Department of Anthropology
UNIVERSITY OF WISCONSIN–MADISON

GUIDE FOR DEPOSITING ARCHAEOLOGICAL MATERIAL INTO THE UNIVERSITY OF WISCONSIN-MADISON ANTHROPOLOGY COLLECTION

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The University of Wisconsin-Madison Anthropology Collection (hereafter, "UWAC") provides long-term curation space for archaeological collections. The decision to accept a donation offer rests with the Department of Anthropology's Collections Committee. The UWAC meets the repository standards as set forth in 36 CFR Part 79, the Curation of Federally-Owned and Administered Archaeological Collections, and reserves the right to refuse materials that do not meet the UWAC's mission, that cannot be properly cared for due to space, conservation, or ownership limits, that are subject to repatriation under state and/or federal laws, or that are identified as health hazards.

This guide serves as a reference for preparing archaeological collections as "Curation Ready" prior to depositing them into the UWAC and is reviewed every two years and updated as necessary. It is therefore subject to future modifications. All incoming collections must meet the requirements of the most recent version of this document. Please contact the Museum Director if you have any questions or need more information about how to prepare collections for submission.

Part 1, Conditions of Acceptance

The UWAC is managed by the UW-Madison Department of Anthropology. All incoming material becomes the property of the University of Wisconsin-Madison upon deposit (unless part of a federal repository agreement) and must strictly adhere to the UWAC's Collections Management Policy (provided separately upon request). Of particular note:

- Prioritized research areas are: south-central and southwestern Wisconsin precontact sites. Exceptions to this rule are for:
  - Collections deposited as part of an existing federal repository agreement. These collections are only accepted with written verification from the sponsoring federal agency.
  - Collections that hold significant value as teaching aids. These collections are addressed most often through straight donations, instead of Curation Agreements, and are determined at the discretion of the UW-Madison Anthropology Department Collections Committee.
- The UWAC will not accept postcontact archaeological collections.
- The UWAC will not accept any human remains, funerary objects, sacred objects, or objects of cultural patrimony that could be subject to repatriation. Instead, all repatriation activities and responsibilities are retained by the depositor/donor.

Part 2, Methods of Acceptance

Materials may be accepted for curation via multiple means, the most common of which are:

Outright Donation: Materials legally collected by private citizens (archaeological, ethnographic, or biological). Title of the material (objects and/or archives) is transferred to the UWAC at no cost. The material is accepted after approval from the Collections Committee and receipt of a signed Deed of Gift.

Curation Agreement (between the UWAC and an organization): Material legally collected by organizations per Section 106 mandates of the National Historic Preservation Act, or from research-based projects.

Such agreements must be approved by the Collections Committee, but do not guarantee acceptance of a future deposit. Material is accepted after both approval of the form, "Request for Donating Archaeological Materials," and receipt of a signed Deed of Gift upon deposit. Acceptance of the donation is contingent upon a cash donation to the UWAC's long-term collections fund (at a rate of $1,000/cft).

Repository Agreement (between the UWAC and a federal agency): Material legally collected from state, federal, or other non-private lands. Title to the collection is retained by the government agency with an associated annual contract and annual fee for services. Material is accepted only if an existing contract between the agency and the University of Wisconsin-Madison is in place and written agreement from the agency to accept the material has been received. The contents of the collection (comprising precontact and/or postcontact artifacts) remains the discretion of the federal agency.

Corresponding appraisals will be acknowledged after review and approval from the Collections Committee (see IRS Publication 561 for determining value of property). Additional documentation may be requested by the Museum Director as needed. No material will be accepted unless all submission documentation has been received.

Part 3, Curation Fees

Associated fees are assessed based on the method of deposit:

Donation: Outright donations of private collections will not be charged a curation fee and are applicable to federal tax law (IRS Publication 526).

Curation Agreement: Deposits of this nature are considered donations and are thus not charged fees. However, acceptance of the material is contingent upon a cash donation to support long-term collections care, due upon deposit (and applicable to federal tax law). The current accepted amount is $1,000/cft (combined for artifacts and corresponding documentation).

Repository Agreement: A one-time intake, or processing, fee will be charged to the depositor for incoming material that will be added to a current repository agreement (i.e., reviews on state or federal land), invoiced upon deposit ($42/cft). The material will be added to the existing repository agreement upon arrival, and subsequent annual fees will be paid by the sponsoring agency.

A curation preparation fee will be collected for material that is not curation-ready (see below for acceptable conditions), due within one month of deposit. In the case of Curation Agreements, a larger cash donation will be requested at the time of deposit for collections not meeting the standards listed below.

