Repository Policy and Procedures

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Note: The UMNH Anthropology Division will CLOSE its collections starting 12/31/09 and will not re-open until mid-2011 in order to inventory, pack and move the collections to the new UMNH museum facility.

1. Acquisitions Policy

The Utah Museum of Natural History (UMNH) serves as the State designated repository (Appendix A: Rule R807-1) for archaeological and paleontological collections acquired under permit from state lands in Utah. Criteria for determining whether the Museum will curate a collection are in the Museum’s formally adopted Collections Management Policy (CMP) and in compliance with Utah State law. Reposited materials will be curated in accordance with the Museum’s established CMP and these Repository Guidelines (Guidelines).

UMNH has been accredited by the American Association of Museums since 1972 and most recently reaccredited in 1999. UMNH shall accept collections of archaeological and paleontological specimens from various State of Utah land management agencies and the University of Utah. The Museum may, at its discretion, also enter into curation agreements with federal land management agencies.

2. Acquisitions Procedures

UMNH will provide a Provisional Repository Agreement (PRA) to curate prehistoric archaeological artifacts to contract companies applying for state permits. UMNH will provide a PRA to contract companies applying for federal permits from agencies that hold agreements with UMNH or if a federal project meets the CMP criteria for acceptance. The permit holder / Principal Investigator (PI) will be requested to submit a current Curriculum Vitae (CV) when applying for a PRA. UMNH will enter into a formal Repository Agreement (RA) only after a permit has been granted and collections are anticipated. Please submit a copy of the permit in the name of the PI when requesting a RA.

A PRA/RA is valid from the date of application acceptance to the end of the current calendar year. A PI must apply for a new PRA/RA each year of work. There is an annual $50 PRA application processing fee that is due at the time of application. Any deviation from the fee schedule must be approved in writing by the appropriate curator.

UMNH and the PI with a PRA must enter into a RA at the beginning of any project (i.e. after a permit has been issued but before in-depth field-work begins). This is especially important if it is anticipated that a quantity of artifacts will be collected so UMNH can allocate appropriate space to the impending project. All projects under one permit number will be covered by the same PRA (and subsequent RA) and work under each permit will receive a separate accession number. Only the UMNH Registrar will assign accession numbers.

All collections must be received by UMNH processed according to these Guidelines. The prehistoric archaeological and paleontological procedures described here are acceptable and
presently in use at UMNH. No other techniques of curation are presently accepted. If a collection is received that does not satisfy these conditions, the collection may be refused at the discretion of UMNH and the State permitting agency will be notified immediately. If the PI has made a good faith effort to discuss the curation procedures with UMNH in advance, UMNH will work with the individual to determine an acceptable solution in a reasonable period of time.

UMNH will accept only complete collections from each site or project, rather than collections that have been divided among several repositories, unless previous arrangements have been made with UMNH. However, if the project is carried out in phases (i.e. survey, testing, and excavation) collections must be repositioned at the end of each phase. If the PI for later phases of a project wishes to have access to materials from an earlier phase, these materials will be loaned to him/her by UMNH on approval of the appropriate curator and if they can meet acceptable standards of care for the loan as outlined in the CMP.

A. Timeline

As stated in Utah State Rule R807-1-6(2) *Collections obtained under an excavation permit shall be deposited by the permittee at the designated repository or curation facility no later than six months after the permittee provides the appropriate permitting agency with reports as required by law*; R807-1-6(3) *Collections obtained under a survey permit shall be deposited at the designated repository or curation facility within one calendar year of completion of field work.* Permittees will inform UMNH of the required date of the final report submission. UMNH, at its discretion, may withhold future PRAs if a contract company is unable to complete its curation obligations in a timely manner.

All PRAs are made for one calendar year from January 1 or UMNH acceptance of the application by the PI (whichever is later) to December 31 of the respective year.

3. Curation Fees

UMNH will be compensated for the curation of collections repositioned by the fees as outlined in Appendix B. Payment must be made to UMNH before or at the time collections are repositioned. No collection will be accepted before fees are paid. The fee schedule is subject to revision by UMNH. Any deviations must be requested in writing and approved by the appropriate curator.

4. Numbering Systems

A. Accession Number

The purpose of the unique accession number is to identify the source of the material, the sponsoring and investigating agency, the year in which the work is carried out, and land status. A single survey carried out within one calendar year will be given one accession number, even though it may cross county or state boundaries. Fieldwork undertaken within one year should receive an accession number from that same year. For example, collections obtained during the 2005 summer field season should receive a 2005 accession number. It is the responsibility of the PI to request an accession number prior to the end of the year and before processing the
collection. An accession number can be requested by filling out the form Accession Form: Field Collections located on the UMNH Collections Policies webpage. Only the UMNH Registrar is authorized to assign accession numbers. Sample accession number: UMNH.A.2003.15 (Fifteenth accession number assigned by UMNH in 2003).

B. Site Number

The Smithsonian Institution system shall be used:

For example:

42 Utah
In Iron County abbreviation
24 Number assigned by the State Archaeologist or site of previous record

Each three-part site number must be unique to one site, no matter the number of investigating organizations or years of work. Every effort should be made to standardize site numbers for old sites that may already have been assigned a previous designation. Site numbers are assigned by:

Antiquities Office
Division of State History
300 Rio Grande, Suite 210
Salt Lake City, UT 84101
801-533-3500

C. Field Specimen

The Field Specimen (FS) number is assigned in the field that, along with the site number, becomes the provenience control for the artifact(s). While cataloging systems may vary, the end result must be that each specimen will receive a unique individual number used to trace its provenience. To accommodate the UMNH computerized database, the prefix, FS, followed by the entire catalog number, including prefix and extension, should be contained on a single line. (See example at bottom of page)

The FS number is typically assigned for the material recovered from a particular horizontal and vertical provenience unit at the end of every field day. (It can also be continued and contain all the materials for the unit.) For instance, FS 101 might refer to the material recovered from a single stratum within a single meter square.

