

**Spokane Tribal Cultural
Preservation**

**Collections Management
Policy & Procedures Manual**

2011

RESOLUTION
Spokane Tribal Resolution 2011-296

APPROVE COLLECTION MANAGEMENT PLAN

WHEREAS, the Spokane Tribal Council is the duly constituted governing body of the Spokane Tribe by authority of the Constitution of the Spokane Tribe; and

WHEREAS, under the Constitution of the Tribe, the Spokane Tribal Council is charged with the duty of protecting the health, security and general welfare of the Spokane Tribe and all reservation residents; and

WHEREAS, the Spokane Tribal Preservation Department is seeking to finalize the collection management policy; and

WHEREAS, the Spokane Tribal Preservation Department seeks this approval for future collections that pertain to the Spokane Tribe; and

WHEREAS, the Spokane Tribal Preservation Department will have the ability to curate collections from past projects, and with this policy being approved have the ability to apply for Washington State Curation facility standards ; and

WHEREAS, the Spokane Tribal Council supports the Preservation Department; and

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Spokane Tribal Business Council meeting in Special Session this 8th day of July, 2011, that the Tribal Council does hereby approve and authorize ~~signature authority to the Tribal Council Chairman or his designated representative on the Collection Management Plan.~~

Certification

The foregoing was duly enacted by the Spokane Tribal Business Council on the 8th day of July, 2011, by the vote of 4 for 0 against and 0 abstain under authority contained in Article VIII of the Constitution of the Spokane Indians ratified by the Spokane Tribe on November 22, 1980.


Chairman
Spokane Tribal Business Council

	Yes	No	Abstain	Absent
GA	x			
MS				x
R P	x			
R A	x			
DW	x			

Section 11e. Written certification of curation facility.

CERTIFICATION OF CURATORIAL FACILITY

The curation of all archaeological collections, under the care of the Cultural Preservation Office of the Spokane Tribe of Indians (CPO/STOI), follow the principles set forth by the United States Secretary of the Interior's Standards as stated in "Curation of Federally Owned and Administered Archaeological Collections" (36 CFR 79) as well as adhering to the American Association of Museums accreditation guidelines for collections care.

The collections staff of the CPO/STOI Collections department are trained professionals and tasked with the maintenance of acquisition records, catalog and inventory management, descriptive information, photographs/images, etc. for each object placed in its care. Field records, artifact reports, daily reports, and final reports all become part of the complete collections record associated with any object. Information on each artifact is input into the database, along with photographic records (both field and lab), which contain all information on that artifact including site ID, collection level, unit coordinates, etc.

The crew of the CPO/STOI is trained (and reviewed annually) in the finer points of artifact identification, note taking, map drawing, and artifact placement for each site excavated. Artifact forms are filled out in the field noting site number, unit number and coordinates, artifact name, and a drawing of that artifact. During fieldwork, each artifact collected is individually bagged with the critical information noted on the exterior of the bag. Artifacts then are delivered to the collection department for further processing and storage.

The Contractor maintains responsibility for proper labeling and storage in a temperature controlled facility until analysis is complete and the objects have been transferred to Reclamation or Reclamation's designate for curation and accessioning. In the case of the STOI, all objects have been curated at the Tribal Culture Office or the designated tribal facility (Tribal Culture Collections Building).

The recovered cultural material and the records of the survey and sub-surface testing procedures will be retained for the NPS in the Spokane Tribal

Historic Preservation Repository in accordance with 36 CFR 79. Copies of all field notes, maps, and photographs will be submitted to the NPS and Bureau of Reclamation along with the draft and final report.

I hereby certify that the contractor (STOI) will maintain responsibility for the curation and storage of collections generated by the proposed evaluation.

Lynn Pankonin Cultural Collections Manager

Date

**Spokane Tribe of Indians
Cultural Preservation Program**

Collections Department Procedures Manual

Introduction

Archeological and historical material culture curation is an ongoing process. It involves the making of collections and their care and management over the long term a priority. It also involves their accessibility to a variety of users for a number of uses.

Whether a repository contains only archaeological material or is a combination of archaeological and historical collections, management of those collections is paramount. Repositories do not just box up objects found on archaeological excavations and surveys so they may be “studied sometime in the future, but create a host of supporting documentation and historical contexts that begin to put each object into perspective for future generations.

The repository of the Spokane Tribal Cultural Preservation Program is a more complex entity than most realize. Many view the archeological collection housed in the repository as only the objects or artifacts collected during an excavation or survey, however, other items are involved that one would not necessarily be thought of as archaeological. These include: non-cultural materials (e.g., ecofacts, soil samples, radiocarbon and other dating samples), associated records (e.g., field notes, maps, photos, laboratory data, final reports and studies), digital data (e.g., Global Positioning data, field and laboratory data collected in a database, Computer Assisted Design (CAD) models.), which should be considered a component of associated records, and research results or interpretation (e.g., site reports, results of "no finds", books, articles.)

Everyone involved in the archeological or historical professions is responsible for curation. And, thus, it is also important, within the repository setting to state fully the procedures and protocols necessary to curate archeological, historical, archival, and photograph collections to the highest potential available.

In the following documents the procedures, protocols, policies and are laid out to provide those who are not necessarily familiar to the world of Collections Management may be able to learn the best curation background possible.

Collections Management is 99.5% common sense and .5% learned technical skills. However, the field of Collections Management is not simple, nor effortless. The job is detailed, and exacting. This cannot be stressed enough. Even with commercial museum database programs one must be familiar with terminology, knowledge of the objects worked with and, a serious commitment to accurately portraying an object as a member of a culture to be respected and honored.

Collections Management Policy & Procedures Manual

Spokane Tribal Cultural Preservation Department

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**Spokane Tribe of Indians
Cultural Preservation Department**

Collections Department Procedures Manual

Spokane Tribal Cultural Preservation Department

COLLECTION MANAGEMENT POLICY

2011

I. GENERAL STATEMENT OF PURPOSE:

The Spokane Tribal Business (STBC) of the Spokane Tribe of Indians (STI) is committed to maintain and preserve those materials which illustrate the vital legacy of the Spokane Tribe for both the Indian and non-Indian communities. In order to achieve the stated purpose, the STI maintains the Spokane Tribal Cultural Preservation Department (STCPD) and the Tribal Historic Preservation Office (THPO), with guidance from the Spokane Tribe's Cultural Affairs Committee (CAC), Bonneville Power Administration (BPA) and the United States Bureau of Reclamation (BoR).

II. VALUES:

The cultural collections of the STI are limited, irreplaceable, and provide the historical and cultural foundations of the Tribe as a whole. As a result the STI and its STBC commit to preserving these resources as a living part of community life and development to give a sense of orientation and pride to the people of the Spokane Tribe. (See Appendix A: *Spokane Resolution 1996-001B an Ordinance for the Protection of Spokane Cultural Resources*, 5 October 1996.

A. PURPOSE OF COLLECTION POLICY

One of the major responsibilities of the STCPD is the acquisition, documentation, preservation, and use of pre-historic, historic, photographic, and artistic material that serves as an accurate representation of the STI. The materials are held by the STI in trust, and in the Tribal interest, so that present and future generations may utilize them to acquire, add to, and disseminate knowledge. It is the policy and the practice of the STCPD to act ethically and legally in the acquisition of these materials, from whatever source, and to act responsibly with respect to their preservation and use. The objective is to acquire and to retain materials that support the purpose and values as set forth above.

The STI recognizes that tribal cultural collections never remain static. The collections must be enhanced continually in quality and representation to support the STI's preservation, education, and cultural program interests. The improvement process includes growth through new acquisitions; it may also include exchange and/or judicious removal of materials. In such transactions, the STI must rely heavily on the judgment of its elders and professional collections staff, who are entrusted with the selection, care, and use of the collections. It is also the responsibility of the collections staff, as representatives of the STI and the STCPD, to obtain and keep accurate records of objects and archival material, the conditions of their acquisition,

and to evaluate the significance and quality of materials proposed for acquisition or removal from collections.

In order to guide the STCPD in the discharge of its responsibility for the acquisition, care, use, and disposition of tribal collections the Spokane Tribal Business Council has adopted the following Collection Policy which shall be followed by and guide the STCPD, its collections staff, and representatives.

B. RESPONSIBILITY FOR IMPLEMENTATION OF THE COLLECTION POLICY

1. The Heritage Coordinator of the STCPD shall be responsible for implementation of this Collection Policy in such a manner as to ensure proper accountability in all areas addressed within this document. The Heritage Coordinator may delegate, where appropriate, responsibilities to other staff for the successful implementation of this Collection Policy.

The STCPD Heritage Coordinator is hired by the STBC. He/she is responsible for keeping the CAC and Cultural Liaisons¹ informed of all activities of the STCPD. The Heritage Coordinator will update the STBC on a bi-monthly basis of collections activities.

The Heritage Coordinator shall have supervision and direction of the day-to-day affairs of the Program and shall be responsible for the efficient management of the components of the STCPD. (See Appendix B: *Bylaws of the Spokane Tribal Cultural Affairs Committee (CAC) Article VII*)

1. The Collections Committee

The Collections Committee shall be formed of 1-2 members of the CAC and shall have as part of its duties (See Appendix B: *Bylaws of the Spokane Tribal CAC (CAC) Article V:1 a-d*) the responsibility to monitor and review the implementation of this Collection Policy including an annual review of the accessions, accession procedures, collection care practices, and use of collections; a review of the deaccessions and deaccession procedures; an annual review of the Collection Policy; and the discharge of all other duties specified in the Collection Policy.

¹ Reference Cultural Protection Resolution – “Cultural Advisor” is now replaced with “Culture Liaisons” made up two STBC members

Reports and recommendations based on the Committee's reviews shall be made annually to the STBC the Heritage Coordinator.

2. Spokane Tribal Historic Preservation Officer (THPO)

The Tribal Historic Preservation Office, under the auspices of Spokane Tribal Department of Law Enforcement, serves as a regulatory adjunct to the STBC. The THPO will be involved with collections matters as they fall within that office's jurisdiction as defined in the approved job responsibilities (See Appendix C: THPO Description)

II. DEFINITIONS: (SEE Appendix D: Definitions)

III. COLLECTING POLICIES

A. Archaeological Collections

1. In keeping with the purpose and values of the STI, the STCPD collections shall restrict its collecting to those objects made and/or used by the Spokane Peoples in pre-contact, proto-historic, and historic times which applies to archaeological and scientific collections that include field collections gathered in specific archeological surveys and formal excavations, both on and off Reservation.

