACCESSIONING

Deaccessioning is the process of permanent removal of an object from the UWAC by legal means. A deaccessioned object is one that has been removed permanently from the UWAC.

The UWAC holds its objects in trust for present and future generations of the public. Therefore, deaccessioning must be done with great care and consideration and in the best long-term interests of the UWAC and public scrutiny. The Collections Committee must be:

- cautious and deliberate in considering deaccessions, and
- scrupulous in the disposition of deaccessioned objects.

Objects shall generally have permanency in the UWAC as long as they:

- Retain their physical integrity,
- Retain their identity,
- Retain their authenticity,
- Continue to be relevant and useful to the UWAC's [mission](#) and [scope](#), and
- Can be stored, maintained, and used properly.

CRITERIA FOR DEACCESSIONING

An object may be proposed for deaccessioning when one or more of the following conditions exist:

- **Poor Condition:** The physical integrity of the object is threatened or has deteriorated significantly (this clause can apply to objects whose condition poses a hazard to other objects, such as nitrate film negatives),
- **Use:** The object is no longer useful (including identity and authenticity),
- **Inappropriate:** The object is no longer relevant to the [mission](#) and [scope](#) of the UWAC (including redundant copies of objects and objects that were wrongfully accessioned in the past, such as old loans),
- **Care:** The UWAC can no longer store or maintain the object properly. This clause may also refer to the merging of a collection previously split between various repositories,
- **Repatriation:** The object is subject to repatriation according to NAGPRA legislation, and/or
- **Destructive Sampling:** The object has been approved for destructive analysis after rigorous vetting from the Collections Committee.

DESTRUCTIVE ANALYSIS

Although it is the policy of the UWAC to encourage research and publications, they must be balanced by the UWAC's responsibility to preserve objects in perpetuity. All scientific testing proposals are reviewed by the Collections Committee and, if circumstances warrant, are also submitted to appropriate scientists for review. Decisions are based on soundness of analytic technique, extent of loss weighed against the uniqueness of the object, and possible cultural sensitivity of the material requested. In approving requests, the Curator and applicant both acknowledge responsibility for the least possible damage or loss to the object(s) and that results are fully documented and disseminated.

The requesting institution must demonstrate essential expertise (including conservation), commitment, and ability to carry out the study. Objects are not physically released for

destructive analysis until the researcher is ready to perform the analysis. The transaction is most often carried out through the deaccession process, as most proposed analyses will completely destroy the object. If the analysis will almost certainly result in the return of a portion of the object, the transaction may be treated as a [loan](#).

RESTRICTIONS

The UWAC may deaccession any particular object(s) *except* when specific written restrictions to the contrary exist. Before any object is deaccessioned, reasonable efforts must be made to ascertain that the UWAC is free to do so. When restrictions to the disposition of the object are found, the UWAC will proceed as follows:

- Mandatory conditions will be strictly observed unless a court of competent jurisdiction authorizes deviation from their terms.
- If there is a question concerning the intent or force of the restrictions, the UWAC will seek the advice of the University of Wisconsin Office of Legal Affairs.

PROCEDURE

The Curator may recommend deaccessioning an object if one or more of the [criteria for deaccessioning](#) has been met. The Curator will specify the history of the object, the reason for deaccessioning, and the recommended means of disposal. The Collections Committee will respond, in writing, approving or disapproving the deaccession. If the deaccession is approved, the Curator will prepare a Quitclaim Deed. This deed should include, at minimum:

- a statement confirming legal ownership by the UWAC,
- a description of the material to be deaccessioned,
- the acceptable reasons for deaccessioning, identifying which apply in this case,
- the staff member recommending deaccession (usually the Curator), and
- the name, signature, and date of the Collections Committee Chair authorized to approve the deaccession following endorsement from the Collections Committee.

The Curator maintains complete and accurate records on all deaccessioned objects, including: the Curator's recommendations, the Collection Committee's response, other related correspondence about the deaccession, all accession and catalog records (with notations to the effect that the object has been deaccessioned), and the date, method, and authority for deaccession.

PRIORITIES AND METHODS FOR TRANSFER/DISPOSAL

The UWAC observes the following priorities in transferring or disposing of deaccessioned objects. In the event the monetary value of an object proposed for transfer or disposal exceeds \$5,000, the University of Wisconsin Office of Legal Affairs will be consulted:

PRIORITY 1. EXCHANGES. The formal reciprocal transfer of objects of comparatively equal value between two or more institutions serves to advance the research, education, or exhibition programs of each organization. Such exchanges increase the probability of preserving materials for the future benefit of society. Exchanges are more in keeping with the [policy](#) of the UWAC than other means of disposition.

PRIORITY 2. GIFTS. In cases where the exchange of objects may not be feasible or practical, the UWAC may give or grant deaccessioned objects to scientific or non-profit educational institutions (encompassing the traditional term "transfer"). Such gifts are limited to legitimate

non-profit institutions as recognized by a state or federal government. Gifts will be for the purpose of promoting research, education, or exhibition and must be for the public good. The above does not preclude returning deaccessioned objects to the original donor.

PRIORITY 3. SALES.

Deaccessioned objects may be sold, and should primarily be limited to casts, reproductions, and modern samples that are part of the Teaching Collection. Though the goal of the sale is to bring the best possible price for the object, if substantially equivalent offers are received for an object or a collection, then the Collections Committee, as advised by the Curator, is authorized to complete the sale to the bidder who appears most likely to provide the highest degree of care for, and make the most appropriate research, educational, or exhibition use of, the object(s).

Ethics of Sales. There shall be no private sales of UWAC objects to UWAC staff members, members of any other museum, University of Wisconsin staff, members of the University of Wisconsin Board of Regents, or their representatives. In the event of public sale, such individuals shall be eligible, as any other private individual, to bid on offered objects. Sales of authentic archaeological and ethnographic objects of cultural significance is highly discouraged and, if necessary, should follow all current professional ethical guidelines.

Method of Sales. Negotiated private sale, public auction, sealed bidding, or open bidding over a period of time are acceptable sales options, provided that availability of such material for sale has been given publicity and its aimed at the appropriate audience. For objects offered for sale, a reserve price may be established in advance. All offers can be rejected if the Collections Committee determines that such action is advisable. Purchase price of each object or group of objects shall be available upon request, together with a summary of other bids or offers received.

Funds received from the sale of objects, less the selling costs, must be placed in an account that supports the long-term care of the UWAC, and should not be used for purposes other than those directly related to the UWAC.

If a deaccessioned object that has been sold was a gift from an identifiable donor, a subsequent purchase using the proceeds from the sale may be considered as an identified gift from that donor.

PRIORITY 4. DESTRUCTION. Destruction is defined as the obliteration of an object by physical or mechanical means. Deaccessioned objects designated for destruction must in fact be destroyed; they may not be retained by Curators or staff members or given to others. The destructive activity must be documented and corresponding records maintained by the Curator.

INTRA-UNIVERSITY TRANSFERS

Objects judged by the UWAC to no longer follow or support the UWAC's [mission](#) and [scope](#) may be transferred to an appropriate repository within the University of Wisconsin System. Objects already accessioned must be deaccessioned before transfer occurs. Individuals seeking to donate objects of this nature to the UWAC should be advised verbally of this policy and encouraged to make their donation to the most appropriate organization directly. The UWAC may accept objects from a donor with the intent to immediately transfer to another organization within the University of Wisconsin System. In this case, the objects need not be accessioned but should be transferred within three months to the appropriate organization. Although a deed of gift should be included in the corresponding paperwork, the initial

transaction should be treated as a short-term incoming [loan](#) (with an alternate “return” location), and all records maintained by the Curator as such.

LENDING/BORROWING

Lending and/or borrowing is the process of contracting for the borrowing or lending of objects, for temporary or extended periods, between the UWAC and other responsible institutions or subdivisions of the University of Wisconsin. Lending/Borrowing is undertaken under the terms of a Loan Agreement that:

- forms a contract between lender and borrower, and
- specifies terms and conditions of the loan, including the responsibilities of each party.

PURPOSE

The UWAC generally makes or receives loans for the following purposes:

- Research
- Teaching
- Exhibition
- Public Outreach/Programming

APPROVAL AUTHORITY

The loan of UWAC objects are made to qualified institutions for research or education purposes when the Curator determines that the loan will further the study of anthropology or its related disciplines and at the same time will not endanger the preservation of the loaned objects. The exception to this authority is the loan of collections stored under government contract by the UWAC. In these cases, the final approval or denial of the loan lies with the corresponding government liaison in charge of the contract.