Field Specimen number Extension number assigned
assigned in the field in the lab
\   /
FS101. 20

In the lab, the specimens from a single FS number are sorted into materials classes (ceramics, lithics, bone, etc.). Specimens that are sufficiently large have their FS number and extension written on their surface. For these, each extension number (from 1 to n) refers to a single
specimen, and the extension numbers should be assigned consecutively for a particular material class. Extension numbers link analysis data with a particular specimen – they do not provide provenience information. Specimens too small to be individually labeled are grouped by class, bagged together, and assigned the highest consecutive extension numbers. An acid-free label in a small bag must be placed inside the large bag. Generally, if artifacts are less than 1 cm² in size, they may be grouped with other small artifacts and bagged together.

For example: FS82 includes 23 ceramics (20 of which are sufficiently large to individually label), 62 pieces of debitage (11 large enough to individually label), and 110 bones (50 large enough to individually label). FS82.1 – FS82.20 might be assigned to each of the large ceramic pieces, FS82.21 would be assigned to the lot of three ceramics too small to label, FS82.22 – FS82.32 to each of the large pieces of debitage, FS82.33 to the lot of 51 pieces of small debitage, FS82.34 – FS82.84 to each of the larger bones and FS82.85 to the lot of 60 bones.

Please include a clear and complete description of the cataloging system used. A full understanding of the system will enable the museum staff to capture all the information that is contained in the site records.

“Number” will hereafter refer to a three-part specimen number such as:

42SA345
FS400.1
UMNH.A.2003.15

5. Application of Number

A. Legibility

When writing numbers on artifacts, a decimal point must be used instead of a dash and numbers should be written carefully and legibly so similar numbers will not be confused (i.e. “4” and “9” and “1” and “7” should all be clearly distinct). When labeling artifacts directly, small, legible numbers should be placed in a location that will not disfigure the object or obscure a worked face, but can be seen easily with a minimum of handling when the artifact is in storage. If possible, avoid putting the number in an area that is subject to abrasion – for example, the position on the bottom of a vessel.

Individual artifacts must have their numbers labeled directly on them. If it is not possible to directly mark the artifact, the catalog number can be written on an acid-free paper tag with indelible India ink and tied to the artifact with an unbleached 100% cotton string if it is possible to do so without damaging the artifact. Artifacts that are too small to have numbers written or tied to them (generally 1 cm² or less in size) should be placed in a polyethylene bag or vial with a numbered paper tag. When specimens such as debitage are bagged and assigned numbers as a group, the FS number should be written on a paper tag and placed with the specimens inside the bag. (It is useful to put the paper tag in a small polyethylene bag prior to inserting it into a bag of debitage or small artifacts to protect it from dirt and damage.) All paper tags must be acid-free and only black indelible ink can be used.
Thus, a bag of debitage would be labeled:

42In124
FS54.23
UMNH.A.2003.15

B. Marking

1. Lithic and ceramic artifacts must be prepared by applying a base coat of clear Acryloid B-72 [poly(vinyl acetate)] (PVAC). Various conservation supply companies carry suitable product lines (see Appendix E). The catalog number is then written on the base coat with black indelible India ink and sealed with a top coat of clear Acryloid B-72. Please read all labels and Material Safety Data Sheets (MSDS) for safe chemical handling (i.e. Acryloid B-72 uses a carrier of Acetone, which should be used under a fume hood or in a well ventilated area).

2. Basketry, textiles, wood and some bone and feather objects should be labeled with an acid-free paper tag tied to the specimen with a 100% cotton string, or labeled using the method applicable for lithics and ceramics. Textiles (rugs, blankets, wall hangings, etc.) should be labeled with a 100% unbleached cotton twill tape label and sewn to the textile with silk thread. Please consult with appropriate UMNH collections personnel (see Appendix F) before labeling fragile perishable objects such as basketry, hide, feathers or textiles.

3. Small polyethylene vials or bags containing pollen, seeds, feathers, hairs, insects, etc. must be labeled on the outside with black indelible India ink as well as an acid-free paper label in a small bag inserted into the container with the specimens.

4. Environmental materials, soil, C-14 or other similar samples shall be dry and placed directly in polyethylene bags with an acid-free paper label in a small bag inserted.

5. Microslides should be labeled using the lithic and ceramics technique described above.

6. Labels on acid-free map tubes should contain:
Accession number
Site or Project number(s) and/or name(s)
Location information: UTM’s, USGS Quadrangle(s)
Description: site map(s), survey map(s), stratigraphic profile(s)
Publication or Report information
Date
Author and/or Agency/Organization submitting map
6. Storage

A. Storage method

Artifacts must be placed in acid-free, corrugated, lidded 12” x 15” x 10” (ca. 1.3 cubic feet) boxes to be repositioned at UMNH. Starting 1/1/09, all archival boxes must be acquired from Gaylord (item WW-TC1215), Metal Edge (item RSB-18) or the Paige Company (via Peter Brown, item # 806: Utility box, acid neutral). These restrictions are in place due to size constraints of new museum storage cabinetry. When boxing materials, use the following guidelines:

1. Organics and inorganics must be boxed separately. Organic artifacts should be wrapped in acid-free tissue and placed in a polyethylene bag.
2. Artifacts should be segregated by general material type (i.e. cellulosic artifacts boxed separately from proteinacious artifacts, lithics separate from ceramics, etc.). Segregate materials within the box by “FS” number when each contains several items. Contact UMNH for approval and questions about packing very small quantities of unlike materials.
3. Large, heavy artifacts must not be boxed with small, fragile objects (i.e. manos with projectile points).
4. Fragile artifacts should be supported and protected within the storage box by wrapping or padding with acid-free tissue. Artifacts should be packed so they will not be abraded or crushed. Pieces of acid-free corrugated board can be used to construct internal dividers.
5. Some skeletal materials, ground stone, extremely fragile artifacts can be repositioned in other containers after prior consultation with and approval by UMNH.
6. Each box should weigh no more than 30 lbs.
7. Artifacts from different sites must not be placed in a single box unless prior consultation with and approval by UMNH is obtained. For survey collections where many sites may be packaged in one box, artifacts must be segregated by site number with acid-free corrugated board internal dividers.
8. Legibly label the box (not the lid) with a brief description of contents with indelible black ink. For example:
   42In412
   UMNH.A.2003.15
   Debitage
9. An inventory sheet must be placed inside the box listing the accession number, site number(s), FS numbers and a brief description of contents. For example:

