

## ARCHAEOLOGICAL CURATION

The McClung Museum of Natural History & Culture meets federal standards as a repository for archaeological collections. The museum currently curates materials from more than 350 archaeological sites, including those investigated by the Tennessee Valley Authority, the Department of Defense, the U.S. Army Corps of Engineers, and the State of Tennessee. The museum abides by curation standards established and regulations enforced by the National Park Service in accordance with [36 CFR 79 - Curation of Federally Owned and Administered Archaeological Collections](#) and the [Native American Graves Protection and Repatriation Act of 1990](#).

Requests to curate new archaeological collections should be made to:

Timothy Baumann, PhD  
Curator of Archaeology  
McClung Museum of Natural History & Culture  
1327 Circle Park Drive  
Knoxville, TN 37996  
865-974-2144  
[tbaumann@utk.edu](mailto:tbaumann@utk.edu)

See more information about:

- **Curation Fees**
- **“Shelf-ready” Standards & Guidelines**
- **Archival/Labeling Supplies & Suppliers**

# ARCHAEOLOGICAL CURATION FEES

## I. Archaeological Specimens

- a. Flat rate - \$375 per one cubic foot for “curation ready” materials.
- b. Minimum charge - \$93.75 for 0.25 cubic feet.
- c. Deed of Gift - legal ownership of collections is typically transferred to the McClung Museum
- d. Special or Annual rates - can be negotiated for state and federal agencies that maintain ownership

## II. Associated Documents

- a. Flat rate - \$200 per linear foot for “curation ready” paper documents.
- b. Minimum charge - \$50 for 0.25 l ft (3”).
- c. Oversized paper records (e.g., maps) - greater than 11” x 17” in size; \$5 per document.
- d. Digital records (e.g., database, GIS maps, images) - \$40 per TB; minimum charge of \$10 for 0.25 TB
- e. Photographic records (e.g., photos, slides) - \$0.25 per image.
- f. Special or Annual rates - can be negotiated for state and federal agencies that maintain ownership

## III. State & Federal Collections

- a. State & Federal Collections - ownership is NOT normally transferred to McClung Museum, but instead is maintained by the government agency
- b. Special annual rate:
  - i. a negotiated annual costs, including overhead, for state and federal agencies (e.g., NPS, TVA, TDOT) that maintain ownership of their
  - ii. Contract or Memorandum of Agreement - three-year minimum requested

## IV. Additional Charges

- a. If the archaeological specimens or the associated documents do not arrive “shelf ready,” then there will be an hourly labor fee to process the collections to meet the McClung Museum’s curation standards.

- b. The labor charge for the Curator is \$47.43 per hour and \$18.42 per hour for each Collections Assistant.

**V. Human Remains & Funerary Objects**

Human remains and funerary objects from prehistoric or historic periods in Tennessee and surrounding states can be accepted for curation, but a separate contract will be required that addresses:

- a. legal ownership
- b. compliance with federal and state laws
- c. consultation with federally-recognized tribes or descendants
- d. availability for research and exhibit
- e. repatriation or disposition

## “SHELF-READY” STANDARDS & GUIDELINES

“Shelf Ready” collections are those that are properly cleaned, sorted, labeled and bagged for immediate archival storage. The McClung Museum of Natural History & Culture’s “shelf-ready” standards and guidelines are outlined below and are based on those required by [36 CFR 79 - Curation of Federally Owned and Administered Archeological Collections](#) and established by the National Park Service.

### Archaeological Specimens

#### 1. Washing/Cleaning

- a. All artifacts should be cleaned with non-toxic methods (e.g., water and toothbrush)
- b. Exceptions include fragile materials that would disintegrate in water and/or from brushing (e.g., charred plant remains)

#### 2. Sorting

- a. All specimens should be sort by material type within a specific provenience (e.g., unit level, feature)
- b. Each type should be bagged and/or boxed separately from other material types
- c. Material types include:
  - i. Prehistoric Materials
    1. Lithics - Flaked-tool technology
    2. Groundstone
    3. Pottery
    4. Fauna
      - a. Shell
      - b. Bone
    5. Flora
    6. Water screened or Flotation sample
      - a. Heavy Fraction
      - b. Light Fraction
    7. Human Remains
  - ii. Historic Materials
    1. Ceramics
    2. Metal
      - a. Hardware
      - b. Nails
    3. Glass
      - a. Flat (e.g., window, mirror)
      - b. Curved (e.g., bottles, drinking glass)
    4. Architecture (e.g., brick)
    5. Fauna

- 6. Flora
- 7. Water screened or Flotation sample
  - a. Heavy Fraction
  - b. Light Fraction
- 8. Human Remains
- 9. Miscellaneous
  - a. Adornment
  - b. Arms & Ammo
  - c. Textile & Leather
  - d. Coins & Tokens
  - e. Toys
  - f. Plastic