RESTRICTIONS

Restrictions on loans of UWAC objects must include (but can exceed):

- The UWAC will not lend objects if reasonable doubt exists about the object’s physical ability to withstand travel, climate changes, or circumstances of exhibition.
- The UWAC will lend objects to other institutions and organizations but not to individuals.
- The UWAC will not lend objects to institutions or organizations that have demonstrated an inability to properly handle and care for objects on loan.
- Borrowing institutions or their agents will not alter objects on loan in any way without written consent from the Curator.
- Borrowing institutions may not transfer UWAC objects to a third party without written consent of the Curator.
- The Curator is responsible for ensuring that all objects being loaned are under no donor or other restrictions prohibiting the loan.

DURATION

The UWAC participates in temporary loans only, neither making nor accepting indefinite or permanent loans. The UWAC sets the initial term of a loan at a period not to exceed one year; exceptions may be considered on a case-by-case basis. Loans may be renewed by the UWAC,

not to exceed one year. Such renewals must be approved by the Curator, with override privileges assigned to the Collections Committee. Longer loan or renewal periods must be approved by the Collections Committee.

The UWAC can recall a loan for any reason with a 30-day written notification. Immediate action can be taken if care and exhibition of objects fails to meet the conditions of the loan.

DESTRUCTIVE ANALYSIS

Although it is the policy of the UWAC to encourage research and publications, they must be balanced by the UWAC's responsibility to preserve objects in perpetuity. All scientific testing proposals are reviewed by the Collections Committee and, if circumstances warrant, are also submitted to appropriate scientists for review. Decisions are based on soundness of analytic technique, extent of loss weighed against the uniqueness of the object, and possible cultural sensitivity of the material requested. In approving requests, the Curator and applicant both acknowledge responsibility for the least possible damage or loss to the object(s) and that results are fully documented and disseminated.

The requesting institution must demonstrate essential expertise (including conservation), commitment, and ability to carry out the study. Objects are not physically released for destructive analysis until the researcher is ready to perform the analysis. The transaction is most often carried out through the [deaccession process](#), as most proposed analyses will completely destroy the object. If the analysis will almost certainly result in the return of a portion of the object, the transaction may be treated as a loan.

ASSOCIATED COSTS

Institutions borrowing objects from the UWAC are required to pay shipping and related transportation costs and may be charged for conservation and packing if the cost is onerous to the UWAC. Required insurance coverage for specified loan objects is paid by the borrowing institution at a value specified by the Collections Committee. In such a case, the borrower is required to deposit with the UWAC a certificate of insurance as proof of adequate, agreed-upon coverage. [Chapter VIII](#) provides general information on insurance and detailed information on recommended insurance of outgoing loans.

RESPONSIBILITY

The Curator is responsible for approving and executing loans, for ensuring uniformity of policy for all loans, and for maintaining all loan documents.

The loan form should include the following information:

- name and/or description of loaned object(s),
- catalog or accession number(s),
- borrowing institution (including contact information),
- loan expiration date, and
- name of loan authorizer (most often the Curator).

STANDARDS OF CARE

UWAC objects on loan must comply with modern best practices in the treatment of anthropology collections. Staff members borrowing objects from other institutions for use in the UWAC must exercise the same care toward these objects as they would toward objects in the UWAC.

CONDITION ASSESSMENT AND IMAGING

A condition report should be completed for loaned objects, although the extent of detail is determined at the discretion of the Curator and may refer to a group of objects (i.e., a general assessment of the loan as a whole).

UWAC objects estimated by the Curator to have a value exceeding \$250 should be photographed (digitally) prior to leaving the UWAC on loan. For documentation in the case of an insurance claim, an image of the object is necessary to illustrate the object's condition prior to shipping. The date the image was produced should be indicated either within the frame of the photograph or in the image's metadata.

INVENTORYING

Inventorying is the process of validating the physical location of a particular object against the catalog or accession record.

PURPOSE

Periodic inventories provide an opportunity to review the UWAC, examine the condition of objects in the UWAC, update catalog and accession records, correct errors and omissions, and verify locations. Inventories also allow for the detection of objects missing from the UWAC.

PERIODICITY

No established schedule is set for inventories, although it is encouraged to perform a general collection-wide inventory at least every five years. The Curator may schedule and conduct inventories as circumstances dictate or as workloads and staff availability permit.

MISSING OBJECTS

In the event objects are determined missing from the UWAC, the following procedures are initiated and followed:

- Make a physical check of objects in the vicinity of the missing object to determine if the object in question is misplaced.
- Check records to determine if the object is on loan and documented improperly.
- If these actions do not locate the object, the Curator will notify other UWAC personnel to determine if the location of the object is known.
- If the object is not located, the Curator must forward a report of the missing object to the Collections Committee, including all pertinent information on the object and the impact of its loss on the UWAC. Using the Curator's recommendations, the Collections Committee will make recommendations concerning future prevention of such losses.
- Two years after the initial discovery of the loss, the object will be declared permanently lost. The Curator maintains records on pending and permanently lost objects.

All objects that appear to be missing as a result of theft are reported immediately to the University of Wisconsin-Madison Campus Police for investigation. UWAC personnel must cooperate fully with law enforcement officers in all investigations of missing objects.

CATALOGING

Cataloging involves classifying objects systematically with descriptive detail. Catalogs record significant facts and data regarding the recovery location and identification of objects and may describe the physical appearance and history of objects accepted for addition to the UWAC. Much of the value of an object depends on its provenance, recovery information, and related data as recorded in the catalog. Thus, as much information as possible about an object should be obtained and recorded at the time of collection or acquisition, including individual attributes (necessitating unique specimen numbers in lieu of artifact “lots”). Object labels are never to be discarded. Updated information may be added to existing labels or new labels prepared and included along with all existing labels.

The Curator is responsible for ensuring that all accessions are cataloged properly. Objects are cataloged according to a consistent system and in accordance with acceptable best practices within the museum and anthropology professions.

EXCEPTIONS TO ACCESSIONING AND CATALOGING

1. **Government-Owned Collections:** The UWAC has maintained and may continue to maintain long-term repository agreements with various state and federal agencies, whose objects are not owned by the UWAC but are physically managed in its storage room(s). Current policy (following the preferences of the current contractors) stipulates the collections be accessioned and cataloged into the UWAC system, with a clear identifier of the legal owner and associated restrictions on [access and use](#). However, future contracts may be negotiated differently, based on the agency’s preference (i.e., treated as a long-term loan).
2. **Faculty-Owned Teaching Collections:** Some objects used specifically for teaching purposes have been provided for long-term use in the UWAC by various Department faculty. As these objects are not owned by the UWAC, but are used often in Teaching Kits, they can be cataloged using a unique catalog system (not necessarily following the [Cataloging](#) section above). They should be treated as long-term incoming loans and recorded as such.
3. **Temporary Teaching Collections:** If an object is acquired for the explicit purpose of relatively immediate destructive use in teaching (for example, raw material for a comparative collection that is also used for experimental archaeology, or a medical sample meant to teach destructive testing techniques), the object may or may not be cataloged or accessioned. If the object(s) will be used in small quantities over a long period of time (meaning, some of it will be stored in the UWAC longer than four months, or the duration of one semester), it should be cataloged and accessioned with clear notes indicating its intended purpose and expiration date.

CHAPTER VII: CARE OF THE COLLECTION

RESPONSIBILITY

Care of the UWAC is the responsibility of the Curator and includes responsibility for the physical condition and storage of objects. The Curator:

- cleans, stabilizes, and/or conserves objects as appropriate prior to long-term storage (although potential future research value may necessitate some objects be stored uncleaned to preserve unique residues, chemicals, or elements)
- catalogs objects in such a way as to adequately and clearly identify them as part of the UWAC
- preserves objects through provision of adequate storage conditions and by treatment of degradable objects through the use of professionally accepted conservation techniques to assure their integrity, as well as maintains an updated long-range conservation plan
- adequately documents all actions taken when handling, cleaning, and conserving objects and maintains documents in perpetuity
- treats culturally [sensitive materials](#) with proper respect and adheres to requests for specialized treatment and storage of said materials

The Curator ensures that all records concerning UWAC objects are maintained systematically and are preserved in a secure fashion. Records documenting an object's origin and history are indispensable to the proper understanding and interpretation of the object.

The Curator advises all personnel (faculty, staff, and students) on collections management activities and helps implement the Collections Management Policy, maintaining a high standard of collections care.

CULTURALLY SENSITIVE MATERIAL SUBJECT TO NAGPRA AND REPATRIATION

On November 16, 1990, congress enacted Public Law 101-601, Native American Graves Protection and Repatriation Act (NAGPRA). The Act's purpose is to protect Native American burial sites and to regulate the removal of human remains, funerary objects, sacred objects, and objects of cultural patrimony that are located on federal, Native American, and Native Hawaiian lands. The Act provides a process for the return, upon request, of certain cultural items to their modern descendants, makes illegal the trafficking of those items, and sets forth procedures for the control of their excavation.