2. Collection management procedures for archaeological collections follow the guidelines of the National Historic Preservation Act (NHPA) and the U. S. Secretary of the Interior's Standards for Curation of Federal Collections (36 CFR 79). (See: Appendix E)

3. Objects that are repatriated under the provisions of the Native American Graves Protection and Repatriation Act (NAGPRA) and falls within pre-contact and proto-historic period.

B. Historical Collections

In keeping with the purpose and values of the STI the historical collections shall restrict its collecting to those objects of cultural, historical, or artistic significance which can either:

1. Contribute to the documentation and interpretation to the post-contact (c1810-present) history of the STI and the Interior Salish/Plateau cultural area.

2. Be used for exhibit, research, and/or educational value as relates to the purpose and values as set forth above.
3. Objects that are repatriated under the provisions of the Native American Graves Protection and Repatriation Act (NAGPRA) that may fall within post-contact period.

C. Archives Collections

The Archives collections housed in the repository of the STCPD include primary and secondary resource material as well as historic photographs.

In keeping with the purpose and values of the STI the Archives shall restrict its collecting to primary and secondary source materials that can:

- a. Contribute to the documentation and interpretation of the cultural heritage of the STI and the Interior Salish/Plateau cultural area.
- b. Be used for exhibit, research, or educational value as they relate to the purpose and values of the STI.
- c. Be utilized by Spokane tribal members and approved scholars for research.
- d. Aid in the professional growth and training of the STCPD and its staff.

IV. ACQUISITION AUTHORITY

A. AUTHORITY

The STBC empowers the STCPD, through the CAC Mission Statement (See Appendix B: *Bylaws of the Spokane Tribal Cultural Affairs Committee (CAC) Article V:1 a-d*), to develop collections illustrative of the cultural heritage of the northern Plateau in particular the STI.

In order to carry out those powers and duties the Heritage Coordinator of the STCPD has the authority to accept donations and purchase objects for the collections, upon STBC approval, or delegate that responsibility, as long as such acquisitions relate to the Collection Policy of the STCPD/ STI and its program units. And, if by purchase, are within STBC/STCPD budget allocation for acquisitions in the respective Program. Any request to purchase will be on a case-by-case basis. The request will be reviewed by the Heritage Coordinator. Based on his/her

recommendation the request will be submitted to the STBC for the final approval/disapproval.

1. Historical and Archive Collections Acquisitions
 - a. The Heritage Coordinator may delegate the authority to accept or reject donations of historical and/or archive materials to appropriate staff.
 - b. The Heritage Coordinator has the authority to approve or disapprove all acquisitions by purchase upon recommendation of designated staff as long as such purchases are within the respective Program's annual STBC approved budget.

2. Acquisitions by Purchase that Exceed the Program's Annual STBC Approved Budget

Any acquisitions considered for purchase that exceeds the Program's annual STBC approved budget amount may only be approved by action of the STBC upon recommendation of the Heritage Coordinator of the STCPD and/or delegated collections staff.

3. Acquisitions/Collecting Plan

At the first quarterly meeting at the beginning of each new fiscal year, the Heritage Coordinator will give an estimate of the total funds expected to be available during the coming year for collections acquisitions and operations. At the same time the staff will recommend a collection plan as well as a summary of the status of the collections program. This plan will be based on the staff's analysis of the STCPD's collections proprietary needs. Acquisition decisions for the ensuing year will be made with reference to the Acquisitions/Collecting Plan adopted by the STCPD; provided that the STCPD may also decide to take advantage of special collection opportunities that are presented during the year that may not be covered by the Acquisitions/Collecting Plan but fall under the STCPD's general collections objectives. The fund for Acquisitions will be a revolving fund that is used exclusively for acquiring objects for the collections of the STCPD.

B. MEANS OF ACQUISITION

1. Material and objects may be acquired by purchase, commission, bequest, gift, specified purpose on loan or deposit, exchange, field collection, excavation, levy by

- creditors, abandonment, reversionary clause, and adverse possession.
2. If possible, title to all material acquired for the permanent collection should be obtained free and clear, without restriction as to use or future disposition. If material is accepted with restrictions or limitation, however, the conditions should be state clearly in an instrument of conveyance, should be made part of the permanent accession records for the objects, and should be strictly observed by the STCPD.
 3. If possible, all acquisitions shall be accompanied by full literary rights, property rights, copyrights, patents, or trademarks.
 4. A legal instrument of conveyance (Statement of Gift) , should accompany all gifts and purchases and should be permanently on file at the STCPD .
 5. Records of accession should be made and retained permanently for all objects and material acquired for the collections. All accessions shall be catalogued and documented in the STCPD's collection records in accordance to professional standards.

C. ACQUISITION CRITERIA

1. The STCPD subscribes to a policy of selective acquisition. All materials, even if appropriate to the purpose and values of the STCPD, may not be desirable acquisitions because of their unique relationship to or duplication of existing collections, physical condition, the STCPD's capacity to preserve the object, and cost and space considerations.
2. Only materials that relate to and are consistent with the purpose and values as stated shall be considered for accessioning into the permanent collection.
3. Acquisition of materials for the collection is based on their value to the purpose and values of the STI rather than the uniqueness, monetary worth, or other such values.
4. Material should not be accepted or otherwise acquired for the collections unless the following conditions are met.
 - i. The materials are relevant to and consistent with the purposes and activities of the STI.
 - ii. Present owner has clear title.
 - iii. The STI can provide for the proper storage, protection, and care of the materials under conditions that insure their availability for Society purposes and in keeping with professionally accepted standards.

5. The significance of the materials must be determined, and the material should, if possible, be documented as to provenance.
6. All moral, legal, and ethical implications of the acquisition must have been considered.
7. Acquisitions must, in general, be free from donor imposed restrictions. (See: sections under MEANS OF ACQUISITIONS).
8. If for purchase, a fair market value must be determined between the parties, and funding must be arranged prior to the purchase.

D. ACQUISITION OF MATERIALS FOR DEVELOPMENT PURPOSES

1. It must be determined in advance of final acceptance whether acquisitions are offered for accessioning into the permanent collection or for the development purposes of the STCPD.
2. Material not accessioned into the permanent collections may be acquired with the donor's signed consent for the expressed purpose of supporting the operations, collections, and programs of the STCPD. Such materials may be sold at auction or by bid, used as trade with other approved institutions or tribal museums, or disposed of, or used in any other manner as the STI sees fit in order to enhance the operations and programs of the STCPD.
3. As with material accessioned into the permanent collections, a legal instrument of conveyance, setting forth an adequate description of the objects involved, must accompany all gifts made for developmental purposes and should be kept permanently on file in the Collections Department of the STCPD.
4. The Heritage Coordinator of the STCPD shall be responsible for establishing the procedures for handling and accounting for all such gifts.
5. All revenue derived from the sale of such material must be reported as revenue to the STCPD.
6. In disposing of any such material STCPD staff shall adhere to all applicable Tribal and Federal requirements for such actions.

E. GIFTS OF SIGNIFICANT VALUE OR UNUSUAL ENCUMBERANCES

1. Gifts of personal property with an estimated value in excess of \$5,000 and gifts of real property require approval by STBC.
2. Gifts offered with unusual encumbrances or restrictions, or under unusual circumstances require approval by the STBC.
3. Gifts judged by the Heritage Coordinator of the STCPD to be of extreme political or sensitive nature requires approval of the STBC.

F. APPRAISALS

1. STCPD staff shall not, in their official capacity, give appraisals for the purpose of establishing the tax-deductible value of objects offered to the STI. Donors must have an independent appraisal made for their tax purposes. Staff members may assist a donor in locating a qualified appraiser.
2. Where a statement is required of the STCPD by the IRS to confirm a donor's gift, the STCPD shall comply with IRS requirements and provide such information.
3. The acceptance of an item at its appraised value does not imply an endorsement of the appraisal by the STCPD or its staff.
4. STCPD staff shall not provide formal artifact authentication or render an opinion concerning the monetary value of artifacts casually brought to the STCPD Office.
5. STCPD staff may, however, as a public service, provide an informal artifact identification service (probable date, attribution, etc.) to owners of artifacts for their personal information, provided that: (1) the owner agrees to use such a service for educational or scientific purpose only, (2) the services will not be used in connection with any past or contemplated commercial transaction, and (3) the owner understands that the service represents only an informal opinion by the staff, and the rendition of such an opinion in no way implies or expresses authentication or value.
6. All material deposited with the STCPD for the purpose of informal artifact identification shall be recorded on a temporary receipt for signed by the owner. The temporary receipt for shall indicate that such materials will not normally be covered by the STI's insurance; are not to be deposited on STCPD's premises longer than 30 days; and that the STCPD accepts no responsibility for notification of individuals for the

return of such deposits. Objects not claimed within 60 days of deposit are considered abandoned property and as such are subject to federal law pertaining to same. Abandoned property of a value less than \$200 may be disposed of by the Heritage Coordinator of the STCPD. Property of a value greater than \$200 may be disposed of under law by the STBC.

G. ETHICS

1. It is the policy and practice of the STCPD to require its staff, THPO, and any other designated representatives to act responsibly, ethically, and legally in acquiring and accepting collections. (See Appendix F: *Museum Code of Ethics*, American Association of Museum, 2000.)

V. DEACCESSION POLICY

A. GENERAL STATEMENT

Objects in the permanent collections should be retained if they continue to be relevant and useful to the purposes and activities of the STCPD, and if they can be properly stored, preserved, and utilized. Deaccessioning of objects may be considered when these conditions no longer prevail or in the interests of improving the collections for the STCPD's purposes and activities.

If it is determined that objects should be removed from the permanent collections, the deaccession process shall be cautious, deliberate, and scrupulous.

B. DEACCESSION CRITERIA

Objects considered for deaccession must meet and least one of the following criteria:

1. The item is outside the scope of the purpose of the STCPD and its collection policies.
2. The item is irrelevant to the purposes of the STCPD.
3. The item lacks physical integrity.
4. The item has failed to retain its identity or authenticity, or has been lost or stolen and remains lost for longer than two years.
5. The item is duplicated several times in the collection.
6. The STI is unable to preserve or store the item properly.

7. The item is deteriorated beyond usefulness or economical repair.
8. The item had doubtful potential utilization in the foreseeable future, or has unintentionally been accessioned twice.

C. RESTRICTIONS

1. Mandatory conditions of acquisitions will be strictly observed unless deviation from their terms is authorized by a body of competent jurisdiction.
2. Objects to which precatory² restriction applies should not be disposed of until reasonable efforts are made to comply with the restricting conditions.
3. In an event of a question concerning intent or force of restrictions, the STCPD staff shall seek the advice of legal STBC.