### 3. Labeling

- a. All specimens should be labeled on their surface except for
  - i. Human remains
  - ii. Fragile material
  - iii. Soil or Flotation samples
  - iv. Small objects that are less than ¼" in size
- b. The percentage of directly-labelled abundant/redundant artifacts (>100) of the same type (e.g., prehistoric flakes, window glass shards) and provenience can be reduced to 20% of the sample
- c. Labelling methods
  - i. Direct labeling
    - 1. Objects should be labeled by first putting down a clear layer of Acryloid B-72 or B-67 to write on
    - 2. Once dry, use a *Sakura Pigma Micron Pen with archival ink* to mark the object with its unique identifying number
    - 3. The identifying number will normally be a catalog # written over a site number (e.g., 53/40Mg72).
    - 4. If the collection is donated or purchased by the McClung Museum, then the objects will be given an accession # that can be used instead of the site number.
    - 5. A second layer of clear B-72 or B-67 should be applied over the writing to seal it
    - 6. For dark objects, the B-72 also comes in an opaque white to write on.

### 4. Bagging/Boxing

- a. Objects should be stored in ziplock archival bags (4 mil thickness or greater) or in separately approved containers
- b. Bag or container should be labeled with the accession # (if applicable), site number, site name (if applicable), catalog number(s), material type, quantity, and weight.

- c. A Tyvek tag or label should also be placed in each bag or approved container with the accession # (if applicable), site number, site name (if applicable), catalog number(s), material type, quantity, and weight.
- d. Curation boxes will be supplied by the McClung Museum and are 15" L x 12" W x 10" H in size.

5. Inventory

- a. A paper and digital inventory of all artifacts and associated records is required.
- b. Each curation box should also include a paper and digital inventory sheet. A copy of the paper sheet should be placed within a ziplock bag to protect it from handling and water damage.
- c. All digital inventories should be provided as a Microsoft Access or Excel file
- d. The database should include the following for each item or group of similar objects from the same provenience
  - i. Accession # (if applicable)
  - ii. Site number
  - iii. Site name (if applicable)
  - iv. Catalog #
  - v. Object Type
  - vi. Quantity
  - vii. Weight
  - viii. Provenience
  - ix. Description/Remarks

## Associated Records

### 1) Paper

- a) Paper records include:
  - i) An unbound paper copy of all reports, publications, and papers that were produced from the project(s)/collection(s).
  - ii) All field or laboratory notes and forms
  - iii) All project related correspondence
  - iv) Copies of all legal documents (e.g., contracts, deed of gifts)
- b) All paper records should be on acid-free paper.
- c) All paper records should be stored in acid-free manilla folders with a full tab.
- d) Pencil should be used for labelling all folders with the site number and document type.
- e) Oversized documents (11 X 17 or greater) should be delivered in a rolled tube or flat for storage in map drawers or cabinets. DO NOT FOLD.
- f) Remove all metal staples, paper clips, and rubber bands

### 2) Photographic

- a) Photographic records include: Prints, Negatives, and Color slides
- b) All photographic records should be stored in archival Print File sleeves that allow for manilla folders with a full tab.
- c) Pencil should be used for labelling all folders with the site number and document type.
- d) Oversized documents (11 X 17 or greater) should be delivered in a rolled tube or flat for storage in map drawers or cabinets. DO NOT FOLD.
- e) Remove all metal staples, paper clips, and rubber bands

### 3) Digital

Digital File Formats Requested:

- a) Word Documents
  - i) PDF with OCR
- b) Databases and Tables
  - i) Microsoft Excel
  - ii) Microsoft Access
- c) Spatial Data
  - i) ARCGIS
- d) Image Files
  - i) TIFF

## Recommended list of Archival Supplies/Suppliers

### Primary Suppliers

Associated Bag Company

1-800-926-6100

<http://www.associatedbag.com/>

Gaylord Archival

1-800-448-6160

<http://www.gaylord.com/>

Hollinger Meal Edge

1-800-634-0491

<http://www.hollingermetaledge.com/>

PrintFile Archival Storage

1-800-508-8539

<http://www.printfile.com/>

University Products

1-800-628-1912

<http://www.universityproducts.com/>



## Labeling Supplies

*Archival Note: use IDENTI-PENS instead of SHARPIES!!! Sharpies are not archival permanent markers. They will fade in sunlight and UV light.*

### Artifact Labeling

- [B-72](#) - a clear or white opaque solution that dries fast, has excellent adhesion to most surfaces, and can be easily written on within a few minutes. It can be removed with acetone.
- [Pigma Micron Pens](#) - Pigma pens are fine lined, archival, permanent writing tools that are waterproof, will dry quickly, and is fadeproof against sunlight or UV light.

### Labeling Plastic Bags, Photo Sleeves, Slides, Negatives, and CDs

- [Identi-Pen](#) - a permanent marker that is fadeproof against sunlight or UV light.

### Artifact Bag Tags

- [Dupont Tyvek Sheets](#) - synthetic water proof, tear-proof, and scratch resistant paper that can be used in a laser printer

### Paper Labeling

- Pencil - No. 2 mechanical pencils are satisfactory to mark paper documents and folders.

DO NOT MARK PAPER WITH REGULAR BLUE OR BLACK PEN.

### Photo Labeling

- [Identi-Pen](#) - a permanent marker that is fade proof against sunlight or UV light. Can be used to mark the backs of photos.