   42In412
   FS400.45 – FS400.79: Debitage
   FS654.34 – FS654.99: Projectile Points
   UMNH.A.2003.15

Please consult with appropriate UMNH personnel about packing fragile or vulnerable materials such as whole or restored ceramics, disarticulating basketry artifacts, crumbling clay artifacts or artifacts with high moisture content.
B. Authorized materials

Materials that should be used for preparing collections to be reposited at UMNH include*:

- Acid-free tissue (suitable for all artifacts)
- Acid-free calcium carbonate (3%) buffered tissue (suitable for cellulosic artifacts)
- Acid-free paper (minimum 20 lb. weight)
- Acid-free board and/or corrugated board and map tubes
- Acid-free metal edge document boxes (i.e. clamshell boxes – both 2” and 5” depth accepted)
- Archival gold cd-rom discs (for electronic images and records)
- Polyethylene (PE) (i.e. photograph sleeve pages, artifact bags, planks [e.g. Ethafoam™], etc.)
- Plastic clips for documents (e.g. Plastiklips™)
- 100% cotton natural twill tape
- India ink (using quill and ink)
- Specified black ink pens for artifact labeling (currently only Zig™, Staedtler™ and Pigma™ are approved)
- Black markers for labeling box exteriors only (only Sharpie™ pens approved)
- Polyvinyl acetate (PVAC) (e.g. B-72 with solvent of Acetone or B-67 with a solvent of Naptha)
- Gold CDs

*this list is subject to update as necessary

C. Proscribed materials

Materials that should not be used for preparing collections to be reposited at UMNH include*:

- Cotton wool or batting
- Acidic cardboard or unknown paper products
- Metal paperclips (coated or uncoated)
- Elastic bands
- Staples
- Common adhesives or labels
- Common ink pens
- Newspaper
- Packing “peanuts” of any variety
- Any materials of unknown composition
- Common foams (i.e. polystyrene [e.g. Styrofoam™], polyurethane, etc.)
- Polyvinyl chloride (e.g. PVC)

7. Records

A. Required documentation

UMNH requires legible original records, field notes, data forms, site survey sheets, feature and FS sheets, analysis notes, records and reports, photo data sheets, maps and stratigraphic sections, and reports and publications referring to reposited collections. All documentation must reference material by FS number so data entry and retrieval will be possible. It is especially important that
provenience data (feature, stratum, horizontal and vertical coordinates, etc.) for each artifact and provenience data for each feature and stratum be included.

Correlation charts of FS numbers with features, strata, coordinates, etc. and of features with strata and coordinates are necessary. Data which allow correlation of field identification labels (such as feature numbers, strata numbers, or labels) with published identifiers (strata numbers, etc.) used in reports or publications must be included. This is necessary to allow museum personnel to aide future researchers in using this material. The project records should be arranged in coherent order and each section should be clearly marked. An inventory of sections should be provided.

Any materials released or destroyed during analysis (e.g. radiocarbon dating) must be accounted for in the written documentation of the project. It is the responsibility of the permittee to ensure that collections analyzed by outside specialists are received by the Museum in the conditions required by these Procedures.

Because UMNH cares for collections in perpetuity, UMNH will microfiche all records for preservation. Because of this, all records and documentation must be on white paper. If original records are on paper of another color, provide legible photocopies on white paper in addition to the original document.

B. Electronic Records

Digital records of all materials are required in Portable Document Format (PDF) on gold CDs. Include a description of the data items (i.e. measurement units, etc.). A copy of the data printed on acid-free paper will accompany the electronic data.

8. Photographic Materials

Photographic records provide an essential component of project documentation. The submitted material will be made available to researchers and may be used for exhibition purposes. Thorough documentation of photographs and a logical numbering system is required.

A. Documentation

Documentation for each image should be typed or neatly written in photo number order on photographic data sheets. Each sheet should contain general information such as the project name, site number and cataloger. The following documentation for each image should be recorded:

1. Date of photograph
2. Photo number (format: site number.unique number)
3. Subject (description of archaeological structures, features, procedures, equipment, artifacts, artifact numbers, the full name of any individual pictured)
4. Provenience (site number, site name, intrasite provenience, and orientation from which the photograph was taken; include site specific units of designations such as feature numbers, grid numbers, FS numbers, etc.)
5. Photographer’s full name
6. Film type (black and white, color, negatives or transparencies, format, or digital)

B. Archival Film

Black and white negatives should constitute the archival photographic record for projects. Due to chemical instability, color positive and negative film should be used in project documentation only as a supplemental record. Use only black and white films in which the image is formed by silver; do not use film in which the image is formed by dye as it is chemically less stable. Process of film should be done by a competent lab or person using archival methods to assure maximum permanence.

For supplemental digital images, an archival gold cd-rom is acceptable but laser printouts on acid-free photographic paper (min. 20lb. paper) are required for each photo on the archival gold cd-rom. If color digital images are captured, color laser printouts on acid-free photographic paper are required for color images otherwise black and white laser printouts on acid-free paper are acceptable.

C. Organization

Handling and storage of photographic materials should be done in stable environments in which the materials are not exposed to excessive heat, dust, humidity, or chemical contaminants. Lightweight cotton gloves worn when sorting, numbering and filing materials protect film emulsions from dirt and oil accumulated on the hands.

Photographic materials should be organized by film type (e.g. roll film, sheet film, 35mm slides, prints and digital) in a logical and chronological order. During the preliminary organization, redundant, irrelevant, and poor quality images should be edited and culled out if it can be done without cutting film strips into small segments. This important step results in a higher quality photographic record, less time needed for documentation, and lower costs for supplies and storage. Each image should be assigned a photo number. The number should consist of the site number followed by a unique extension. For previously recorded sites which are being revisited, please check with UMNH staff to assure that duplicate numbers are not assigned.

D. Labeling

The following are general procedures for numbering and filing film, slides, prints and digital images:

1. Roll film
   Roll film should be cut in strips of 4 to 6 frames each and filed in archival polyethylene pages with 3 binder holes (see Appendix E for conservation supply companies). Do not use any holders which contain plasticizers, which cause degradation of the material and affect the image. Do not cut the strips to eliminate images being culled. Each page of film should be contact printed onto cotton or fiber based acid-free photographic paper. Label each image’s
photo number on the contact sheet using an indelible black ink pen. Mark photo number on edge of film with indelible black ink pen.