D. AUTHORIZATION

The STBC, after recommendation of the Heritage Coordinator of the STCPD and the CAC, has the authority to approve the deaccession of materials from the STCPD's collections.

E. PROCEDURE

Appropriate curatorial or archives collections staff of the STCPD may recommend deaccessioning material or an object if, in their best judgment, one or more criteria have been met. The staff recommendation shall be in writing on an official deaccession form. Such recommendations shall specify donor, source, and provenance for each item; the reasons for deaccessioning; the estimated fair market value of each item (if known); photo-documentation of the item; the recommended means of disposal, which may include exchange, sale, (negotiated, public auction, sealed bid, or open bid), destruction, or transfer to another museum, library, or non-profit educational agency; the date recommended for deaccession; and the signature of the staff person making the recommendation.

The Heritage Coordinator of the STCPD will respond to the recommendation, within a reasonable time (no more than 90 days from submission from designated staff) approving or

² expressing a wish

disapproving and designating the preferred means of disposal. The Heritage Coordinator's signature and date of approval shall be added to the deaccession form.

The Heritage Coordinator shall then make a recommendation to the CAC, who shall in turn make their recommendation to the STBC. Such objects may only be deaccessioned with the approval of the STBC. Signatures of the CAC chairperson and the chairman of the STBC must be affixed to the deaccession form of all such objects.

The completed deaccession form for each deaccessioned item shall be kept as part of the permanent collection record and shall adequately record the conditions and circumstances under which each item was deaccessioned and its final disposition.

F. DISPOSITION

Objects approved for deaccession may be disposed of by one of several means, including exchange, sale, (negotiated, public auction, sealed bid, or open bid), outright destruction, or transfer to another appropriate agency.

Objects deaccessioned from the permanent collections shall be disposed of in accordance with the following principles, insofar as it is practical to do so:

The manner of disposition shall be in the best interest of the STI and its members.

1. Offered to other museums, other tribal cultural programs, or educational institutions in exchange for objects to be added to the collection.
2. Offered to museums, other tribal cultural programs, or educational institutions as a gift.
3. Offered for sale through a regular public auction periodically held by a recognized auction company specializing in the sale of similar objects.
4. Offered for sale in a public auction to be held after adequate notice of date to the public.
5. In special circumstances where sale by public auction would not be appropriate, the Heritage Coordinator may authorize an offering for sale to three or more bidders.
6. Objects not appropriate to the collection purpose of STCPD and which have no substantial monetary value or

significance as study materials, may be discarded, destroyed, or sold according to one of the foregoing methods.

The acquisition of deaccessioned material by STCPD committee members, employees, or members of their families, is prohibited. (Appendix F *Museum Code of Ethics, American Association of Museum, 2000*)

G. PROCEEDS FROM DISPOSITION

The proceeds realized from sales of objects deaccessioned from the permanent collections shall be allocated to the purchase of materials for the permanent collections, or to otherwise support acquisition, management, or preservation of the permanent collections.

VI. LOANS

A. LOANS, OUT-GOING

The STCPD may lend objects from its permanent collection to institutions for educational and cultural purposes. In general, no loans will be made to individuals. Loans are made upon approval of the Heritage Coordinator of the STCPD or designated staff subject to the general criteria and regulations governing loan requests.

The STCPD reserves the right to require a loan fee for preparing and providing objects from its collection for loan.

1. Consideration of loan requirements is governed by the following general criteria:
 - a. The requesting organization must be a bona fide educational or cultural agency, or the request must in some way further the objectives and purpose of the STCPD.
 - b. Security and conservation measures must satisfy the STCPD's requirements, the nature of which may vary with the type of item requested. Conservation concerns include temperature, relative humidity, light level, installation techniques, proper encasement, security and handling.
 - c. Requirement a standard facilities report from the borrower including information on security, insurance, and ability to control temperature, humidity, light and biological infestation and other inherent vice.
 - d. Loans are subject to the availability of STCPD staffing, scheduling, and workload.

- e. Generally, objects presently on exhibition shall not be removed for loan purposes.
- f. All loans shall be for a specified period of time, subject to an annual review if over one year. Determination of loan renewals may be made by the authority of the Heritage Coordinator of the STCPD or designated staff. Loan extensions must be accompanied by a supplemental certificate of insurance covering the extension period.
- g. The requesting organization must agree to observe the STCPD's regulations governing loans.
- h. Even if the above conditions are met, loan requests may be denied if in the opinion of the Heritage Coordinator of the STCPD or designated staff the objects are of such rarity, value, significance, condition, or are so related to on-going needs that the loan would not be in the best interest of the STCPD.

2. All loans are subject to the following regulations, which will be in force when agreements are made:

- a. The borrower shall insure the loan under the organizations own policy and will forward a certificate of insurance coverage (wall-to-wall) of the value of the objects or the borrower agrees to assume liability for the loss or damage in lieu of insurance (this option is available only when the total value of all objects lent is less than \$1,000). Any losses or damages not covered under such policy or that are otherwise excluded by the policy will remain the responsibility of the borrower.
- b. The borrower must arrange for and pay all costs incurred for handling, packing, transporting and conservation of all borrowed objects, the methods approved by the STCPD.
- c. Objects place on public exhibition must be secured and protected by methods prescribed by the STCPD staff
- d. Only persons designated by the STCPD shall be permitted to handle, move, or pack objects.
- e. The borrower will observe all requirements for exhibition or use imposed by the STCPD, and will exercise extreme care with respect to all borrowed objects to ensure safe handling and keeping objects throughout the duration of the loan.
- f. All borrowed objects shall be inspected upon arrival and condition reports must be forwarded to the Heritage Coordinator of the STCPD, or designated staff.
- g. Accession numbers or tags must not be removed. No item may be altered, cleaned, repaired, or restored without express permission, in writing, from the STCPD. No

adhesives (tapes, gummed labels, etc.) may be used on any artifact, nor may objects be modified either for display or research.

- h. The STCPD shall receive appropriate credit for all objects on loan. Acknowledgement shall credit “the Spokane Tribal Cultural Resource Management” or “the Spokane Tribe of Indians”.
- i. Any damage, vandalism, breakage, or loss shall be reported by borrower immediately to the STCPD.
- j. No objects may be re-loaned by the borrower. Objects lent to another institution with written approval for use in a traveling exhibition are not considered re-loans and remain the responsibility of the originating institution for the entire time the objects are away from the STCPD.
- k. The STCPD may require that loans be accompanied by a STCPD staff member while in transit to or from the STCPD and that unpacking, installation and de-installation, and repacking be done under the supervision of a staff member at the borrower's expense.
- l. Appropriate loan forms shall prescribe the procedure for all loans. A complete record of loan transactions shall be kept as part of the STCPD’s permanent records.
- m. A complete and accurate record of all loans will be maintained and provided to the CAC at its regular meetings.
- n. Any variation from these listed regulations must be approved by the Heritage Coordinator of the STCPD or designated staff and must be in writing on the face of the loan form.

B. LOANS, IN-COMING

1. Incoming loans may be accepted from individuals, organizations, or institutions for purposes of exhibition or current research at the STCPD. All loans shall be for a specified period of time.
2. No indefinite or long-term loans shall be routinely accepted. Rare exceptions to this rule may be authorized by the STBC with the recommendation of the Heritage Coordinator of the STCPD and the CAC in case of extremely important objects or collections. The STCPD cannot normally store and care for objects belonging to others that are not required for exhibition or ongoing research.
3. All loans to the STCPD must have a completed loan form executed and signed by both the STCPD staff and the lender. The loan form shall become part of the STCPD’s permanent records.
4. The STCPD shall use reasonable care for lent objects and employ the same precautions and sensitivity exercised with its own collections.

5. Unless otherwise notified by the lender in writing, the STCPD assumes rights to photograph loan objects for publicity, catalogue, or educational purposes.
6. Loans shall remain in the possession of the STCPD for the time stipulated on the face of the loan agreement form, but may be withdrawn from exhibition at any time by the Heritage Coordinator of the STCPD or the STBC.
7. If the lender does not elect to maintain its own insurance coverage, the STCPD must be supplied with a certificate of insurance naming the STCPD as additional assured or waiving subrogation against same. Otherwise, the signed loan agreement shall constitute release of the STCPD from any liability in connection with loaned property.

If the lender does not elect to maintain its own insurance coverage, the STCPD will insure the lent objects wall-to-wall under an approved collections insurance policy for the amount indicated on the face of the signed loan agreement. Said policy contains the usual exclusions for loss or damage due to such causes as gradual deterioration, inherent vice, war, or shipments by mail other than Registered First Class Mail.

C. OBJECTS PLACED IN CUSTODY OF THE STCPD

1. All objects deposited with the STCPD for the purpose of informal artifact identification shall be recorded on a temporary receipt form signed by the owner. Such material will not normally be covered by the STCPD's insurance. Such objects are not to be deposited on the STCPD's premises longer than 30 days. The STCPD accepts no responsibility for notification of individuals for the return of such deposits. Objects not claimed within 60 days of deposit are considered abandoned property and as such are subject to state and/or federal laws pertaining to same. Abandoned property of a value less than \$200 may be disposed of by the Heritage Coordinator of the STCPD. Property of a value greater than \$200 may be disposed under law by the STBC.
2. All objects left in custody of the STCPD for consideration of such objects for acquisition or loan purposes shall be recorded on a temporary receipt form. Such material will not normally be covered by the STCPD's collection insurance. Staff shall notify the owner of such objects of the intent within 30 days of their initial receipt. Objects not claimed by the owner within 60 days after written notification is sent shall be considered abandoned property and as such are subject to state and/or federal law pertaining to same. Abandoned property of a value less than \$200 may be disposed of by the Heritage Coordinator of the STCPD. Property of a value greater than \$200 may be disposed under law by the STBC.

D. LOAN CONVERSION

Objects specifically identified as being on loan to the STCPD, every attempt will be made to either to return the item to the original lender or to convert the loan to an unconditional gift under the following procedures:

1. An item on loan to the STCPD may be permanently acquired if the item had not been claimed by the owner within 90 days after notice is sent by certified mail, return receipt requested, to the owner at the owner's last known address by the Heritage Coordinator of the STCPD or designated staff.
2. If the certified letter is returned because it could not be delivered to the addressee, public notice shall be published once each week during two successive weeks in a daily newspaper circulating in the city of Spokane and the county of Spokane (which also cover Stevens County) describing the unclaimed documents or materials, giving the name of the reputed owner thereof, and requesting all persons who may have knowledge of such owner to contact the STCPD office. More than one item may be described in each of such notices. If the item is not claimed by the owner within 90 days following final publication describing the item the STCPD may permanently acquire the item(s).
3. Objects acquired under this section shall be solely the property of the STCPD and may be sold, traded, or deaccessioned according to the Program's guidelines. The proceeds from the sale of any such objects may be used as the STCPD sees fit.

