

CURATION STANDARDS for ARCHEOLOGICAL COLLECTIONS

HISTORY NEBRASKA

July 2019

For a fee, History Nebraska may ensure the long-term curation and management of collections and records from undertakings within the State. A [Curation Request form](#) should be submitted, preferably in the planning stages of your project. Approval of curation requests and final acceptance of collections is contingent upon several factors including available space, legal title status, approval by the Collections Committee, and adherence to the curation standards below.

If working on private land, legal title needs be obtained and included with any collection to be managed by History Nebraska. This can be done through a contractual statement signed by all appropriate parties, typically the owner of the object(s), and the recipient or collector.

MINIMUM ARTIFACT CURATION STANDARDS

- Collections should be housed in archival quality (acid free cardboard or polyethylene) storage boxes that do not exceed 25 lbs.
- More than one site may be contained in a box. Artifact classes, provenience units, or other analytical units may be in the same box as well.
- Contents of boxes should be washed, sorted by material or provenience, cataloged, and labeled.
 - Artifact should be labeled with site number and catalog number when possible.
 - The preferred labeling method for artifacts involves printing the site number and catalog number for each object onto archival quality 20% rag cotton paper, and sandwiching labels between layers of B72 Acryloid.
 - Other acceptable methods include attaching pre-strung archival tags or printing labels by hand with an archival mark between layers of B72.
- Artifacts within boxes should be stored in zipper-type polyethylene bags (4 mil. thick) containing a white writing strip. Polyethylene vials with attached lids can be used to protect delicate specimens. Paper bags should not be used.
- Should protective cushioning be required, please use a polyethylene-foam product or acid free tissue paper. The use of any non-stable, non-archival cushioning material is not recommended.
- All bags or other containers inside a box should be labeled with an archival permanent black marker (Identi-pen, Pigma Pen, Millinium Pen, but no Sharpies).

At a minimum, the bag should be labeled with the site number and the catalog number.

Please provide the following information for each box:

- Site number(s)
 - Range of catalog numbers (optional; this is handy if there are multiple boxes from one site)
 - Material and/or artifact classes (e.g. groundstone, ceramic, fauna)
 - Owner of collection
 - Project name (if applicable)
 - Year(s) work performed
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- A catalog detailing the objects in the collection must accompany the collection. An electronic version should be submitted along with a hard copy on archival quality acid-free paper. This catalog inventory will be curated in the archeological records collection site file.
 - Photographic negatives, prints, and slides should be enclosed in polyethylene holders or sleeves (such as Melinex) and accompanied by digital photographic logs.

For an additional fee, the History Nebraska Archeology Division may prepare materials for storage. Fees are determined on a case-by-case basis.

Contact Nicholas Fogerty with questions and to establish a curation agreement.
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