



**UNIVERSITY OF
GEORGIA**

**Franklin College of
Arts and Sciences**

Department of Anthropology

Laboratory of Archaeology

COLLECTIONS MANAGEMENT POLICY

Department of Anthropology
Franklin College of Arts and Sciences
University of Georgia
Athens, Georgia

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INTRODUCTION

RECOGNITION

As of May 2022, when this policy was finalized, the University of Georgia did not have an official acknowledgement that recognizes Indigenous peoples as the traditional stewards of the land currently known as Georgia and that respects the enduring relationship between Indigenous peoples and their ancestral territory. The Laboratory of Archaeology is working to create an acknowledgement that was developed through consultation that reflects the diversity of Indigenous peoples who lived on University of Georgia land and in Georgia and to strengthen its relationships with Native American communities by building academic collaborations and partnerships, fostering community service programs, and recruiting Indigenous students. Until an acknowledgement is drafted and adopted, the Laboratory of Archaeology offers the following statement to honor and respect Indigenous peoples:

The Laboratory recognizes that there were many groups of Indigenous people who were the original stewards of this land since time immemorial and that the descendants of these peoples exist today and retain their ancestral connection to the land of Georgia. The Laboratory of Archaeology would also like to acknowledge the enslaved individuals whose labor was used to build the university.

The Laboratory of Archaeology acknowledges that we are a place with a responsibility to care for and preserve the cultural heritage and archaeological record of the collections within our facility. The Laboratory will strive to assist in the healing of historical trauma caused by archaeology in Georgia and the southeastern United States. Through preservation, conservation, and research, the Laboratory will endeavor to always work with the tribe(s) and other descendant communities for the preservation of their histories.

The Laboratory of Archaeology would like to thank the Coushatta Tribe of Louisiana, Eastern Band of Cherokee Indians, Muscogee (Creek) Nation, and Seminole Tribe of Florida for providing comments and suggestions to this policy. Additionally, the Laboratory of Archaeology would like to thank the members of the Laboratory of Archaeology Advisory Board for commenting on drafts of this policy and providing feedback.

MISSION

The Mission of the Laboratory of Archaeology (hereinafter referred to as the Laboratory) is six-fold:

- 1) Inquiring into the nature of human societies and the development of archaeological methods through cutting edge research;
- 2) Preserving and curating archaeological collections and records that meet the Laboratory's collection criteria for future study;
- 3) Facilitating research for qualified individuals from around the world who wish to study the collections;
- 4) Training archaeology students in experiential learning settings in both the field and laboratory;
- 5) Making archaeology more accessible to descendant communities and the public;
- 6) Service to the state of Georgia.

STATEMENT OF PURPOSE

The Laboratory helps to promote the University of Georgia's (UGA) overall mission and engages in teaching, research, and service. Importantly, the Laboratory helps to meet UGA's legal and ethical obligations to descendant communities under the Native American Graves Protection and Repatriation Act (NAGPRA). Moving forward, the Laboratory will propel and transform UGA into a global leader in archaeological endeavors by pursuing standard-setting curation and collections management, research, educational and outreach activities, and collaborative engagement with descendant communities within a context of world-class facilities and cultural sites.

HISTORY OF THE LABORATORY OF ARCHAEOLOGY

In 1938, the Laboratory of Archaeology was started in conjunction with the first archaeology class taught at UGA. However, it was not until October 15, 1947, that the Laboratory was formally established under the Department of Anthropology by archaeologist Arthur R. Kelly. The Laboratory is one of the largest archaeological research and collections facilities in Georgia 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 on archaeology in Georgia.

With over 17,240 square feet of curation space and over 5,960 square feet of analysis and office space, the Laboratory has facilitated research, education, and public outreach on a local, state, national, and international level for many decades. As one of the leading archaeological research institutions in the state, our faculty, staff, and students produce significant scholarly work on Georgia's history and pre-European Contact period. Because of this, the University of Georgia recognizes the Laboratory as a Service Center within the university. The Laboratory

works in concert with the Georgia Museum of Natural History (GMNH), 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 cultural sites of all periods in Georgia. Currently, it houses information on over 60,000 cultural sites and historic properties and curates over 14,500 Cultural Resource Management reports and nearly 2,200 other manuscripts.

GENERAL INFORMATION

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 and collections management guidelines established by the [Society for American Archaeology](#), [American Alliance of Museums](#), and the [Georgia Council of Professional Archaeologists](#). The Laboratory also works closely with descendant communities to ensure transparency about all Laboratory policies and procedures.

Laboratory Facilities

The Laboratory's main curation repository is located at 1125 E. Whitehall Rd., in Athens, Georgia with a second facility on the ground floor of the University of Georgia's Riverbend North Research Laboratory at 110 Riverbend Rd. We are open Monday through Friday, 8am-5pm. More information is found on the Laboratory's webpage (<https://archaeology.uga.edu>) and can be requested via email (archlab@uga.edu).

The main Laboratory is located in a warehouse with a central office space at the head of the building, one large curation room that houses general collections and objects, teaching and analysis space, a specialized archaeological sciences room, the Reverential Area (a separate, secure space within the Laboratory for NAGPRA collections and objects), and a separate space for storing field equipment and supplies. The Riverbend Research North Laboratory holds the dendrochronology laboratory and additional classroom space. In total, the Laboratory contains over 17,240 square feet of curation space and over 5,960 square feet of analysis and office space.

Our facility maintains a wide variety of archaeological resources, including digital databases, field excavation records, images (photographs, negatives, slides, etc.), maps, and artifact assemblages. Access for other qualified individuals is typically used for scientific and educational purposes, including loans, exhibits, teaching, scientific analysis, and scholarly research. Qualified individuals needing access for scholarly research, special tours, or donors and their representatives, should contact the Operations Director (arobthom@uga.edu).

Laboratory Capabilities

We continually strive to add and improve our research capabilities through the addition of new technologies and equipment. Additionally, the Laboratory works closely with the University of Georgia Center for Applied Isotope Studies, which offers advanced analytical services. 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, but we also make the following available within the Laboratory.

- NAGPRA consultation, collaboration, and compliance
- Traditional care practices
- Use of appropriate stable and archival quality materials
- Temperature and relative humidity control
- LED lights in curation spaces
- Monthly pest management
- Controlled access to repository and intruder security system connected to UGA's Police Department
- Fire prevention measures
- Collection management database and off-site computer server storage
- Computer-controlled artifact photography
- 3D scanning, 3D printing, and 3D videography
- Thin sectioning of ceramics and lithics
- Metal conservation
- Magnetic susceptibility testing
- Isotope analysis preparation
- Phosphate testing
- Microscope and photomicroscopy workstations
- Research library
- Artifact type collection

Database Management

To maintain proper documentation on all collections and objects, the Laboratory employs a barcode-driven database collections management system so that each bag/container is joined with a specific barcoded location stored in our database. Regular, periodic comparisons between digital and physical collections and objects are maintained for proper collections management. The platform for our database, the University of Georgia Collections Management System (UGACMS), is through InTerris Registries Archaeological Information System. The system allows project management, field data entry, highly detailed artifact analysis, integration of images, such as photos and field/object drawings, and the addition of spatial data through its integrated GIS. The system is barcode capable on multiple data levels, such as field information, artifacts, boxes, and repository shelving locations. We are in the beginning stages of implementing this database system in our new facility and therefore are in

the process of re-barcoding all containers. Upon completing this stage, all bags/containers within each larger container will also be barcoded. Barcoding at this level will allow for detailed tracking of artifacts/objects at the bag level.