VIII. COLLECTION CARE

The STCPD shall act in a responsible manner to ensure the best possible physical care of all objects entrusted to its care.

A Collections Care Manual is in place to provide step-by-step procedures for the documentation, cataloging and preservation of every object in the collection of the STI

All objects in the permanent collection not on exhibition shall be housed in such a manner as to ensure their preservation, systematic access, and easy retrieval.

IX. COLLECTION ACCESSIBILITY

A. COLLECTION ACCESS

1. The STCPD's permanent collection and related records shall be made available for legitimate study, research, inquiry, and examination by responsible parties
2. Approvals for requests for access to the collections are subject to the requesting party satisfactorily completing the appropriate collection access form. The STCPD shall maintain all collection access forms for five years.
3. References may be requested from applicants unknown to the staff by acquaintance or reputation.
4. Accessibility to collections and records may be limited by staff availability, conservation considerations, condition of collections, restrictions to collections, or purpose or nature of the examination.
5. Examination of collections shall be restricted to areas designated for this purpose; access to storage area by the public or unauthorized staff will not be allowed unless specifically approved by the Heritage Coordinator of the STCPD or designated staff within established procedures governing authorized access.
6. All persons requesting access to tribal collections will be supervised at all times, unless specific approval to the contrary is granted by the Heritage Coordinator of the STCPD or designated staff within established procedures governing authorized access.
7. Certain types of information, such as donor-stipulated closed files, donor-requested anonymity, or that governed by statutes that restrict public access to certain types of information, such as the location of archaeological sites, may be restricted or denied for security and preservation reasons. In such cases, the person requesting access shall be informed of the reason for restriction or denial of access.
8. Access to and use of the collections and records shall be credited appropriately in all publications, exhibitions, and other presentations.
9. No commercial or promotional use of the permanent collections and information or image resulting from their examination shall be allowed unless specific approval, in writing, is granted by the Heritage Coordinator of the STCPD or designated staff.

B. USE OF THE COLLECTION

1. The STCPD uses its collection in order to implement the STI/STCPD's purpose and values to promote, perpetuate, and preserve the cultural heritage of the Spokane Tribe of Indians and to promote appreciation and respect for Native people and their collective cultural heritages with an emphasis on the traditional cultures of the Interior Salish/Plateau Tribes especially the Spokane Tribe.
2. The scholarly, cultural and educational purposes for which the collection has been gathered are of primary importance in its use. The collection is available for use by tribal leaders, tribal religious leaders, tribal elders, tribal members, scholars, exhibitions, education, research programs and other tribal cultural programs. The STCPD recognizes that a conflict may exist between the conditions required for the perpetual preservation of the collection and the use of the collection for exhibition and educational purposes. Prudent museum conservatorship will be observed in order to minimize the damage and degradation that use causes to an object. The following guidelines govern the use of the collection:
 - a. No object intended for the collection may be used in any program until it has been accessioned.
 - b. The STCPD will create and maintain an appropriate environment for the storage and preservation of objects in the collection when the same are not in use in any of the Culture Dept./Museum's programs. Within this environment, every effort will be made to maintain levels of safety, security, environmental control and protection against biological infestation that are consistent with standards generally accepted by the museum profession.
 - c. When collection objects are used in STCPD's programs, every attempt will be made to control their environment, minimizing the possibility of loss or damage from thieves or vandals, display props or mounts, lights, humidity, temperature extremes, chemical reactions or biological infestation. The STCPD staff will keep informed about changing standards and techniques for the display of objects.
 - d. Objects will be presented within a setting that aids the viewer in gaining appreciation and respect for the Spokane Tribe of Indians, the Interior Salish/Plateau tribes and in general all Native peoples.

C. PHOTOGRAPHING THE COLLECTIONS

No photographs may be taken without the express permission of the STCPD.

1. All objects from the permanent collection on exhibition may be photographed with hand-held camera without flash illumination, unless otherwise posted.
2. No photography of temporary exhibitions is allowed without advance approval from the Heritage Coordinator of the STCPD or designated collections staff.
3. In all cases photography of collection objects shall be closely supervised by appropriate collections staff according to the photographic and collection handling methods prescribes by the STCPD.

D. CHARGES FOR ACCESS, REPRODUCTION, AND USE OF COLLECTION

Access, reproduction, and use of the permanent collections may involve fee charges. Such charges will be based upon STBC approved fee schedules.

X. PUBLIC DISCLOSURE

1. In reply to a reasonable inquiry the STCPD shall make available the identity and description of collection objects acquired or deaccessioned. All other facts pertaining to the circumstances of acquisition deaccession, and dispersal should be adequately documented in the STCPD's permanent records.
2. Reference to this Collection Policy shall be imprinted on all STCPD's forms for deed of gift, temporary receipt, and loans.
3. A copy of this Collection Policy shall be made available to any donor, prospective donor, lender, prospective lender, or other responsible person upon request.

Collection Policy approved:

Date: _____

John Matt
Heritage Coordinator

Greg Abrahamson
Chairman, STBC

2. Reference to this Collection Policy shall be imprinted on all STCPD's forms for deed of gift, temporary receipt, and loans.
 3. A copy of this Collection Policy shall be made available to any donor, prospective donor, lender, prospective lender, or other responsible person upon request.
-

Collection Policy approved:

William A. Maddox 7/6/11
Chairman: Cultural Affairs Comm.

Date: 7/11/11

Greg Abrahamson Vice Chairman
Greg Abrahamson
Chairman, STBC

RESOLUTION

Spokane Resolution 1996-001B

AN ORDINANCE FOR THE PROTECTION OF SPOKANE CULTURAL RESOURCES

WHEREAS, the Spokane Tribal Council is the duly constituted governing body of the Spokane Tribe by authority of the Constitution and By-laws of the Spokane Tribe; and

WHEREAS, under the Constitution and By-laws of the Tribe, the Spokane Tribal Council is charged with the duty of protecting the health, security and general welfare of the Spokane Tribe and all reservation residents; and

WHEREAS, many cultural resources, sacred sites and burial sites within lands within the jurisdiction of the Spokane Tribe of Indians and lands within the aboriginal territory of the Spokane Tribe of Indians, exist which are essential to the social, political, religious and moral well-being of the Spokane Tribe; and

WHEREAS, these same cultural resources, sacred sites and burial sites are increasingly threatened with permanent damage and destruction through intentional and unintentional actions and negligence, through increasing intensity of land use, and through their increasing commercial attractiveness; and

WHEREAS, these same cultural resources are limited and irreplaceable; and

WHEREAS, the historical and cultural foundations of the Spokane Tribe should be preserved as a living part of our community life and development in order to give a sense of orientation and pride to our people; and

WHEREAS, the preservation of this irreplaceable heritage is in the public interest that its vital legacy of cultural, educational, aesthetic, inspirational, economic, and energy benefits will be maintained and enriched for future generations; and

WHEREAS, this situation requires measures to foster conditions under which our society and the rest of the United States can exist with our cultural resources in productive harmony and fulfill the social, economic, and other requirements of present and future generations without destroying our past and present culture; and

WHEREAS, existing laws do not provide adequate protection for these resources nor provide detailed procedures to meet our preservation and protection needs; and

WHEREAS, an immediate and long term solution is needed to preserve and protect these cultural resources, sacred sites and burial sites from further damage and negligence; and

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**SPOKANE RESOLUTION 1996-001B
AN ORDINANCE FOR THE PROTECTION OF SPOKANE CULTURAL RESOURCES
PAGE 2**

WHEREAS, the Spokane Tribe has the right to identify, evaluate, inventory, and manage its own cultural resources; and

WHEREAS, the Spokane Tribe must take a lead role in assisting Federal, State, and local governments, as well as private individuals and entities, in the preservation and protection of Spokane cultural resources; and

NOW ,THEREFORE, BE IT HEREBY RESOLVED by the Spokane Tribal Business Council meeting in Special Session this 5th day of October, 1995, that the following attached cultural protection regulations be adopted until further modified or rescinded by an act of law of the Spokane Tribe of Indians.

Certification

The foregoing was duly enacted by the Spokane Tribal Business Council on the 5th day of October, 1996, by the vote of 3 for and 0 against under authority contained in Article VIII of the Constitution of the Spokane Indians ratified by the Spokane Tribe on November 22, 1980.


Chairman
Spokane Tribal Business Council

029-182

APPENDIX A

Spokane Tribe of Indians Cultural Preservation Program

Collections Department Procedures Manual

REPOSITORY REQUIREMENTS

The overall storage environment is one of the most important variables in the long term preservation and conservation of objects and associated records.

- It encompasses both the physical area(s) where collections are kept, as well as the physical safety of the items.
- In general, the storage environment involves the spatial layout of the storage area(s), controls over the environment, and disaster planning.
- Oversight of the storage environment is oriented towards mitigating the risks to collections, including:
 - physical forces (e.g., flood, earthquake, tornado),
 - fire,
 - water,
 - theft,
 - pests,
 - pollutants,
 - light and radiation,
 - incorrect temperature,
 - incorrect relative humidity (RH),
 - health of staff,
 - custodial neglect.

Policies and procedures, such as a detailed risk management plan, are currently in place to address controlling and minimizing these risks (See STI *Disaster Management Plan*).

Negative effects of disasters can also be minimized through proper training, decreasing handling of objects and records, controlling access, and maintaining housekeeping procedures.

Layout and Equipment

The specific layout of a storage area depends on the types and number of materials in individual collections and in the repository overall.

- The layout should minimize risks, while maximizing accessibility for repository staff.

The choice of what storage equipment to use is often complex.

- Some equipment that is safe for objects may also be very expensive.
- Closed storage cabinets are usually preferable because they keep out dust, minimize exposure to air and light, and can be locked.
- When open shelving is used to reduce costs, objects should be kept covered.
- For associated records, it is best to store them in neutral pH folders within archival flip-top boxes on open shelves to minimize costs while maximizing access and good storage practices.

Long-term storage should be separated from other activity space, such as exhibition, research, object preparation, conservation, and administration.

- Physical separation enhances security and protection for objects and records.
- It also enables the use of storage environments that are beneficial to the collections, but may not be ideal for humans to work in on a day-to-day basis (e.g., lower temperature and humidity, low light levels, etc.).
- Some repositories use off-site storage facilities.
 - There are advantages to these in terms of activity segregation and use of space, but there can be drawbacks when it comes to access, security, and monitoring.

