

Collections Assessment

Project Name: _____

A. Origin and ownership of the collection *(your answers will identify the applicable laws and regulations)*

Q1. Is the collection from the United States or foreign?

A.

Q2. If from the United States, was it recovered from federal, state, municipal, tribal, or private lands or some combination? List all that apply.

A.

Q3. If from federal lands, is it from a single agency's/tribe's lands or some combination? List all that apply.

A.

Q4. Is the collection part of a completed academic, CRM, or internal government agency project?

A.

Q5. Was the collection given to you by a private individual? If this was a gift, do you know where it was collected?

A.

Q6. What is the date of the collecting activity?

A.

Q7. Is it a comparative collection that does not fall under ARPA or similar archaeology laws? *(If yes, go directly to section C: Nature of the collection)*

A.

B. Documentation of the collection *(this is paperwork the curation facility will request)*

Q1. Do you still have copies of permits for this work (if applicable)?

A.

Q2. If the collection is from outside the United States, do you have all accompanying paperwork for its removal from the country of origin (if required)?

A.

Q3. If you are with a government agency and the undertaking involved several landowners, were you the lead agency? If so, do you have an Interagency Agreement?

A.

Q4. Do you have a Deed of Gift or other documentation from a private land owner?

A.

Q5. Do you have a repository agreement with a curation facility for this collection?

A.

C. Nature of the collection (*this will establish what kinds of preparation will be required*)

Q1. Is the artifact collection organic, inorganic, or a combination of both?

A.

Q2. Is the artifact collection prehistoric, historic, or a combination of both?

A.

Q3. Do you have the associated records (e.g., site forms, excavation notes, photographs, etc.)?
Are they the original records or copies?

A.

Q4. If yes to question 3, what formats are they in (e.g., paper, photographs, digital)?

A.

Q5. What is the estimated size of the collection (in cubic feet or number of objects)?

A.

Q6. Are there any oversized objects to consider (i.e., objects that won't fit in a standard museum box 13" x 16" x 10" H)?

A.

Q7. Are you in possession of the entire collection or have subsets been lent out or given to other colleagues or institutions? If the latter, do you have the accompanying paperwork?

A.

D. Human remains (*this will establish any legal requirements that need to be addressed*)

Q1. Are there any human remains in the collection?

A.

Q2. Were the human remains recovered before or after November 16, 1990?

A.

Q3. Were they excavated by you as part of a project?

A.

Q4. If no, are they a subset of an individual that was given to you for research purposes?

A.

Q5. If the human remains are Native American or Native Hawaiian and from federal or tribal lands, were they identified as Culturally Affiliated or Culturally Unidentifiable?

A.

E. Current condition of the collection (*this will help determine workload requirements*)

Q1. Have the artifacts and records been inventoried, analyzed, and repacked in acid-free archival boxes? List all that apply.

A.

Q2. Are the artifacts labeled?

A.

Q3. Are any of the objects especially fragile or require special care?

A.

F. Available resources (*this will help determine what assistance may be available to you*)

Q1. Do you have funding to rehouse and curate all or part of the collection?

A.

Q2. Do you have students or volunteers to assist with curation preparation?

A.

Q3. Are there any museum professionals that you can call to answer questions and guide you through, or assist with, the preparation process?

A.

Q4. Have you tried contacting the permitting agency or university for additional funding to curate the collection?

A.

Explanations and guidance for the above questions are provided in
Guidelines for Preparing Legacy Archaeological Collections for Curation