

SOUTHEASTERN NAGPRA COMMUNITY OF PRACTICE SPLIT AND SHARED COLLECTIONS DATABASE USER GUIDE

Contents

- I. Intent and Purpose
- II. Submittal Standards
- III. Use and Access Standards
- IV. Data Field Standards

I. Intent and Purpose

- A. The Split and Shared Collections Database (SSCD) is an initiative of the Southeastern NAGPRA Community of Practice (SNACP). SNACP is a collective learning environment that develops resources to support regional compliance with the Native American Graves Protection and Repatriation Act (NAGPRA). For further information about SNACP: <https://liberalarts.du.edu/anthropology-museum/news-events/all-articles/cultivating-southeastern-nagpra-community-practice>.
- B. The SNACP Communications Committee manages all correspondence concerning the SSCD. For questions and feedback that do not fall within the content of the SSCD User Guide, email se.nagpra.communityofpractice@gmail.com.
- C. Split collection is defined as a holding or collection with a single archaeological provenience (typically a single excavation or removal event) housed by two or more separate institutions or agencies. Legal control may be with either or both institutions/agencies.
- D. Shared collection is defined as two or more holdings or collections from within a single archaeological site boundary, but different archaeological proveniences (typically more than one excavation or removal event) housed by two separate institutions or agencies **OR** a holding or collection from multiple archaeological sites but from the estate/possession of a single private individual that is housed by two or more separate institutions. Legal control may be with either or both institutions/agencies.
- E. Historically, private individuals and institutional representatives traded parts of collections, leading to their dispersal both domestically and internationally. Today, entities that find lost collections, acquire new collections, or incur first-time obligations under NAGPRA (i.e., accept federal funding) are required to update their documentation. These obligations may lead entities to identify split/shared collections for the first time.
- F. After NAGPRA was enacted in 1990, many institutions submitted extensive inventories that placed an administrative burden on Tribal representatives. This burden persists when Tribal representatives must research split collections across museum entities and request multiple repatriations to unite individuals and belongings before reburial. The current generation of museum professionals is working with Tribal representatives to mitigate the effects of split collections by taking responsibility for respectful reunification and return.

- G. The SSCD is intended to facilitate identification and reunification of split/shared collections that include Ancestors/Relatives/Individuals and cultural belongings from the Southeast United States. The database is a tool to support NAGPRA consultation and inter-museum conversations about split/shared collections; it *does not* replace consultation. Contacts for participating entities are provided for users to request further information and initiate collaborations. Database entries are pathways forward rather than comprehensive collection histories.
- H. The SSCD is a resource to unite NAGPRA professionals in a field fractured by administrative, financial, and staffing challenges. Intended users work at entities—including museums and federal agencies under the law—that house NAGPRA-eligible or potentially eligible collections, as well as authorized Tribal representatives. The database is NOT intended for use by collectors, members of the general public, reporters/journalists/media, or researchers seeking data for academic or commercial use.
- I. The SSCD will conform to FAIR (Findable, Accessible, Interoperable, Reusable) standards by providing collections metadata indexed in a searchable resource with a landing page and login system, by ensuring interoperability with collections language found in other databases, and by providing a clear and accessible data usage statement.
- J. In support of the [United Nations Declaration of the Rights of Indigenous Peoples](#), the SSCD will accommodate CARE (Collective Benefit, Authority to Control, Responsibility, and Ethics) standards for Indigenous Data Governance through an inclusive development process and recognition of the rights of Tribes to control access to data about their Ancestors and belongings, including what types of information are present and how they may be used.
- K. Managers, submitters, and users of the SSCD abide by the following professional ethics codes:
 - a. American Alliance of Museums - [Code of Ethics](#)
 - b. Register of Professional Archaeologists - [Code & Standards](#)
 - c. Society for American Archaeology - [Ethics in Archaeology](#)
 - d. Society of American Archivists - [Core Values Statement and Code of Ethics](#)

II. Submittal Standards

- A. Authorized representatives of entities including but not limited to museums, universities, state agencies, and federal agencies may submit information about their holdings or collections to the SSCD.
- B. Submitters will complete the [SSCD Submitter Form](#). The SNACP Communications Committee will periodically review SSCD Submitter Forms for acceptance. If a representative of the SNACP Communications Committee has not responded to a request for access within one month of form completion, email se.nagpra.communityofpractice@gmail.com with “SSCD Submitter Form - [SURNAME]” in the subject line.
- C. The SSCD Submitter Form requires attestations to the following statements:
 - a. I am an authorized representative of my entity/institution for the purposes of sharing information about collections.