Environmental controls should be located in a repository to control the temperature, humidity, light levels, Ultraviolet (UV) rays, pests, and air pollution that may harm collections.

- Proper environmental controls are important for minimizing deterioration rates, extending object life, and decreasing conservation needs.
- While some controls need to be located amongst the collections, such as fire suppression systems and humidity monitoring, others need to be separated from the collections, such as the heating and cooling system, whenever possible.

Temperature and Humidity

Temperature and relative humidity (%RH) are two of the most important aspects of the storage environment to control.

- Extreme levels and fluctuations of temperature and RH can be devastating to many materials, especially wood, leather, bone, paper, photographs, and electronic media.
- Temperature and humidity may be monitored through the use of a hygrothermograph or data logger.
- Acceptable ranges depend on the object or record material.
 - A good RH range is 40-60% (although this is too high for photographic materials) and a good temperature range is 68-72° F.
 - **It is always better to have a temperature and RH that are constant (within or slightly outside of the recommended range) than to have fluctuating levels.**

- Consistent levels can be accomplished in a number of ways.
 - 1. Create buffering zones and microclimates for the objects or records themselves. An artifact in a polyethylene bag, placed in a box, and stored in a cabinet is not as affected by outside environmental fluctuations.
 - 2. The use of silica gel, an inert material that is usually used to absorb excess humidity. It may also be conditioned to maintain a constant RH.

Light and UV rays

Light and ultraviolet rays may be very damaging to many materials, especially textiles, paper, wood, and photographs.

- Light should be kept low in storage areas when work is taking place and off the rest of the time.
- Natural light should be avoided. Ultraviolet light (UV) should be filtered to block it out.
- The storage area should contain no windows, lights should be turned off in areas not in use, and closed cabinets should be used when possible.
- Light levels may be monitored easily with a light meter.
 - Levels should be kept between 50-300 lux, depending on the item, in exhibition spaces.
- The actual time an object or record spends in the light is also a factor in deterioration.
 - A range of 96,000-576,000 total annual lux hours is the recommended range for most items.

Pests

Pests vary enormously from the smallest mite to the largest rodent.

- They can wreak major havoc on collections [a mouse can eat through a basket; moths can take a feather to the quill, etc].
- Careful monitoring of pest activity in storage areas (and throughout the entire repository) is essential for the health of the collections.
- The most common approach to pest control in repositories today is called Integrated Pest Management (IPM).
- IPM is a systems approach that emphasizes *prevention*
 - use of the least toxic methods
 - treatment of the building as one system.
- *Prevention* entails consistent monitoring and inspection for pests and pest problems.
 - Preventive measures can include locating and eliminating pest attractors, using sticky traps, and locating and eliminating pest entrances.
 - When pest problems do arise they can be combated through the use of low or non-toxic procedures such as vacuuming, traps, freezing, and oxygen deprivation that pose little or no harm to humans and the collections.
 - When these methods are not enough, experts should be consulted about applying more toxic methods, such as fumigants and pesticides.

Health Risks

There are a number of other materials that can put both the collections and the collections management staff at risk.

Some of the principal ones are:

- *Microorganisms*, such as mold and mildew, may grow on the surface of organic matter (e.g., wood objects, paper) and may irritate human lungs or lead to disease, especially in the presence of dampness or decay.
 - They produce irregular stains that may seriously damage museum items, including paper, leather, wood, and cloth.
 - Low relative humidity (ideally between 45-55%, but below 65%) and lower temperatures help to reduce microorganism growth. Only extreme cold or heat destroys them.

- *Hantavirus* is one of several serious respiratory diseases transmitted primarily as airborne particles.
 - *Hantavirus* is caused by dried saliva or feces of deer mice. These and other rodents can get into museum collections.
 - Therefore, in high risk areas of the American west, it is advisable to quickly process and re-house newly received archeological collections, perform regular housekeeping procedures, and carefully assess and inventory collections in newly acquired, remote facilities.

- *Toxic residues from pesticides* once used on old collections to kill insects. The residues from arsenic compounds, mercury salts, and various other toxic fumigants may lie on museum objects for years until stirred up by human activity.
 - At that time, the toxins may penetrate a person and cause serious health problems. Conservators and scientists are researching ways to detect contaminated items, to identify the source and quantity of contamination, and to handle removal.

Security, Disaster, and Fire Protection

Security and protection from loss are essential aspects of the storage environment.

- The archeological objects and associated records, including digital data, in a repository are irreplaceable.

- Major risks to the complete loss of individual items or whole collections are theft, natural disaster, and fire.

Security against theft can be achieved through practical methods or advanced security systems.

Inexpensive:

- Restrict access to collections in storage, as well as to different areas of the repository.
- all access to and use of collections should take place in a supervised research room with sign in and sign out procedures in place.
- There should also be a system of controls over who can use particular keys to specific rooms on what occasions.
- Regular and systematized inventory of the collections also helps to detect theft.

More expensive but more control:

Use of locked storage or exhibition containers, security personnel, and electronic intruder or theft detection systems.

Protection from fire.

- Appropriate fire detection is in place but actual suppression systems are not.
- Detection systems monitor heat, smoke, or flames.
- Many repositories use sprinkler systems (wet or dry) for fire suppression though this is not an option at present with the Spokane Tribal Cultural Preservation Program's Collections Department.
- The use of fire-resistant storage and exhibit containers can also minimize risk to objects, especially for highly flammable items such as textiles, paper, and wood.
- Fire protection for associated records involves a stable environment protected by a sprinkler system and a good smoke and fire alarm system.
 - It may also include creating a *security copy*, a record duplicate for access and use.
 - Associated records are generally not housed in fire resistant file cabinets for several reasons.
 - Due to their quantity, the weight could buckle most floors, the cost of the file cabinets would be prohibitive, and it would be very difficult to provide researcher access to records stored in cabinets as opposed to moveable boxes.
 - Also, the fire-protective qualities of these cabinets may diminish over time.

Policies and procedures for the prevention of fire are also important.

- These may include identifying, monitoring, and eliminating fire hazards
- the segregation of flammable materials
- training staff on emergency procedures.

APPENDIX B

Spokane Tribe of Indians Cultural Preservation Program

Collections Department Procedures Manual

Code of Federal Regulations (36 Ch 79)

Curation of Federally-Owned and Administered Archeological Collections

For the reasons set forth in the preamble, title 36, chapter I of the Code of Federal Regulations is amended by adding a new part 79 to read as follows:

Part 79--Curation of Federally-Owned and Administered Archeological Collections

Sec.

79.1 Purpose.

79.2 Authority.

79.3 Applicability.

79.4 Definitions.

79.5 Management and preservation of collections.

79.6 Methods to secure curatorial services.

79.7 Methods to fund curatorial services.

79.8 Terms and conditions to include in contracts, memoranda and agreements for curatorial services.

79.9 Standards to determine when a repository possesses the capability to provide adequate long-term curatorial services.

79.10 Use of collections.

79.11 Conduct of inspections and inventories.

Appendix A to Part 79--Example of a Deed of Gift

Appendix B to Part 79--Example of a Memorandum of Understanding for Curatorial Services for a Federally-Owned Collection.

Appendix C to Part 79--Example of a Short-Term Loan Agreement for a Federally-Owned Collection Corrections as Amended in 1990

Authority: 16 U.S.C. 470aa-mm, 16 U.S.C. 470 et seq.

s 79.1 Purpose.

(a) The regulations in this part establish definitions, standards, procedures and guidelines to be followed by Federal agencies to preserve collections of prehistoric and historic material remains, and associated records, recovered under the authority of the Antiquities Act (16 U.S.C. 431- 433), the Reservoir Salvage Act (16 U.S.C. 469-469c), section 110 of the National Historic Preservation Act (16 U.S.C. 470h-2) or the Archaeological Resources Protection Act (16 U.S.C. 470aa-mm). They establish:

(1) Procedures and guidelines to manage and preserve collections;

(2) Terms and conditions for Federal agencies to include in contracts, memoranda, agreements or other written instruments with repositories for curatorial services;

(3) Standards to determine when a repository has the capability to provide long-term curatorial services; and

(4) Guidelines to provide access to, loan and otherwise use collections.

(b) The regulations in this part contain three appendices that provide additional guidance for use by the Federal Agency Official.

(1) Appendix A to these regulations contains an example of an agreement between a Federal agency and a non-Federal owner of material remains who is donating the remains to the Federal agency.

(2) Appendix B to these regulations contains an example of a memorandum of understanding between a Federal agency and a repository for long-term curatorial services for a federally-owned collection.

(3) Appendix C to these regulations contains an example of an agreement between a repository and a third party for a short-term loan of a federally-owned collection (or a part thereof).

(4) The three appendices are meant to illustrate how such agreements might appear. They should be revised according to the:

(i) Needs of the Federal agency and any non-Federal owner;

(ii) Nature and content of the collection; and

(iii) Type of contract, memorandum, agreement or other written instrument being used.

(5) When a repository has preexisting standard forms (e.g., a short-term loan form) that are consistent with the regulations in this part, those forms may be used in lieu of developing new ones.

s 79.2 Authority.

(a) The regulations in this part are promulgated pursuant to section 101(a)(7)(A) of the National Historic Preservation Act (16 U.S.C. 470a) which requires that the Secretary of the Interior issue regulations ensuring that significant prehistoric and historic artifacts, and associated records, recovered under the authority of section 110 of that Act (16 U.S.C. 470h-2), the Reservoir Salvage Act (16 U.S.C. 469-469c) and the Archeological Resources Protection Act (16 U.S.C. 470aa-mm) are deposited in an institution with adequate long-term curatorial capabilities.

(b) In addition, the regulations in this part are promulgated pursuant to section 5 of the Archeological Resources Protection Act (16 U.S.C. 470dd) which gives the Secretary of the Interior discretionary authority to promulgate regulations for the:

(1) Exchange, where appropriate, between suitable universities, museums or other scientific or educational institutions, of archeological resources recovered from public and Indian lands under that Act; and

(2) Ultimate disposition of archeological resources recovered under that Act (16 U.S.C. 470aa-mm), the Antiquities Act (16 U.S.C. 431-433) or the Reservoir Salvage Act (16 U.S.C. 469-469c).

(3) It further states that any exchange or ultimate disposition of resources excavated or removed from Indian lands shall be subject to the consent of the Indian or Indian tribe that owns or has jurisdiction over such lands.

s 79.3 Applicability.