2. Sheet film
Sheet film should be contact printed onto 8”x10” cotton or fiber based acid-free photographic paper (4 negatives per sheet for 4”x5” negatives). Label photo numbers on each image on the sheet as described above. File negatives in archival polyethylene sleeves (4 negatives per sheet) with 3 binder holes with the photo number typed in the upper right hand corner. Mark photo number on edge of film with authorized indelible black ink pen.

3. Slides
Photo numbers should be written on the upper margin (non-emulsion side) of the slide mount with a pencil or indelible black ink pen. File slides in order by FS number and site in archival polyethylene sheets with 3 binder holes.

4. Prints
Prints should be numbered along the upper edge of the non-image side of the print (on the margin) with a soft lead pencil or indelible black ink pen and filed in archival polyethylene sleeves. Do not write or stamp anything on the back of the image.

5. Digital images
Digital images should have thumbnails printed onto cotton or fiber based acid-free photographic paper. Label each image’s photo number on the thumbnail sheet using an indelible black ink pen. Photos should be laser printed on acid-free photographic paper and filed in archival polyethylene sleeves.

9. Receipt of Collections

A. Documentation

A Reposited Collection Inventory form must accompany each deposit of materials at UMNH. UMNH staff will send or give preliminary notice of receipt when a collection arrives at the Museum. When UMNH staff has inventoried the collection, if requested the Museum will send a dated receipt to the land management agency and a copy to the depositor, acknowledging acceptance of the collection. If UMNH staff discovers any discrepancies between the depositor’s inventory and the actual deposit, the depositor will be notified so the discrepancy can be resolved. If the collection does not satisfy the conditions specified in these Procedures, the collection may be refused at the discretion of the Museum, and the permittee and agency notified immediately. In such cases the Museum will assist the permittee or agency in determining what must be done to rectify the problem(s).

Payment of curation fees will be made to UMNH at the time of deposition and before the materials are permanently accessioned and placed into storage at the Museum. UMNH requests 30 days advance notice of intent to reposit processed collections.
10. Pest Management

UMNH, at its discretion, will undertake measures necessary to ascertain all incoming materials are pest-free. The Museum currently undertakes an Integrated Pest management plan to insure the collections currently in the facility are free of pests. If it is possible that incoming materials may have pests, UMNH personnel will isolate the incoming materials for a period of time and may also use non-invasive measures such as freezing or chemical fumigants to insure the materials are pest-free before being placed in permanent collections storage.

11. Accessibility

A. On-site access to collections and records

UMNH provides for current and accurate records of all collections held in its care. Information and access to specific collections can be made available to qualified researchers with sufficient advance notice. UMNH will refuse access to materials if the physical condition of the artifact(s) could potentially lead to further degradation with increased handling and movement. Access to information and object(s) may also be limited by the provisions of the Archaeological Resources Protection Act (ARPA) of 1979. Researchers wishing to utilize information or artifact(s) curated at UMNH should send a detailed written request with references to UMNH at least two weeks in advance of the time they wish to use the material. The request should be made to the appropriate curator at UMNH.

B. Loans, transfers or deaccessions

Requests for utilization of materials in loans or destructive analytical procedures will be reviewed by the UMNH Accessions Committee which includes staff members and various other persons as deemed appropriate by the chief curator of UMNH. The Committee will meet as necessary, but no more frequently than once a month. The land management agency will be consulted in advance of the deaccession of any federal materials associated with destructive procedures.
Section II: Paleontology

1. Acquisitions Policy

The Utah Museum of Natural History (UMNH) serves as the State designated repository (Appendix A: Rule R807-1) for archaeological and paleontological collections acquired under permit from state lands in Utah. Criteria for determining whether the Museum will curate a collection are in the Museum’s formally adopted Collections Management Policy (CMP) and in compliance with Utah State law. Reposited materials will be curated in accordance with the Museum’s established CMP and these Repository Guidelines (Guidelines).

UMNH has been accredited by the American Association of Museums since 1972 and most recently reaccredited in 1999. UMNH shall accept collections of archaeological and paleontological specimens from various State of Utah land management agencies and the University of Utah. The Museum may, at its discretion, also enter into curation agreements with federal land management agencies.

2. Acquisitions Procedures

UMNH will provide a Provisional Repository Agreement (PRA) to curate paleontological specimens to contract companies applying for state permits. UMNH will provide a PRA to contract companies applying for federal permits from agencies that hold agreements with UMNH or if a federal project meets the CMP criteria for acceptance. The permit holder / Principal Investigator (PI) will be requested to submit a current Curriculum Vitae (CV) when applying for a PRA. UMNH will enter into a formal Repository Agreement (RA) only after a permit has been granted and collections are anticipated. Please submit a copy of the permit in the name of the PI when requesting a RA.

A PRA/RA is valid from the date of application acceptance to the end of the current calendar year. A PI must apply for a new PRA/RA each year of work. There is an annual $50 PRA application processing fee that is due at the time of application. Researchers not associated with consulting projects may qualify for a fee waiver from UMNH repository fees. Any deviation from the fee schedule must be approved in writing by the appropriate curator.

UMNH and the PI with a PRA must enter into a RA at the beginning of any project (i.e. after a permit has been issued but before in-depth field-work begins). This is especially important if it is anticipated that a quantity of specimens will be collected so UMNH can allocate appropriate space to the impending project. All projects under one permit number will be covered by the same PRA (and subsequent RA) and work under each permit will receive a separate accession number. Only the UMNH Registrar will assign accession numbers.

All collections must be received by UMNH processed according to these Guidelines. The prehistoric archaeological and paleontological procedures described here are acceptable and presently in use at UMNH. No other techniques of curation are presently accepted. If a collection is received that does not satisfy these conditions, the collection may be refused at the discretion of UMNH and the State permitting agency will be notified immediately. If the PI has
made a good faith effort to discuss the curation procedures with UMNH in advance, UMNH will work with the individual to determine an acceptable solution in a reasonable period of time.