The University of Wisconsin is committed to respecting the values and beliefs of descendent communities and developing mutually beneficial partnerships and transparent discussion with Native peoples through the consultation process.

DEFINITIONS

"Culturally sensitive objects" include (see [Definitions](#) for an explanation of each term):

- Human Remains
- Associated Funerary Objects
- Unassociated Funerary Objects
- Sacred Objects
- Objects of Cultural Patrimony

COMPLIANCE

The University of Wisconsin Department of Anthropology recognizes that it may hold culturally sensitive materials that contain important meaning to descendant communities, and/or that may be needed by religious leaders for the performance of present-day, ongoing, religious ceremonies. In support of the purposes, objectives, and spirit of NAGPRA, the Department affirms its resolve to abide by and work within the provisions as set forth in the law. The following will govern its work in compliance with NAGPRA:

1. The University of Wisconsin has a fiduciary responsibility for the care and interpretation of its anthropology collections. The UWAC recognizes that respect for the human rights of Native Americans means it has an extra responsibility in regard to those collections that are considered sacred or of cultural patrimony by descendent communities, and for human remains and associated and unassociated funerary objects.
2. The UWAC will strive to resolve questions concerning the disposition and treatment of sensitive materials through consultations between the UWAC and all interested Native American tribes or nations. If issues remain after good faith consultations, an attempt will be made, to the extent permitted by NAGPRA legislation, to settle these issues through mutually agreed upon processes of mediation or arbitration.
3. Based on past and current discussions with Native American communities, the UWAC has developed and will continue to support traditional care and restricted handling policies relating to the proper care, display, access to, and storage of culturally sensitive materials (taking into consideration the constraints of departmental resources and adherence to the UWAC mission), as well as maintaining a policy for allowing burning ceremonies to occur within the repository. This includes:
 - a. prohibiting the collection and/or exhibition of Native American human remains, in accordance with the provisions of Section 7 of Public Law 101-601,
 - b. refusing to release photographs or allow new images to be captured for publication of any object that is the subject of a repatriation request without the permission of the affected lineal descendant or Indian tribe,
 - c. denying approval to allow or conduct research or loans of any cultural item that is the subject of a repatriation request or has been approved for repatriation without the permission of the affected lineal descendant or Indian tribe, and
 - d. denying approval of requests for the scientific investigation or loan of culturally sensitive material that has not yet been formally claimed under the provisions of NAGPRA until adequate consultation and recommendations have been received from relevant tribes.
4. The UWAC will not knowingly acquire any object whose ownership or legality in this state or country is questionable or subject to repatriation claims, or whose circumstances of collection are unethical or contrary to the goals and/or good practices of the UWAC or the museum profession in general.
5. No culturally sensitive archeological or ethnographic materials, documented or undocumented, will knowingly be purchased by the UWAC. Furthermore, all prehistoric materials offered to the UWAC for donation will be scrutinized carefully in an attempt to

avoid the encouragement of unethical collecting practices or the trafficking of prehistoric materials and the illicit looting of prehistoric sites.

6. The UWAC will supply relevant information concerning cultural items as requested by appropriate Native American authorities. If the requested information is cumbersome, the UWAC will respond promptly with an estimated time frame for submission. The UWAC also welcomes official representatives to visit the UWAC, to examine cultural items. Such visits will comply with the UWAC Collections Management Policy regarding access to collections.
7. The UWAC is willing to form stewardship agreements on a case-by-case basis with Native Americans who have materials appropriate for repatriation, but who may wish the UWAC to maintain the materials in trust until such time as the tribe or nation designates.
8. The UWAC recognizes the obligation to interpret/exhibit cultural items with accuracy, sensitivity, and respect for their relationship to the cultures of Native Americans. Dialogue between the appropriate representative of the lineal descendants and the UWAC's Curator will occur as needs arise to attempt to represent fairly and objectively the beliefs and view points of Native Americans, especially where ceremonial and religious objects are concerned. The need for meaningful dialogue is especially critical when these sensitive materials are proposed for exhibit.

INTEGRATED PEST MANAGEMENT

The UWAC's objects and records represent vital, non-renewable resources of great value. Most anthropology collections are subject to damage or total destruction by a variety of pests. Most commonly, these pests are insects and other arthropods; however, organisms ranging from fungi to rodents can damage objects in the UWAC.

The Integrated Pest Management Plan requires regular inspection and follow-up to control damaging pests in the UWAC. Because pests can be transferred between and among all parts of the UWAC and introduced from the external environment, various procedures, checklists, recommendations, and guidelines should be followed to minimize pest introduction and maximize pest management. Primary goals of the plan are to:

- Discourage pests from being attracted to the building, collections, and exhibits.
- Block pests from entering the building, collections, and exhibits.
- Detect and define the pests that invade the collections and exhibits.
- Respond to and recover from any pest problem that occurs.

Historic use of pesticides to treat objects or prevent infestation was common in anthropology collections. This practice is no longer accepted, due to health risks of pesticides on humans and their long-term effects on the preservation of collection objects. Incomplete records documenting historic treatment within the UWAC warrants appropriate caution in handling and disposition of its objects. This includes written precautions to staff, researchers, and Native American tribes who access the collections or who receive collection objects as part of the repatriation process, as well as appropriate safety procedures when handling these objects. Testing for traces of pesticides is only allowed for health and safety purposes, will not involve destructive testing, is subject to appropriate permissions, and all findings are considered public record.

CHAPTER VIII: DATA MANAGEMENT

As a State of Wisconsin institution, the UWAC holds all of its objects, archives, records, and digital data in trust for the public. Like the objects themselves, digital data must conform to modern professional best practices.

TYPES OF DATA

The products of proposed projects associated with UWAC objects include physical collections (objects) and their associated data (software, curriculum materials, field notes, analyses, images, and other materials). While the objects and records adhere to the corresponding [registration](#) policies, ancillary digital data represent a variety of formats, including:

- Images (including photographs, drawings, integrative maps, and more)
- Documents
- Spreadsheets
- GIS software layers and data
- Databases
- Software

FORMATTING STANDARDS

All digital data should be formatted following current best practices. In general, digital data should follow these standards:

- Images-Photographs: TIFF (.tif), as well as RAW when possible; JPEG (.jpg) is acceptable
- Images-Scanned Documents: PDF (.pdf, 600dpi when possible, 300dpi acceptable)
- Media-Video: AVI (.avi), Quicktime (.mov), MPEG-4 (.mp4), MPEG-2 (.mpg)
- Media-Audio: MP3 (.mp3)
- Animations and panoramic photos: Adobe Flash VR (.swf)
- Documents and Forms-Protected: PDF (.pdf, 600dpi when possible, 300dpi acceptable)
- Documents-Modifiable: Microsoft Word (.doc/.docx, using the most current Microsoft Word version available)
- Spreadsheets: Microsoft Excel (.xls/.xlsx, using the most current Microsoft Excel version available)
- GIS software layers and data
- Databases: FileMaker Pro (.fpm, v.17 or later)
 - Database fields should conform to applicable professional standards (nomenclature, required fields, etc) and should address Collections Management topics (registration, conservation, exhibits, etc) as well as ancillary data (institutional, taxonomy, locality/georeferencing, provenience, object measurements, images, etc).
 - Applicable database fields should adhere to standards for collaborative databases and web portals (open source, grant or project-based, or others similar to: DiGIR, TAPIR, VertNet (formerly MaNIS, NerpNET, ORNIS, and FishNet II), NADB, and Morphosource).
 - Biological collection data should follow Darwin Core and Biodiversity Information Standards (TDWG), and utilize standards and resources provided by iDigBio.
- Software (FileMaker Pro v.17 or later, Adobe Suite-Creative Cloud)

Additional data types may be added as required/encountered, in formats following the most current professional standards.

DATA STORAGE AND PRESERVATION

Raw digital data is typically entered into a commonly used spreadsheet program (most often Microsoft Excel), with adequate training provided to staff and students that includes detailed instructions for data entry. The resulting file is imported into an established database.

Information for existing database records are updated directly in the UWAC database.

All digital files should be backed up at least once a day, with one copy stored in a physically separate secondary location. All files are retained in perpetuity. If they are not commonly used, or represent past activities that are no longer applicable (such as deaccessioned, transferred, or lost objects), they may be archived.

The long-term digital data storage system utilized by the UWAC includes a strong security component and regularly scheduled and redundant backups, with one backup copy stored in a physically separate location. The files themselves are organized in a logical manner to facilitate access by current and future personnel.

Currently, the UWAC uses a file share administered via the Campus Computing Infrastructure (CCI), the University of Wisconsin in-house IT contracting service. This annual cost to the UWAC includes IT support for data storage, flexible storage space, and daily backups of the entire UWAC digital files (one copy is stored securely off-site).