- b. Our institution agrees to update information submitted to this database annually.
 - c. SSCD users may download information I submit for purposes outlined in the SSCD User Guide.
- D. After their form is processed, Submitters will be contacted by a representative of the SNACP Communications Committee. The representative will supply the Submitter with an SSCD template to edit with collections information for their entity/institution. Submitters will enter data into the template and return via email to SNACP Communications Committee at se.nagpra.communityofpractice@gmail.com with "SSCD Data Submission - [ENTITY NAME]" in the subject line.
- E. Submitters must use the Data Field Standards (Section IV of the SSCD User Guide) when entering collections information into the SSCD template. Submitters should not attempt to submit information that is not expressly outlined in this User Guide and requested in the template.
- F. Please enter information about all collections at your institution, prioritizing known NAGPRA-eligible collections. If an entire collection has been repatriated, please enter information regarding that collection (including any unrepatriated documents) with consent of the Tribe or Nation.
- G. To update information submitted to the SSCD, submitters should email the SNACP Communications Committee at se.nagpra.communityofpractice@gmail.com with "SSCD Data Update - [ENTITY NAME]" in the subject line. A representative of the Communications Committee will send the submitter/editor a template of existing data to edit and return via email.

III. Use & Access Standards

- A. The SSCD is hosted by the University of Georgia Laboratory of Archaeology. The database can be accessed at [LINK](#).
- B. The SSCD is free to access by approved users.
- C. Intended users are 1) authorized representatives of Federally recognized Indian Tribes with areas of interest in the Southeast and 2) representatives of entities including but not limited to museums, universities, state agencies, and federal agencies with control or custody of NAGPRA-eligible collections from the Southeast. Collectors, members of the general public, media, and researchers seeking data for academic or commercial use will not be granted access to the SSCD.
- D. Users will complete the [SSCD User Form](#). The SNACP Communications Committee will periodically review SSCD User Forms for acceptance. If a representative of the SNACP Communications Committee has not responded to a request for access within one month of form completion, email se.nagpra.communityofpractice@gmail.com with "SSCD User Form - [SURNAME]" in the subject line.
- E. The SSCD User Form requires attestations to the following statements:

- a. I will not use information downloaded from SSCD for purposes beyond NAGPRA implementation and collections management. Restricted uses include but are not limited to academic or for-profit research and journalism.
 - b. Information downloaded from SSCD will only be used to connect with institutions holding split/shared collections to facilitate NAGPRA consultations. It does not replace consultation.
 - c. I agree to abide by the ethical principles outlined in the SSCD User Guide.
 - d. I understand that information in the SSCD is subject to change and may have been updated at the institution since the last SSCD update.
- F. Upon acceptance, an SNACP Communications Committee representative will contact the user with a username and temporary password, directions for logging in and resetting password, and statement of access duration. Access will be granted for periods of three to six months.
- G. If a request for access is denied by the SNACP Communications Committee, the requestor may appeal the decision to the SNACP Steering Committee. To appeal a denied request for access, please email se.nagpra.communityofpractice@gmail.com with "SSCD Appeal - [SURNAME]" in the subject line.
- H. The SSCD will be filterable by data fields described in Section IV of the User Guide. Users will select from dropdown menus to locate applicable collections. Users may also download a spreadsheet of information.
- I. When contacting submitting entities listed in the SSCD, users should respect the current volume of NAGPRA communications and the work required to fulfill requests for information. Please allow appropriate time for response and do not expect others to fulfill collections research or consultation obligations for your institution.
- J. Misuse of the SSCD, including but not limited to conflicts with the SSCD User Form attestations will be reported to the SNACP Steering Committee. To report misuse, email se.nagpra.communityofpractice@gmail.com with "SSCD Misuse Report" in the subject line. The Steering Committee will decide whether to revoke user access temporarily or permanently.

IV. Data Field Standards

- A. Site Name: Input the 'primary site name' as it is known in your institution. Enter only one name. Please note that this may or may not be the same site name within official state site files. If site name is unknown, input "Unknown". Example: Menard-Hodges; Menard Mound; Menard Home; Menard; Osotouy
- B. State: Write out the state's entire name. Do not list only abbreviations. Example: Arkansas. If the state origin is unknown, input "Unknown".
- C. County: Input official state county listing first, with county abbreviation listed second. Example: Richland (RD).
 - a. If site is located in an independent city, indicate that with "City of" before city name.