Part 4, Curation Standards for Archaeological Artifacts

4.1 Cleaning, Conservation, and Reconstruction

All archaeological artifacts must be appropriately cleaned, and the cleaning methods and products identified on submitted documentation ("Collections Processing Record"). If any conservation work has been performed, the method and products used should also be identified. Identify any reconstructed artifacts and include the methods and products used in their reconstruction.

4.2 Accession, Catalog, and Specimen Numbers

It is acknowledged that, per certain permitting processes, a repository must be identified before the fieldwork can commence, and sometimes a request for deposit results in no material to deposit (e.g., no material collected or found during a survey). Therefore, reserved numbers will be assigned by the Museum Director only after confirmation that artifacts will be deposited and must be pre-approved to ensure numbers are not inadvertently duplicated.

Please Note:

1. The site number follows the Smithsonian Trinomial System (STS) and is formatted according to the Society for American Archaeology (SAA) guidelines (the 2-digit number representing each state, followed by the county designation represented by *capital letters*, followed by the site number, per SAA standards) (Society for American

Archaeology 2018:14). The last number includes zero (0) placeholders to ensure standard formatting and proper sorting once entered into the UWAC database (e.g., 47DA0005, *not* 47DA5).

2. The accession number, catalog lot number, and specimen number (mentioned below) include zero (0) placeholders, to ensure standard formatting and proper sorting once entered into the database. Under NO circumstances should they deviate from this formatting (i.e., *no* .1, .0001a, .0001-1, etc.).

Accession numbers relate to a collection that arrived at the same time, from the same source, and from the same archaeological site. Deposits that encompass multiple archaeological sites, but were deposited at the same time from a single depositor, will receive multiple accession numbers. This is solely due to the numbering system utilized by the UWAC.
For example: 1985.0005 (representing the fifth accession lot received in the year 1985).

Catalog numbers are assigned in a numerical sequence representing unique, provenience-based information. A unique catalog number is assigned to a group of objects that share *all* provenience (location) and collecting information. Catalog numbers can be equated to the traditional "lot" numbering system, although each catalog number is not required to include more than one artifact. Examples of unique catalog descriptions include (each would be assigned a *different* catalog number):

Provenience	Level	Date
Shovel Test 1		4/18/1985
Surface		no date
Surface		5/27/1985
Unit N16W18	Level 1 (0-10cmbs)	5/29/1985
Unit N16W18	Level 2 (10-20cmbs)	5/29/1985
East ½ of site		6/5/1985
Unknown/undocumented provenience		

Although it has been a tradition in the past to either assign **specimen numbers** only to diagnostic artifacts or to assign the same specimen number to all artifacts from the same context, it has become the policy of the UWAC to assign a unique number to every artifact, regardless of its perceived importance. Each artifact within a catalog "lot" will receive a unique specimen number, although certain categories are better suited to receiving one specimen number and listed as a "sample" (i.e., charcoal, soil, processed light or heavy fractions, or pottery/ceramics/bone/shell smaller than 1/8"). Conditions for assigning specimen number samples must be discussed and approved by the Museum Director prior to commencing the cataloging process.

4.3 Inventory and Catalog Procedures
Artifacts are typically recorded electronically, via a standard Excel spreadsheet format provided by the Museum Director. Three numbers are assigned to each object: the accession number (representing the associated collection deposited at the same time; most often representing one unique archaeological site from one excavation project), the catalog number (representing a unique provenience within the collection) and the specimen number (representing a unique number assigned to each artifact in the collection). See 4.2 for more information.

Catalog ("lot") numbers begin with the accession number, followed by a "/" and a sequential number, using "0" placeholders. For example:

- 1985.0005/0001 (Shovel Test 1 (4/18/85))
- 1985.0005/0002 (Surface, no date)
- Etc.

Specimen numbers are assigned as a trinomal ("3-part number"), based on the accession number. While it is recommended that specimens are numbered in order based on the catalog number, it is not a requirement. As

a separate system, this allows for the option of reassigning specific artifacts to a different catalog lot (to correct inadvertent mistakes during the initial catalog process). However, as there is no permanent or inherent link between the specimen number its provenience, it is imperative that BOTH the specimen number and catalog number are provided on the submitted catalog sheet. For example:

Accession #	Catalog #	Specimen #	Provenience	Description
1985.0005	1985.0005/0001		Shovel Test 1 (4/18/85)	
1985.0005	1985.0005/0001	1985.0005.0001		1 projectile point (corner-notched expanding stem)
1985.0005	1985.0005/0001	1985.0005.0002		1 pottery body sherd (undecorated)
1985.0005	1985.0005/0001	1985.0005.0003		1 pottery body sherd (undecorated)
1985.0005	1985.0005/0001	1985.0005.0004		1 charcoal sample
1985.0005	1985.0005/0002		Surface, no date	
1985.0005	1985.0005/0002	1985.0005.0005		1 flake (tertiary)
1985.0005	1985.0005/0002	1985.0005.0006		1 flake (tertiary)
1985.0005	1985.0005/0002	1985.0005.0007		1 pottery rim sherd (incised)