POLICIES FOR ACCESS AND SHARING

Limited object data (reasonably endeavored to verify scientific accuracy) is made available through the UW Natural History Museum Council web portal and other collaborative portals the UWAC contributes to. Specific available data fields are restricted based on public access laws for archaeological data and object-specific sensitive data (such as the geographic location of archaeological sites, NAGPRA collections, and personal data connected to biological collections). The following clause applies to data downloaded and used by researchers from any website containing UWAC data:

Although databases are refreshed and updated regularly, the databases are provided ‘as is’ without express or implied warranty, including the implied warranty of merchantability and fitness for a particular purpose. The UW-Madison Anthropology Collection does not accept responsibility for the accuracy of data taken by the user. The user accepts the responsibility of verifying the data, in consultation with the curatorial staff and/or by inspection of the specimens or objects and the collection catalog. The UW-Madison Anthropology Collection shall not be liable for any damages, injury, or loss suffered by the users of the database or the software, programming, and other documentation found on these web pages or in these databases.

All data (including photographic images and other archival materials) are for non-profit educational, and personal use by students, scholars, and the public only. Any commercial use or publication by printed or digital media is strictly prohibited without the express written consent of the Curator.

There will be no charge for digital information from the UWAC, as long as the use is educational or scholarly and the UWAC is clearly identified as the source of the data or media (acknowledged as, “University of Wisconsin-Madison Anthropology Collection”). Applicable fees are charged for one-time or limited use of images and files used in commercial publications (see [Chapter IX](#)). A minimum of one complimentary copy of the final publication must be submitted to the UWAC within three months of the publication date.

CHAPTER IX: PHOTOGRAPHIC, DIGITAL MEDIA, AND CASTING REGULATIONS

EXHIBITS

Unless specifically restricted for a particular object or exhibit, the visiting public is permitted to take “snapshots” (still or video) of UWAC displays for their personal use. Objects will not be removed from an exhibit display for this purpose.

Permission from the Curator is required for photography using special equipment, such as lights, access to electrical outlets, reflectors, or special accessories. Permission must be requested in advance to avoid inconveniences to UWAC staff, classes in session, and the visiting public.

NON-PUBLIC AREAS

These areas include all collection storage areas, preparatory and research laboratories, archive rooms, libraries, and offices.

- Permission to photograph objects not on display is subject to approval from the Curator.
- A Curator or a Curator’s designee will locate and transport the object(s) to be photographed and will be present to handle and arrange objects during the time required for photography. Compensation for required staff time as a special service may be required.
- The photographer may be required to provide all necessary equipment and props, as well as any special equipment or props requested by the Curator or the Curator’s designee for conservation purposes.
- Photography will be performed during regular open hours of the UWAC unless other arrangements are made.
- Except with permission from the Curator, objects cannot be removed from the UWAC’s building.

PUBLIC REQUESTS FOR IMAGES

Prepared prints or images of UWAC objects, as available, are provided to interested persons. The UWAC maintains an established fee schedule for image reproduction. If images are for publication, restrictions listed for reproduction apply.

REPRODUCTION

Permission to reproduce objects in the UWAC in print, film, cast, or other media must be requested in advance. Neither permission to photograph nor the purchase of an image constitutes permission to reproduce. Individuals or organizations requesting authorization to reproduce images of objects must agree to give due and proper credit to the UWAC in all publications.

- A publication fee may be required for each approved image to be published.
- A reproduction fee (regardless of the casting entity) may be required for each reproduced object.
- Permission will be granted for one-time use only. Subsequent reproduction requires additional approval.
- The published image must carry the credit line “University of Wisconsin-Madison Anthropology Collection.”
- Reproduced objects must be properly labeled to credit the UWAC.
- The UWAC requires a complimentary copy of each publication in which the image or reproduced object appears.

CHAPTER X: ACCESS TO THE COLLECTIONS

METHODS OF ACCESS

The UWAC provides access in a number of ways, including:

- responding to written or verbal research inquiries or general questions,
- lending objects to institutions or their representatives for research, education, or exhibit purposes, and/or
- allowing physical access to collection storage areas and objects.

Access to the UWAC by the public for tours is subject to approval from the Curator. Access to the UWAC is available to researchers for on-site studies or loans, when formal requests that include the research proposal are received and approved by the Collections Committee. Researchers who use the collection and/or UWAC object data are required to cite or acknowledge the UWAC in subsequent publications.

AUTHORIZED PERSONNEL

Access to the UWAC is not an inherent right of the general public. The UWAC complies with legitimate requests for access, but collection areas are not open for random browsing. To ensure collection security, only the Department Chair, the Collections Committee, the Curator and his/her designees, and authorized visitors have access to the UWAC:

NECESSARY PERSONNEL

To ensure adequate access in case of an emergency, the following personnel shall have access to all collection areas:

- The Curator
- The Department Chair
- The Collections Committee members
- The permanent Department office staff (who shall have access in the event the above are unavailable to address an emergency situation)
- Campus security (who shall have access in the event of an emergency, and whose access is restricted to permanent and supervisory positions)
- Designees of the Curator, as needed. Designees are defined as those who need access to collection areas to carry out their duties and responsibilities or to conduct research. Their temporary access will be assigned as needed and approved by the Curator and will include an expiration date.

AUTHORIZED VISITORS

All necessary personnel may supervise visitor access to the UWAC, including but not limited to: general tours, research sessions, campus security, and building maintenance. The Curator is the primary authorizer for temporary access to a particular collection area and must set access conditions at the time of approval per Department policy and procedure.

GUIDELINES FOR DETERMINING NEED FOR ACCESS

Personnel using collections must be reliable, responsible, mature, and versed in object and archive handling. Objects must be protected from improper handling, breakage, accidental damage, misplacement, theft, or intentional damage.

EVALUATION OF NEED

- Does the individual need access to collection objects within the confines of the collection storage area or will UWAC objects need to be moved to a laboratory and space provided to perform research or analysis?
- Does the individual need access to the entire UWAC or only selected portions?
- Can the individual schedule work during hours that allow [necessary personnel](#) to supervise his or her progress?

EVALUATION OF THE INDIVIDUAL

- Does the individual have training to properly handle objects?
- Is the individual familiar with security restrictions of the area?
- Is the individual familiar with UWAC policies and procedures?
- Does the individual conducting research have an institutional affiliation?

INDIVIDUAL CONSIDERATION FOR EACH OBJECT

Differences among the various UWAC objects must be taken into account in determining access. These include:

- Differences in security for the various collection areas
- Differences in sensitivity of certain collection objects (NAGPRA, medical samples, objects with set restrictions on access, etc.)
- Differences in content of collection objects (i.e., light-, handling-, temperature-sensitive objects) that could lead to loss or damage to an object, or unacceptable deterioration of an object. This includes the potential risk to an object if it is required to move locations within the building for study.
- Available staffing levels

Restrictions within each collection area may be more, but not less, restrictive than the Collections Management Policy.

ACCESS CARDS AND KEYS

The Curator will determine who will be authorized access to the various collection areas, although the Collections Committee has the authority to override. Keys and/or access card privileges will be issued in accordance with the Department of Anthropology policies and procedures.

Collection areas include:

HIGHLY RESTRICTED

These areas may only be accessed by individuals specifically authorized by the Curator, require specialized equipment to access (either key card or a key), and authorization is subject to expiration.

Room 1403 (Collection Main Storage): Key card access to this room is monitored closely by the Curator and remains the most restricted area.

RESTRICTED

These areas require specialized equipment to access (either key card or a key) and may be accessed by individuals (or a group) specifically authorized by the Curator and qualified building maintenance staff.

Room 1415 (Collection Supplies): Access to this room is available only via request from the building staff during normal operating hours, unless consistent access off-hours can be proven (controlled by the Department of Economics).

Room 5204 (Teaching Support/Isolation): Key access to this room is granted to all active TAs, the Curator, and the Department office staff.

Room 5218 (Curator Lab): Key access is only provided to the Curator and Department office staff. Personnel requesting entry when the Curator is absent may gain entry via the Department office staff, pending Curator approval.

Room 5128 (Archaeology Teaching Collection): Keys to the cabinets in this room are limited to the Curator, Department office staff, and certain Department faculty. The cabinets are to remain locked unless the objects are accessed for a specific purpose, as students are allowed periodic access to the room unsupervised.

Room 5310 (Biological Teaching Lab): Keys to this room are granted to the Curator, the biological section faculty, and the Department office staff. Access for active TAs is provided via the Department office. The cabinets remain unlocked, as access to the room for non-collection personnel is limited to periods when an approved supervisor is present.

