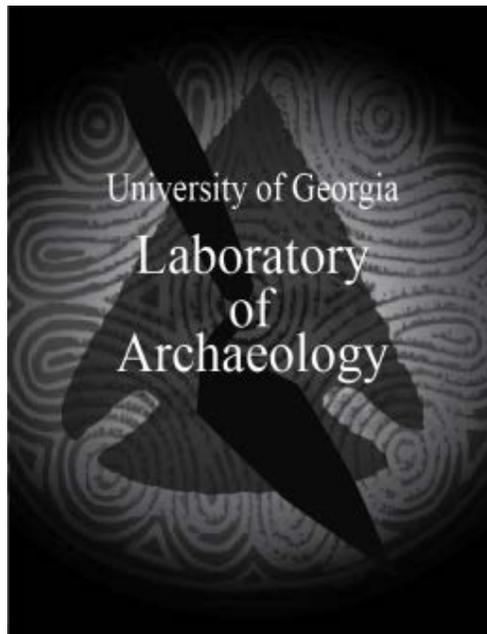


Laboratory of Archaeology  
University of Georgia  
Collections Management Policy



Department of Anthropology  
Franklin College of Arts and Sciences  
University of Georgia  
Athens, Georgia  
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## **I. Mission**

Our mission includes: (1) preserving and curating archaeological collections and records; (2) facilitating research and training for students and professionals in archaeology; and, (3) service to the state of Georgia.

## **II. General Information**

The Laboratory is located on the ground floor of the University of Georgia's Riverbend North Research Laboratory, 110 Riverbend Road, in Athens, Georgia. We are open Monday through Friday, 8am-5pm. See <https://research.franklin.uga.edu/Archaeology/> or email at [archlab@uga.edu](mailto:archlab@uga.edu) for more information. Our facility maintains a wide variety of archaeological resources including: digital databases, field excavation records, images (photographs, negatives, slides, etc), maps, and artifact assemblages. The archaeology collections are actively used for teaching and research purposes by faculty, graduate students, and undergraduate students producing publications and contributing to the growing knowledge of Georgia archaeology. Qualified individuals needing access for scholarly research, special tours, or donors and their representatives should first contact the Director or Laboratory Manager. Visitors are never given unsupervised access to the collection areas. The following are a few things that the Laboratory or staff cannot do:

1. The Laboratory cannot, due to Georgia Law (OCGA 50-18-72[a][10]), give out archaeological site location information.
2. The Laboratory cannot look at a potential archaeological site, nor do we conduct archaeological fieldwork.
3. The Laboratory cannot assign value to an artifact or collection.

## **III. History of the Laboratory of Archaeology**

Established in the fall of 1947, the Laboratory of Archaeology (hereinafter known as the Laboratory), is the largest archaeological research and collections facility in Georgia (see Appendix A for complete history) and is one of the premier institutions for the archaeology of the American Southeast. The Laboratory is part of the University of Georgia, Department of Anthropology, which has the only Ph.D. program in anthropology with a focus in archaeology in the state of Georgia. The Laboratory meets Federal standards (36CFR79 and Antiquities Act of 1906) for archaeological curation and is compliant with all state and federal laws. The Laboratory also adheres to standard curation guidelines established by the Georgia Council of Professional Archaeologists as well as standards of all state and federal agencies. With over 10,000 square feet of curation space and office and analysis space, the Laboratory has facilitated

research, education, and public outreach on a local, state, and national level for many decades. As the leading archaeological research institution in the state, our faculty, staff, and students produce significant scholarly work pertaining to the history and prehistory of Georgia. It is because of this that the University of Georgia recognizes the Laboratory as a Service Center within the University of Georgia. The Laboratory works in concert with the Georgia Museum of Natural History, which holds one of the largest museum collections associated with a university in the United States. Finally, the Laboratory is also home to the Georgia Archaeological Site File (GASF). The GASF is the official repository for all known data about archaeological sites of all periods in the state of Georgia, and currently houses information on over 58,000 sites and curates an additional 8,000 Cultural Resource Management reports and nearly 2,000 other manuscripts.

#### **IV. Scope of Collections**

The Laboratory serves as a repository for archaeological collections and records produced through archaeological projects. Collections include those generated through survey, excavation, and research undertaken by faculty and students of the University of Georgia for the past 67 years. The Laboratory curates all collections from Georgia produced by the University of Georgia field schools. Many other institutions use the Laboratory as their official curation repositories for archaeological collections and records from archaeological survey, excavation, and research in Georgia and some adjacent areas. These include: the U.S. National Park Service, the U.S. Navy, Fort Gordon, the U.S. National Forest Service, the Mobile Army Corps of Engineers, the Savannah Army Corps of Engineers, the Georgia Department of Transportation, and the Georgia Department of Natural Resources. In addition to federal and state agencies, we curate collections from many local and private Cultural Resource Management companies, and non-profit research organizations such as the LAMAR Institute and Coosawattee Foundation. The bulk of the collections represent work conducted in Georgia. However, the Laboratory does curate collections from a few other areas in the Southeast, as well a small amount of international material. The Laboratory has a standard curation fee that applies to all federal, state, local, and private institutions. This permits us to purchase the needed facilities, equipment, and labor to accession and curate artifact collections, paper records, and digital data into our facility. It also permits us to provide prompt access to the collections for professional research.