OR

Accession #	Catalog #	Specimen #	Provenience	Description
1985.0005	1985.0005/0001		Shovel Test 1 (4/18/85)	
1985.0005	1985.0005/0001	1985.0005.0001		1 projectile point (corner-notched expanding stem)
1985.0005	1985.0005/0001	1985.0005.0002-1985.0005.0003		2 pottery body sherds (undecorated)
1985.0005	1985.0005/0001	1985.0005.0004		1 charcoal sample
1985.0005	1985.0005/0002		Surface, no date	
1985.0005	1985.0005/0002	1985.0005.0005-1985.0005.0006		2 flakes (tertiary)
1985.0005	1985.0005/0002	1985.0005.0007		1 pottery rim sherd (incised)

Please Note:

1. If *all* of the provenience and descriptive information is the same, a group of specimen numbers may be used. This, in essence, reserves numbers for future researchers to assign to specific artifacts within that group if a more detailed assessment is performed. If ancillary data are recorded in the final report for each artifact (measurements, weight, etc.), they must be listed in separate lines and be properly labeled for a future researcher to link them to the published analysis. However, they may be bagged together (if properly labeled) under certain circumstances (see 4.4).

Artifacts should be first organized by provenience within each site (surface, Test Unit 1, Test Unit 2, etc.), then by material class (lithics, ceramics, fauna, etc.), then by classification within that class (points, bifaces, scrapers, flakes, etc.). Only provenience locations with existing collections are included on the catalog sheet; information about locations that did not yield any artifacts or other samples is limited to the final site report. Artifacts with limited or no associated information beyond the site number (backdirt pile, unknown, etc.) should be listed last in the catalog.

The provided Excel file contains drop-down lists for the artifact descriptions, to maintain as consistent a terminology as possible. Although the list is not static, approval from the Museum Director is needed prior to adding additional terms to the existing lists. The Cataloger should check in with the Museum Director at least once during the catalog process, to ensure the UWAC's standards are being followed, the column fields are properly named to import into the UWAC's database, and appropriate and adequate information is being recorded about each artifact. See also the catalog sheet example and notes at the end of this Guide.

4.4 Labeling Products and Procedures

An acid-free paper tag must be included in each artifact bag/container. The tag must, at minimum, indicate the: site number and name, catalog and specimen numbers, field bag number (if applicable), provenience information, excavation date, and a description of the artifact(s). Additional data can be included if desired.

The size of the tag should be small enough to avoid folding the tag to fit within the bag, yet large enough to read without magnification. A basic, standard template is available from the Museum Director. Tags should be inserted into bags facing outward (so they are visible without having to remove the tag or artifacts from the bag), placed with the artifact if it is stored in a specialty box or container, or secured to the artifact with cotton string if the artifact is large.

All artifacts larger than ¼" must be directly labeled with their assigned specimen numbers. Applying a label to artifacts smaller than this size can encumber the potential research value. Therefore, it is especially important to make sure these smaller artifacts are clearly identified and recorded, via catalog tags, if they are not labeled. The only exception to this is when a group of specimen numbers larger than ¼" has been assigned to an otherwise undiagnostic artifact lot (for example, 50 undecorated pottery body sherds) (see 4.3). In this case, the catalog tag may list the reserved numbers and the sherds may remain unlabeled.

Archival-quality products, such as Acryloid/Paraloid B-72 clear or white sealant, permanent (India) black ink, archival Pigma ink pens, acrylic paint, or laser-printed labels on acid-free paper, should be used to label specimens. All labels begin with a base coat of B-72 clear sealant, followed by the label, and finally a clear top coat of sealant (the "sandwich method"):

1. The base layer is always a clear coat of solution (B-72).
2. Label:
    a. If handwriting the label, the color of an artifact will determine whether or not an additional layer of B-72 Opaque Lacquer (or colored acrylic paint) is used. Next, using archival ink (India ink or an archival pen), write the specimen number on the artifact. A colored archival ink or paint (like a Pigma or acrylic pen) may be used instead of the opaque lacquer/acrylic paint strip.
    b. If using laser-printed labels on acid-free paper, cut out the label and attach it on top of the base layer before it has dried.
3. Finish by applying a clear coat of B-72 over the entire label to seal it.

The purpose of this method is to make labeling easily reversible. Please refer to the list below for inappropriate labeling materials. Identify all labeling products on submitted documentation ("Collections Processing Form"). If you need direction or clarification on labeling, please contact the Museum Director for additional information.