UMNH will accept only complete collections from each site or project, rather than collections that have been divided among several repositories, unless previous arrangements have been made with UMNH. However, if the project is carried out in phases (i.e. survey, testing, and excavation) collections must be reposed at the end of each phase. If the PI for later phases of a project wishes to have access to materials from an earlier phase, these materials will be loaned to him/her by UMNH on approval of the appropriate curator and if they can meet acceptable standards of care for the loan as outlined in the CMP.

A. Timeline

As stated in Utah State Rule R807-1-6(2) Collections obtained under an excavation permit shall be deposited by the permittee at the designated repository or curation facility no later than six months after the permittee provides the appropriate permitting agency with reports as required by law; R807-1-6(3) Collections obtained under a survey permit shall be deposited at the designated repository or curation facility within one calendar year of completion of field work. Permittees will inform UMNH of the required date of the final report submission. UMNH, at its discretion, may withhold future PRAs if a contract company is unable to complete its curation obligations in a timely manner.

All PRAs/RAs are made for one calendar year from January 1 or UMNH acceptance of the application by the PI (whichever is later) to December 31 of the respective year.

3. Curation Fees

UMNH will be compensated for the curation of collections reposed by the fees as outlined in Appendix B. Payment must be made to UMNH before or at the time collections are reposed. No collection will be accepted before fees are paid. The fee schedule is subject to revision by UMNH. Any deviations must be requested in writing and approved by the appropriate curator.

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The purpose of the unique accession number is to identify the source of the material, the sponsoring and investigating agency, the year in which the work is carried out, and land status. A single survey carried out within one calendar year will be given one accession number, even though it may cross county or state boundaries. Fieldwork undertaken within one year should receive an accession number from that same year. For example, collections obtained during the 2005 summer field season should receive a 2005 accession number. It is the responsibility of the PI to request an accession number prior to the end of the year and before processing the collection. An accession number can be requested by filling out the form Accession Form: Field Collections located on the UMNH Collections Policies webpage. Only the UMNH Registrar is

B. Site Number

The Smithsonian Institution system shall be used:

For example:
42 Utah
In Iron County abbreviation
24 Number assigned by the State Paleontologist or site of previous record

Each three-part site number must be unique to one site, no matter the number of investigating organizations or years of work. Every effort should be made to standardize site numbers for old sites that may already have been assigned a previous designation. Site numbers are assigned by:

Office of the State Paleontologist
Utah Geological Survey
PO Box 146100
Salt Lake City, UT  84114-6100
801-537-3311

C. Field Specimen

The Field Specimen (FS) number is assigned in the field that, along with the site number, becomes the provenience control for the specimen(s). While cataloging systems may vary, the end result must be that each specimen will receive a unique individual number used to trace its provenience. To accommodate the UMNH computerized database, the prefix, FS, followed by the entire catalog number, including prefix and extension, should be contained on a single line. (See example at bottom of page).

The FS number is typically assigned for the material recovered from a particular locality. For instance, FS 101 might refer to all of the surface collected and excavated materials collected from one associated locality.

Field Specimen number assigned in the field Extension number assigned in the lab
FS101. 20

In the lab, the specimens from a single FS number are individually catalogued with an extension number so that each specimen collected receives a unique number for which it can be subsequently tracked. Each extension number (from 1 to n) refers to a single specimen, and the extension numbers should be assigned consecutively for all collections made in a single season from a single locality. Extension numbers link analysis data with a particular specimen – they do
not provide provenience information. Specimens that are sufficiently large have their FS number and extension written on their surface. Specimens too small to be individually labeled should be sealed in a bag together with an acid-free label in a small bag sealed inside the larger container. Generally, if specimens are less than 1 cm² in size, they may be grouped together with other small specimens and bagged together.

For example: FS82 includes 43 specimens, 20 of which are sufficiently large to be individually label and 23 microvertebrate specimens. FS82.1 – FS82.20 can be assigned to each of the large specimens, and FS82.21 could be assigned to the lot of microfossils too small to individually label.

Please include a clear and complete description of the cataloging system used. A full understanding of the system will enable the museum staff to capture all the information that is contained in the site records.

“Number” will hereafter refer to a three-part specimen number such as:
42SA345
FS400.1
UMNH.A.2003.15

5. Application of Number

A. Legibility

When writing numbers on specimens, a decimal point must be used instead of a dash and numbers should be written carefully and legibly so similar numbers will not be confused (i.e. “4” and “9” and “1” and “7” should all be clearly distinct). When labeling specimens directly, small, legible numbers should be placed in a location that will not disfigure the specimen or obscure an important area, but can be seen easily with a minimum of handling when the specimen is in storage. If possible, avoid putting the number in an area that is too rough or unstable.

Individual specimens must have their FS numbers labeled directly on them. The associated locality and accession number can be written on a specimen bag and on an acid-free paper tag contained together with the specimen in the container. If it is not possible to directly mark the artifact, such as the case for specimens in plaster jackets, the number must be clearly written on the plaster jacket with indelible ink. The complete catalog number can be written on an acid-free paper tag with indelible India ink which must be sealed in a vial or specimen bag together with the specimen. Specimens that are too small to have numbers written directly on them (generally 1 cm² or less in size) should be placed in a specimen bag or vial with an acid-free paper tag clearly numbered with indelible ink.
Thus, an individual specimen would have the FS number written directly on the specimen, (i.e. FS54.23) and the acid-free tag and container housing the specimen would both be labeled with the entire catalogue number:

42In124
FS54.23
UMNH.A.2003.15

B. Marking

1. Specimens should be prepared for labeling by applying a base coat of clear Acryloid B-72 [poly(vinyl acetate)] (PVAC). Various conservation supply companies carry suitable product lines (see Appendix E). The catalog number is then written on the base coat with black indelible India ink and sealed with a top coat of clear Acryloid B-72. Please read all labels and Material Safety Data Sheets (MSDS) for safe chemical handling (i.e. Acryloid B-72 uses a carrier of Acetone, which should be used under a fume hood or in a well ventilated area).