#### **V. Research**

##### **A. Laboratory of Archaeology Facilities**

The Laboratory consists of office and analysis space as well as two separate large curation spaces. There are four rooms that define the primary office area in the Lab. Our Front Office is equipped with two computer work areas and three printers. We maintain in this room a complete set of publications of the Lab Series Publications as well as a complete set of *Early Georgia*. The Site File Room contains the paper versions of Georgia site forms, CRM reports, and Georgia

USGS Quad map information for the GASF in a series of file cabinets and map cases. See <http://archaeology.uga.edu/gasf> for more information. A copier/fax machine, high speed digital scanner, and computer work workstation are also located in this room. The Computer Analysis Room is equipped with eight PC work stations, high speed digital photo and negative scanners, a Graphtec CS600 Pro 42 inch Scanner, and a HP Design Jet 800 for large scale printing. The Computer Analysis Room provides researchers in the lab with a general purpose area for research, data entry, and other short-term projects. The Analysis Room is located adjacent to the Main Office Space and constitutes the main analysis space for the Lab. The room is divided into four separate research alcoves, each with a large table, cabinet containing basic analysis equipment and supplies, and surrounded on two sides with oak artifact cases/drawers for temporary curation. The Huscher Library Room contains five computer work areas and table space for research associated with the extensive research library. The Huscher Library also contains four microscopes, a 3D scanner, a 3D printer, and two artifact photography work stations. The Data Curation Room contains information in a series of map cases and file cabinets. Our Images collection consisting of over 70,000 photographic prints, negatives, slides, and other media is curated in this room. The Special Collections Room is a secured space that contains delicate and culturally sensitive artifacts. Our primary curation spaces include the Robert Rhoades Curation Room in the Riverbend North Building which contains a 24-range compression shelving system that currently holds 8,000 standard curation file boxes. Our second curation area is located in the Georgia Museum of Natural History Curation Annex, in the University's Administrative Services Building, can hold an additional 3,000 boxes. Plans for significant expansion beyond this are being discussed.

## B. Laboratory of Archaeology Capabilities

One of the Laboratory's major goals is to promote research. We make our collections accessible to qualified individuals for scientific and educational research. As mentioned above, in addition to outside researchers, many students use the Laboratory and collections for class, independent research projects, or internships. We also make available to undergraduate and graduate students and qualified researchers a variety of specialized analytical tools and resources. Any research performed at the Laboratory is monitored by the Director and Laboratory Manager so that artifacts are treated with care.

We continually strive to add and improve our research capabilities through the addition of new technologies and equipment. Additionally, we are adjacent to the University of Georgia Center for Applied Isotope Studies, which offers advanced analytical services for our collections. These include, but are not limited to: accelerator mass spectrometry, radiocarbon dating, stable isotope analysis, and x-ray fluorescence spectrometry. Not only do we have these technologies readily available, we also make the following available for researchers:

- Analysis room with four separate research alcoves
- Computer controlled artifact photography
- 3D scanning and 3D printing
- 3D Videography
- Reflectance Transformation Imaging
- Thin sectioning of ceramics and lithics

- Metal conservation
- Specialized computer programs- ArcGIS, Surfer, ArcheoSurveyor, and ArcheoLINK among many others
- Magnetic susceptibility testing
- Phosphate testing
- Microscope and photo microscopy workstations
- 17 computer workstations
- High speed digital photo scanners, a Graphtec CS600 Pro 42 inch map scanner, and a HP Design Jet 800 for large scale printing
- Complete sets of the Lab Series Publications, *Early Georgia*, and Soil Books for counties in Georgia, as well as access to the Harold Huscher library of donated anthropology / archaeology books from former faculty and students
- Image collection of over 70,000 photographic prints, negatives, and other media

### C. Accessioning Artifact Collections

The Laboratory accessions collections through the direct approval of the Laboratory Director and Manager. The Laboratory does not support any projects that violate federal or state law regarding the curation of illegally acquired objects. The Laboratory accepts collections through gifts, transfers, Section 106 compliance, and projects by faculty or student fieldwork. Collections must be approved by the Director and Laboratory Manager according to the following qualifications.

1. The Laboratory subscribes to a policy of selective acquisition. Objects or collections that are acquired should meet at least one of the following criteria. If an object meets more than one of these conditions, it is generally assumed to be a good candidate for acquisition.

a. The objects are relevant to and consistent with the purpose, scope, and activities of the Laboratory.

b. The Laboratory can properly provide for the curation, protection, and preservation of the objects under conditions that will ensure their availability for research purposes and that are in keeping with professionally accepted standards.

c. Acceptance of the collection will not result in foreseen major future expenses for the Laboratory.

d. The objects are unusual enough that they present an exceptional research and/or teaching resource for the Laboratory.