Prohibited labeling products include:

Adhesive labels, or any kind of tape
Tags with metal rims
Metal twist ties or wires
White out or liquid paper products
Quills
Clear nail polish
Regular felt pens (like Sharpies)

4.5 Placement of Labels

Labels should be written on an area of the artifact that does not obscure diagnostic/photogenic features or prevent its later reassembly. For example, avoid labeling the following areas: worked edges or surfaces of stone tools; broken edges of tools if refits are possible; ceramic decorations or broken edges; bone articular surfaces, cut marks, or worked areas; hinges or worked edges of mollusk shells. Label the interior or ventral surface of flake tools, the interior surface of precontact and postcontact ceramics, and inconspicuous locations on all other artifacts.

4.6 Artifact Containers

With few exceptions, all artifacts must be bagged in clear or "write-on" polyethylene or polypropylene zip top bags of the appropriate size (4-mil minimum thickness). The UWAC typically uses the following sizes: 2x3, 3x5, 4x6, 6x6, 5x8, 9x12, and 13x18 to store specimens, although other appropriate sizes are acceptable. The bag

should be large enough to insert or remove the artifact without rubbing against the bag's opening. Do not over-fill bags. Large polyethylene or polypropylene gusseted bags may be used for oversized specimens. Botanical remains must be stored in appropriately sized glass vials with screw tops. Use appropriate containers and packing materials for fragile specimens, including construction of custom-made or standard archival boxes, if the integrity of the specimen is at risk (or glass vials for small fragile objects, like snail shells). Diagnostic metal and fabric artifacts should be stored in Corrosion Intercept® zip top bags if there is a concern regarding discoloration, weakening, mildew, or mold growth.

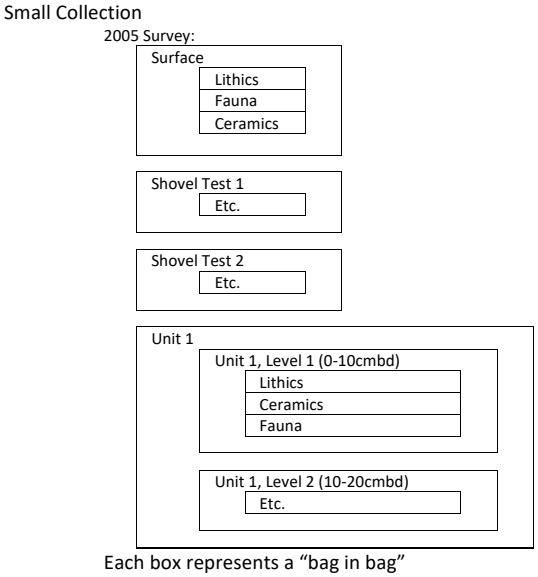
Consult the Museum Director if you encounter a unique storage need before proceeding.

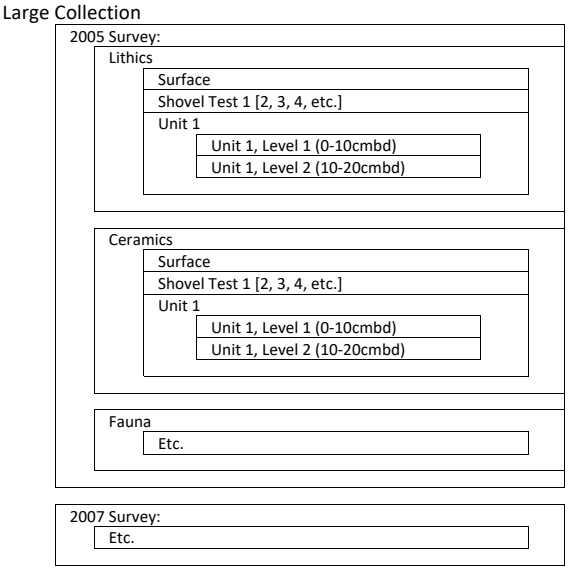
All diagnostic artifacts must be bagged individually, with a corresponding tag. Undiagnostic artifacts containing the same artifact description and recovered from the same provenience (catalog lot) may be bagged together, with the associated tags bagged together with the artifacts. For example, all unidentified bone fragments from Test Unit 1, Level 1 (as they contain both the same provenience description and artifact description) may be bagged together *if* they do not include additional identifying information (like species or element identification). If the bag includes multiple tags, they should be stacked together and added to the front of the bag (with the first tag facing outward for easy viewing).

It is not required to use "write-on" zip top bags for individually bagged artifacts but is acceptable if the depositor chooses to do so. All information about the bag contents should be clearly outlined by the visible tag included with each artifact. Undiagnostic artifacts from the same provenience, yet including multiple tags inside, should utilize "write-on" bags to ensure the entirety of the bag contents are clear. When multiple bags, each containing its own tag or tags, are bagged/nested together (an artifact or catalog "lot"), a "write-on" bag is required (see 4.7).