Scope of Collections

The Laboratory houses over 20,000 cubic feet of collections. It has an estimated 50 million objects, paper and digital archives, and information on over 60,000 cultural sites and historic properties. The Laboratory serves as a repository for archaeological collections and records produced through archaeological projects, such as those generated through survey, excavation, and other research, undertaken by faculty and students of the University of Georgia for more than 67 years.

The Laboratory's collections contain objects from over 16,000 cultural sites that include some of Georgia's most significant places in terms of Native American history, such as Etowah (National Register of Historic Places [NRHP]), Ossabaw Island (NRHP), Kolomoki (NRHP), as well as large collections and objects excavated by the Works Project Administration (W.P.A.) during the 1930s to 1940s from the Georgia Coast and central Georgia. The Laboratory also houses materials from the Spanish period and English sites in Georgia, including collections and/or objects from the many Native American sites that Hernando de Soto visited on his trek (AD 1539-1543) across the southeastern United States in the sixteenth century. The Laboratory also curates a large collection from St. Catherines Island that relates to one of the most completely excavated Spanish missions in the United States. The bulk of the Laboratory's collections and objects represent work conducted in Georgia. However, the Laboratory does curate collections and objects from a few other areas in the Southeast and a small amount of international material, including ethnographic and archaeological collections from around the world, including Iran, Somalia, and Puerto Rico.

Many other institutions use the Laboratory as their official curation repository for archaeological collections and records from surveys, excavations, and other research in Georgia and some adjacent areas. These include the National Park Service (NPS), the U.S. Navy, Fort Gordon, the U.S. Forest Service (USFS), the U.S. Army Corps of Engineers (USACE) Mobile District, the USACE Savannah District, the Georgia Department of Transportation (GDOT), Georgia Power Company (GPC), and the Georgia Department of Community Affairs (GDCA). Besides 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 Laboratory may enter into formal agreements with federal, state, local, tribal, and private agencies to curate a collection(s) and/or object(s). All agreements go through appropriate offices (e.g., Office of Legal Affairs) in UGA prior to signing. These agreements may include specific requirements regarding the general curation of a collection(s) and/or object(s), as well as research, rehabilitation, conservation, and/or preservation. A collection(s) and/or object(s) may also have legal ownership and control transferred to the Laboratory. If a collection(s)

and/or object(s) has legal ownership and control transferred to the Laboratory, the collection(s) and/or object(s) then becomes owned and controlled by the Board of Regents of the University of Georgia on behalf of the Laboratory of Archaeology and the University of Georgia. We refer to such a collection(s) and/or object(s) as being UGA-controlled. If ownership and control are not transferred to the Laboratory, access and use of the collection(s) and/or object(s) by the Laboratory will abide by the specifics within each agreement.

GOVERNANCE

The Laboratory of Archaeology is under the direction of the Laboratory Director and Operations Director. The Laboratory Director and Operations Director have administrative responsibility for the Laboratory and its operations. The Laboratory Director and Operations Director report to the Chair of the Department of Anthropology. The Anthropology Department reports to the Dean of Franklin College of Arts and Sciences. See this link for more information on the organizational chart for UGA:

https://president.uga.edu/_resources/documents/AdminOrgChart_8-16-21.pdf.

The University of Georgia is part of the University System of Georgia (USG) which governs higher public education within the state. USG is governed by a Board of Regents. The following link contains information on USG: <https://www.usg.edu/news/usgfacts/>. The Laboratory also follows advice from the Laboratory Advisory Board, which will provide guidance on policies and procedures related to curation and collections management and general activities within the Laboratory.

LABORATORY STAFF

The Laboratory of Archaeology is primarily made up of permanent staff (see below) but also typically employs postdoctoral researchers, temporary employees, and graduate and undergraduate student employees. The policies established herein are carried out under the direction of the Director, Operations Director, and permanent staff.

- Victor D. Thompson, Director
- Amanda D. Roberts Thompson, Operations Director
- Mary E. Porter Freeman, Laboratory Manager
- Kristine L. Schenk, Laboratory Manager
- Carey J. Garland, Research Scientist
- Chris Saunders, Senior Research Technician

LABORATORY OF ARCHAEOLOGY ADVISORY BOARD

The Laboratory Advisory Board will be comprised of the following: Laboratory Director, Laboratory Operations Director, one UGA Anthropology Department faculty member, two qualified UGA faculty members, two qualified individuals outside of UGA representing the tribal perspective, and one qualified individual outside of UGA representing the perspective of other descendant communities within the Laboratory's collections. Currently, the Laboratory Advisory Board is comprised of Victor Thompson (Laboratory Director), Amanda Roberts Thompson (Laboratory Operations Director), Turner Hunt (Muscogee [Creek] Nation), Miranda Panther (Eastern Band of Cherokee Indians), Attila Gyucha (Anthropology Faculty), James Brooks (History Faculty), Claudio Sant (History Faculty), and Josiah Watts (Gullah Geechee Heritage Corridor).

The Laboratory Advisory Board shall perform the following duties:

- Review and provide advice regarding implementation and compliance with this policy and related applicable laws and regulations;
- Make recommendations for revisions to this policy and any associated standards;
- Make recommendations on the strategies for future Laboratory collaborative opportunities, activities, goals, and long-range plans.

ETHICS

The Laboratory adheres to the highest quality of collections management as outlined in the [Curation of Federally-Owned and Administered Archeological Collections](#). Ethics is a major guiding factor in decision-making, research, and curation within the Laboratory. The Laboratory has a duty to ensure the adherence to professional standards of ethics. In doing so, the Laboratory follows the [Code of Ethics](#) established by USG. Additionally, the Laboratory also abides by the ethics guidelines put forth by the below institutions.

- [Society for American Archaeology](#)
- [Society for Historical Archaeology](#)
- [American Alliance for Museums](#)
- [Society for American Archivists](#)
- [National Park Service Museum Handbook](#)

The Laboratory has broken down specific ethic points. These are listed below.

Stewardship

The Laboratory has a responsibility to be a caretaker and advocate for the collection(s) and/or object(s) within the repository. The Laboratory will commit to making not just ethical but also transparent decisions in the care for the collection(s) and/or object(s) within the Laboratory.