2. In order to make numbers more clearly visible on dark specimens, specimens may be marked using a base coat of clear Acryload B-72, then a coat of white pigmented Acryloid B-72 or acrylic paint, then the catalog number written with black indelible India ink and then sealed with a top coat of clear Acryloid B-72.

3. Small polyethylene vials or bags containing specimens must be labeled on the outside with black indelible India ink as well as an acid-free paper label in a small bag inserted into the container with the specimens.

4. Sediment or other mineral samples shall be dry and placed directly in polyethylene bags with an acid-free paper label in a small bag inserted.

5. Labels on acid-free map tubes should contain:
   Accession number
   Site or Project number(s) and/or name(s)
   Location information: UTM’s, USGS Quadrangle(s)
   Description: site map(s), survey map(s), stratigraphic profile(s)
   Publication or Report information
   Date
   Author and/or Agency/Organization submitting map

6. Storage

   D. Storage method

Specimens must be placed in acid-free, corrugated, lidded 12” x 15” x 10” (ca. 1.3 cubic feet) boxes to be reposited at UMNH. Starting 1/1/09, all archival boxes must be acquired from Gaylord (item WW-TC1215), Metal Edge (item RSB-18) or the Paige Company (speak with
Peter Brown, item # 806: Utility box, acid neutral). These restrictions are in place due to size constraints of new museum storage cabinetry. When boxing materials, use the following guidelines:

1. Specimens should be segregated within the box by “FS” number when each contains several items. Contact UMNH for approval and questions about packing very small quantities of unlike materials.
2. Large, heavy specimens must not be boxed with small, fragile specimens (i.e. large fossil elements together with microfossils).
3. Fragile specimens should be supported and protected within the storage box by wrapping or padding with polyethylene foam. Specimens should be packed so they will not be abraded or crushed. Pieces of acid-free corrugated board can be used to construct internal dividers.
4. Some very large or fragile specimens which are unable to be boxed can be reposited in other containers after prior consultation with and approval by UMNH.
5. Each box should weigh no more than 30 lbs.
6. Specimens from different sites must not be placed in a single box unless prior consultation with and approval by UMNH is obtained. For survey collections where many sites may be packaged in one box, artifacts must be segregated by site number with acid-free corrugated board internal dividers.
7. Legibly label the box (not the lid) with a brief description of contents with indelible black ink. For example:
   42In412
   UMNH.A.2003.15
   Fossil elements from survey of Tropic formation, Iron county, Utah.
8. An inventory sheet must be placed inside the box listing the accession number, site number(s), FS numbers and a brief description of contents. For example:
   42In412
   FS400.45 – FS400.79: Associated vertebrate fossils
   FS401– FS425: surface collections of vertebrate microfossil localities
   UMNH.A.2003.15

Please consult with appropriate UMNH personnel about packing fragile or vulnerable materials.

E. Authorized materials

Materials that should be used for preparing collections to be reposited at UMNH include*:

- Acid-free paper (minimum 20 lb. weight)
- Acid-free board and/or corrugated board and map tubes
- Acid-free metal edge document boxes (i.e. clamshell boxes – both 2” and 5” depth accepted)
- Archival gold cd-rom discs (for electronic images and records)
- Plastic clips for documents (e.g. Plastiklips™)
- Polyethylene (PE) (i.e. photograph sleeve pages, artifact bags, planks [e.g. Ethafoam™], etc.)
- Plaster and burlap jackets
- India ink (using quill and ink)
Specified black ink pens for artifact labeling (currently only Zig™, Staedtler™ and Pigma™ are approved)
Black markers for labeling specimen boxes and jackets only (only Sharpie™ pens approved)
Polyvinyl acetate (PVAC) (e.g. B-72 or Vinac with solvent of Acetone)
Other consolidates and adhesives may be considered with prior written authorization by UMNH.
Gold CDs
*this list is subject to update as necessary

F. Proscribed materials

Materials that should not be used for preparing collections to be reposited at UMNH include*:

Cotton wool or batting
Acidic cardboard or unknown paper products
Metal paperclips (coated or uncoated)
Elastic bands
Staples
Common adhesives or labels
Common ink pens
Newspaper
Packing “peanuts” of any variety
Any materials of unknown composition
Common foams (i.e. polystyrene [e.g. Styrofoam™], polyurethane, etc.)
Polyvinyl chloride (e.g. PVC)
*this list is subject to update as necessary

7. Records

A. Required documentation

UMNH requires legible original records, field notes, data forms, site survey sheets, feature and FS sheets, analysis notes, records and reports, photo data sheets, maps and stratigraphic sections, and reports and publications referring to reposited collections. All documentation must reference material by FS number so data entry and retrieval will be possible. It is especially important that provenience data (geographic coordinates, stratigraphic data etc.) for each specimen and locality be included.

Correlation charts of FS numbers with features, strata, coordinates, etc. and of features with strata and coordinates are necessary. Data which allow correlation of field identification labels with published identifiers used in reports or publications must be included. This is necessary to allow museum personnel to aide future researchers in using this material. The project records should be arranged in coherent order and each section should be clearly marked. An inventory of provenience data should be provided.

Any materials released or destroyed during analysis (e.g. radiocarbon dating) must be accounted for in the written documentation of the project. It is the responsibility of the permittee to ensure
that collections analyzed by outside specialists are received by the Museum in the conditions required by these Procedures.

Because UMNH cares for collections in perpetuity, UMNH will microfiche all records for preservation. Because of this, all records and documentation must be on white paper. If original records are on paper of another color, provide legible photocopies on white paper in addition to the original document.

B. Electronic Records

Digital records of all materials are required in Portable Document Format (PDF). Paleontological inventories in Excel also are required. All digital records shall be written to gold CDs. Include a description of the data items (i.e., measurement units, etc.). A copy of the data printed on acid-free paper will accompany the electronic data.

8. Photographic Materials

Photographic records provide an essential component of project documentation. The submitted material will be made available to researchers and may be used for exhibition purposes. Thorough documentation of photographs and a logical numbering system is required.