4.7 Collection Organization

Each collection's organization can vary slightly, depending on its overall size. First, all collections are separated according to site number, and each site is organized by project/survey (in order by date, from earliest to most recent). If the resulting collection is small (1 box or less), each site is organized **by provenience** (all artifacts recovered from each provenience nested together in one bag). This should ideally correspond to catalog lots (each catalog lot is stored together in its own nested set of bags). If the resulting collection is large (more than 1 box), the specimens are organized **by material class first (and/or artifact type), then by provenience**. For example, all Lithics are stored together, organized in order of provenience. Next, all ceramics are stored together and organized by provenience, and so on (see below).



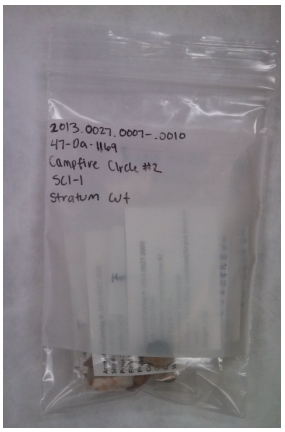


Use appropriately sized bags, using a white write-on polyethylene or polypropylene zip-top bag as the exterior "bag of bag" (see images below), to contain specimens from the same provenience or material class. This avoids having a storage box filled with many loose bags. Avoid packaging too many small specimen bags into large bags, as this will both increase the chance of breaking or crushing specimens and make it difficult to find specific specimens. Clear bags are used for storing artifacts themselves, while white block write-on bags are used for grouping, or nesting, the smaller specimen bags together.

The original field bag label should be cut out and included in the corresponding new bag, behind the new tag (or in the "bag of bag," whichever is more appropriate). The Bag of Bag should be labeled on the white "write-on" portion (using an archival pen) with the Site Number, provenience, catalog/specimen numbers, and type of materials included (see images below). Place the nested bags into standard coroplast banker's sized boxes for transport to the UW-Madison. Within the banker's box, multiple tiers of specimen trays or nested boxes may be created or used (depending on the final weight of the box), to allow for increased storage of specimens without risking damage via direct stacking. Please note that, if using trays, you will need to also use dividers to ensure the top tray does not "sink" into the bottom tray.

There are four bags of artifacts from this provenience. Place the catalog tag face-out, preferably in front of the artifact, so it is clearly visible without opening the bag.

The original field bag tag should be cut out and placed in the bag, with the artifact, or in the "bag of bag," whichever is more appropriate.



This is an example of a packed "bag of bag" from one specific provenience. All of the individual artifact bags are nested inside and the entire run of catalog/specimen numbers for the provenience are written on the white block. Catalog information is followed by the site number, site name, field bag #, and provenience.

The above example reflects a smaller collection, meaning all artifacts from a specific provenience are stored together. When organizing a larger collection, the bag of bag tag would contain most of the same information, although identifying the type of material (Fauna, Ceramics, Lithics, etc.) in the lower left corner.

Collections are organized in standard banker's boxes and are labeled with: site number, box number, project identification, and any other pertinent information (see image below), and should not weigh more than 30lbs each. See the Museum Director to make sure the box organization follows a logical method of storage. The box tag will be used to create standardized box labels once incorporated into the UWAC.

Within each box, include a printed catalog sheet of the box's contents (see image below). Remember that collections should be boxed in a manner that will provide for the safety of objects during transport, as well as

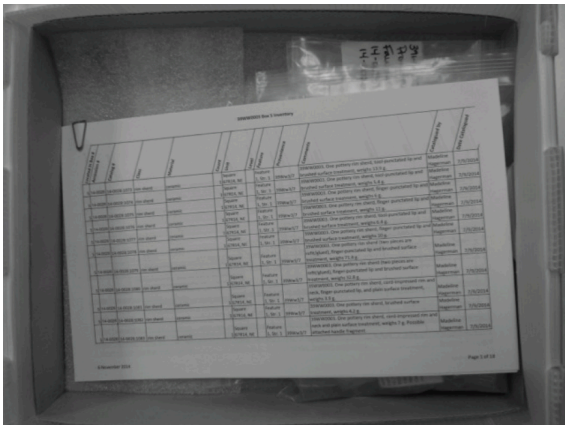
for long-term storage. Packing multiple projects together in one box for transport is acceptable, although the projects (or sites) may be separated once they arrive, to meet the UWAC's organizational scheme. If there is extra space in the box, please fill it with packing material during transport. This material will be removed when the box and its contents are incorporated into the rest of the collection. See section 4.9 (below) for a summary checklist of guidelines for packing boxes.