2. Acceptance of Collections that meet one or more of the above criteria is determined by the following priorities:

- a. Collections from excavation or survey projects by UGA Department of Anthropology personnel.
- b. Collections from excavations or surveys by Cultural Resource Management firms, federal, or state agencies.
- c. Collections from well-excavated archaeological sites of any time period in Georgia.
- e. Collections with well-documented provenience information.

All collections submitted for permanent curation should meet certain basic standards before submission. All artifacts and records (digital data, field notes, photographs, maps, etc.) must be submitted at the same time. Submitters should comply with all relevant guidelines (federal, state, tribal) before curation submission. Before submitting a collection, the Director or Laboratory Manager should be contacted to discuss specifics, invoicing, and payment. The following information is needed for the curation letter and invoice agreement: To Whom the Letter and Invoice is directed and title, Company Address, Project Name and Number (if applicable), Site Name and Number, Approximate amount of artifacts and records. Our rate is \$275 per box (size- 12W x 15L x 10H) and we accept payment only through check payable to University of Georgia. Since, the Laboratory works with many different Federal and State institutions it is difficult to establish a single set of guidelines that encompass the variation in standards; therefore we have a set of minimum requirements for curation submission (see below). The Laboratory can also rehabilitate older collections by re-bagging, organizing, and re-boxing for an additional fee. Please contact the Director or Laboratory Manager for more specific information.

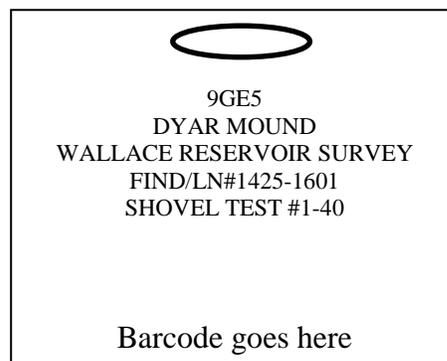
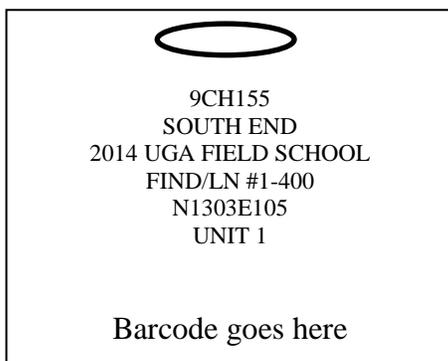
All materials recovered will be bagged in clear or clear with white label re-closeable poly 4 mil bags. At minimum, artifacts should be sorted by material class-lithics, ceramics, metal, glass, etc. all bagged according to provenience. If artifacts are sorted into further specialized categories, then those bags should be also placed within a larger bag according to provenience. There should be no small bags (smaller than 3x5) by themselves, as these can be easily lost. If a small bag is present, place in a larger bag and label appropriately. See below for example of labeled artifact bag:

SITE NUMBER	FIND/LN#1201
SITE NAME	
PROJECT	
N1303 E1054	
UNIT 4	
LEVEL 3	
20-30 CMBD	
1 M X 2 M	
DATE	
INITIALS	
CONTENTS	

SITE NUMBER	FIND/LN#1405
SITE NAME	
PROJECT	
N1550 E1675	
SHOVEL TEST 1	
LEVEL 3	
20-30 CMBD	
50 CM X 50 CM	
DATE	
INITIALS	
CONTENTS	

Documentation (hard copy and digital format) usually submitted for curation include photographic records, remote sensing or GIS data, field notes and forms, field books, maps and plan/profile drawings, laboratory analysis records, written reports, site forms and any proposals or contracts. If possible submit print copies of photographs; however, digital versions will suffice, as long as there is a photo catalog and images clearly labeled. The document catalog should include an inventory of all field forms, books, maps, etc. In addition, all field forms, books, maps, etc. associated with the archaeological work should be in acid free folders and clearly labeled in pencil with contents. A provenience/artifact inventory should be printed on acid-free paper and included for the contents of each box.

All materials recovered should be stored in the standard archival box (acid-free, pH 7.0, unbuffered 250# corrugated board, 12.5W x 15L x 10H). Boxes should not be overly stuffed and should not weigh more than 30 pounds. Boxes should be organized (sequentially by catalog number) in such a way that so that material can easily be located. All boxes should include a blank space in the bottom center of the front end of the box for a barcode. Barcodes will be added by UGA when the collection is curated. In addition, a provenience/artifact inventory should be printed on acid-free paper and included for each box. All boxes should include at minimum the site name, site number, project or survey name, provenience information and Find/LN number on the box. The information should be written in all capital letters (no more than 1”H) in Sharpie at top, front center of the boxes below the handle. However, the Laboratory can do the labeling upon submission. See below for example of labeled artifact box:



#### D. Deaccessioning Artifact Collections

Deaccessioning is the procedure to be used when it is appropriate for a collection or object to be removed permanently from our collection with a legal transfer of ownership. No artifacts will be sold under any circumstances. It is not common practice for the Laboratory to deaccession artifacts or collections.