Room 5407 (Curator Office): Keys to this room are granted to the Curator and Department office staff. Access is denied without explicit permission from the Curator.

Room 5416 (Wisconsin Archaeology Lab): Although this is a faculty-assigned research lab, the likelihood that [Research Collections](#) are stored here, as well as the presence of much of the archaeological collection archives, may necessitate key card access for the Curator (granted at the discretion of the Lab Director).

Room 5447 (ArchChem Lab): Key access to this room is granted to the Curator, as some chemical supplies are stored in the fume hood and temporary space for certain curation and conservation activities may be performed here.

Room 5470 (Human Osteology Lab): Key access to this room is granted at the discretion of the professor of Human Osteology. Students are allowed to access the room unsupervised (via the Department office), to study and prepare for quizzes and tests relating to the course. Therefore, certain or all cabinets in this room may remain locked or unlocked at the course faculty member's discretion.

PUBLIC

Collection Exhibits/Displays (5th and 6th floors): Department exhibits foster a greater awareness of the significance of human cultural and biological diversity. Exhibits are accessible when the Sewell Social Sciences building is open to the public, with no admission fee.

ACCESS WITHOUT APPOINTMENT

Visitors without appointments may be admitted to collections areas but must have permission from the Curator. The Curator may or may not grant access in absentia. If access is denied, the visitor must return at a different time.

CHAPTER XI: RISK MANAGEMENT

The UWAC cares for its objects and archives in trust for the public. It is therefore incumbent to ensure the safety of its personnel, visitors and neighbors by minimizing known and potential risks and threats to the UWAC.

FACILITIES AND RISK MANAGEMENT

Risk management is an institution-wide activity encompassing functions as diverse as building and site [security](#), [visitor services](#), [integrated pest management](#), storage and use of hazardous materials, and [insurance](#). Risk should be managed to ensure:

- risks to people (personnel, visitors, neighbors) and to the UWAC are accurately identified and assessed,
- appropriate methods are employed to avoid, block, mitigate, share and assume or insure against risk, and
- resources are appropriately allocated so as to have the greatest effect on reducing risk to people, facilities and collections.

CORE STANDARDS

At minimum, the UWAC should abide by the following standards for facilities and risk management:

- The UWAC is a good steward of its resources, held in the public trust.
- The UWAC demonstrates a commitment to providing the public with physical and intellectual [access](#) to its resources.
- The UWAC complies with local, state and federal [laws](#), codes and regulations applicable to its facilities, operations and administration.
- The UWAC allocates its space and uses its facilities to meet the needs of the collections, personnel, and visitors.
- The UWAC has appropriate measures to ensure the safety and security of people, its collections and objects and the facilities it uses.
- The UWAC has an effective program for the care and long-term maintenance of its facilities.
- The UWAC is clean, well maintained and provides for visitors' needs.
- The UWAC takes appropriate measures to protect itself against potential risk and loss.

PROFESSIONAL PRACTICES

Adequate training for all personnel with potential access or connection to the UWAC should be available regularly. Training sessions should include:

- periodic inspections to re-evaluate current risks and identify new risks
- health and safety training for faculty, staff, students, and volunteers
- practices or drills

In addition, a process for addressing deficiencies identified during inspections, or after an emergency, should be established and periodically reviewed.

CONTRACTOR ACTIVITIES

When contractors are used for services related to the UWAC facilities (especially the collection areas), they must abide by national standards regarding facilities and risk management. If the

Curator does not have control over who is hired, it is the duty of this position to educate the hired staff on appropriate standards, ethics, and activities, and to supervise any contracted work occurring in a designated collection area.

STORAGE AND USE OF HAZARDOUS MATERIALS

Storage, use, and disposal of hazardous materials used in curation and conservation activities must follow the standards and practices outlined in the University of Wisconsin's Laboratory Safety Guide (<https://ehs.wisc.edu/laboratory-safety-guide/>).

DISASTER AND EMERGENCY RESPONSE

The UWAC maintains a current, comprehensive disaster preparedness and emergency response plan that helps to assess and manage risk, protect human life, and recover from natural and manmade disasters. At minimum, the plan should:

- tailor to the specific needs and circumstances of the UWAC,
- cover all relevant threats,
- address personnel, visitors, structures, and specific collections/collection areas,
- include evacuation plans,
- specify how to protect, evacuate, or recover collections in the event of a disaster, and
- delegate responsibility for implementation

The Curator maintains certificates of inspection related to facilities and risk (when provided by the inspecting agency) in the UWAC's permanent files.

RESPONSIBILITIES

It is the responsibility of the Curator to:

- maintain, review, and update the disaster preparedness and emergency response plan for the UWAC
- develop and maintain a current list of contacts to be readily available and displayed where needed in the event of a disaster
- serve as the primary contact and authority regarding collection activity in the event of a disaster

It is the responsibility of the Collections Committee and/or the Department Chair to fulfill the Curator's responsibilities in the event he or she is incapable of performing them. Specific response duties may be assigned to other Department personnel as needed, as long as there is a clear record of assigned duties and contact information.

EMERGENCY PROCEDURES

During a natural or manmade emergency, all personnel and visitors should comply with the University of Wisconsin-Madison Police Department's emergency procedures (<https://uwupd.wisc.edu/about-uwupd/emergency-management/>).

If the emergency is specific to the UWAC itself, the following actions should be taken:

- Contact emergency responders as needed (police, ambulance, fire, etc), as the safety of human lives supersedes the safety of the UWAC and its holdings.

- Contact the Curator immediately, if he or she has not already been appraised of the situation. If the Curator is unavailable, contact the Collections Committee and/or the Department Chair.
- Once emergency personnel arrive on scene, maintain a comprehensive list of anyone who accesses the collection, keeping physical access to as few people as necessary to address the emergency situation.

EVACUATION PLANS

During a natural or manmade emergency, all personnel and visitors should comply with the University of Wisconsin-Madison's Environment, Health, & Safety Emergency Preparedness instructions (<https://ehs.wisc.edu/exit-evacuation/>) and, if necessary, follow posted signs within the Sewell Social Science building.

PROTECTION AND RECOVERY OF COLLECTIONS

During and after an emergency that is specific to the UWAC itself, the following actions should be taken:

- Care should be taken to ensure the safety and security of the UWAC at all times during an emergency, as long as there is no risk to any person(s). At minimum, either denied access (via locked doors or stationed guards) or a detailed record of anyone who does access the UWAC during an emergency is required.
- If possible, do not remove any collection objects from the room, as removal introduces additional threats like damage from improper handling, theft, and pest infestation. If handling is necessary, it should be supervised by the Curator or other trained UWAC personnel and proper security measures taken to ensure the safety of removed objects.
- Proper documentation should be maintained, recording details concerning damaged objects and/or equipment, and emergency conservation actions taken to stabilize and/or treat affected objects.
- Adequate assessment of the situation must be performed before further action is taken, to reduce the possibility of rash choices and to ensure potentially vital conservation and treatment decisions are agreed upon by applicable UWAC personnel.
- Upon completion of the emergency, an assessment of the applicable UWAC policies and procedures should be performed, including updating contact lists, priority objects, and handling procedures.

CHAPTER XII: LEGAL COMPLIANCE

All UWAC decisions and actions must comply with the laws of the State of Wisconsin, the United States of America, tribal or indigenous governments or entities, and applicable foreign nations. Nothing in this policy should be interpreted as contravening or superseding state, federal, tribal, or international law. This includes ensuring researchers and field archaeologists submit necessary permits for investigations performed on municipal, county, state, and/or federal land with their accompanying collections.

COMPLIANCE WITH STATE LAW

All objects and activity in the UWAC must comply with applicable state laws including, but not limited to:

- Wisconsin Statute 44 (Historical Societies and Historical Preservation)
- Wisconsin Statute 157 (Disposition of Human Remains)
- Wisconsin Statute 171.30-171.33 (Unclaimed Property)
- Wisconsin Statute 943.01 (Crimes Against Property) (specifically addressing rock art sites)

In Wisconsin, the opinion of the State Attorney General's Office is that artifacts remain the property of the landowner unless a written agreement has been signed specifying ownership of artifacts, samples, and other objects removed during field work. This is most often performed via a [Deed of Gift](#). Without this document, it may be necessary to return artifacts recovered from private property to the original landowner or his or her descendants. If such action is needed, the archaeologist (or Curator, if the artifacts have already been deposited in the UWAC) must adequately document the collection prior to returning them.