Commercialization

The Laboratory will not buy or sell any collection(s) and/or object(s). The Laboratory will not be involved in appraisal activities including, but not limited to, retaining an appraiser for a private citizen, referring appraisers to private citizens, or vice versa. The Laboratory will not assign commercial value to any collection(s) and/or object(s). The Laboratory will discourage and avoid activities that promote the illegal sale or use of any collection(s) and/or object(s). This restriction does not apply to in-house assessments for UGA insurance purposes.

Diversity

The Laboratory will seek to always ethically document the many social, political, and intellectual viewpoints of the collection(s) and/or object(s). The Laboratory will always endeavor to develop practices that work towards creating an inclusive environment.

Personal Collecting

Laboratory employees are not permitted to start a personal collection that may be in conflict with this policy.

Trust

The Laboratory will not take advantage of the collection(s) and/or object(s) of which it stewards. The Laboratory will operate with professional integrity and avoid conflicts of interest.

Access and Use

The Laboratory commits to continually making collections and objects available to qualified researchers. Qualified researchers consist of professional archaeologists with at least a Master's Degree in Anthropology or Archaeology, an official representative of a federally recognized tribe or nation, a current Registered Archaeologist with the Register of Professional Archaeologists, or students or researchers working with or in the field of archaeology under the supervision of a professional archaeologist. The Laboratory will limit access to site location and other information per [OCGA 50-18-72\[a\]\[10\]](#) and [32CFR229](#).

Public Outreach and Education

The Laboratory has a responsibility to convey information to the wider public that focuses on education about the preservation and interpretation of archaeology and a curated collection(s) and/or object(s). The Laboratory will develop programs that support its mission but also encourage accessibility and participation to the widest possible audience.

Descendant Community Accountability

The Laboratory commits to the ongoing goal of establishing collaborative and transparent relationships with descendant communities (i.e., federally recognized tribes and African American stakeholders) through proactive consultation so that each collection(s) and/or object(s) from those communities is made known and handled with appropriate standards for that community.

Intellectual Property

The Laboratory adheres to UGA's policy on intellectual property laws. See the following link for definitions: <https://research.uga.edu/documents/intellectual-property/#1496427553132-23656f5f-ab7c>.

Public Reporting and Publication

The Laboratory requires copies of publications and reports from all research conducted on a collection(s) and/or object(s) and also requires those copies to be sent to descendant communities where applicable.

Records and Preservation

The Laboratory will actively work towards the long-term preservation for associated documentation from a collection(s) and/or object(s) within the Laboratory.

Training and Resources

The Laboratory will focus on the training and other support necessary to students, employees, outside researchers, descendant communities, and wider public who engage in archaeological research so that projects are conducted in a manner that reflects the current acceptable standards and Laboratory policies.

Safe Education and Workplace Environment

The Laboratory will foster a supportive and safe learning, working, and research environment for students, visitors, and employees. The Laboratory follows UGA's policies. See the following

link for more information: <https://provost.uga.edu/policies/academic-affairs-policy-manual/6-01-university-of-georgias-environmental-health-and-safety-policy/>.

NAGPRA

The Laboratory will work toward repatriating all UGA-controlled NAGPRA collections and objects. The Laboratory's specific NAGPRA policies can be found at this link:

<https://archaeology.uga.edu/nagpra-policy>.

Gifts and Conflict of Interest

Laboratory employees abide by the rules and regulations set forth by [USG regarding gifts and conflicts of interest](#) (8.2.18.1.4 Code of Conduct; 8.2.18.2.1 Conflict of Interest and Apparent Conflict of Interest; 8.2.18.4 Gratuities).

COLLECTION ACQUISITION

ACQUISITION

The Laboratory acquires a collection(s) and/or object(s) through the direct approval of the Laboratory Director and Operations Director. Acquisition is defined as the formal means by which the Laboratory accepts a collection(s) and/or object(s) for curation. Acquisition can occur through donations, transfers, loans, contracts, and field collections. A collection(s) and/or object(s) is accessioned into the Laboratory's database and records after it is acquired. All collections that are acquired will fall subject to the Laboratory's Ethics as outlined previously.

The Laboratory does accept transfer of ownership and control of such a collection(s) and/or object(s) either at the time of acquisition or at a later time. The transfer of ownership and control will only occur once all documentation is signed by all parties. The Laboratory reserves the right to deny any collection(s) and/or object(s) that does not serve the Laboratory's mission.

Collection Criteria

The collection(s) and/or object(s) must not violate federal or state law regarding the curation of illegally acquired objects. The collection(s) and/or object(s) must be ethically obtained. The collection(s) and/or object(s) must be approved by the Laboratory Director and Operations Director according to the following qualifications. If the Laboratory inadvertently acquires a

collection(s) and/or object(s) that is in violation of this current policy, the Laboratory will make a practicable effort to return that collection(s) and/or object(s).

Consideration of Acceptance

The collection(s) and/or object(s) must meet at least one of the following conditions prior to acquisition by the Laboratory. If a collection(s) and/or object(s) meets more than one of these conditions, it is generally assumed to be a good candidate for acquisition.

- The collection(s) and/or object(s) is relevant to and consistent with the purpose, scope, and activities of the Laboratory.
- The Laboratory or controlling agency can properly provide for the ongoing curation, protection, and preservation of the collection(s) and/or object(s) that is in keeping with professionally accepted standards and will ensure its availability for research purposes.
- Transferring ownership and control of the collection(s) and/or object(s) will not result in major current or future expenses for the Laboratory.
- The collection(s) and/or object(s) provides an exceptional research and/or teaching resource for the Laboratory.

Rationale for Acceptance

Decisions on acceptance of all collections and objects by the Laboratory are determined by the following priorities:

- Collection(s) and/or object(s) recovered pursuant to state and federal laws;
- Collection(s) and/or object(s) from excavation or survey projects through UGA projects or UGA Department of Anthropology personnel;
- Collection(s) and/or object(s) from excavation or survey projects by federal, state, tribal, or private agencies;
- Collection(s) and/or object(s) from well-excavated cultural sites of any time period, in Georgia and the surrounding states;
- Collection(s) and/or object(s) with well-documented provenience information;
- Collection(s) and/or object(s) requested to be curated by tribes;
- Collection(s) and/or object(s) free of restrictions or qualifications that may go against Laboratory policies.

TRANSFERS

The Laboratory accepts a variety of types of transfers, including permanent transfer of ownership and control, deaccessioning of a collection(s) and/or object(s) from another museum, or a temporary transfer of physical custody, such as in the case of a collection being rehoused in another location at the request of a federal, state, private, or tribal agency. The

Laboratory also accepts transfer of control of a collection(s) and/or object(s) from federal, state, private, or tribal agencies. However, it is also willing to transfer a collection(s) and/or object(s) out of the repository to other federal, state, private, or tribal agencies, particularly as it relates to NAGPRA. The Laboratory is willing to accept transfers from individuals, agencies, groups, and other organizations or institutions to facilitate repatriation and disposition of split collections. All legal documentation must be completed prior to transfer of the collection(s) and/or object(s).