1. Objects may be removed permanently from the collection only when one or more of the following conditions are met:

- a. The objects are no longer relevant or useful to the Laboratory's purposes and activities.
  - b. The Laboratory is no longer capable of properly caring for the objects.
  - c. Permanent transfer to another curation facility or museum for any reason is approved by the Director.
  - d. A collection is under the ownership or control of a State or Federal agency that formally requests the removal of a collection.
2. It is the responsibility of the requesting party and Director to obtain full legal documentation of the terms and conditions of all deaccessions. The disposition of the item(s) will be marked on the Accession Record and a copy will be placed in the Deaccession File.
  3. Items of unknown provenience or location will not be deaccessioned, but will be used for educational activities within either the Laboratory itself, or formal classes of the UGA Department of Anthropology.

#### E. Access to Collections

Collections at the Laboratory are available for research to qualified researchers for scientific and education research. Access to the collections is granted to those individuals who are deemed qualified by the Director and the Laboratory Manager. Per Georgia law, the Laboratory prevents access to site location and information for the general public therefore; the Laboratory limits access to the collections to Laboratory staff, authorized visitors, and qualified researchers. Requests for access to all material, including human remains and associated funerary objects, not under control by the Laboratory must be cleared with the federal or state agency that does have control over the collection. It is important to remember such collections may be subject to tribal consultation. For access to collections owned by the following state and federal institutions, please contact the following for specific access guidelines: Fort Gordon, Georgia Department of Natural Resources, Historic Preservation Division, Georgia Department of Transportation, U.S. National Park Service, U.S. National Forest Service, U.S. Navy, USACE Mobile District, and USACE Savannah District

#### F. Loans

The Laboratory adheres to an open and accessible lending and use policy to qualified researchers working at institutions, museums, or agencies as emphasized by 36CFR79. The Laboratory defines a Loan as a short-term transfer of an artifact or collection (s) from our institution to another for exhibit, research, or public education. Loans are permitted for 3 months, 6 months or 12 months. An extension to the loan may be requested. Please see Appendix B for the Laboratory's Loan form. Permission will be granted contingent on loan conditions solely by the Laboratory Director and the Laboratory Manager.

1. Lending is only 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 respective responsibilities of each party.
2. Loan requests will be considered by the Laboratory, contingent upon the following restrictions:
  - a. Loans will only be made to qualified institutions, museums, or agencies.
  - b. The Laboratory participates only in temporary loans. The Laboratory will make no loans for an indefinite period. Loans will be made for a period of one year or less. If extensions to this initial period are requested and granted, they must be reviewed annually by the Director and Laboratory Manager, and written documentation of the extension request must be provided.
  - c. The Laboratory may recall a loan for any reason with 30 days written notice.
  - d. Materials are to remain in the same condition in which they leave the Laboratory. They will not be cleaned, repaired, retouched, rebagged, or otherwise altered unless prior agreement is made with the Laboratory and documented in writing.
  - e. No loans will be made or accepted when there exists unreasonable risk to the safety of the loan material.
  - f. Loans will be insured by the borrowing institution, museum or agency. Exceptions may be made by approval of the Director and Laboratory Manager.
  - g. The borrowing institution must demonstrate adequate security for the artifact or collection (s).
  - h. The borrower must provide an appropriate physical environment for the artifact or collection (s).
  - i. For collections not owned by UGA, the borrower must obtain permission from owning institution and abide by their loan qualifications.
4. Records of all loans shall be made and kept by the Laboratory Director and Manager. These records will be kept on file in the Laboratory and include the following information at a minimum: Loan Date, Purpose of Loan, Loan Time, Box Number, Provenience Information, Description, Insurance Documentation, Contact Person, and Telephone Number, Email, and Signatures of Borrower and Director or Laboratory Manager.

5. The Laboratory Director and Manager will have the responsibility to monitor loans to verify that they meet the conditions set forth in the loan agreement.
6. A Loan Agreement form must be completed for each outgoing loan.
7. A copy of the Loan Agreement must be kept by the Laboratory and the borrowing institution, museum, or agency.

## G. Destructive Analysis

The University of Georgia Laboratory of Archaeology defines destructive analysis as a procedure that changes or destroys all or a portion of an object. The purpose of this policy is to establish guidelines balancing the responsible and ethic use of destructive analysis on artifacts within the collection. It is the duty of the Laboratory of Archaeology to preserve artifacts for the future, as well as supporting scientific research. Decisions concerning destructive sampling of collections will be made on a case-by-case basis by the Director and Laboratory Manager and/or the appropriate Federal or State institution controlling the collection. No material may be removed from specimens without prior consent of the Director and Laboratory Manager and/or the appropriate institution. Permission for removal of material is reliant upon adherence to the destructive sampling policy. The form accompanying this policy can be found in Appendix C.