COMPLIANCE WITH FEDERAL LAW

All objects and activity in the UWAC must comply with applicable federal laws including, but not limited to:

Archaeology:

- The Antiquities Act (16 U.S.C. 431-433)
- The Reservoir Salvage Act (16 U.S.C. 469-469c)
- The National Historic Preservation Act (NHPA) (16 U.S.C. 470h-2; 36 CFR 60, 61, 63, 78, 79, 800)
- The Archaeological Resources Protection Act (ARPA) (16 U.S.C. 470aa-mm; 43 CFR 7, 36 CFR 79)
- The Abandoned Shipwreck Act (ASA) (43 U.S.C. 2101-2106)
- The Native American Graves Protection and Repatriation Act (NAGPRA) (Public Law 101-601; 43 CFR 10) (no grandfather clause)

Import/Export/Shipping:

- Bald and Golden Eagle Protection Act (BGEPA) (50 CFR Part 22)
- Endangered Species Act (ESA) (50 CFR Part 17)
- Migratory Bird Treaty Act (MBTA) (50 CFR Part 21)
- Marine Mammal Protection Act (MMPA) (50 CFR Part 18)
- Wild Bird Conservation Act (WBCA) (50 CFR Part 15)

Financial:

- IRS Publication 526 (Charitable Contributions)
- IRS Publication 561 (Determining the Value of Donated Property)

COMPLIANCE WITH TRIBAL LAW

Tribal governments of some of the Native American Nations and Tribes residing in Wisconsin have adopted resolutions or laws regarding archaeological field investigations and collecting on tribal lands. It is likely that tribes residing in other states within the United States (as well as indigenous cultures from other countries) also have specific laws governing archaeological and cultural objects. Any objects currently residing in the UWAC, or any new object that will enter the UWAC, must comply with applicable tribal laws, both nationally and internationally.

COMPLIANCE WITH INTERNATIONAL LAW

All objects and activity in the UWAC must comply with applicable federal laws including, but not limited to:

Import/Export:

- The United Nations Educational, Scientific and Cultural Organization (UNESCO) 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property (activity after 1970)
- The Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) (50 CFR Part 23)

CHAPTER XIII: INSURANCE

PURPOSE

Insurance offers the UWAC financial protection against damage to, or loss of, its objects. In the case of damage to objects, insurance coverage provides funds for repair or conservation. Many objects are unique because of their manner of creation, manufacture, or origin and time and place of collection and are irreplaceable.

COVERAGE

The UWAC will not insure its objects at actual value while they are housed in the UWAC, due to the large size of the collections, difficulty in appraising certain objects, and limitations in personnel and fiscal resources. Standard insurance coverage within the University covers storage equipment. Adding collection objects to the insurance list requires a list of specific objects, with unique and official appraisal amounts.

OUTGOING LOANS

When authorizing a [loan](#), the Curator determines if insurance is required or independent appraisal is needed. If insurance is needed, the Curator specifies the insurance value of each object to be loaned and notifies the borrower of the amounts. The UWAC may require borrowers to provide a Certificate of Insurance. When, in the Curator's judgment, monetary value of a loan is slight and/or the material possesses little documented historical or scientific value, the requirement for insurance may be waived.

Insurance premiums for outgoing loans may be required for the borrowing institution; such insurance will be wall-to-wall. If a borrowing institution is unwilling to provide specified insurance coverage, the loan may be withheld. The UWAC may provide insurance for outgoing loans in certain circumstances.

INCOMING LOANS

The UWAC, when required, may insure incoming loans, including those for exhibitions. The cost of this insurance will be paid as appropriately assigned by the Collections Committee and is subject to conditions outlined by the lender.

RESPONSIBILITY

The Curator handles applicable insurance and ensures that coverage is adequate, complete, and up-to-date. UWAC objects, loans, and objects on exhibit, as well as transit to and from the UWAC, may be covered. All insurance claims are submitted to the University of Wisconsin Office of Risk Management.

CHAPTER XIV: ETHICS

All Department representatives must conduct themselves responsibly, professionally, and objectively. Personnel should be cognizant that individual actions reflect on the esteem in which the Department is held by the university community as well as by the public.

All UWAC employees must adhere to the Code of Ethics of the University of Wisconsin-Madison:

- Academic Staff, Faculty, and/or Limited appointees: [UPPP15.01 Code of Ethics](#)
- University Staff: [Regent Policy Document 20-22: Code of Ethics](#)
- [Research Ethics at UW-Madison](#)
- [Graduate School Responsible Conduct of Research](#)

All UWAC personnel must follow appropriate professional ethical conduct as appropriate, which can include:

- The International Council of Museums (ICOM) [Code of Ethics](#)
- The American Alliance of Museums (AAM) [Code of Ethics for Museums](#)
- The American Association of Anthropology (AAA) [Code of Ethics](#)
- The American Association of Physical Anthropologists (AAPA) [Code of Ethics, Sexual Harassment, and Other Resources](#)
- The Society for American Anthropology (SAA) Code of Ethics
- The Register of Professional Archaeologists (RPA) [Codes and Standards](#)

Failure to perform in an appropriate ethical manner will result in formal investigation by the Collections Committee, followed by appropriate action through the University of Wisconsin Office of Human Resources and/or the Ombuds Office.

PERSONAL COLLECTING

Personal collecting is a special case within the UWAC's ethics policy. Acquiring, collecting, and owning objects is not in itself unethical, and can enhance professional knowledge and judgment. However, acquisition, maintenance, and management of a personal collection can represent a conflict of interest. Therefore, the UWAC strongly discourages active acquisition of objects that compete with collection priorities *within* a department personnel's discipline for personal use through purchase, gift, trade, sale, loan, exchange, field collection, or other means, unless such acquisitions are approved by the Collections Committee. Affiliation status with the UWAC cannot be used to promote personal gain. Trafficking for profit of objects similar to collection objects is strictly prohibited. This policy is intended to eliminate competition between the UWAC and its personnel for acquisition of objects.

This policy does not prohibit possession of personal collections acquired prior to accepting employment with the University of Wisconsin. However, the following restrictions apply:

- An appropriate inventory of private collections must be made and provided to the Collections Committee within 90 days of accepting employment. This inventory will be placed in the personnel file of the individual.
- Private collections cannot be maintained on UWAC property without permission of the Collections Committee.
- UWAC supplies, equipment, and paid staff time cannot be devoted to private collections.

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APPENDICES

APPENDIX I: Collection History (working document)

Anthropology Department

Anthropology-focused courses have been offered at the University of Wisconsin-Madison as early as 1897. These were often taught within the Economics and Sociology Departments until 1929, when a separate Department of Sociology and Anthropology was established (very early on in relation to the establishment of other Anthropology departments in the United States by this time). The Anthropology Department split from the Department of Sociology in 1958 and has been dedicated to a three-field anthropological approach ever since: cultural, biological, and archaeological anthropology. Some linguistic courses are also offered through the Department, although most linguistic needs are met through the various languages departments on campus. The tradition of partnering with other departments on campus has continued to today, with various faculty who are housed in other departments serving as important faculty to provide a rich curriculum for the Anthropology Department.

Department Location

The Anthropology and Sociology Department was housed in Stirling Hall at its inception in 1929 (the main office: 337 Stirling until the end of the 1938-1939 academic year; 336 Stirling from 1939-ca.1951; 301 Stirling from ca.1953-1962; Sewell Social Science building 5th floor 1962-present).

Anthropology Courses

The first courses with a focus on Anthropology were taught by Sociology professors: Edward A. Ross (who became the first chair of the Sociology and Anthropology Department in 1929), John Lewis Gillin, and Kimball Young (who taught the first openly Cultural Anthropology course, “Social Origins”). In 1927, Ralph Linton was hired, who was paramount in assisting and justifying an Anthropology designation to the Department. Linton consulted heavily with Fay Cooper-Cole at the University of Illinois (who had started his own Anthropology Department just a short time before) to develop the course outline and curricula. Charlotte Gower Chapman, one of Cooper-Cole’s students, joined the UW faculty in 1930. Because of the joint nature of the department, it is difficult to tell at this early point which faculty were solely sociologists and which taught primarily anthropology courses.

Anthropology courses expanded after establishment of the Department, although continued to remain heavily culturally focused (due to the close association with the Sociology Department). As of the early 2000s (if not before), introductory courses in Biological Anthropology (Anthro105), Cultural Anthropology (Anthro102) and Archaeology (Anthro212) include hundreds of students each year, with a pedagogical curriculum that includes hands-on learning (using teaching collections).

Notable Faculty and Staff

The list anthropology faculty affiliated with the Department has grown large over the years. Although many well-known anthropologists have worked at UW-Madison, there are a few whose affiliation with either the recovery of specific collections or the establishment of the collection itself merits special discussion here:

David (“Dave”) A. Baerreis (1947-1982; Emeritus: 1982-1990)

Following the Works Progress Administration (or, WPA) program of the late 1930s to early 1940s, and then World War II, a renewed focus on local prehistory was on the rise. In 1947, the department hired archaeologist Dave Baerreis, who had previously worked as a WPA program regional supervisor in Northeast Oklahoma. He wasted no time in establishing research interests in Wisconsin, holding the first UW field school in the summer of 1948 (47DA3, the Outlet site), and beginning a tradition of local Wisconsin field school opportunities for UW students. Many of these first field schools were held in Dane

County and eventually spread further out (including the Missouri River Basin 1956 excavation at Mobridge, South Dakota, whose collection was transferred to South Dakota in 2014). However, for the most part they focused on southcentral and southwestern Wisconsin.