DONATIONS

The Laboratory is willing to accept unrestricted donations from individuals and private organizations as long as the collection(s) and/or object(s) falls within the previously stated acquisition criteria. Before submittal, donors must complete all legal documentation that agrees to convey all rights, title, and interest that the undersigned possesses regarding the collection(s) and/or object(s). Upon signing, the Laboratory will control the collection(s) and/or object(s). The collection(s) and/or object(s) will not be returned to donors or heirs. Donations can be tax deductible to the extent permitted under the law. The donor is responsible for fulfilling all requirements to make a collection tax deductible.

LOANS

The Laboratory is willing to acquire a collection(s) and/or object(s) on a short-term basis through loans. Loans of this type typically include loans of a collection(s) and/or object(s) for UGA faculty or students for research. Loans are not assigned an Accession Number but are tracked in the Laboratory's database.

CURATION CONTRACTS

The Laboratory is willing to acquire a collection(s) and/or object(s) through formal agreements with federal, state, tribal, or private agencies. The collection(s) and/or object(s) that is under formal agreement is considered to be "held in trust," and no transfer of ownership or control occurs. Costs for maintenance of the collection(s) and/or object(s) will be outlined in the formal agreement with the understanding that there may be future costs necessary for curation of the collection(s) and/or object(s) in order to maintain acceptable archival and museum standards.

FIELD COLLECTIONS

The Laboratory is the repository for a collection(s) and/or object(s) recovered through fieldwork generated by UGA projects or field schools on UGA property. The Laboratory is willing to acquire a collection(s) and/or object(s) generated by UGA field schools that may fall on other federal, state, tribal, or private property. In cases such as these, the collection(s) and/or

object(s) would follow typical procedures regarding loans, transfers, or contracts with federal, state, tribal, or private agencies.

ACCESSION NUMBERS

After a collection(s) and/or object(s) is acquired by the Laboratory, it is accessioned into the Laboratory's database and barcode management system, UGACMS. The Laboratory follows the [National Park Service \(NPS\) Museum Handbook's](#) definition of accession as "the acquisition of a single item or a group of items from one source, under one type of transaction (for example, gift), on one date," (2:1). Accessioning establishes the ownership and control of a collection(s) and/or object(s), provides information on how the Laboratory acquired the collection(s) and/or object(s), and establishes the care of the collection(s) and/or object(s) within the Laboratory.

The Laboratory maintains a record of accessions (e.g., name, project, date, summary list of contents). The Laboratory assigns two separate numbers (Accession and Project Numbers) to each collection(s) and/or object(s) after acquisition. The Accession Number is an organizational number that adheres to the following format: UGA-YEAR-0001. The Project Number (UGAL#####) is a supplemental number assigned to each collection(s) and/or object(s) that pertains to the project information section of UGACMS. After accessioning, each collection(s) and/or object(s) is regularly inspected to ensure that it is stable, in good condition, and incorporated into the Laboratory's standard preventative conservation practices.

CURATION SUBMISSION

Each collection(s) and/or object(s) acquired by the Laboratory 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 the Laboratory's Collection Processing Standards. Please contact the Operations Director (arobthom@uga.edu) for the Laboratory's Guidelines for Submission. Completion of proper documentation from the Laboratory as well as documentation from the controlling federal, state, or private agency must be completed prior to submission of the collection(s) and/or object(s). If ownership and control of the collection(s) and/or object(s) will be transferred to the Laboratory, appropriate legal documentation must accompany the curation submission. Individuals interested in curation of a collection(s) and/or object(s) should contact the Operations Director (arobthom@uga.edu).

DEACCESSIONING AND DISPOSAL OF COLLECTIONS

DEACCESSION

Deaccessioning is the procedure utilized when it is appropriate for the collection(s) and/or object(s), with a legal transfer of ownership and control, to be removed permanently from the Laboratory. No collection or object will be sold under any circumstances. It is not common practice for the Laboratory to deaccession a collection(s) and/or object(s).

- The collection(s) and/or object(s) may be removed permanently from the Laboratory only when one or more of the following conditions are met:
 - The collection(s) and/or object(s) lacks provenience information and is no longer relevant or useful to the Laboratory's purposes and activities, including research, exhibit, or educational purposes;
 - The collection(s) and/or object(s) follows the Laboratory's mission but does not have continued research value;
 - The Laboratory is no longer capable of properly caring for the collection(s) and/or object(s);
 - The Laboratory considers the condition of the collection(s) and/or object(s) to be hazardous;
 - The Laboratory determines the collection(s) and/or object(s) is not authentic;
 - The Laboratory, after extensive search, considers the collection(s) and/or object(s) to be lost, stolen, or missing;
 - Permanent transfer of the collection(s) and/or object(s) to another curation facility or museum for any reason is approved by the Laboratory Director, Operations Director, or controlling agency;
 - The collection(s) and/or object(s) is under the ownership and control of a state or federal agency that formally requests the removal of that collection(s) and/or object(s);
 - The collection(s) and/or object(s) is subject to NAGPRA and appropriate repatriation and disposition processes are being followed;
 - There are no restrictions placed on the use of the collection(s) and/or object(s), such as copyright, MOA/MOU, trust agreements, donor-imposed restriction, etc.

- It is the responsibility of the requesting party and the Laboratory Director and Operations Director to obtain full legal documentation of the terms and conditions of all deaccessions.
- The collection(s) and/or object(s) that does not fit one of the deaccession conditions outlined previously will be used for educational activities within either the Laboratory itself or formal classes through the UGA Department of Anthropology.

DISPOSAL METHODS

Any collection(s) and/or object(s) that is selected and approved for deaccessioning should be disposed of in the below methods. A deaccessioned collection(s) and/or object(s) will not be given, exchanged, or sold privately to employees of the Laboratory of Archaeology or University of Georgia, members of the governing authorities or their representatives, or volunteers. The Operations Director will work with the Laboratory Manager(s) to investigate all legal and ethical considerations regarding the disposal. The disposal process for the collection(s) and/or object(s) will be tracked via the Laboratory's internal process and forms for deaccessioning and disposal.

- Donation
 - The collection(s) and/or object(s) is donated to another federal, state, tribal, or private agency.
- Transfer
 - The ownership and control of the collection(s) and/or object(s) is transferred to another federal, state, tribal, or private agency.
- Destruction
 - If the collection(s) and/or object(s) cannot be disposed of in any of the above manners, it shall be destroyed by the Operations Director or their designee. Destruction is defined as the obliteration of an object or specimen by physical or mechanical means. No remains of the collection(s) and/or object(s) may be retained by university staff or affiliated parties. The remains of the collection(s) and/or object(s) must be placed inconspicuously in a Laboratory garbage receptacle, unless constituent parts are considered hazardous materials.
 - Prior to destruction, the collection(s) and/or object(s) will be evaluated to ascertain whether it contains any hazardous materials. If any hazardous materials exist, they will be destroyed or disposed of in accordance with all federal or state laws and university environmental health and safety procedures. This disposal method must be both documented and witnessed.