## VI. Collections Care

As a designated curatorial repository, the Laboratory takes great care in the conservation of archaeological artifact collections, as well as associated paper and digital records.

Once archaeological collections arrive at the Laboratory for permanent curation, the collection is assessed to identify any problems (e.g. torn boxes, ripped bags) and if there are any issues, make the necessary corrections. The collection will be inventoried and incorporated into the Laboratory's database and barcode management system, which involves accessioning artifacts, digital data, and paper records. After accessioning, the collections are regularly inspected to ensure that they are both stable, in good condition, and incorporated into the Laboratory's standard preventative conservation practices.

A primary goal of the Laboratory is to provide the long-term curation and preservation of its collections to preserve their scientific and cultural significance and value. As mentioned previously, Laboratory facilities include four different curation areas in which collections are housed: Robert Rhoades Curation Room, Special Collections, Special Collections II and our off-site facility located in the Museum Annex. Each area is located outside the 100-year floodplain. All flammable liquids and materials are stored outside of the collections management area in

designated areas. All collections management areas are properly constructed to aid in the maintenance of environmental conditions. To ensure favorable conditions HOBO (temperature and relative humidity monitor) monitors are located in each curation area. Data from these are downloaded and reviewed monthly. Real-time remote sensing monitors are in place to monitor the relative humidity and temperature on a day-to-day basis. UV filters are applied and maintained on lights located in the curation spaces.

The current curation spaces are large enough to maintain current collections and a small amount of expansion. In order to maintain proper documentation on all collections a barcode system exists so that each artifact/artifact box barcode is joined with a specific barcoded location and is stored in a database. Regular, periodic comparisons between digital and physical collections are maintained for proper collections management. Annually, a thorough dusting of the curation spaces is conducted.

Employees work to ensure that only archival quality packing material is used when curating collections. Polypropylene boxes, acid-free cardboard boxes, acid-free tissue paper, polyethylene foam, Ethafoam®, and 4 mil polyethylene bags are used to curate all materials. As each employee handles collections materials they use great care and respect. Before the artifact is handled it is assessed as to how much damage handling might cause. Objects are handled as little as possible.

#### A. Staff Responsibilities

The Laboratory adheres to high ethical and professional responsibilities for collections placed within our facilities and takes great care in the conservation of archaeological artifact collections, as well as associated paper and digital records. Maintaining the archaeology collections in our facility is the main priority of the Director and Laboratory Manager. Further, our undergraduate and graduate staff is active in assisting with collections and curation management. There are also numerous academic classes, independent research, and internships that regularly utilize the collections for projects. The Laboratory employs many undergraduate and graduate students (15 during 2013-2014) during their academic careers providing them with a solid background and experience in archaeological research and collections management. We provide information and training to all staff on the proper care of archaeological collections. It is the responsibility of each employee to maintain the security of the facility when opening, closing, or during the work day. This includes, but is not limited to, a strict opening and closing protocol, monitoring visitors and/or foot traffic through the lab, and any other occasion that may arise throughout the work day.

#### B. Preventative Conservation and Housekeeping

The Laboratory Technicians are responsible for day-to-day maintenance of the collections management areas. This includes, but is not limited to, daily housekeeping tasks such as sweeping and dusting, maintaining continuing curation standards for all collections, monitoring areas for mold and pest infestation, and monitoring the environment. Technicians are also responsible for yearly cleaning of artifact and records boxes housed in the collections management areas. All employees are expected to treat the collections with care, dignity and respect. All collections are monitored frequently to ensure agents of deterioration are prevented, detected, avoided. A housekeeping checklist is kept and reviewed and revised frequently. Eating and drinking are prohibited in the collections management areas, work areas, and research areas. Doors to collection management areas remain shut when not in use in order to maintain a stable environment. The facility maintains a relative humidity between 40-60% and a temperature between 68-72° F. In sum, the Laboratory provides our collections with a stable curation environment through the incorporation of the following conservation practices:

- Temperature, light, and humidity monitoring
- Intruder security system connected to the University of Georgia Police Department
- University integrated pest management system
- Controlled human access to curation facilities
- Locked safe for high-value objects
- Collections management database
- On-site computer server storage space (12 TB) with nightly off-site back up
- Special care of culturally sensitive objects
- Continual assessment and maintenance of our collections for damage
- Periodic inventories of collections

#### C. Insurance

The Laboratory has insurance covered by the University of Georgia and follows the policies and procedures of the University of Georgia.

#### D. Pest Maintenance

Collections and curation spaces are frequently monitored for evidence of pest or mold infestation. Each room is climate controlled in order to maintain habitats unappealing to pests and mold in addition to proper conditions for collections. Routine pest control is provided by the University of Georgia Facilities Management Division. Maintaining a cool, dry environment is key to providing a pest-free environment. If pests are found, our staff takes appropriate measures to remove pests.