(a) The regulations in this part apply to collections, as defined in s 79.4 of this part, that are excavated or removed under the authority of the Antiquities Act (16 U.S.C. 431-433), the Reservoir Salvage Act (16 U.S.C. 469-469c), section 110 of the National Historic Preservation Act (16 U.S.C. 470h-2) or the Archeological Resources Act (16 U.S.C. 470aa-mm). Such collections generally include those that are the result of a prehistoric or historic resource survey, excavation or other study conducted in connection with a Federal action, assistance, license or permit.

(1) Material remains, as defined in s 79.4 of this part, that are excavated or removed from a prehistoric or historic resource generally are the property of the landowner.

(2) Data that are generated as a result of a prehistoric or historic resource survey, excavation or other study are recorded in associated records, as defined in s 79.4 of this part. Associated records that are prepared or assembled in connection with a Federal or federally authorized prehistoric or historic resource survey, excavation or other study are the property of the U.S. Government, regardless of the location of the resource.

(b) The regulations in this part apply to preexisting and new collections that meet the requirements of paragraph (a) of this section. However, the regulations shall not be applied in a manner that would supersede or breach material terms and conditions in any contract, grant, license, permit, memorandum, or agreement entered into by or on behalf of a Federal agency prior to the effective date of this regulation.

(c) Collections that are excavated or removed pursuant to the Antiquities Act (16 U.S.C. 431-433) remain subject to that Act, the Act's implementing rule (43 CFR part 3), and the terms and conditions of the pertinent Antiquities Act permit or other approval.

(d) Collections that are excavated or removed pursuant to the Archaeological Resources Protection Act (16 U.S.C. 470aa-mm) remain subject to that Act, the Act's implementing rules (43 CFR part 7, 36 CFR part 296, 18 CFR part 1312, and 32 CFR part 229), and the terms and conditions of the pertinent Archaeological Resources Protection Act permit or other approval.

(e) Any repository that is providing curatorial services for a collection subject to the regulations in this part must possess the capability to provide adequate long-term curatorial services, as set forth in s 79.9 of this part, to safeguard and preserve the associated records and any material remains that are deposited in the repository.

s 79.4 Definitions.

As used for purposes of this part:

(a) Collection means material remains that are excavated or removed during a survey, excavation or other study of a prehistoric or historic resource, and associated records that are prepared or assembled in connection with the survey, excavation or other study.

(1) Material remains means artifacts, objects, specimens and other physical evidence that are excavated or removed in connection with efforts to locate, evaluate, document, study, preserve or recover a prehistoric or historic resource. Classes of material remains (and illustrative examples) that may be in a collection include, but are not limited to:

- (i) Components of structures and features (such as houses, mills, piers, fortifications, raceways, earthworks and mounds);
- (ii) Intact or fragmentary artifacts of human manufacture (such as tools, weapons, pottery, basketry and textiles);
- (iii) Intact or fragmentary natural objects used by humans (such as rock crystals, feathers and pigments);
- (iv) By-products, waste products or debris resulting from the manufacture or use of man-made or natural materials (such as slag, dumps, cores and debitage);
- (v) Organic material (such as vegetable and animal remains, and coprolites);
- (vi) Human remains (such as bone, teeth, mummified flesh, burials and cremations);
- (vii) Components of petroglyphs, pictographs, intaglios or other works of artistic or symbolic representation;
- (viii) Components of shipwrecks (such as pieces of the ship's hull, rigging, armaments, apparel, tackle, contents and cargo);
- (ix) Environmental and chronometric specimens (such as pollen, seeds, wood, shell, bone, charcoal, tree core samples, soil, sediment cores, obsidian, volcanic ash, and baked clay); and
- (x) Paleontological specimens that are found in direct physical relationship with a prehistoric or historic resource.

(2) Associated records means original records (or copies thereof) that are prepared, assembled and document efforts to locate, evaluate, record, study, preserve or recover a prehistoric or historic resource. Some records such as field notes, artifact inventories and oral histories may be originals that are prepared as a result of the field work, analysis and report preparation. Other records such as deeds, survey plats, historical maps and diaries may be copies of original public or archival documents that are assembled and studied as a result of historical research. Classes of associated records (and illustrative examples) that may be in a collection include, but are not limited to:

- (i) Records relating to the identification, evaluation, documentation, study, preservation or recovery of a resource (such as site forms, field notes, drawings, maps, photographs, slides, negatives, films, video and audio cassette tapes, oral histories, artifact inventories, laboratory reports, computer cards and tapes, computer disks and diskettes, printouts of computerized data, manuscripts, reports, and accession, catalog and inventory records);
- (ii) Records relating to the identification of a resource using remote sensing methods and equipment (such as satellite and aerial photography and imagery, side scan sonar, magnetometers, subbottom profilers, radar and fathometers);

(iii) Public records essential to understanding the resource (such as deeds, survey plats, military and census records, birth, marriage and death certificates, immigration and naturalization papers, tax forms and reports);

(iv) Archival records essential to understanding the resource (such as historical maps, drawings and photographs, manuscripts, architectural and landscape plans, correspondence, diaries, ledgers, catalogs and receipts); and

(v) Administrative records relating to the survey, excavation or other study of the resource (such as scopes of work, requests for proposals, research proposals, contracts, antiquities permits, reports, documents relating to compliance with section 106 of the National Historic Preservation Act (16 U.S.C. 470f), and National Register of Historic Places nomination and determination of eligibility forms).

(b) Curatorial services. Providing curatorial services means managing and preserving a collection according to professional museum and archival practices, including, but not limited to:

(1) Inventorying, accessioning, labeling and cataloging a collection;

(2) Identifying, evaluating and documenting a collection;

(3) Storing and maintaining a collection using appropriate methods and containers, and under appropriate environmental conditions and physically secure controls;

(4) Periodically inspecting a collection and taking such actions as may be necessary to preserve it;

(5) Providing access and facilities to study a collection; and

(6) Handling, cleaning, stabilizing and conserving a collection in such a manner to preserve it.

(c) Federal Agency Official means any officer, employee or agent officially representing the secretary of the department or the head of any other agency or instrumentality of the United States having primary management authority over a collection that is subject to this part.

(d) Indian lands has the same meaning as in s -.3(e) of uniform regulations 43 CFR part 7, 36 CFR part 296, 18 CFR part 1312, and 32 CFR part 229.

(e) Indian tribe has the same meaning as in s -.3(f) of uniform regulations 43 CFR part 7, 36 CFR part 296, 18 CFR part 1312, and 32 CFR part 229.

(f) Personal property has the same meaning as in 41 CFR 100-43.001-14. Collections, equipment (e.g., a specimen cabinet or exhibit case), materials and supplies are classes of personal property.

(g) Public lands has the same meaning as in s -.3(d) of uniform regulations 43 CFR part 7, 36 CFR part 296, 18 CFR part 1312, and 32 CFR part 229.

(h) Qualified museum professional means a person who possesses knowledge, experience and demonstrable competence in museum methods and techniques appropriate to the nature and content of the collection under the person's management and care, and commensurate with the person's duties and responsibilities. Standards that may be used, as appropriate, for classifying positions and for evaluating a person's qualifications include, but are not limited to, the following:

(1) The Office of Personnel Management's "Position Classification Standards for Positions under the General Schedule Classification System" (U.S. Government Printing Office, stock No. 906--028-00000-0 (1981)) are used by Federal agencies to determine appropriate occupational series and grade levels for positions in the Federal service. Occupational series most commonly associated with museum work are the museum curator series (GS/GM-1015) and the museum technician and specialist series (GS/GM-1016). Other scientific and professional series that may have collateral museum duties include, but are not limited to, the archivist series (GS/GM-1420), the archeologist series (GS/GM- 193), the anthropologist series (GS/GM-190), and the historian series (GS/GM- 170). In general, grades GS-9 and below are assistants and trainees while grades GS-11 and above are professionals at the full performance level. Grades GS-11 and above are determined according to the level of independent professional responsibility, degree of specialization and scholarship, and the nature, variety, complexity, type and scope of the work.

(2) The Office of Personnel Management's "Qualification Standards for Positions under the General Schedule (Handbook X-118)" (U.S. Government Printing Office, stock No. 906-030-00000-4 (1986)) establish educational, experience and training requirements for employment with the Federal Government under the various occupational series. A graduate degree in museum science or applicable subject matter, or equivalent training and experience, and three years of professional experience are required for museum positions at grades GS-11 and above.

(3) The "Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation" (48 FR 44716, Sept. 29, 1983) provide technical advice about archeological and historic preservation activities and methods for use by Federal, State and local Governments and others. One section presents qualification standards for a number of historic preservation professions. While no standards are presented for collections managers, museum curators or technicians, standards are presented for other professions (i.e., historians, archeologists, architectural historians, architects, and historic architects) that may have collateral museum duties.

(4) Copies of the Office of Personnel Management's standards, including subscriptions for subsequent updates, may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. Copies may be inspected at the Office of Personnel Management's Library, 1900 E Street NW., Washington, DC, at any regional or area office of the Office of Personnel Management, at any Federal Job Information Center, and at any personnel office of any Federal agency. Copies of the "Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation" are available at no charge from the Interagency Resources Division, National Park Service, P.O. Box 37127, Washington, DC 20013-7127.

(i) Religious remains means material remains that the Federal Agency Official has determined are of traditional religious or sacred importance to

an Indian tribe or other group because of customary use in religious rituals or spiritual activities. The Federal Agency Official makes this determination in consultation with appropriate Indian tribes or other groups.

(j) Repository means a facility such as a museum, archeological center, laboratory or storage facility managed by a university, college, museum, other educational or scientific institution, a Federal, State or local Government agency or Indian tribe that can provide professional, systematic and accountable curatorial services on a long-term basis.

(k) Repository Official means any officer, employee or agent officially representing the repository that is providing curatorial services for a collection that is subject to this part.

(l) Tribal Official means the chief executive officer or any officer, employee or agent officially representing the Indian tribe.

s 79.5 Management and preservation of collections.

The Federal Agency Official is responsible for the long-term management and preservation of preexisting and new collections subject to this part. Such collections shall be placed in a repository with adequate long-term curatorial capabilities, as set forth in s 79.9 of this part, appropriate to the nature and content of the collections.