ACCESS AND RESEARCH

ACCESS

The Laboratory supports research on collections and objects curated at the Laboratory (except for any NAGPRA collection[s] and/or object[s]). Collections and objects are accessible to qualified individuals for scientific and educational research. Qualified researchers consist of professional archaeologists with at least a Master's Degree in Anthropology or Archaeology, an official representative of a federally recognized tribe or nation, a current Registered Archaeologist with the Register of Professional Archaeologists, or a student or researcher working in the field of archaeology under the supervision of a professional archaeologist. The Laboratory limits research and access to the collections and objects to Laboratory staff, authorized visitors, and qualified researchers. Due to Georgia law, site location and information is protected ([OCGA 50-18-72\[a\]\[10\]](#)). Federal law ([32CFR229](#)) also outlines the protection of information about cultural resources. Research and access to collections and objects curated at the Laboratory is granted by the Laboratory Director and the Operations Director. Any research performed at the Laboratory is monitored by Laboratory staff to ensure that all collections and objects are treated with care. Visitors are never given unsupervised access to the curation areas.

A collection(s) and/or object(s) at the Laboratory, including, but not limited to, paper and digital documents, digital databases, field excavation records, maps, artifact assemblages, and media, such as 3D scanning and printing files, videos, photographs, negatives, slides, etc., is available for scientific and educational research if the following requirements are met.

1. The Laboratory requires that, when applicable, consultation with appropriate descendant communities occurs prior to research, access, and/or use, including, but not limited to, loans, transfers, destructive analysis, and image permission use of any UGA-controlled collection(s) and/or object(s). The Laboratory will assist qualified researchers in determining which descendant community(ies) to contact.
 - Research, access, and/or use of any NAGPRA collection(s) and/or object(s) controlled by UGA is prohibited and will be granted only with written consent from the official NAGPRA representatives of the affiliated tribe(s).
2. Requests for research, access, and/or use, including, but not limited to, loans, transfers, destructive analysis, and image permission use of all material, including a collection(s) and/object(s), not owned and controlled by the Laboratory must be cleared with the owning and controlling institution. It is important to remember such material may be

subject to separate requirements as well as consultation with appropriate descendant communities before approval of research by owning and controlling institutions.

- Research, access, and/or use of any NAGPRA collection(s) and/or object(s) not controlled by UGA is prohibited and will be granted only with the expressed written consent of the controlling institution and with consultation from descendant communities.

CONSULTATION

The Laboratory requires consultation on all research and access regarding any UGA-controlled collection(s) and/or object(s). Researchers should actively engage with descendant communities in their research and engage in consultation early on in projects to give communities the time they need to consider research. The Laboratory will endeavor to facilitate consultation by providing as much information as possible to researchers. The Laboratory requires the completion of a consultation form and other forms, depending on the type of research, before access to any collection(s) and/or object(s) is granted (e.g., researcher agreement, destructive analysis, image permission, etc.). The Laboratory also requires copies of publications, reports, etc., produced as a result of this research. Researchers are also required to send descendant communities all copies of publications, reports, etc., produced as a result of research.

Currently the following institutions require consultation prior to research: Fort Gordon; Georgia Department of Community Affairs; Georgia Department of Transportation; Georgia Power Company; National Park Service; U.S. Forest Service; U.S. Navy; USACE Mobile District; and USACE Savannah District.

LOANS

The Laboratory adheres to an open and accessible lending and use policy to qualified researchers working with institutions, museums, tribes, or agencies as emphasized by [36CFR79](#). The Laboratory defines a loan as a temporary, physical transfer (that does not include the transfer of ownership and control) of a collection(s) and/or object(s) from one institution to another for exhibit, research, ceremonial use, or public education. Loans may only be permitted for an archivally stable collection(s) and/or object(s). Loans are permitted for up to one year, or 12 calendar months. An extension of the loan may be requested. Permission for loans is granted by the Laboratory Director and the Operations Director and following stipulations outlined in contracts, if applicable. Permission will be granted contingent on loan conditions outlined below.

Loan Terms

Loaning 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.

Loan Restrictions

Loan requests will be considered by the Laboratory, contingent upon the following restrictions.

- When applicable, consultation with appropriate descendant communities is required prior to loans for any UGA-controlled collection(s) and/or object(s).
- For a collection(s) and/or object(s) not controlled by UGA, the borrower must obtain permission from the controlling institution and abide by their loan qualifications, which may include consultation with descendant communities before the loan occurs.
- Loans will only be made to qualified individuals working with institutions, museums, tribes, or agencies.
- 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 Laboratory Director and Operations Director, and written documentation of the extension request must be provided.
- The Laboratory reserves the right to recall a loan with 30 days written notice.
- The collection(s) and/or object(s) on loan is to remain in the same condition in which it leaves the Laboratory. It will not be cleaned, repaired, retouched, rebagged, or otherwise altered unless prior agreement is made with the Laboratory and documented in writing.
- The Laboratory reserves the right to request reports on the stability and condition of any collection(s) and/or object(s) on loan.
- No loans will be made or accepted when there exists unreasonable risk to the safety of the collection(s) and/or object(s).
- Loans will be insured by the borrowing institution. Exceptions may be made by approval of the Laboratory Director and Operations Director and documented in writing.
- The borrowing institution must demonstrate adequate security for the collection(s) and/or object(s).
- The borrowing institution agrees to assume responsibility for providing funds as specified by the Laboratory for the repair, replacement, and handling of the collection(s) and/or object(s) that is damaged or lost during transit or while in the borrowing institution's possession.
- The borrowing institution is not permitted to loan out a Laboratory collection(s) and/or object(s) to another party.
- The borrowing institution must provide an appropriate physical environment for the loan collection(s) and/or object(s).

Loan Records Management

Records of all loans shall be made and kept by the Laboratory Director and Operations Director. These records will be kept on file in the Laboratory and include the following information at a minimum: Loan Date, Borrower, Purpose of Loan, Loan Time, Box Number, Provenience Information, Description, Insurance Documentation, Contact Person, Telephone Number, Email Address, and Signatures of Borrower and Laboratory Director or Operations Director.

The Laboratory Director and Operations Director will have the responsibility to monitor loans to verify that they meet the conditions set forth in the loan agreement.

A Loan Agreement Form must be completed for each outgoing loan. A copy of the loan agreement must be kept by the Laboratory and the borrowing party.

The Laboratory follows the [Georgia Museum Property Act](#) for abandoned property on loan.