#### E. Security and Fire Safety

The Laboratory maintains a silent alarm system through the University of Georgia. A strict protocol must be followed daily when opening or closing the Laboratory to ensure security. If the alarm is triggered, the University of Georgia Police responds within minutes. The building is equipped with a keycard entry protocol at all times not during regular business hours, and the second curation facility also requires keycard entry at all times. All visitors to the Laboratory must sign-in. Only authorized persons are allowed in curation management areas. No one is allowed access to collection areas without the expressed authorization of the Director or Laboratory Manager. Entrances to the curation spaces are equipped with solid-core wood doors and dead bolt locks. The Special Collections rooms remain locked and secure at all times and are only accessible under the direct supervision of the Director or Laboratory Manager.

The Environmental Safety Division of the University of Georgia maintains routine inspections of the fire detection and suppression systems in place throughout the facility. The Laboratory falls under the University's Emergency Action Plan. Material Safety Data Sheets are posted in the work areas where chemicals are used for research. Anyone employed to use chemicals must participate in a University required chemical safety course. The Laboratory implements the standard operating procedures for laboratories as outlined by the Environmental Safety Division of the University of Georgia.

#### F. Human Remains and NAGPRA

In order to preserve the cultural and emotional significance of human remains and associated funerary objects, it is the policy of the Laboratory to treat the human remains housed in our facility with the utmost dignity and respect, as well as giving consideration to living descendants. The human remains housed at the Laboratory remain in a separate, climate controlled, locked area with very restricted key card access and are inventoried (according to NAGPRA compliance). Only authorized faculty and staff have access to this area. Permission to access remains is only granted by the Laboratory Director and Manager. The care for these collections is designed to preserve their physical and scientific integrity, as outlined in collections care. Due to the sensitive nature of these collections all handling is coordinated in accordance with applicable state and federal laws.

Appendix A. History of the Laboratory of Archaeology.

## History of the Laboratory of Archaeology, University of Georgia

By

Mark Williams

The Department of Anthropology at the University of Georgia was founded October 15, 1947 by an archaeologist, the late Arthur R. Kelly. He was the only faculty member in the Department for about 16 years, and was dedicated to conducting archaeological excavations with students regularly throughout Georgia. He set up an archaeology laboratory immediately as part of the new archaeology program, and began to gather ever-larger collections of artifacts through student excavations. He worked on many small projects, but the majority of his early work consisted of excavations conducted prior to the construction of hydroelectric dams and reservoirs throughout the state. The laboratory was, and continues to be, an informal part of the Department's program, but the collections have grown tremendously through the years. In the early 1960s other archaeologists were added to the faculty so that by 1968 there were three archaeology faculty and many undergraduate students regularly conducting excavations, thus further increasing the size of the collection. Further, many members of the general public have donated their personal archaeological collections. Some of these donations were quite extensive in size and importance.

The laboratory and curation facilities have been moved many times from the inception of the Department of Anthropology. In order to make clear the complexity of the history of the collection, I have recently compiled the following outline. Since the founder of the Department, Arthur Kelly, died in 1979 and thus could not provide this data, it has been reconstructed from a very few University documents and much oral history. Kelly had his office, and perhaps a small archaeology laboratory in Room 203 of Leconte Hall on the University of Georgia campus from at least September of 1948 until about 1958. The original 1948 location of the laboratory was in the basement of Old College. It was set up by the late William Sears, who was working for Kelly at this time. The bulk of the collections were moved from there to the basement of nearby Candler Hall about 1955 when the space in Old College was needed for other purposes.

A second laboratory was opened in Phi Kappa Hall by the fall of 1958 or earlier, and Kelly spent much of his time there, perhaps including an office for himself. In about 1963 the Department of Anthropology was expanded beyond a single person for the first time and moved its offices and classrooms to Peabody Hall. The laboratory at Phi Kappa Hall was closed at that time, and a new small laboratory was then opened in the basement of Peabody Hall. In 1967, an additional archaeology laboratory and storage area was opened in the Lucy Cobb Institute on Milledge Avenue off of the UGA campus. This was run by Harold Huscher and housed the West Point Reservoir collections. I worked in this lab from late 1968 until the spring of 1970. In about 1972 most of the remaining collections housed at the Candler Hall basement laboratory at that time (which still formed the bulk of the UGA collections) were also moved to the basement of the Lucy Cobb Institute for storage. Lucy Cobb, long a deteriorating wooden structure, had been condemned by then, and the collections were subject to very poor storage conditions. No offices were even permitted in the building by that time.