Baerreis' new interest in Wisconsin prehistory did not supersede his previous work in Oklahoma. Many of his initial master's and Ph.D. students worked on collections he excavated as part of the WPA program in Delaware County in northeastern Oklahoma (collections that were later identified and returned to Oklahoma in the 1990s and early 2000s). He also was well known for his gastropod research and the application of climactic research at archaeological sites, and his comparative collection now resides at the Zoology Museum's collection here at the UW. Baerreis continued to enjoy an active interest in archaeology until his retirement in 1982.

William ("Bill") Laughlin (1955-1969) and Chester Chard (1963-1974; Emeritus: 1974-2002)

These 2 faculty were instrumental in acquisition of much of the archaeological material from Alaska and the Aleutian Islands. Laughlin in particular was a key member of the UW-sponsored "Aleutian Expedition" of 1960-1962, which included other departments on campus (particularly Professors Reader and Black). As a biological anthropologist, Laughlin focused on human remains and burials recovered from the excavation. Although archaeologist Chester Chard specialized in this area of the world, he was not physically present during the Expedition, and there is little to no indication he researched the resulting collections.

James ("Jim") B. Stoltman (1966-1998; Emeritus: 1998-2019)

Stoltman joined the UW-Madison Anthropology department during a period of peak activity in Midwest archaeology. He partnered with Baerreis in performing regional surveys (also serving as one of the State Archaeologist's Regional Archaeologist for many years) in both southwestern Wisconsin (extensively in Grant, Crawford, and Dane Counties) and areas of Iowa (including the Chan-ya-ta site). He advised over 25 graduate students, who were instrumental in developing most of the Wisconsin and Iowa collections stored in the UW Anthropology Collections. Stoltman was primarily a ceramic analyst, particularly in performing thin-section analysis (with the intent of donating his thin section comparative collection to the Department). He continued to maintain a presence within the department, researching existing collections and maintaining a portion of the Emeritus faculty office, until his death in 2019.

Kenneth ("Ken") A. Bennett (1970-1997, Emeritus: 1997-2002)

Bennett, a forensic anthropologist, established a large Wisconsin network since his matriculation at UW-Madison. In addition to his faculty and research duties, he served as a consultant to the Wisconsin State Crime Lab (WSCL), assisting with analysis of cold cases and cases that were potentially archaeological/ Native American. Small portions of many of these cases were identified in his lab after his retirement, which led to a series of correspondence and ties to the Wisconsin Coroner and Medical Examiners Association to return the case evidence by Benden and Leith since 2007 (with collaboration from Dr. Leslie Eisenberg at the Wisconsin State Historical Society).

T. Douglas ("Doug") Price (1974-2013)

Price was instrumental in establishing the Archaeology Chemistry Lab ("ArchChem Lab") in the Anthropology department, and both researching various chemical analyses and supporting a laboratory workforce during his tenure. Upon his retirement, many "leftover" samples were identified in the ArchChem lab, which were transferred to the permanent collections. There is still debate whether the samples should be returned to their original lenders (as returned loans), or if they should remain at UW-Madison in perpetuity.

Anne Birgitte ("Gitte") Gebauer (1991-1992)

Gebauer (wife of T. Douglas Price), was hired in the Spring semester of 1991, to serve as a Curator for the Anthropology Collection. This was the first time the Department actively sought a staff position directly related to the collection and its long-term care. Gebauer oversaw undergraduate students and interns, directing the first collection-wide inventory and re-organization of the main collection storage room (Room 1403). Unfortunately, the University did not extend the position beyond one year (despite Department support). The Ethnographic collection catalog, in particular (including all we know about the collection objects), is due in most part to the efforts of Gebauer.

Danielle Benden (2007-2016)

Serving as the first “official” Curator of the Anthropology collections, Benden’s position was first approved by the College of Letters and Sciences as a ½-time position, to include both curatorial obligations as well as a mandatory teaching component (one curation-oriented class, once per year). Benden was paramount in implementing a renovation grant received just prior to her hire to install compact shelving in the collection, to consolidate the collections from various locations into the Sewell Social Sciences building, and to renovate the Old World Archaeology (Room 5128) and Biological Teaching (Room 5310) classrooms. She also completed the initial NAGPRA inventory and began a positive working relationship with the Wisconsin-affiliated tribes to consult and repatriate collections present at UW-Madison. Her position was increased to ¾-time in 2014, and she left amicably to pursue a contract archaeology/consultation firm with her husband, Robert (“Ernie”) Boszhardt, in 2016.

Elizabeth (“Liz”) Leith (2017-Present)

Leith was hired in May of 2017. Her first accomplishments included organizing the Collection archives, developing a Collection database, and finalizing and adopting the Collections Management Policy. In 2018, the Anthropology Collection received the bid to serve as the regional repository for the Northern Mississippi Valley Region for the United States Army Corps of Engineers (USACE), and also continues to serve as a repository for the United States Fish and Wildlife-Region 3 office.

Anthropology Collections – Establishment and History

The earliest Anthropology collection on the UW-Madison campus was likely part of the University’s first natural history collection, established in 1851 and originally stored in North Hall. In 1855, the collection had outgrown its space, and additional space was acquired across the hill in South Hall. In 1859, with the completion of Bascom Hall, much of the collection was moved into the new building. By 1875, there was enough interest and support surrounding this collection that an “Assistant Curator for the Cabinet,” Edward A. Birge (later a Chancellor at UW), was hired. This administrative support (and dedicated staff) undoubtedly factored into the decision in 1876 to dedicate the entire 4th floor of the newly-built Science Hall to collections storage, exhibits, and research. This process mirrors many other large universities of the time, who eventually created a separate museum building to support the university’s natural history collections.

Unfortunately, a fire in 1884 destroyed most of the original collection. Birge was unable to recoup from the loss of 40 years of collection and donation. The University at this time was seeing higher enrollment (requiring more classes and living spaces for the larger student population), and it appears the Assistant Curator to the Cabinet position was dissolved. Birge remained an avid supporter of the collections but could not compete with the direction the University was taking. The recovered collection objects were divided out to their corresponding departments (Geology, Zoology, and Botany), to care for and expand as they saw fit (although many stayed in Science Hall, they were now governed by separate entities). So far, no record of anthropological collections in the surviving Cabinet catalogs/inventories exist, although given the nature of collecting at the time, it is likely that there were some present. Once dissolved as an all-encompassing natural history collection, any anthropological objects could have gone to the Chazen Museum of Art (whose collections were acquired since 1885, and originally referred to as the Elvehjem

Art Center), the Geology, Botany, and/or Zoology collection (who all can conceivably acquire archaeological specimens as a natural extension of their fields), or other unidentified collections on and around campus (even, possibly, the Wisconsin Historical Society, which has existed across the street from Science Hall since 1900).

The UWAC, in essence, started anew with establishment of the Anthropology and Sociology Department in 1929, and subsequently a separate Anthropology Department in 1958. Collections were primarily acquired through faculty, faculty contacts, students, and purchases (especially in reference to the biological teaching collection), although occasional private donations also contributed to its expanding breadth. Although primarily housed together since its ca.1929 inception as a “biological collection” and “archaeology/ethnographic collection,” it is now divided into four main collection categories:

The archaeological research collections consist of Midwestern artifacts (mainly stone, bone, ceramic, floral, and metal materials) from Wisconsin, Iowa, South Dakota, Illinois, and Alaska, although it includes materials from other portions of the United States as well. These artifacts number in the millions, although many are small, broken pieces of artifacts. The archaeological research collections amount to roughly 2,000 cubic feet of space.

The beginnings of this research collection include collections from summer UW-sponsored field schools (beginning in Dane County, Wisconsin, and expanding out into Iowa and South Dakota). This summer field school tradition continues today, although not held every year. The peak of this practice occurred in the 1970s, reflecting both a boom in archaeological survey work (due to the National Historical Preservation Act of 1969) and a large contingent of graduate students researching the prehistory of the Midwest United States (who ended up hosting various local field schools as part of their mandatory graduate study field work).