DESTRUCTIVE ANALYSIS

The Laboratory defines destructive analysis as a procedure that changes or destroys all or a portion of an object. The purpose of our destructive analysis policies is to establish the responsible and ethical use of destructive analysis on any collection(s) and/or object(s). It is the Laboratory of Archaeology's duty to preserve every collection and object for the future and support scientific research. Decisions concerning destructive sampling of a collection(s) and/or object(s) are made on a case-by-case basis by the Laboratory Director, Operations Director, and controlling institution. Consultation prior to research is required for a collection(s) and/or object(s) controlled by the Laboratory. Consultation for a collection(s) and/or object(s) not controlled by UGA is also typical. When applicable, researchers need to plan extra time to conduct a thorough consultation with the affiliated tribe(s). Permission is reliant upon adherence to the below destructive sampling requirements. In all instances, non-destructive and minimally invasive techniques are preferred over more destructive ones that require large portions of an artifact.

- Proposals for destructive analysis must include the following:
 - Objectives of the project and its potential scientific value;
 - Sources of material and justification for why destructive analysis is needed;
 - Nature of material needed, including sampling area of the artifact and technique, number of samples per cultural site, and provenience;
 - Qualifications of the researcher(s) to perform the laboratory work;
 - Name of institution conducting the analysis (e.g., where radiocarbon dating will occur).

- When applicable, the Laboratory requires consultation with affiliated descendant communities concerning destructive analysis on any UGA-controlled collection(s) and/or object(s). A Consultation Form and Researcher Agreement will be required in addition to the completion of the Destructive Analysis Form.
- The Laboratory strongly encourages consultation on any collection(s) and/or object(s) owned and controlled by other agencies; researchers should follow the guidelines outlined by those particular agencies.
- The Laboratory will not allow any destructive analysis on a collection(s) and/or object(s) that falls under NAGPRA.
- Requests for destructive analysis should not typically include unique samples in any given collection. Requests should be prepared with the knowledge that permission will more likely be granted if the objects involved are not rare specimens in a collection.
- Damage to objects must be minimized. Wherever possible, samples should be taken from objects already in fragments and from obscured portions of objects. No material may be removed without prior consent.
- Each object must be photographed before and after destructive analysis. These photographs are to be provided to the Laboratory.
- Each object 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 of analysis.
- The Laboratory and, when applicable, the tribe(s) that was consulted should be cited in any resulting publication and sent copies.
- If the Laboratory is not the controlling entity of the collection(s) and/or object(s), then the controlling institution should also be cited in any resulting publication and sent copies.
- The researcher must return any unused, removed materials, and/or products to the Laboratory remaining after investigation for archiving and future research.

NAGPRA COLLECTIONS

The Laboratory's overall goal is to repatriate every UGA-controlled [NAGPRA](#) collection and object and communicate with other federal and state agencies to help facilitate and fulfill their

NAGPRA responsibilities. It is also the Laboratory's goal to institute and maintain traditional care practices developed in consultation with descendant communities, all while meeting the Secretary of the Interior's priority to "support tribal self-determination, self-governance, and sovereignty." We recognize our responsibility in ensuring that NAGPRA is implemented properly but also done so with consideration and respect towards tribal sovereignty, cultural protocols, cultural practices, and knowledge. The Laboratory welcomes all suggestions to increase our level of understanding and respect for the cultures and traditions that are represented within our facility. NAGPRA policies for the collection(s) and/or object(s) not owned and controlled by UGA may vary to some degree, in which case, those owning and controlling institutions should be contacted for their specific procedures.

General NAGPRA activities at the Laboratory include, but are not limited to, the following:

- Consultation with descendant communities;
- Publication of Notices of Intent to Repatriate or Notices of Inventory Completion in the Federal Register;
- Repatriation and disposition;
- Joint repatriation and disposition efforts;
- Care and Trust Agreement to ensure proper handling and curation;
- Transfer of a collection(s) and/or object(s) from another institution to facilitate repatriation or disposition of a split or shared collection;
- Traditional care practices;
- Maintenance of communication with other federal and state agencies with a collection(s) and/or object(s) at the Laboratory to help facilitate and fulfill their NAGPRA responsibilities.

The Laboratory's access and use with any NAGPRA collection(s) and/or object(s) is restricted to the following:

- General collections care and management;
- Pest control;
- NAGPRA-related activities (e.g., creating inventories);
- Rehousing according to traditional care practices;
- Periodic inventory checks;
- Preventative conservation measures (e.g., making mounts, stabilization efforts, etc.) if necessary.

Currently, NAGPRA collections and objects are stored in three different locations: the general collection area at the Laboratory, the Reverential Area at the Laboratory, and an off-site location at the Georgia Museum of Natural History Annex. Both the Laboratory and the Annex maintain a silent alarm system through UGA. If the alarm is triggered, the UGA Police Department responds within minutes. Further, UGA police patrol the areas after hours. The

Laboratory has plans to bring all NAGPRA ancestral remains, associated funerary objects, and probable unassociated funerary objects together in the Reverential Area.

- The Reverential Area is a separate and secure space at the Laboratory and houses NAGPRA ancestral remains, associated funerary objects, and probable unassociated funerary objects as well as non-NAGPRA ancestral remains and associated objects. NAGPRA ancestral remains, associated funerary objects, and probable unassociated funerary objects as well as non-NAGPRA ancestral remains and associated objects are currently housed in open top containers, or closed acid-free containers with varying levels of archival standards. Only authorized persons are allowed in this area. In terms of UGA-controlled collections and objects, the Laboratory plans to reunite ancestral remains with their associated funerary objects and incorporate any specific traditional care practices outlined by the affiliated tribe(s).
- There are still some NAGPRA ancestral remains, associated funerary objects, and probable unassociated funerary objects, in addition to potential sacred objects and objects of cultural patrimony within the general collection area at the Laboratory. NAGPRA materials within the general collection area are housed in closed top, acid and acid-free boxes, with most of the contents in substandard conditions of curation. Only authorized persons are allowed in the general collections area. The Laboratory is actively working to move all NAGPRA ancestral remains and other material to the Reverential Area of the Laboratory.
- NAGPRA materials at the Georgia Museum of Natural History Annex include only ancestral remains. Ancestral remains within this facility are housed in both closed top, acid and acid-free containers, with most of the contents in substandard conditions of curation. This building is accessible only through restricted key card access, and the space that houses the ancestral remains is separated by a locked door. The Laboratory is actively working to move all NAGPRA ancestral remains and other material to the Reverential Area of the Laboratory

Occasionally, a NAGPRA collection(s) and/or object(s), or information pertaining to NAGPRA objects and collections, is found during re-inventorying or reanalyzing of Laboratory collections. The Laboratory will report the newly found NAGPRA collection(s) and/or object(s) to the National NAGPRA office through the inventories, summaries, etc. Consultation will be conducted throughout this process.

An advisory group specific to NAGPRA within the Laboratory will provide guidance on policies and procedures related to NAGPRA compliance. The group will be comprised of the following: Laboratory Director, Operations Director, two UGA Anthropology faculty members, and one qualified individual outside of the university representing the tribal perspective.