The entire Anthropology Department moved from Peabody Hall to the now-destroyed Dudley Hall, an ancient building on South Campus, beginning in the fall quarter of 1968, and a very

small archaeology laboratory was set up there. In 1970 the Department moved to its present quarters in the rear of Baldwin Hall after it had been abandoned by the School of Education for a new building. Two large archaeology laboratories were established there - the Upstairs lab and the Downstairs lab. The few collections housed at Dudley Hall, and some of the material then still housed at Candler Hall were incorporated into the collections stored at Baldwin Hall. In about 1977 the University finally began renovations at Lucy Cobb, and the large collections poorly housed there were banished to the basement of the newly acquired Chicopee Facility, a 120 year old textile factory located east of the campus. The storage conditions there were abominable. A few of the collections from Lucy Cobb were also moved to the Baldwin Hall laboratory at the same time. Also in 1977, the Department of Anthropology began the Lake Oconee archaeology project, and reserved laboratory space in then relatively new Riverbend Laboratory Facility just off the southeastern edge of the campus. The huge collections from that project (ca. 2000 file boxes) were housed in the low-ceilinged sub-basement of that facility. Many a person has bashed their heads on the concrete ceiling and the thick bolts projecting from it in that "facility"! Additionally, a few of the collections from Baldwin Hall were transferred to this basement about 1978.

Beginning in 1990, our new, more modern, curation facility was constructed in the basement of the Riverbend building (plenty of head room here!), and during 1991 some of the collections from the old Chicopee facility were transferred there. The final transfer of all remaining material from the Chicopee facility to the new Riverbend facility was completed in the spring of 1993. In the winter and spring of 1994 the vast majority of the collections from the Baldwin Hall facility were transferred to the Riverbend Facility, along with the Georgia Archaeological Site File. The remaining collections at Baldwin Hall were transferred in the 1994-1995 school year. The outer archaeological lab at Riverbend was also established during the 1994-95 school year. The compression shelving system was installed in the summer of 1995, and all the Lake Oconee material was moved from the Riverbend crawl space to the new shelving by September of that year. In this complex history, some collections of artifacts have been moved a half dozen times from place to place through the years.

In each move, some information was likely lost, either in terms of lost artifacts or provenience information. The worst move was from the collections housed in Candler Hall to the Chicopee Facility about 1977. This material was poorly handled by labor pool people, and many boxes were crushed and mangled. The original containers used for almost all the collections until about 1970 were abandoned cardboard shoe boxes (obtained from the now closed Marilyn's Shoe store at the southwestern corner of Clayton Street and College Avenue!). These were still the containers in use at the Chicopee facility, but were finally eliminated in the transfer of this material to the new Riverbend facility between 1991 and 1993. The material was then transferred to paper bags, and the shoe box labels torn off the boxes and saved. All of the artifacts in the new facility are presently stored in regular sized file boxes (16 by 12 by 10 inches) with lids. The lab and curation facility are now in better shape than ever, and meet Federal government standards. Beginning about 1998 a few collections were moved into the old Psychology Animal Laboratory (Monkey Barns) on College Station Road as part of the Georgia Museum of Natural History. Larger numbers of collections were moved into this poor facility after renovations at Riverbend starting in 2003.

During 2007 we acquired new curation space in the old Roberd's Furniture store building west of Athens as part of the Georgia Museum of Natural History. In this facility we built a metal mezzanine and have installed shelving capable of holding ca. 4000 more boxes. Most of the material housed in the old Monkey Barns on College Station Road was transferred to this new facility during the summer of 2007. The filling of the 2000 square foot area with shelving was completed by 2008. The Monkey Barns were destroyed in 2010.

During the spring of 2008, the main rooms in the Riverbend facility were painted, carpeted, and new tables and chairs were installed. The lab is more spiffy than ever!

What a long strange trip it's been. I only hope the next 60 years are kinder to the collections than were the first 60 years!

Appendix B. Laboratory of Archaeology Loan Form.



Appendix C. Laboratory of Archaeology Destructive Analysis Form

Appendix A. History of the Laboratory of Archaeology.

## History of the Laboratory of Archaeology, University of Georgia

By

Mark Williams

The Department of Anthropology at the University of Georgia was founded October 15, 1947 by an archaeologist, the late Arthur R. Kelly. He was the only faculty member in the Department for about 16 years, and was dedicated to conducting archaeological excavations with students regularly throughout Georgia. He set up an archaeology laboratory immediately as part of the new archaeology program, and began to gather ever-larger collections of artifacts through student excavations. He worked on many small projects, but the majority of his early work consisted of excavations conducted prior to the construction of hydroelectric dams and reservoirs throughout the state. The laboratory was, and continues to be, an informal part of the Department's program, but the collections have grown tremendously through the years. In the early 1960s other archaeologists were added to the faculty so that by 1968 there were three archaeology faculty and many undergraduate students regularly conducting excavations, thus further increasing the size of the collection. Further, many members of the general public have donated their personal archaeological collections. Some of these donations were quite extensive in size and importance.