(a) Preexisting collections. The Federal Agency Official is responsible for ensuring that preexisting collections, meaning those collections that are placed in repositories prior to the effective date of this rule, are being properly managed and preserved. The Federal Agency Official shall identify such repositories, and review and evaluate the curatorial services that are being provided to preexisting collections. When the Federal Agency Official determines that such a repository does not have the capability to provide adequate long-term curatorial services, as set forth in s 79.9 of this part, the Federal Agency Official may either:

(1) Enter into or amend an existing contract, memorandum, agreement or other appropriate written instrument for curatorial services for the purpose of:

(i) Identifying specific actions that shall be taken by the repository, the Federal agency or other appropriate party to eliminate the inadequacies;

(ii) Specifying a reasonable period of time and a schedule within which the actions shall be completed; and

(iii) Specifying any necessary funds or services that shall be provided by the repository, the Federal agency or other appropriate party to complete the actions; or

(2) Remove the collections from the repository and deposit them in another repository that can provide such services in accordance with the regulations in this part. Prior to moving any collection that is from Indian lands, the Federal Agency Official must obtain the written consent of the Indian landowner and the Indian tribe having jurisdiction over the lands.

(b) New collections. The Federal Agency Official shall deposit a collection in a repository upon determining that:

(1) The repository has the capability to provide adequate long-term

curatorial services, as set forth in s 79.9 of this part;

(2) The repository's facilities, written curatorial policies and operating procedures are consistent with the regulations in this part;

(3) The repository has certified, in writing, that the collection shall be cared for, maintained and made accessible in accordance with the regulations in this part and any terms and conditions that are specified by the Federal Agency Official;

(4) When the collection is from Indian lands, written consent to the disposition has been obtained from the Indian landowner and the Indian tribe having jurisdiction over the lands; and

(5) The initial processing of the material remains (including appropriate cleaning, sorting, labeling, cataloging, stabilizing and packaging) has been completed, and associated records have been prepared and organized in accordance with the repository's processing and documentation procedures.

(c) Retention of records by Federal agencies. The Federal Agency Official shall maintain administrative records on the disposition of each collection including, but not limited to:

(1) The name and location of the repository where the collection is deposited;

(2) A copy of the contract, memorandum, agreement or other appropriate written instrument, and any subsequent amendments, between the Federal agency, the repository and any other party for curatorial services;

(3) A catalog list of the contents of the collection that is deposited in the repository;

(4) A list of any other Federal personal property that is furnished to the repository as a part of the contract, memorandum, agreement or other appropriate written instrument for curatorial services;

(5) Copies of reports documenting inspections, inventories and investigations of loss, damage or destruction that are conducted pursuant to s 79.11 of this part; and

(6) Any subsequent permanent transfer of the collection (or a part thereof) to another repository.

s 79.6 Methods to secure curatorial services.

(a) Federal agencies may secure curatorial services using a variety of methods, subject to Federal procurement and property management statutes, regulations, and any agency-specific statutes and regulations on the management of museum collections. Methods that may be used by Federal agencies to secure curatorial services include, but are not limited to:

(1) Placing the collection in a repository that is owned, leased or otherwise operated by the Federal agency;

(2) Entering into a contract or purchase order with a repository for curatorial services;

(3) Entering into a cooperative agreement, a memorandum of understanding, a memorandum of agreement or other agreement, as appropriate, with a State, local or Indian tribal repository, a university, museum or other scientific or educational institution that operates or

manages a repository, for curatorial services;

(4) Entering an interagency agreement with another Federal agency for curatorial services;

(5) Transferring the collection to another Federal agency for preservation; and

(6) For archeological activities permitted on public or Indian lands under the Archaeological Resources Protection Act (16 U.S.C. 470 aa-mm), the Antiquities Act (16 U.S.C. 431-433) or other authority, requiring the archeological permittee to provide for curatorial services as a condition to the issuance of the archeological permit.

(b) Guidelines for selecting a repository. (1) When possible, the collection should be deposited in a repository that:

(i) Is in the State of origin;

(ii) Stores and maintains other collections from the same site or project location; or

(iii) Houses collections from a similar geographic region or cultural area.

(2) The collection should not be subdivided and stored at more than a single repository unless such subdivision is necessary to meet special storage, conservation or research needs.

(3) Except when non-federally-owned material remains are retained and disposed of by the owner, material remains and associated records should be deposited in the same repository to maintain the integrity and research value of the collection.

(c) Sources for technical assistance. The Federal Agency Official should consult with persons having expertise in the management and preservation of collections prior to preparing a scope of work or a request for proposals for curatorial services. This will help ensure that the resulting contract, memorandum, agreement or other written instrument meets the needs of the collection, including any special needs in regard to any religious remains. It also will aid the Federal Agency Official in evaluating the qualifications and appropriateness of a repository, and in determining whether the repository has the capability to provide adequate long-term curatorial services for a collection. Persons, agencies, institutions and organizations that may be able to provide technical assistance include, but are not limited to the:

(1) Federal agency's Historic Preservation Officer;

(2) State Historic Preservation Officer;

(3) Tribal Historic Preservation Officer;

(4) State Archeologist;

(5) Curators, collections managers, conservators, archivists, archeologists, historians and anthropologists in Federal and State Government agencies and Indian tribal museum;

(6) Indian tribal elders and religious leaders;

(7) Smithsonian Institution;

(8) American Association of Museums; and

(9) National Park Service.

s 79.7 Methods to fund curatorial services.

A variety of methods are used by Federal agencies to ensure that sufficient funds are available for adequate, long-term care and maintenance of collections. Those methods include, but are not limited to, the following:

(a) Federal agencies may fund a variety of curatorial activities using monies appropriated annually by the U.S. Congress, subject to any specific statutory authorities or limitations applicable to a particular agency. As appropriate, curatorial activities that may be funded by Federal agencies include, but are not limited to:

(1) Purchasing, constructing, leasing, renovating, upgrading, expanding, operating, and maintaining a repository that has the capability to provide adequate long-term curatorial services as set forth in s 79.9 of this part;

(2) Entering into and maintaining on a cost-reimbursable or cost-sharing basis a contract, memorandum, agreement, or other appropriate written instrument with a repository that has the capability to provide adequate long-term curatorial services as set forth in s 79.9 of this part;

(3) As authorized under section 110(g) of the National Historic Preservation Act (16 U.S.C. 470h-2), reimbursing a grantee for curatorial costs paid by the grantee as a part of the grant project;

(4) As authorized under section 110(g) of the National Historic Preservation Act (16 U.S.C. 470h-2), reimbursing a State for curatorial costs paid by the State agency to carry out the historic preservation responsibilities of the Federal agency;

(5) Conducting inspections and inventories in accordance with s 79.11 of this part; and

(6) When a repository that is housing and maintaining a collection can no longer provide adequate long-term curatorial services, as set forth in s 79.9 of this part, either:

(i) Providing such funds or services as may be agreed upon pursuant to s 79.5(a)(1) of this part to assist the repository in eliminating the deficiencies; or

(ii) Removing the collection from the repository and depositing it in another repository that can provide curatorial services in accordance with the regulations in this part.

(b) As authorized under section 110(g) of the National Historic Preservation Act (16 U.S.C. 470h-2) and section 208(2) of the National Historic Preservation Act Amendments (16 U.S.C. 469c-2), for federally licensed or permitted projects or programs, Federal agencies may charge licensees and permittees reasonable costs for curatorial activities associated with identification, surveys, evaluation and data recovery as a condition to the issuance of a Federal license or permit.

(c) Federal agencies may deposit collections in a repository that agrees to provide curatorial services at no cost to the U.S. Government. This generally occurs when a collection is excavated or removed from public or Indian lands under a research permit issued pursuant to the Antiquities Act (16 U.S.C. 431-

433) or the Archaeological Resources Protection Act (16 U.S.C. 470aa-mm). A repository also may agree to provide curatorial services as a public service or as a means of ensuring direct access to a collection for long-term study and use. Federal agencies should ensure that a repository that agrees to provide curatorial services at no cost to the U.S. Government has sufficient financial resources to support its operations and any needed improvements.

(d) Funds provided to a repository for curatorial services should include costs for initially processing, cataloging and accessioning the collection as well as costs for storing, inspecting, inventorying, maintaining, and conserving the collection on a long-term basis.

(1) Funds to initially process, catalog and accession a collection to be generated during identification and evaluation surveys should be included in project planning budgets.

(2) Funds to initially process, catalog and accession a collection to be generated during data recovery operations should be included in project mitigation budgets.

(3) Funds to store, inspect, inventory, maintain and conserve a collection on a long-term basis should be included in annual operating budgets.

(e) When the Federal Agency Official determines that data recovery costs may exceed the one percent limitation contained in the Archeological and Historic Preservation Act (16 U.S.C. 469c), as authorized under section 208(3) of the National Historic Preservation Act Amendments (16 U.S.C. 469c-2), the limitation may be waived, in appropriate cases, after the Federal Agency Official has:

(1) Obtained the concurrence of the Secretary of the U.S. Department of the Interior by sending a written request to the Departmental Consulting Archeologist, National Park Service, P.O. Box 37127, Washington, DC 20013- 7127; and

(2) Notified the Committee on Energy and Natural Resources of the U.S. Senate and the Committee on Interior and Insular Affairs of the U.S. House of Representatives.

s 79.8 Terms and conditions to include in contracts, memoranda and agreements for curatorial services.

The Federal Agency Official shall ensure that any contract, memorandum, agreement or other appropriate written instrument for curatorial services that is entered into by or on behalf of that Official, a Repository Official and any other appropriate party contains the following:

(a) A statement that identifies the collection or group of collections to be covered and any other U.S. Government-owned personal property to be furnished to the repository;

(b) A statement that identifies who owns and has jurisdiction over the collection;

(c) A statement of work to be performed by the repository;

(d) A statement of the responsibilities of the Federal agency and any other appropriate party;

(e) When the collection is from Indian lands:

- (1) A statement that the Indian landowner and the Indian tribe having jurisdiction over the lands consent to the disposition; and
- (2) Such terms and conditions as may be requested by the Indian landowner and the Indian tribe having jurisdiction over the lands;
- (f) When the collection is from a site on public lands that the Federal Agency Official has determined is of religious or cultural importance to any Indian tribe having aboriginal or historic ties to such lands, such terms and conditions as may have been developed pursuant to s -.7 of uniform regulations 43 CFR part 7, 36 CFR part 296, 18 CFR part 1312, and 32 CFR part 229;
- (g) The term of the contract, memorandum or agreement; and procedures for modification, suspension, extension, and termination;
- (h) A statement of costs associated with the contract, memorandum or agreement; the funds or services to be provided by the repository, the Federal agency and any other appropriate party; and the schedule for any payments;
- (i) Any special procedures and restrictions for handling, storing, inspecting, inventorying, cleaning, conserving, and exhibiting the collection;
- (j) Instructions and any terms and conditions for making the collection available for scientific, educational and religious uses, including procedures and criteria to be used by the Repository Official to review, approve or deny, and document actions taken in response to requests for study, laboratory analysis, loan, exhibition, use in religious rituals or spiritual activities, and other uses. When the Repository Official to approve consumptive uses, this should be specified; otherwise, the Federal Agency Official should review and approve consumptive uses. When the repository's existing operating procedures and criteria for evaluating requests to use collections are consistent with the regulations in this part, they may be used, after making any necessary modifications, in lieu of developing new ones;
- (k) Instructions for restricting access to information relating to the nature, location and character of the prehistoric or historic resource from which the material remains are excavated or removed;
- (l) A statement that copies of any publications resulting from study of the collection are to be provided to the Federal Agency Official and, when the collection is from Indian lands, to the Tribal Official and the Tribal Historic Preservation Officer, if any, of the Indian tribe that owns or has jurisdiction over such lands;
- (m) A statement that specifies the frequency and methods for conducting and documenting the inspections and inventories stipulated in s 79.11 of this part;
- (n) A statement that the Repository Official shall redirect any request for transfer or repatriation of a federally-owned collection (or any part thereof) to the Federal Agency Official, and redirect any request for transfer or repatriation of a federally administered collection (or any part thereof) to the Federal Agency Official and the owner;
- (o) A statement that the Repository Official shall not transfer, repatriate or discard a federally-owned collection (or any part thereof) without the written permission of the Federal Agency Official, and not transfer, repatriate or discard a federally administered collection (or any part thereof) without the

- written permission of the Federal Agency Official and the owner;
- (p) A statement that the Repository Official shall not sell the collection; and
- (q) A statement that the repository shall provide curatorial services in accordance with the regulations in this part.

s 79.9 Standards to determine when a repository possesses the capability to provide adequate long-term curatorial services.