The NAGPRA Advisory Group shall provide guidance on the following:

- Review and provide advice regarding implementation and compliance with this policy and related applicable laws and regulations;
- Provide information, advice, and assistance, as requested, to descendant communities about cultural affiliation and repatriation and disposition of Native American or Native Hawaiian ancestral remains, funerary objects, sacred objects, and/or objects of cultural patrimony that are in the control of the Laboratory and report the findings and recommendations;
- Make recommendations for revisions to this policy and any associated guidelines.

NON-NAGPRA ANCESTRAL REMAINS

The Laboratory may occasionally accept collections that contain ancestral remains and/or funerary objects that are not subject to NAGPRA (e.g., sites from outside the United States). The following points apply to the UGA-controlled collection(s) and/or object(s). The collection(s) and/or object(s) under other owning and controlling institutions may be subject to different processes and procedures.

- Every collection(s) and/or object(s) containing non-NAGPRA ancestral remains and/or funerary objects will always be treated with the utmost respect.
- If the collection(s) and/or object(s) containing non-NAGPRA ancestral remains and/or funerary objects is determined to fall under NAGPRA, then proper NAGPRA implementation will be followed.
- If the collection(s) and/or object(s) containing non-NAGPRA ancestral remains and/or funerary objects is requested to be reburied by lineal descendants, then the Laboratory Director, Operations Director, and Laboratory Advisory Board will work with the appropriate owning institution to determine proper course of action.
- The Laboratory will make every attempt at consultation on any collection(s) and/or object(s) containing non-NAGPRA ancestral remains and/or funerary objects.
- Non-NAGPRA ancestral remains and/or funerary objects will not be loaned out unless there is written consent from the controlling institution.
- Non-NAGPRA ancestral remains and/or funerary objects will not be used for teaching unless there is written consent from the controlling institution.
- Non-NAGPRA ancestral remains and/or funerary objects will not be used for exhibit or public outreach unless there is written consent from the controlling institution.
- Request for research on non-NAGPRA ancestral remains and/or funerary objects will be determined through the controlling institution.
- Every collection(s) and/or object(s) containing non-NAGPRA ancestral remains and/or funerary objects will be handled by appropriate personnel only.

- Polyethylene bags and unbuffered tissue paper will be used to house non-NAGPRA ancestral remains and/or funerary objects.
 - Remains belonging to each individual will be placed in a single box. No two individuals will share a box unless they were found in the same burial.
 - Remains will be re-associated with objects buried with that individual(s).

COLLECTIONS CARE

As a designated curatorial repository, the Laboratory takes great care to provide long-term curation and preservation of its collections and objects to preserve their scientific and cultural significance and value. Our facilities are located outside the 100-year floodplain. All flammable liquids and materials are stored in designated areas outside of the collections management areas. All collections management areas are appropriately constructed to aid in the maintenance of environmental conditions. HOBO (temperature and relative humidity data logger) monitors are located in each curation area to ensure favorable conditions. Data from the HOBO monitors are downloaded and reviewed monthly. Real-time remote sensing monitors are in place to monitor the relative humidity and temperature daily. LED lights are used in curation spaces.

The current curation spaces are large enough to maintain present collections and objects as well as allow for potential expansion. To maintain proper documentation on all collections and objects, a barcode system exists; each artifact/artifact box barcode is joined with a specific barcoded location and stored in a database. Regular, periodic comparisons between digital and physical collections and objects are maintained for proper collections management. Annually, a thorough dusting of the curation spaces is conducted as well as monthly spot cleaning.

Employees work to ensure that only archival material is used when curating any collection or object. Polypropylene boxes, acid-free cardboard boxes, acid-free tissue paper, polyethylene foam, Ethafoam®, and 4 mil and 6 mil polyethylene bags are used to curate all materials. Employees are trained to handle collection materials with great care and respect. Before an object is handled, the object is assessed as to how much damage handling might cause and whether gloves are required. Collections and objects are handled as little as possible.

STAFF RESPONSIBILITIES

The Laboratory adheres to high ethical and professional responsibilities for collections and objects placed within our facilities. Maintaining the archaeological collections in our facilities is the main priority of the Laboratory Director and Operations Director. Further, our undergraduate and graduate student staff is active in assisting with collections and curation management. There are also numerous academic classes, independent research, and

internships that regularly utilize non-NAGPRA, UGA-controlled collections and objects for projects. The Laboratory regularly employs on average 20 undergraduate and graduate students 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, interns, and volunteers on the proper care of collections and objects. It is the responsibility of each employee to maintain the facility's security when opening, closing, and during regular business hours. This responsibility includes, but is not limited to, a strict opening and closing protocol, monitoring visitors and foot traffic through the lab, and additional security monitoring during any other occasion that may arise throughout the workday.

PREVENTIVE CONSERVATION AND HOUSEKEEPING

The Laboratory employees are responsible for day-to-day maintenance of the collections management areas. This maintenance includes, but is not limited to, daily housekeeping tasks, such as sweeping and dusting, maintaining curation standards for all collections and objects, monitoring areas for mold and pest infestation, and monitoring interior environmental conditions. Employees 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 and objects with care, dignity, and respect. All collections and objects are monitored frequently to ensure agents of deterioration are prevented, detected, and 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 collections 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 and objects with a stable curation environment by incorporating the below practices.

- Traditional care for NAGPRA ancestral remains and objects
- 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
- Collections management database
- Off-site computer server storage space (12 TB) with nightly off-site backup
- Continual assessment and maintenance of all collections and objects for damage
- Periodic inventories and assessments of all collections and objects

TRADITIONAL CARE PRACTICES

The Laboratory understands that there may be a certain level of spiritual and cultural care that the tribe(s) may feel is necessary for not just NAGPRA material but with any collection(s) and/or

object(s) with which they are affiliated. The Laboratory would like to achieve traditional care levels on UGA-controlled collections and objects whenever possible. The tribe(s) can outline specific traditional care practices through the Laboratory's Care and Trust Agreement. Rehousing entire collections to follow traditional care practices may require additional funds, and the Laboratory is willing to seek collaborative grants with the tribe(s) for such projects. Traditional ceremonial activities (e.g., smudging, offerings, etc.) are allowed in the Laboratory during consultations, repatriations, or other visits. Advance notice is required for these activities so that proper arrangements can be made. All efforts on behalf of the Laboratory will be made to accommodate all requests.

RISK MANAGEMENT

INSURANCE

The Laboratory has insurance covered by the University of Georgia and follows the policies and procedures of UGA. The Operations Director (arobthom@uga.edu) should be contacted for specific questions concerning the insurance policy.

PEST MAINTENANCE

Curation spaces are frequently monitored for evidence of pest or mold infestation. The Laboratory is climate controlled to maintain habitats that are unappealing to pests and mold, in addition to proper conditions for collections and objects. American Pest Control provides monthly pest control maintenance. If pests are found in our pest monitor traps, our staff takes the following measures: removes pests and all paper products from the area, lowers temperature and humidity, and identifies and destroys potential migration routes.