Each box should be labeled with the site number and a description of the contents (usually referring to the range of catalog/specimen numbers inside):

39WW0003 (Test Site)
1985.0005/0001 Shovel Test 1 (1985)
1985.0005/0002 Surface (no date)

Box 1 of 1

Labels should be printed on acid-free paper, and placed in archival-quality polyethylene label holders adhered to the exterior of each box.



Include a paper copy of the box inventory inside each box, printed on acid-free paper.

4.8 Record of Discarded Materials

After careful consideration is given to **retaining representative samples**, some materials may be discarded prior to submitting collections for curation. Record discarded materials on the Form 4 ("Catalog Inventory Spreadsheet") *Record of Discarded Materials* tab. The current list of materials that may be sampled and/or discarded include:

1. Fire-cracked rock;
2. Noncultural or unmodified rock;
3. Masonry materials (including brick, cement, mortar, limestone);
4. Slag, cinders, and coal; and
5. Other bulky, redundant, or non-diagnostic materials lacking either secure archaeological context or research applications.

Please Note: Do not enter discarded materials in the catalog sheet. Record these materials only on the *Record of Discarded Materials* tab of the "Catalog Inventory Spreadsheet" (as they will not receive an accession, catalog or specimen number).

4.9 Specimen Packing and Labeling Instructions-Summary

- Store all specimens in polypropylene (coroplast) boxes, standard "banker's" size (12" x 15" x 10").
- Each box must not weigh more than 30 lbs.
- A box inventory printout must be placed inside each box.

- If needed, use archival blue board (tray dividers or nesting boxes) to further organize each box, or to create custom boxes for fragile specimens.
- Organize specimens by either provenience (small collections) or material type and then provenience (large collections).
- Nest specimen bags into larger bags (and/or nested boxes) and label, using an archival pen, to prevent disorganization within each storage box (the exact method of organization needs to be approved by the Museum Director prior to implementation).
- Use 4-mil write-on block polyethylene or polypropylene plastic zip-top bags for bagging groups of specimen bags together. Use the same 4-mil zip-top bags (write-on block optional) for individual specimens.
- Include a printed tag with each bag containing specimen(s).
- Physically label diagnostic artifacts and all undiagnostic artifacts that are bagged together, but retain unique recorded information (measurements, identified raw material, species/element identification, etc.).

Part 5, Curation Standards for Associated Documentation

5.1 Paper Documents

All original paper records associated with the collection must accompany the deposit, including: permits, contracts, landowner permission/deeds of gift, field notes, excavation forms, maps, photographs (with photo log), analysis forms, catalog sheets, relevant correspondence, and final reports. Documents should be printed on acid-free paper where possible, although an original copy (no matter its medium) is preferred over all others. Records must be appropriately and logically arranged and labeled in acid-free/lignin-free folders. A list of included documents should be entered in the "Material Deposit Form," although a more comprehensive finding aid is acceptable, especially for large deposits.

5.2 Electronic Documents

A second copy of all documents must be submitted in electronic Portable Document Format (PDF), 300-600 dpi resolution. Use discretion in determining appropriate formats of documents. PDF documents retain resolution quality and intended format, but Word and Excel documents are also accepted as you see fit. All electronic submissions must be deposited on a CD, DVD, flash drive, or for remote upload via a secure method (Box, Google Drive, etc.), and must be deposited either before or at the same time as the artifacts. The only exception would be final reports produced after deposit. These should be submitted as soon as possible after publication, or after submission to the reporting agency.

5.3 Digital Photographs

Digital photographs must be submitted in (preferred) TIFF format, although JPEG is acceptable if that is the only format available, with an accompanying electronic photo log (Excel spreadsheet format) describing the contents of each image. Photographs of specimens should have either an identifying label in the image or an inlaid label identifying the specimen number, as well as a scale (for images of artifacts). If not provided in the final report, include a description of the photographing equipment used in the photo log.

5.4 Document Packing and Labeling Instructions-Summary

- Store all documents in polypropylene (coroplast) boxes, standard "banker's" size (12" x 15" x 10"), or smaller archival document boxes.
- Each box must not weigh more than 30 lbs.
- Records and associated documents must be stored in acid-free/lignin-free file folders, with an accompanying log/finding aid.

- Digital records should be stored on CD-ROM or DVD (in archival disk sleeves and clearly labeled), on a clearly labeled flash drive or external hard drive, or provided for upload via a remote application (Box, Google Drive, etc.).

Part 6, Delivery of Collections for Curation

In addition to the collection material (specimens and associated documentation), the "Material Deposit Form" (summarizing the project details and collection contents) and "Catalog Inventory Spreadsheet" (listing the collection's specimens and discarded materials) must be submitted in electronic format to the Museum Director upon deposit. Alternatively, these forms may be sent via e-mail attachment to the Museum Director prior to deposit of the collection.

