

**GUIDELINES FOR SUBMITTING A COLLECTION
TO THE
COBB INSTITUTE OF ARCHAEOLOGY CURATION FACILITY**

**Office of Public Archaeology
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Introduction

The Cobb Institute of Archaeology Curation Facility (CIACF) is dedicated to long-term preservation and management of state and federally owned archaeological collections and associated documents from Mississippi. The CIACF is committed to managing its collections so that their growth and preservation meet the highest possible professional standards. We seek to inspire, advance and promote an appreciation and understanding of these collections that represent the cultural heritage of our state.

This document outlines the CIACF's guidelines and instructions to be followed by state and federal agencies, private consulting firms, museums and individuals for the preservation of prehistoric and historic archaeological materials and associated records in compliance with federal curation standards (36 CFR 79 – Curation of Federally Owned and Administered Archaeological Collections).

Accessions Policy

Firms, agencies, institutions or individuals planning archaeological projects that may yield collections, and who wish to use the CIACF as their collections repository are requested to contact the facility during the project's initial planning phase. This will provide us with important planning information and ultimately facilitate transfer of the collections and accompanying documentation. The project director should contact the CIACF by submitting an Intent to Curate form.

On the basis of the information provided on the Intent to Curate form, the CIACF curator will determine whether the collection will be accessioned into the CIACF collections. When it has been agreed upon that CIACF will serve as the repository, a Curation Agreement will be issued. The Curation Agreement must be signed by an official of the requesting party who has the authority to transfer ownership of the collections.

Curation agreements between the CIACF and a federal agency will be handled with a Memorandum of Understanding. The signing representative will be responsible for seeing that collections deposited with the CIACF meet the requirements stated in these guidelines.

Minimum Standards for Preparing Collections

All non-perishable artifacts must be washed or dry-brushed, with the exception of those that are to be or have been subjected to special analysis (i.e., blood residue analysis), or artifacts whose surfaces may be damaged by cleaning. Fragile or perishable artifacts and organic materials (basketry, seed, wood, charcoal, textiles, etc.) must be treated,

when appropriate, and packed to provide physical protection from crushing as well as a chemically stable environment.

Other artifacts that present special conservation problems should be subjected to appropriate conservation techniques prior to shipment, and must be packaged separately. All conservation methods must be documented, including the chemical and trade names of all materials used.

All artifacts are required to be cleaned, sorted by provenience, and properly labeled before being processed at the repository. Artifacts and collections which are not in proper condition are either refused for curation at that time or properly processed at the repository for a fee. Artifacts are required to be in 4 mil polypropylene zip-lock bags with a white label field and marked with permanent marker indicating their proveniences. All artifact collections must be accompanied by an artifact inventory list.

Artifact collections are re-inventoried at the repository and re-boxed into CIACF standard sized-boxes with telescoping lids and labeled.

Collection Documentation

Two copies of the completed collection catalog, both on acid-free paper, must be submitted with the collection. Cultural material submitted without associated catalogs will not be accepted.

Two bound copies, and one unbound copy, of all associated research reports must accompany the collection.

Records Management

All original documentation must be deposited with the artifacts and specimens. An acid-free copy of all paper records must be provided. In preparation for submitting paper records to the repository, organize all the materials into acid-free folders.

Maps

Maps and drawings over 8 ½ x 11" should be rolled, not folded.

Photographs

Photographic records must be printed on archivally stable media and housed in polypropylene, polyethylene or Mylar sleeves. All photographic material must be clearly labeled using archivally stable ink or other medium. A legible photographic record with complete information shall accompany the collection.

Negatives and slides shall be placed in labeled archival storage sheets.

The project director is responsible for having copies made of any prints or slides s/he may want to keep for personal use.

Curation Staff

Since 2010, management of the curation program and facility shifted under the umbrella of the Institute's Office of Public Archaeology (OPA). Since that time, OPA staff, Jeffrey Alvey and Keith Baca, have been responsible for management of the curation program and facility. Either of these individuals may be contacted with questions about the CIACF.

Jeffrey S. Alvey (jsa3@msstate.edu; 662-325-7520) has served as manager of the Cobb Institute's Office of Public Archaeology since 2004. In this position Alvey provides oversight and management of all units within the program.

Keith A. Baca (kab151@msstate.edu; 662-325-7892) has served as the Curator of Research Collections at the Cobb Institute since 2010.