In the 1950s and 1960s, the Departments’ faculty included a core group interested in the Aleutian Islands. Following a UW-sponsored inter-departmental “Aleutian Expedition” from 1960-1962 (and including additional field work before and after), a sizeable collection of archaeological material was added to the collection. However, with the departure of Dr. Laughlin in 1969, who took the human remains from these sites for continuing research (as a biological anthropologist) as well as much of the associated documentation, it is difficult to reconstruct the original provenience information for much of this collection (as well as confirm the original site locations and landowners, who could have been federal agencies).

From the late 1960s through the 1980s, both David Baerreis and James Stoltman maintained a healthy influx of contract and research work, surveying Wisconsin, Iowa, and South Dakota. Utilizing graduate and undergraduate students, the collections from many prominent excavations now reside at UW-Madison.

The biological research collection consists of approximately 1,300 cubic feet of skeletal remains (modern human and primate skeletons) and *does not* include NAGPRA materials. Although physically housed with the biological teaching collections, these specimens hold valuable research potential, as well as support in teaching various topics in biological anthropology, and include more strict rules governing access, use, and loan availability.

Some of the original mounted specimens in the collection include 2 gorillas (originally acquired from the UW-Anatomy department in the 1950s).

Some of this collection was obtained from the University Medical School by Ken Bennett.

The ethnographic research collection consists of materials collected mostly during the early- to mid- 20th century, totaling over 300 cubic feet or roughly 550 objects stored in boxes, on a compact shelving unit, and on shelves in locked metal closed cabinets. The ethnographic research collection is geographically widespread and includes a sizeable Brazilian collection (donated by William Crocker upon receiving his Ph.D., who was a graduate student in the department in the 1950s/early 1960s and studied/lived in Brazil while he performed his cultural research).

Many of the ethnographic collections include little to no associated documentation. The entire collection was inventoried (and the resulting information compiled into 2 binders) in 1985, totaling 526 objects. These binders include the only (and limited) information concerning the collection objects and are largely due to the efforts of Gitte Gebauer.

In 2013, Curator Benden re-inventoried the ethnographic collections, documenting 730 objects. Some of the objects acquired after the 1985 inventory included corresponding records; others are lacking adequate documentation about their provenance and acquisition.

Additionally, the UWAC curates *teaching collections*: an archaeological teaching collection, an anthropological teaching collection, and a biological anthropology teaching collection. These collections comprise objects that:

- Lack provenience information
- Represent areas of the United States and the world outside of the main research collections (including reproductions)
- Provide valuable potential as a teaching tool to advance the educational curriculum of the Department

Some of these collections were acquired via personal relationships with other well-known anthropologists around the world (likely as exchanges between the affiliated collections).

Some of these collections were acquired via donations from private collectors (who had minimal provenience information, but for collections containing excellent examples of the variety in styles and designs of lithics and ceramics).

Some of these collections were acquired via “summer vacations” taken by the faculty, who brought back examples from their excursions for inclusion as visual aids in teaching (a practice that continued from the 1940s through at least the 1980s).

Some of these collections were originally loaned to the Department from the Wisconsin Historical Society (WHS) at the request of Dr. Baerreis in the 1940s, specifically for use in teaching (and representing archaeology from all over the world). In 2012, the WHS re-evaluated the loans and found that many no longer followed the mission of the WHS. These collections were transferred permanently to the Department and the remaining objects were returned to the WHS.

The archaeological teaching collection includes stone, bone, ceramic, and metal objects from archaeological sites from all over the world and encompasses roughly 800 cubic feet. It includes a significant southwestern United States ceramic type collection, which is useful for teaching due to its redundant nature (collected by David A. Baerreis). In many cases, materials were surface collected or lack precise provenience. Another strength of the archaeological teaching collections is a stone tool collection, including many styles of spear and arrow points as well as groundstone tools, from the Midwestern United States (donated in the 1960/70s by Harris Palmer, a former geologist at the University of Wisconsin-Platteville), and a Central American ceramics collection (amassed by Donald E. Thompson while he performed research in Central and South America in the 1960s while he was a faculty member in the department). Finally, several objects held in the archaeological teaching collections were obtained through transfer/donation from the Wisconsin Historical Society in the 1940s and 1950s, at the request of David A. Baerreis. Many of the collections were returned in 2012 and 2014, but as some did not meet the

Society's mission (mainly, most of the collections from out of the country), they were transferred to the UWAC for permanent use in teaching.

The anthropological teaching collections includes ethnographic and modern artifacts that assist in implementing the Department's course curriculum and class objectives. The collection, first implemented in 2007 with the introduction of generic Teaching Kits for use in Anthropology section classes, is active in its use and includes an expected limited life span (due to handling by hundreds of students each semester).

The biological research and teaching collection consists of approximately 1,300 cubic feet of skeletal remains (including osteological, reproductions and casts of primates, early hominins and modern humans). This is a significant collection for teaching students about biological evolution and cultural adaptations through time and it is used regularly for laboratory courses as well as faculty and graduate research.

The earliest catalog record of biological collections is a reference to fossil primates and hominin casts that were "in the department prior to 1938" (the date of the first collection inventory), and a few of these original specimens are still present today. Many casts were purchased (often from Ward's Scientific and the Wistar Institute, then later Carolina Biological Supply and Bone Clones), and beginning in 2018 produced in-house (via 3-D printers).

Archives and Documents

The UWAC also maintains roughly 1,000 linear feet of associated records, photographs, film, negatives, slides, etc. Some of these archives have been rehoused into archival sleeves and folders, although most still need to be digitized.

NAGPRA Materials

The UWAC houses human remains and cultural objects that fall under the Native American Graves Protections and Repatriation (NAGPRA) law. These remains and objects are housed together in a designated portion of the permanent collections storage area. They are segregated from the other collections but are not isolated in a completely separate room. If additional NAGPRA materials are identified that are not currently known, they are stored in the same location of the identified NAGPRA materials, space permitting.

Collection Inventories and Assessments

In 2007, the Department was successful in obtaining a preservation needs assessment, conducted by a professional conservator not affiliated with the Department. This assessment was funded by the National Endowment for Humanities (NEH) and identified a series of conservation priorities for the Department. As part of this grant, the Department was able to purchase dataloggers to monitor temperature and relative humidity in storage rooms, new collections transport carts, safety stepladders, and a variety of acid-free storage and packaging supplies.

Departmental personnel focus on preventive conservation based on regular monitoring and housekeeping. Storage areas are vacuumed weekly using a HEPA-filtered vacuum cleaner and pest traps are also checked weekly.

Recent Remodeling and Collection Facilities Updates

In the spring of 2007, the Department obtained a University System grant to undertake a massive collections rehousing project of its archaeological and ethnographic research collections as well as its archaeological teaching collection. This grant was a major step toward upgrading outdated collections facilities and was instrumental in gaining better physical control over the anthropology collections. Due to prior lack of on-site space, the Department of Anthropology had been utilizing an unfit off-site storage located on campus. This off-site facility was demolished in early 2008 to make way for the new

University of Wisconsin Institutes for Discovery. Artifacts that had been stored there were moved to the permanent departmental collection storage. Electronic compact shelving was installed, which doubled the amount of space available for permanent collections storage. The permanent research collections have now been consolidated into one space and include both Federal and university-controlled collections.

The grant project included two phases of work. *Phase I* consisted of the renovation and retrofitting of the permanent collections storage room including installation of compact moveable storage units; updates to the HVAC system to obtain better control over temperature and humidity; and a new security lock to monitor entry. At the time of these renovations, many of the artifacts were still in original field bags (often brown paper bags). Curation of these artifacts was and will continue to be an ongoing process, conducted with the assistance of student volunteers. Many but not all of the artifacts have been re-boxed into acid-free polypropylene boxes. About 40% of materials have been removed from their acidic, brown paper field bags and replaced with polyethylene plastic write-on, white-block bags.

Phase II was completed in the spring of 2008. The remodeling consisted of retrofitting an archaeological classroom and laboratory for proper storage of the archaeological teaching collection, to provide better access and use of the teaching collections. The remodeling of Phase II included painting the entire archaeology laboratory/classroom; equipping the laboratory/classroom with updated tables and chairs; integrating a new data projection and sound system; and installing new Space Saver, museum-quality (powder-coated steel) cabinets.

In 2009, the Department was successful in obtaining another University System grant to update its biological anthropology teaching collections. This included conducting an inventory and accessioning all objects and entering that information into a database. The grant monies for this project were used to remodel two anthropology laboratories, both of which house non-NAGPRA biological anthropology collections. Funding allowed for upgraded Delta Design collections storage cabinets, new laboratory tables and chairs, and several new hominid evolutionary casts useful for undergraduate and graduate biological anthropology courses. New iMac computers at each laboratory station will allow students to complete genetic modeling activities. This rehousing project is vital for updating both collections storage and student laboratory conditions. The new shelving was custom designed specifically for these collections and includes room (up to 40% of the space) for collections growth.