Deliver collections in person unless special arrangements are made ahead of time. If delivery is by shipment (paid for by the depositor), please coordinate with the Museum Director for an agreed-upon shipping company and timing of the delivery.

Part 7, Processing of Submissions

The Museum Director will evaluate all submissions for accuracy and completeness. The depositor will be contacted if the collection is determined to not be curation-ready. The depositor may retrieve the collection or instruct the UWAC to correct the problem; in the latter case, a curation preparation fee will be charged (unless initial deposit included a sufficient donation or fee to cover this need). Total volumes for each collection will be determined by calculating the curated volume of the collection, that is, the space occupied by the collection within a standard storage box ("banker's box"), which measures 1.0cft:

- *Non-federal deposits* will be assessed for space based on a minimum of 1 cubic foot per deposit, in increments of 1 cft, at a donation amount of $1,000/cft (partially-filled boxes are not pro-rated).
- *Federal collections* for which the UWAC holds an annual repository agreement will be charged an intake/processing fee of $42 per cubic foot (minimum 1 cft), in 1 cft increments, with annual maintenance costs covered by the sponsoring agency after deposit.

Please Note:
If the depositor uses a non-standard box or overfills a box beyond the maximum weight requirement or using an unorganized method (like filling the box to the brim with loose bags), the collection will be reorganized by the Museum Director upon arrival. The final cost to the depositor will reflect the revised space ($1,000/cubic foot), as well as an additional surcharge for the time it took to reorganize the collection by the Museum Director ($42/hour).

Once the submission is processed, the "Material Deposit Form" will be approved, signed, and a copy returned to the depositor. Invoices for federal collections will be delivered promptly after deposit, and all submissions will be processed within thirty days of deposit.

References

Society for American Archaeology
2018 Editorial Policy, Information for Authors, and Style Guide for American Antiquity, Latin American Antiquity, and Advances in Archaeological Practice. Electronic document, https://documents.saa.org/container/docs/default-source/doc-publications/style-guide/saa-style-guide_updated-july-2018c5062f7e55154959ab57564384bda7de.pdf?sfvrsn=8247640e_6 , accessed June 24, 2019.

UW-MADISON ANTHROPOLOGY COLLECTION MISSION STATEMENT

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 south-central Wisconsin) to preserve the prehistory of Wisconsin.

ACCEPTANCE POLICIES OF THE UNIVERSITY OF WISCONSIN ANTHROPOLOGY COLLECTION

The UW Anthropology Collection (or "UWAC") is managed by the UW-Madison Department of Anthropology, which is organized and operated for educational and research purposes and is tax exempt as a 501(c)3 non-profit unit of the University of Wisconsin-Madison (or "University"). 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 attendant 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 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 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 Museum Director 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.

COLLECTIONS

- The UWAC consists of objects of natural and cultural origin that are an integral part of the Department. Two types of collections are maintained:
    - Research Collections: These are objects with detailed and clear provenience, used for exhibition and/or research, which relate directly to the UWAC's purposes and are usually of diagnostic (type or voucher) quality.
    - Teaching/Study Collections: These are objects related to the purposes of the Department of Anthropology and are used for classroom study, demonstrations, exhibitions, and similar uses. These objects tend to be redundant samples or lack detailed provenience information.
- The majority of the archaeological research collections currently curated at the UWAC were excavated or collected from south-central and southwestern Wisconsin. This is in large part due to previous faculty and graduate student research foci. In keeping with that tradition and scope, the UWAC targets this geographic region for new acquisitions. Exceptions may be made by a unanimous vote of the Collections Committee, which utilizes a set of guidelines to ensure all professional and ethical obligations are met.

EXAMPLE CATALOG SHEET

See Form 4 (Catalog Inventory Spreadsheet) for an example of a complete catalog sheet.

Please Note:

1. The catalog number refers to all artifacts recovered from a unique provenience location (e.g., "Unit 1, Level 2 (0-10cmbd). This number provides a link to all artifacts from that location, without utilizing a "lot catalog" system.
2. The specimen number refers to each unique artifact. See above for instructions on numbering individual artifacts. If all of the information about the artifacts is the same, a range of specimen numbers may be used in this field. Please note: any artifacts specifically addressed in the final report (or analysis), should be physically labeled with a specimen number, to allow for future data comparison.
3. The "Field Bag #" field is reserved for any temporary number assigned to that specific artifact or lot of artifacts. If more than one number has been previously assigned, list all of the numbers in this field together, each separated by a semi-colon (;).
4. The Excavation Date should be entered in a M/D/YYYY format where possible (generic dates, such as "Fall 2005" or "8/10-12/2007" are difficult to enter into the database and should be avoided, although acceptable if necessary).
5. The Provenience field is a text field and should include all information pertinent to the unique locality for that catalog and/or artifact. Always enter the broadest information first (Area, Grid, etc.), followed by more specific information (Test Unit, Shovel Test, etc; Level 1 (0-10cmbgs), etc.), and identify measurements with labels. Although metric measurements should always be used, it is acknowledged that past excavations may have used English measurements that, at this time, have not yet been recalculated. Examples:
    a. Unit 1, Level 2 (0-10cmbd)
    b. Feature 4, Ash lens
    c. Block C, Unit 7, Level 5 (24-30in)
6. The Material Class, Artifact Category, and Artifact ID fields are drop-down lists. Each list is determined by the prior field's contents (so, Artifact Category will not provide a list until you fill in Material Class, etc.). Refer to the "Lists" tab to review possible choices. If you need an additional choice in the list, please contact the Museum Director. The exception to these drop-down lists is for fauna/flora. In these cases, the Artifact ID field may be used as a text field to input the element present (e.g., "phalanx" or "unidentified").
7. The Researcher's Analytical Term field may be used to input specific identification names to artifacts (e.g. "Waubesa Contracting Stem," "Madison Plain," or a scientific taxon for flora/fauna specimens, in *italics*).
8. The Comments field allows for additional information about the artifact(s) that does not correspond to the other fields.
9. The Count field should record the total number of artifacts listed in the corresponding line. The number should always be at least "1," but could be more.
10. The Weight field should record the total weight (to the nearest $1/10^{th}$ gram), in grams, of the entire contents of the corresponding line.
11. Additional columns may be added as you see fit (artifact measurements, for example). Please contact the Museum Director before adding additional columns, to ensure the column title matches a field in the UWAC Database.

WHERE TO PURCHASE SUPPLIES

(suggestions – it is not required to use these suppliers if you purchase supplies equivalent in composition)

Polyethylene Bags (at least 4-mil thickness):
http://www.uline.com/BL_212/Uline-4-Mil-White-Block-Reclosable-Bags?keywords=Write%20On%20Bags

Coroplast Record Storage Boxes (Polypropylene), measuring 12" x 15" x 10" ("banker's box"):
http://hollingermetaledge.com/modules/store/index.html?dept=566&cat=962&searchname=record%20storage%20box&searchid=&searchtype=C&cart=145188294431418591
https://www.uline.com/BL_6660/Plastic-Storage-File-Boxes?keywords=coroplast+box

Blue Board dividers:
http://www.gaylord.com/Preservation/Artifact-%26-Collectibles-Preservation/Boxes%26-Trays-%26-Dividers/Trays/Gaylord%26%23174%3B-4-Compartment-Archival-Artifact-Tray/p/AT755

Acid-free Paper:
http://www.gaylord.com/Preservation/Conservation-Supplies/Boards-%26-Paper/Permalife-20-lb-Bond-Paper-%28500-Sheets%29/p/HYB00968

Unbuffered Acid-free tissue
http://www.gaylord.com/Preservation/Artifact-%26-Collectibles-Preservation/Labeling-%26-Supplies/Gaylord%26%23174%3B-Unbuffered-Acid-Free-Tissue-%28Roll%29/p/HYB01352

Tyvek
Thick Tyvek: http://www.gaylord.com/Preservation/Textile-Preservation/Tissue-%26-Preservation-Materials/Standard-Weight-Tyvek%26%23174%3B-Roll/p/HYB01361
Soft, thin Tyvek: https://shop.materialconcepts.com/products/60-x-10-yard-tyvek-1622e.asp

Corrosion Intercept bags: https://www.gaylord.com/Preservation/Artifact-%26-Collectibles-Preservation/Labeling-%26-Supplies/Corrosion-Intercept%26%23174%3B-Zip-Top-Bags-%2810-Pack%29/p/HYB09323

Paraloid B-72 labeling solution and India ink labeling pens:
http://www.universityproducts.com/cart.php?m=product_list&c=89
http://www.universityproducts.com/cart.php?m=product_list&c=451
http://www.universityproducts.com/cart.php?m=product_list&c=452

Acid-free file folders (for document storage):
http://www.gaylord.com/Preservation/Document-Preservation/Folders/Gaylord%26%23174%3B-Reinforced-Third-Cut-Tab-Legal-Size-File-Folders-%28100-Pack%29/p/HYB00019

Document storage boxes:
http://www.gaylord.com/Preservation/Archival-Storage-Boxes/Document/Gaylord%26%23174%3B-Blue-Grey-Barrier-Board-Flip-Top-International-A4-Size-Archival-Document-Case/p/HYB09129