A. Documentation

Documentation for each image should be typed or neatly written in photo number order on photographic data sheets. Each sheet should contain general information such as the project name, site number and cataloger. The following documentation for each image should be recorded:

1. Date of photograph
2. Photo number (format: site number.unique number)
3. Subject (description of paleontological formation, features, procedures, equipment, specimens, specimen numbers, the full name of any individual pictured)
4. Provenience (site number, site name, intrasite provenience, and orientation from which the photograph was taken; include site specific units of designations such as locality numbers, FS numbers, etc.)
5. Photographer’s full name
6. Film type (black and white, color, negatives or transparencies, format, or digital)

B. Archival Film

Black and white negatives should constitute the archival photographic record for projects. Due to chemical instability, color positive and negative film should be used in project documentation only as a supplemental record. Use only black and white films in which the image is formed by silver; do not use film in which the image is formed by dye as it is chemically less stable.
Process of film should be done by a competent lab or person using archival methods to assure maximum permanence.

For supplemental digital images, an archival gold cd-rom is acceptable but laser printouts on acid-free paper (min. 20lb. paper) are required for each photo on the archival cd-rom. If color digital images are captured, color laser printouts on acid-free paper are required for color images otherwise black and white laser printouts on acid-free paper are acceptable.

C. Organization

Handling and storage of photographic materials should be done in stable environments in which the materials are not exposed to excessive heat, dust, humidity, or chemical contaminants. Lightweight cotton gloves worn when sorting, numbering and filing materials protect film emulsions from dirt and oil accumulated on the hands.

Photographic materials should be organized by film type (e.g. roll film, sheet film, 35mm slides, prints and digital) in a logical and chronological order. During the preliminary organization, redundant, irrelevant, and poor quality images should be edited and culled out if it can be done without cutting film strips into small segments. This important step results in a higher quality photographic record, less time needed for documentation, and lower costs for supplies and storage. Each image should be assigned a photo number. The number should consist of the site number followed by a unique extension. For previously recorded sites which are being revisited, please check with UMNH staff to assure that duplicate numbers are not assigned.

D. Labeling

The following are general procedures for numbering and filing film, slides, prints and digital images:

1. Roll film
Roll film should be cut in strips of 4 to 6 frames each and filed in archival polyethylene pages with 3 binder holes (see Appendix E for conservation supply companies). Do not use any holders which contain plasticizers, which cause degradation of the material and affect the image. Do not cut the strips to eliminate images being culled. Each page of film should be contact printed onto cotton or fiber based acid-free photographic paper. Label each image’s photo number on the contact sheet using an indelible black ink pen. Mark photo number on edge of film with indelible black ink pen.

2. Sheet film
Sheet film should be contact printed onto 8”x10” cotton or fiber based acid-free photographic paper (4 negatives per sheet for 4”x5” negatives). Label photo numbers on each image on the sheet as described above. File negatives in archival polyethylene sleeves (4 negatives per sheet) with 3 binder holes with the photo number typed in the upper right hand corner. Mark photo number on edge of film with authorized indelible black ink pen.
3. Slides
Photo numbers should be written on the upper margin (non-emulsion side) of the slide mount with a pencil or indelible black ink pen. File slides in order by FS number and site in archival polyethylene sheets with 3 binder holes.

4. Prints
Prints should be numbered along the upper edge of the non-image side of the print (on the margin) with a soft lead pencil or indelible black ink pen and filed in archival polyethylene sleeves. Do not write or stamp anything on the back of the image.

5. Digital images
Digital images should have thumbnails printed onto cotton or fiber based acid-free photographic paper. Label each image’s photo number on the thumbnail sheet using an indelible black ink pen. Photos should be laser printed on acid-free photographic paper and filed in archival polyethylene sleeves.

9. Receipt of Collections
   A. Documentation

A Reposited Collection Inventory form must accompany each deposit of materials at UMNH. UMNH staff will send or give preliminary notice of receipt when a collection arrives at the Museum. When UMNH staff has inventoried the collection, if requested the Museum will send a dated receipt to the land management agency and a copy to the depositor, acknowledging acceptance of the collection. If UMNH staff discovers any discrepancies between the depositor’s inventory and the actual deposit, the depositor will be notified so the discrepancy can be resolved. If the collection does not satisfy the conditions specified in these Procedures, the collection may be refused at the discretion of the Museum, and the permittee and agency notified immediately. In such cases the Museum will assist the permittee or agency in determining what must be done to rectify the problem(s).

Payment of curation fees will be made to UMNH at the time of deposition and before the materials are permanently accessioned and placed into storage at the Museum. UMNH requests 30 days advance notice of intent to deposit processed collections.

10. Pest Management

UMNH, at its discretion, will undertake measures necessary to ascertain all incoming materials are pest-free. The Museum currently undertakes an Integrated Pest management plan to insure the collections currently in the facility are free of pests. If it is possible that incoming materials may have pests, UMNH personnel will isolate the incoming materials for a period of time and may also use non-invasive measures such as freezing or chemical fumigants to insure the materials are pest-free before being placed in permanent collections storage.
11. Accessibility

   A. On-site access to collections and records

UMNH provides for current and accurate records of all collections held in its care. Information and access to specific collections can be made available to qualified researchers with sufficient advance notice. UMNH will refuse access to materials if the physical condition of the specimen(s) could potentially lead to further degradation with increased handling and movement. Access to information and object(s) may also be limited by state or federal laws. Researchers wishing to utilize information or specimen(s) curated at UMNH should send a detailed written request with references to UMNH at least two weeks in advance of the time they wish to use the material. The request should be made to the appropriate curator at UMNH.

   B. Loans, transfers or deaccessions

Requests for utilization of materials in loans or destructive analytical procedures will be reviewed by the UMNH Accessions Committee which includes staff members and various other persons as deemed appropriate by the chief curator of UMNH. The Committee will meet as necessary, but no more frequently than once a month. The land management agency will be consulted in advance of the deaccession of any federal materials associated with destructive procedures.
Appendix B: Curation Fees

UMNH will be compensated for the curation of collections at the following rate with the fee schedule effective 1/1/2009. It includes a 10% annual increase per annum based on estimated increases in repository costs. Fees will be assessed based upon the year collections are submitted to the Museum for curation and multi-year projects should be budgeted accordingly.