- b. If site county is unknown, input "Unknown".
- D. Site Number: Input Smithsonian trinomial for current, official state site number issued by the state site files: 3AR4
 - a. Do not enter a site number that is not the current, official site number. Unique site numbers assigned by the institution can be entered under "Other Geographic Location."
 - b. If the site number is not known, input "Unknown".
- E. Other Geographic Location (no coordinates):
 - a. Input alternative descriptions of the original location of removal beyond site name and site number, especially if those are not known. Detail the description provided within your available records, other assigned site numbers, or designate the general region known.
 - b. Examples: "Panhandle, Northwest Florida", "shell mound northwest of Cayman Bay", "SA-17". If there is more than one alternative location description, include each with separation by commas.
 - c. DO NOT include specific coordinates, GPS points, addresses, or other overly specific location data as doing so would violate the National Historic Preservation Act (NHPA) Section 304 and Section 800.11(c) of the regulations implementing Section 106.
- F. Associated Names:
 - a. Note any names that this holding may have been collectively referred to within your records as this helps address multilocation accessions.
 - b. Examples: "David Chase Collections", "Florida Geographical Survey of sites along the St. John's River", or "Willey Ceramic Type Collection".
- G. Collection Source (Person/Institution): Input the name of the individual "donor" or institution who held the collection prior to your institution. If there are multiple known individuals or institutions who held the collection prior to your institution, list all known entities. If unknown, write "Unknown".
- H. Excavator: Input the name of the individual who initially collected or removed the collection from the site listed in A and B. If unknown, write "Unknown". If the same as Collection Source, input the same name for both fields.
- I. Archival Records Present?: Select Yes, Collections Management Only, No, or Unknown from the drop-down menu.
 - a. "Yes" indicates that the collection includes associated archival records such as field excavation notes, reports or manuscripts, photographs or other media, etc.
 - b. "Collections Management Only" indicates that institutional records contain only standard documents used for collections management, such as accession paperwork, catalog numbers, exhibit records, and photographs taken at your institution.
 - c. "No" indicates that your institution does not hold archival or collections management records associated with this collection.
 - d. "Unknown" indicates that you are currently unaware of any archival or collections management records associated with this collection at your institution, but there is a possibility that they are present (e.g., in unprocessed archives).

- J. NAGPRA Status: Select Yes, No, or Unknown from the drop-down menu.
- "Yes" indicates the collection includes materials known to be eligible for repatriation under NAGPRA.
 - "No" indicates that the collection has been determined as ineligible for repatriation under NAGPRA *through Tribal consultation*.
 - "Unknown" indicates that NAGPRA eligibility has not yet been confirmed in consultation. Select unknown when you or the institution with legal control have not consulted about the collection, even if the collection does not include NAGPRA-eligible materials according to institutional documentation.
- K. Entity Control Status: Select option that describes your institution's custody and legal control of the collection.
- "Custody with legal control" indicates that the institution has the collection in their physical custody and the legal responsibility to repatriate under NAGPRA.
 - "Custody without legal control" indicates that the institution has the collection in their physical custody (e.g., curation agreement, loan) but does not have the legal responsibility to repatriate under NAGPRA.
 - "Custody but unknown control status" indicates that the institution has the collection in their physical custody but does not know whether they or another entity has legal responsibility to repatriate under NAGPRA.
- L. Consultation Initiated?: Select Yes, No, or Unknown from the dropdown menu.
- "Yes" indicates that your institution or other controlling entity is consulting or has consulted with one or more Tribal entities about the collection. Consultation can be at any stage from invited to concluded.
 - "No" indicates that your institution or other controlling entity has not yet initiated consultation with any Tribal entities about the collection.
 - "Unknown" indicates that your institution has custody of the collection but is unaware whether the controlling entity has initiated consultation.
- M. Date Entered/Updated: Input the date this record was created or last updated in this database. Enter the whole month, date, and year. Example: September 21, 2024
- Note: For National NAGPRA entries, this reflects the date that National NAGPRA shared data with SSCD administrators, not the date that entities submitted data to National NAGPRA.
- N. Federal Register Number: Input the FR document number received when published in the *Federal Register*. Example: 2024-12345
- O. Submitted By: Entity representatives always select "Entity" from dropdown.
- Note: Only data shared by National NAGPRA will be designated "National NAGPRA" under this category. Only database administrators should select "National NAGPRA".
- P. Submitting Entity: Input the official name of your institution or organization, as listed in the National NAGPRA database.

- Q. Historical Entity Name: Enter any other names your institution or organization has had in the past. Separate more than one with a comma and list the names in chronological order, with the earliest first. Do not include the institution's current name here. Example: Institute of History; History Museum

- R. Entity Primary Contact: Enter the name of the official contact at your institution or organization. Input the first name followed by the last name. Example: Chuck Norris

- S. Entity Contact Role or Title: List the title or role of the primary contact at the institution or organization. Example: NAGPRA Coordinator

- T. Entity Email: Input the email address of the primary contact.