Department of Anthropology
UNIVERSITY OF WISCONSIN–MADISON

Curation Agreement: _____

REQUEST TO DONATE ARCHAEOLOGICAL MATERIALS TO THE UW ANTHROPOLOGY COLLECTION

Date of Request: _____

Acceptance of donation of archaeological collection for long-term curation at UW-Madison is requested for:

Contract/Project Name: _____

Contract/Project Number: _____

Contract/Project Sponsor: _____

Permit Number(s):_____ Permit Expiration: _____

Is the material from: ☐ private land ☐ federal land ☐ state land ☐ other (_____)

If from private land, do you have (or will you have) proper documentation transferring ownership of the collection(s)? A legally-binding title transfer must accompany the collection. ☐ Yes ☐ No

If from public land, please include documentation from the sponsoring agency approving deposit at this facility.

Does the curation material contain, or is it expected to contain, historic artifacts? ☐ Yes ☐ No

Date(s) of Investigation: _____

Projected Date for Deposit: _____

Project Area (county(ies), site number(s) if assigned, or give descriptive information):

_____

Estimated Space Needs: Records (cubic ft. or box count): _____

Artifacts (cubic ft. or box count): _____

I, the authorized representative for the organization conducting the contract/project identified above, do acknowledge and agree to the provisions of the terms of the Curation Agreement for Donated Artifacts, attached to and incorporated herein, and further acknowledge that all project materials (artifact and documentation) will meet the UW Curation Policy standards at the time of deposit.

Name: _____

Title: _____

_____
Signature

Company Name: _____

Address:

_____

City/State/Zip: _____

Phone: _____

Email: _____

Standard Artifact and Records File Box: 15(D) x 12(W) x 10(H)-inches (1.00 cubic foot/box)

Donation amounts are: $1,000 per cubic foot, minimum 1cft.

Federal collection (USACE and USFWS) rates are: $42/cubic foot intake fee, minimum 1cft.

A larger cash donation may be required if UW staff needs to perform additional preparation in compliance with the curation guidelines.

☐ Provisional Acceptance of Donation

☐ Provisional Request Denied (explanation to follow)

_____ _____

John Hawks, PhD, Department of Anthropology Chair Date

_____ _____

Elizabeth Leith, MA, Anthropology Museum Director Date

Accession Number: _____ No collections Deposited: ☐

Curation Agreement for Donated Artifacts

Upon signature by an authorized representative, the Department of Anthropology at the University of Wisconsin-Madison provisionally agrees to serve as a repository for donated artifact collections and associated documentation resulting from archaeological projects listed on the previous page. The sum of all donated artifact collections and associated documentation from this project will not occupy a volume in excess of the amount requested. Larger projects will be considered only on a case-by-case basis, with advance approval required. Both parties retain the right to refuse deposit due to unforeseen circumstances occurring after commencement of this agreement.

The Department of Anthropology will accept, and assume title to, the donated artifacts and documentation for permanent curation in the UW Anthropology collection when documentation of title transfer through an executed Deed of Gift to The University of Wisconsin-Madison is received, the material physically resides at the University of Wisconsin-Madison, and sufficient funds are donated to the Department of Anthropology to support the costs of long-term curation. For collections affiliated with a current long-term repository contract, the Department will assume management of the collection (in lieu of title) when approval is received from the sponsoring agency, the material is physically received, and sufficient intake fees are paid by the depositor. The Department of Anthropology will provide for the professional care and management of the artifacts and associated documentation deposited under this agreement in accordance with Federal Curation Guidelines 36 CFR, part 79.

The UW Anthropology Collection meets the requirements of a federal repository for most artifacts and documentation. Curation of artifacts requiring special environmental conditions, such as waterlogged materials, or particularly fragile or unstable materials, must be discussed prior to submission. Human remains and other artifacts such as funerary objects, sacred objects or objects of cultural patrimony subject to repatriation will not be accepted into the UW Anthropology Collection. In addition to the processed artifacts, deposits must include (but are not limited to): permits, contracts, deeds of gift, photographs, field notes, and a final site report. All donated collections must be prepared according to the UW Anthropology Collection's general processing and curation policy statement, a copy of which will be provided separately. The Department of Anthropology, by virtue of agreeing to curation, does not attest to or acknowledge the completeness, accuracy, or quality of the contracting activities.

To offset costs associated with long-term curation of the donated collections, acceptance of the donation into the UW Anthropology Collection is contingent upon a cash donation of at least $1,000 per cubic foot of artifacts and documentation (minimum deposit of $1,000), for material that has been cleaned, stabilized, and cataloged into the UW Anthropology Collection's system and prepared for curation following the Collection's standards. For collections relating to an existing long-term repository contract, a smaller intake fee ($42/box) is required from the depositor, to cover time and supplies needed to incorporate the new material and documentation into the collections. Ongoing annual fees will then be subsumed by the agency in control of that collection. A larger donation to cover processing costs may be required in either case if work needs to be performed on the collections to prepare them for curation according to modern standards.