The laboratory and curation facilities have been moved many times from the inception of the Department of Anthropology. In order to make clear the complexity of the history of the collection, I have recently compiled the following outline. Since the founder of the Department, Arthur Kelly, died in 1979 and thus could not provide this data, it has been reconstructed from a very few University documents and much oral history. Kelly had his office, and perhaps a small archaeology laboratory in Room 203 of Leconte Hall on the University of Georgia campus from at least September of 1948 until about 1958. The original 1948 location of the laboratory was in the basement of Old College. It was set up by the late William Sears, who was working for Kelly at this time. The bulk of the collections were moved from there to the basement of nearby Candler Hall about 1955 when the space in Old College was needed for other purposes.

A second laboratory was opened in Phi Kappa Hall by the fall of 1958 or earlier, and Kelly spent much of his time there, perhaps including an office for himself. In about 1963 the Department of Anthropology was expanded beyond a single person for the first time and moved its offices and classrooms to Peabody Hall. The laboratory at Phi Kappa Hall was closed at that time, and a new small laboratory was then opened in the basement of Peabody Hall. In 1967, an additional archaeology laboratory and storage area was opened in the Lucy Cobb Institute on Milledge Avenue off of the UGA campus. This was run by Harold Huscher and housed the West Point Reservoir collections. I worked in this lab from late 1968 until the spring of 1970. In about 1972 most of the remaining collections housed at the Candler Hall basement laboratory at that time (which still formed the bulk of the UGA collections) were also moved to the basement of the Lucy Cobb Institute for storage. Lucy Cobb, long a deteriorating wooden structure, had been condemned by then, and the collections were subject to very poor storage conditions. No offices were even permitted in the building by that time.

The entire Anthropology Department moved from Peabody Hall to the now-destroyed Dudley Hall, an ancient building on South Campus, beginning in the fall quarter of 1968, and a very

small archaeology laboratory was set up there. In 1970 the Department moved to its present quarters in the rear of Baldwin Hall after it had been abandoned by the School of Education for a new building. Two large archaeology laboratories were established there - the Upstairs lab and the Downstairs lab. The few collections housed at Dudley Hall, and some of the material then still housed at Candler Hall were incorporated into the collections stored at Baldwin Hall. In about 1977 the University finally began renovations at Lucy Cobb, and the large collections poorly housed there were banished to the basement of the newly acquired Chicopee Facility, a 120 year old textile factory located east of the campus. The storage conditions there were abominable. A few of the collections from Lucy Cobb were also moved to the Baldwin Hall laboratory at the same time. Also in 1977, the Department of Anthropology began the Lake Oconee archaeology project, and reserved laboratory space in then relatively new Riverbend Laboratory Facility just off the southeastern edge of the campus. The huge collections from that project (ca. 2000 file boxes) were housed in the low-ceilinged sub-basement of that facility. Many a person has bashed their heads on the concrete ceiling and the thick bolts projecting from it in that "facility"! Additionally, a few of the collections from Baldwin Hall were transferred to this basement about 1978.

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Appendix B. Laboratory of Archaeology Loan Form.



Appendix C. Laboratory of Archaeology Destructive Analysis Form



The University of Georgia

Franklin College of Arts and Sciences  
*Department of Anthropology*

Site:  
Object:  
Researcher:  
Date:

**Laboratory of Archaeology  
Archaeological Destructive Sampling Agreement  
Policy Statement and Authorization Form**

The University of Georgia Laboratory of Archaeology defines destructive analysis as a procedure that changes or destroys all or a portion of an object. The purpose of this policy is to establish guidelines balancing the responsible and ethic use of destructive analysis on artifacts within the collection. It is the duty of the Laboratory of Archaeology to preserve artifacts for the future as well as support scientific research. Decisions concerning destructive sampling of collections are made on a case-by-case basis by the Director and Laboratory Manager. No material may be removed from specimens without prior consent of the Director and Laboratory Manager. Permission for removal of material is reliant upon adherence to the destructive sampling policy.

Please read this policy statement carefully, complete the agreement and attach it to your loan request form. Carefully consider the following guidelines for such proposals.

- I. Proposals for destructive analysis must include:
  - a. Objectives of the project and its potential scientific value.
  - b. Sources of material and justification for why destructive analysis is needed.
  - c. Nature of material needed, including sampling area of the artifact and technique, number of samples per archaeological site and provenience
  - d. In all instances non-destructive and minimally invasive techniques are preferred over more destructive ones that require large portions of an artifact. The researcher must adequately justify their choice of method.
  - e. Qualifications of the investigator(s) to perform the laboratory work.
- II. Requests for destructive analysis should not typically include unique samples in any given site's collection. Requests should be prepared with the knowledge permission will be more likely granted if the artifacts involved are also not rare specimens in the site's collection.
- III. Damage to the artifacts must be minimized. Wherever possible, samples should be taken from artifacts already in fragments and from obscured portions of the artifact.
- IV. Each specimen must be annotated with a label indicating the material removed, the nature of the study, the researcher's name and institutional affiliation, and the date. The Department of Anthropology should be cited in any resulting publication, a copy of which should be sent to the lab.
- V. The researcher must return any unused removed materials or products remaining after investigation for archiving and future research.