SECURITY AND FIRE SAFETY

The Laboratory maintains a silent alarm system through the University of Georgia. A strict daily protocol must be followed when opening and closing the Laboratory to ensure security. If the alarm is triggered, the University of Georgia Police Department responds within minutes. The Laboratory's main building is equipped with an alarm system protocol utilized during non-business hours, and Riverbend, the second curation facility, requires keycard entry at all times. All visitors to the Laboratory must sign in. Only authorized persons are allowed in areas that house collections and objects. No one is allowed access to curation areas without the expressed authorization of the Laboratory Director, Operations Director, or Laboratory Manager(s). Entrances to the curation spaces are equipped with solid-core wood doors and deadbolt locks.

The Reverential Area remains locked and secure and is only accessible under the Laboratory Director, Operations Director, or Laboratory Manager's supervision.

The Environmental Safety Division of the University of Georgia maintains routine inspections of the fire detection and suppression systems throughout the facilities. 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.

DISASTER PREPAREDNESS

The Laboratory has a separate disaster preparedness plan that outlines recovery resources and basic strategies to help in the event of potential emergencies or disasters. Human safety is the Laboratory's number one priority. Implementation of any part of this plan should not occur until all staff, students, and outside researchers are safe; this also involves actions after an emergency or disaster occurs. No recovery, salvage, or mitigation of damage should occur until the building is secure for re-entry. The information within this plan includes the most likely risks to collections and objects at the Laboratory. These include minor flooding, water damage from flooding, flooding or damage from severe weather, and clean up from a fire event. It is important to remember that no one plan will cover all possible variables that arrive with emergencies or disasters to facilities. Therefore, each emergency or disaster must be addressed and assessed individually. Email the Operations Director (arobthom@uga.edu) for a copy of the Laboratory's Disaster Preparedness Plan.

PUBLIC OUTREACH AND EDUCATION

The Laboratory endeavors to continually expand its outreach and education activities on a local and state level. All programming is approved by the Laboratory Director and Operations Director and is compliant with the Laboratory's mission and policies outlined here.

The Laboratory welcomes K-12 students, college classes, and homeschoolers for behind-the-scene tours. The Laboratory also offers curriculum-driven activities at the Laboratory through programs tailored to specific needs, which may be held at the Laboratory or off-site. For programs serving minors, the Laboratory adheres to USG policy (https://www.usg.edu/organizational_effectiveness/programs_serving_minors).

All outreach activities are based on availability of staff and other resources.

REVISION

The Laboratory's Collections Management Policy is reviewed as needed, or at minimum, every five years by the Laboratory Advisory Board. Recommended changes or issues will be reviewed thoroughly and subject to final review from UGA's Office of Legal Affairs. The updated policy will be posted on the Laboratory's website and provided to all federal, state, tribal, and private agencies who curate with the Laboratory.

DEFINITIONS

Accession Number: A unique number assigned to a collection or, in some cases, an object for purposes of identification not description.

Accession/Accessioning: The formal and legal documentation of an incoming repository transaction, including a gift, purchase, exchange, transfer, or field collection. Also includes establishment of legal title and/or custody.

Acquisition/Acquisitioning: A process to obtain custody of an object, document, or collection that involves physical transfer.

Appraisal: The process of determining the monetary value of an item.

Archives: (1) The permanently valuable non-current records of an organization, with their original order and provenance intact, maintained by the original organization. (2) The organization that created and holds the records. (3) The physical building/room in which records are held.

Associated Records: Original records (or copies thereof) that are prepared, assembled and document efforts to locate, evaluate, record, study, preserve or recover a prehistoric or historic resource ([36CFR79.4\[a\]\[2\]](#)).

Collection: Material remains that are excavated or removed during a survey, excavation, or other study of a [precolonial] or historic resource, and associated records that are prepared or assembled in connection with the survey, excavation, or other study ([36CFR79.4\[a\]](#)).

Conservation: Measures taken to prolong the life of an object or document and its physical, historic, and scientific integrity as long as possible in its original form. May involve chemical stabilization or physical strengthening. Treatments should be fully tested, reviewed, and recorded by professional conservators.

Cultural Affiliation: A relationship of shared group identity which can be reasonably traced historically or prehistorically between a present-day Indian tribe or Native Hawaiian organization and an identifiable earlier group ([25 U.S.C. 3001.2\[3\]](#)).

Curation: The process of managing and preserving a collection according to professional museum and archival practices ([36CFR79.4\[b\]](#)).

Curation Contract: A written agreement between a repository and another entity that may or may not involve transfer of money for the purpose of care and maintenance of an archaeological collection.

Deaccessioning: The legal, permanent removal of an object, document, specimen, or collection from a repository. Requires full documentation of the process.

Disposal: The act of physically removing an object from a repository's collection.

Donation: The contract for the transfer of ownership and control from one person or institution to another.

Held In Trust: A term used to describe an object or collection held in a repository that is not the owner or title holder, for which decisions will be made pursuant to contract or applicable MOA.

Care and Trust: A document outlining the terms upon which a repository collection is held and preserved.

Inventory: An itemized listing of objects in a repository. It may also be the process of physically locating objects through several different types of inventory: complete, sectional, and spot.

Lineal Descendant: An individual tracing his or her ancestry directly and without interruption by means of the traditional kinship system of the appropriate Indian tribe or Native Hawaiian organization or by the common law system of descentance [sic] to a known Native American individual whose remains, funerary objects, or sacred objects are being claimed under these regulations ([43 CFR 10.2\[b\]\[1\]](#)).

Loan: Delivery of personal or institutional property by one person or institution to another in trust for a specific purpose. This is done with the understanding that when that purpose is accomplished the property is returned to the owner.

NAGPRA: Native American Graves Protection and Repatriation Act

Provenience: In archaeology, it is the specific geographic or spatial location (either in two-dimensional or three-dimensional space) where an object was found.

Records: (1) All information fixed in a tangible (textual, electronic, audiovisual, or visual) form that was created by an organization as part of its daily business. (2) Two or more data fields that are grouped as a unit in machine-readable records ([NPS 1996:D:64](#)).

Repatriation: To return or restore the control of an object or collection to the country of origin or rightful owner. Used to describe the return of items to lineal descendants or culturally affiliated Tribes under NAGPRA.

Repository: A facility such as a museum, archeological center, laboratory, or storage facility that is managed by a university, college, museum, or other educational or scientific institution, a federal, state, or local government agency, or Indian tribe that can provide professional, systematic, and accountable curatorial services on a long-term basis ([36CFR79.4\[j\]](#)).

For more definitions of collections management terminology please see the below website:
<https://www.nps.gov/archeology/collections/glossary.htm#:~:text=Accession%20number%3A,keep%20track%20of%20all%20accessions>