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<th>Effective 1/1/2011</th>
<th>Effective 1/1/2013</th>
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<td>$565.29 USD</td>
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<tr>
<td>(specimens or records)</td>
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<tr>
<td>in standard archival</td>
<td>$467.18 USD</td>
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<td>$565.29 USD</td>
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<tr>
<td>box (1.3 cu ft)</td>
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<tr>
<td><strong>Paleontology</strong></td>
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<td>oversize specimens</td>
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<tr>
<td>(per 1.3 cu ft)</td>
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<td>$565.29 USD</td>
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<td>$155.73 USD</td>
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Appendix C: Definitions

**Accession:**
1. [noun] An object or specimen that has been accepted into the Museum’s collections.
2. [verb] The formal process used to accept and record an object or specimen into the Museum’s collections.

**Accessions Committee:** The chief curator, division curators, registrar and ad hoc members from appropriate academic disciplines as necessary. The committee makes recommendations and approves proposed multi-division acquisitions, deaccessions and long-term Museum collections commitments.

**Accession number:** The unique identification number assigned to a group of objects or specimens entering the Museum’s permanent or reposited collection.

**Acquisition:** An object or specimen brought into the Museum for anticipated placement in the permanent or reposited collections or for educational utilization.

**Cast:** An object or specimen that was made or sold for the purpose of reproducing an original object or specimen, but not with the intent to defraud a buyer (see also Reproduction).

**Catalog:**
1. [noun] A collection of records that classifies and describes objects or specimens in the Museum’s collections.
2. [verb] The act of creating a record that classifies and describes an object or specimen in the Museum’s collections.

**Collections Management:** Practices and procedures that prescribe the prudent acquisition, care, display, documentation, loan, preservation, security, disposal of, and accountability for, collection objects and specimens.

**Deaccession:**
1. [noun] An object or specimen that has been permanently removed from the Museum’s collections.
2. [verb] The formal process used to permanently remove an object or specimen from the Museum’s collections.

**Deed of Gift:** A mechanism of conveyance or form that is signed and dated by a donor, and countersigned and dated by the authorized museum employee (i.e. registrar, division curators, etc.) which transfers legal title of a donated object or specimen to the Museum.

**Disposal:** The physical act of removing a deaccessioned object from the Museum’s collections.

**Donation/Gift:** Something voluntarily transferred without compensation by the donor to the Museum.

**Exchange:** The transfer of ownership of an object(s) or specimen(s) from one institution to another institution in return for another object(s) or specimen(s) being given in reciprocation.

**Exhibition:** The presentation of ideas through the display of objects or specimens with the intent of educating the viewer.

**Incoming Loan:** Object(s) or specimen(s) placed in the temporary custody of the Museum (not involving change of ownership) for exhibition, research, or acquisition approval.

**Inventory:** The act of physically locating objects or specimens for which the Museum is responsible and comparing them with documentation records.

**Loan Agreement:** A form used between a lender and a borrower that identifies the lender, specifies the item(s) to be lent, and outlines the conditions of the loan and the respective responsibilities of the lender and borrower.
**Loan Number:** The unique identification number assigned to an incoming loan upon receipt.

**Outgoing Loan:** An object in the Museum’s collection, lent to a borrowing institution in care of an individual (not involving change of ownership) for research or exhibition.

**Preventive conservation:** Planned care of an object or specimen and its environment to mitigate deterioration, destruction, or neglect.

**Provenance:** The origin, source, and ownership history of an object (generally for art).

**Provenience:** The origin and source of an object or specimen (generally for natural history items).

**Purchase:** The act of obtaining ownership of an object or specimen through the transfer of money.

**Record:** The documents and information pertaining to the receipt, acquisition, management, and disposition of an object or specimen in the museum’s custody.

**Repatriation:** The return of human remains or cultural objects on request from the permanent collection to the appropriate representative tribe with a documented connection to the materials. The materials may be retained by the tribe or reburied at their discretion.

**Reproduction:** An object or specimen that was made or sold for the purpose of reproducing an original object, but not with the intent to defraud a buyer (see also Cast).

**Rights & Reproduction Agreement:** A form to be completed and signed by an applicant for the purchase and/or use of photographic images of objects or specimens in the Museum’s collection and/or for the permission to reproduce such images in a publication or other format. The form records information on the applicant and the intended use of the photographic image, and provides rules governing rights and reproductions issues.

**Risk Management:** A program of practices and procedures to control losses and minimize damage to objects for which the museum is responsible. The University of Utah Risk Management oversees all insurance held for the Museum.

**Repository:** UMNH is the authorized repository of archaeological and paleontology objects and specimens for the State of Utah. UMNH stores, curates and oversees the repositored collections with the understanding that transfer of title does not occur.

**Title:** The legal right to possess an object or specimen. Title to the collections is held by the Utah Museum of Natural History. Possessing “good title” to an object or specimen is understood to mean that the object or specimen is free of all liens, encumbrances, and claims of any kind, whether from the United States or any other country.

**Transfer:** The conveyance of ownership of an object or specimen from one entity to another.
Appendix E:
Conservation Supply Companies

**Archivart**
A Division of Heller & Usdan, Inc.
7 Caesar Place
Moonachie, NJ 07074
800-804-8428
www.archivart.com

**Conservation Resources**
5532 Port Royal Road
Springfield, Virginia  22151
800-634-6932
www.conservationresources.com

**Gaylord Bros.**
PO Box 4901
Syracuse, NY  13221-4901
800-448-6160
www.gaylord.com

**Metal Edge, Inc.**
6340 Bandini Ave.
Commerce, CA  90040
800-862-2228
www.metaledgeinc.com

**Light Impressions**
PO Box 787
Brea, CA  92822-0787
800-828-6216
www.lightimpressionsdirect.com

**Paige Company, The**
c/o Peter Brown
1 Parker Plaza
400 Kelby St.
Fort Lee, NJ 07024
800-223-1901 x116
pbrown@paigecompany.com
www.paigecompany.com

**Print File, Inc.**
PO Box 607638
Orlando, FL  32860-7638
www.printfile.com

**Talas**
20 West 20th St., 5th floor
New York, NY  10011
212-219-0770
talasonline.com

**University Products**
The Archival Company
517 Main St.
PO Box 101
Holyoke, MA  01040-0101
800-628-1912
www.universityproducts.com