The Federal Agency Official shall determine that a repository has the capability to provide adequate long-term curatorial services when the repository is able to:

- (a) Accession, label, catalog, store, maintain, inventory and conserve the particular collection on a long-term basis using professional museum and archival practices; and
- (b) Comply with the following, as appropriate to the nature and consent of the collection:
 - (1) Maintain complete and accurate records of the collection, including:
 - (i) Records on acquisitions;
 - (ii) Catalog and artifact inventory lists;
 - (iii) Descriptive information, including field notes, site forms and reports;
 - (iv) Photographs, negatives and slides;
 - (v) Locational information, including maps;
 - (vi) Information on the condition of the collection, including any completed conservation treatments;
 - (vii) Approved loans and other uses;
 - (viii) Inventory and inspection records, including any environmental monitoring records;
 - (ix) Records on lost, deteriorated, damaged or destroyed Government property; and
 - (x) Records on any deaccessions and subsequent transfers, repatriations or discards, as approved by the Federal Agency Official;
 - (2) Dedicate the requisite facilities, equipment and space in the physical plant to property store, study and conserve the collection. Space used for storage, study, conservation and, if exhibited, any exhibition must not be used for non-curatorial purposes that would endanger or damage the collection;
 - (3) Keep the collection under physically secure conditions within storage, laboratory, study and any exhibition areas by:
 - (i) Having the physical plant meet local electrical, fire, building, health and safety codes;
 - (ii) Having an appropriate and operational fire detection and suppression system;
 - (iii) Having an appropriate and operational intrusion detection and deterrent system;
 - (iv) Having an adequate emergency management plan that establishes procedures for responding to fires, floods, natural disasters, civil unrest, acts of violence, structural failures and failures of mechanical systems within the physical plant;
 - (v) Providing fragile or valuable items in a collection with additional

security such as locking the items in a safe, vault or museum specimen cabinet, as appropriate;

(vi) Limiting and controlling access to keys, the collection and the physical plant; and

(vii) Inspecting the physical plant in accordance with s 79.11 of this part for possible security weaknesses and environmental control problems, and taking necessary actions to maintain the integrity of the collection;

(4) Require staff and any consultants who are responsible for managing and preserving the collection to be qualified museum professionals;

(5) Handle, store, clean, conserve and, if exhibited, exhibit the collection in a manner that:

(i) Is appropriate to the nature of the material remains and associated records;

(ii) Protects them from breakage and possible deterioration from adverse temperature and relative humidity, visible light, ultraviolet radiation, dust, soot, gases, mold, fungus, insects, rodents and general neglect; and

(iii) Preserves data that may be studied in future laboratory analyses. When material remains in a collection are to be treated with chemical solutions or preservatives that will permanently alter the remains, when possible, retain untreated representative samples of each affected artifact type, environmental specimen or other category of material remains to be treated. Untreated samples should not be stabilized or conserved beyond dry brushing;

(6) Store site forms, field notes, artifacts inventory lists, computer disks and tapes, catalog forms and a copy of the final report in a manner that will protect them from theft and fire such as:

(i) Storing the records in an appropriate insulated, fire resistant, locking cabinet, safe, vault or other container, or in a location with a fire suppression system;

(ii) Storing a duplicate set of records in a separate location; or

(iii) Ensuring that records are maintained and accessible through another party. For example, copies of final reports and site forms frequently are maintained by the State Historic Preservation Officer, the State Archeologist or the State museum or university. The Tribal Historic Preservation Officer and Indian tribal museum ordinarily maintain records on collections recovered from sites located on Indian lands. The National Technical Information Service and the Defense Technical Information Service maintain copies of final reports that have been deposited by Federal agencies. The National Archeological Database maintains summary information on archeological reports and projects, including information on the location of those reports.

(7) Inspect the collection in accordance with s 79.11 of this part for possible deterioration and damage, and perform only those actions as are absolutely necessary to stabilize the collection and rid it of any agents of deterioration;

(8) Conduct inventories in accordance with s 79.11 of this part to verify the location of the material remains, associated records and any other Federal personal property that is furnished to the repository; and

(9) Provide access to the collection in accordance with s 79.10 of this part.

s 79.10 Use of collections.

(a) The Federal Agency Official shall ensure that the Repository Official makes the collection available for scientific, educational and religious uses, subject to such terms and conditions as are necessary to protect and preserve the condition, research potential, religious or sacred importance, and uniqueness of the collection.

(b) Scientific and educational uses. A collection shall be made available to qualified professionals for study, loan and use for such purposes as in-house and traveling exhibits, teaching, public interpretation, scientific analysis and scholarly research. Qualified professionals would include, but not be limited to, curators, conservators, collection managers, exhibitors, researchers, scholars, archeological contractors and educators. Students may use a collection when under the direction of a qualified professional. Any resulting exhibits and publications shall acknowledge the repository as the curatorial facility and the Federal agency as the owner or administrator, as appropriate. When the collection is from Indian lands and the Indian landowner and the Indian tribe having jurisdiction over the lands wish to be identified, those individuals and the Indian tribe shall also be acknowledged. Copies of any resulting publications shall be provided to the Repository Official and the Federal Agency Official. When Indian lands are involved, copies of such publications shall also be provided to the Tribal Official and the Tribal Historic Preservation Officer, if any, of the Indian tribe that owns or has jurisdiction over such lands.

(c) Religious uses. Religious remains in a collection shall be made available to persons for use in religious rituals or spiritual activities. Religious remains generally are of interest to medicine men and women, and other religious practitioners and persons from Indian tribes, Alaskan Native corporations, Native Hawaiians, and other indigenous and immigrant ethnic, social and religious groups that have aboriginal or historic ties to the lands from which the remains are recovered, and have traditionally used the remains or class of remains in religious rituals or spiritual activities.

(d) Terms and conditions. (1) In accordance with section 9 of the Archaeological Resources Protection Act (16 U.S.C. 470hh) and section 304 of the National Historic Preservation Act (16 U.S.C. 470 w-3), the Federal Agency Official shall restrict access to associated records that contain information relating to the nature, location or character of a prehistoric or historic resource unless the Federal Agency Official determines that such disclosure would not create a risk of harm, theft or destruction to the resource or to the area or place where the resource is located.

(2) Section -.18(a)(2) of uniform regulations 43 CFR part 7, 36 CFR part 296, 18 CFR part 1312, and 32 CFR part 229 sets forth procedures whereby information relating to the nature, location or character of a prehistoric or historic resource may be made available to the Governor of any State. The Federal Agency Official may make information available to other persons who, following the procedures in s -.18(a)(2) of the referenced uniform regulations, demonstrate that the disclosure will not create a risk of harm, theft

or destruction to the resource or to the area or place where the resource is located. Other persons generally would include, but not be limited to, archeological contractors, researchers, scholars, tribal representatives, Federal, State and local agency personnel, and other persons who are studying the resource or class or resources.

(3) When a collection is from Indian lands, the Federal Agency Official shall place such terms and conditions as may be requested by the Indian landowner and the Indian tribe having jurisdiction over the lands on:

- (i) Scientific, educational or religious uses of material remains; and
- (ii) Access to associated records that contain information relating to the nature, location or character of the resource.

(4) When a collection is from a site on public lands that the Federal Agency Official has determined is of religious or cultural importance to any Indian tribe having aboriginal or historic ties to such lands, the Federal Agency Official shall place such terms and conditions as may have been developed pursuant to s -.7 of uniform regulations 43 CFR part 7, 36 CFR part 296, 18 CFR part 1312, and 32 CFR part 229 on:

- (i) Scientific, educational or religious uses of material remains; and
- (ii) Access to associated records that contain information relating to the nature, location or character of the resource.

(5) The Federal Agency Official shall not allow uses that would alter, damage or destroy an object in a collection unless the Federal Agency Official determines that such use is necessary for scientific studies or public interpretation, and the potential gain in scientific or interpretive information outweighs the potential loss of the object. When possible, such use should be limited to unprovenienced, nonunique, nonfragile objects, or to a sample of objects drawn from a larger collection of similar objects.

(e) No collection (or a part thereof) shall be loaned to any person without a written agreement between the Repository Official and the borrower that specifies the terms and conditions of the loan. Appendix C to the regulations in this part contains an example of a short-term loan agreement for a federally-owned collection. At a minimum, a loan agreement shall specify:

- (1) The collection or object being loaned;
- (2) The purpose of the loan;
- (3) The length of the loan;
- (4) Any restrictions on scientific, educational or religious uses, including whether any object may be altered, damaged or destroyed;
- (5) Except as provided in paragraph (e)(4) of this section, that the borrower shall handle the collection or object being borrowed during the term of the loan in accordance with this part so as not to damage or reduce its scientific, educational, religious or cultural value; and
- (6) Any requirements for insuring the collection or object being borrowed for any loss, damage or destruction during transit and while in the borrower's possession.

(f) The Federal Agency Official shall ensure that the Repository Official maintains administrative records that document approved scientific,

educational and religious uses of the collection.

(g) The Repository Official may charge persons who study, borrow or use a collection (or a part thereof) reasonable fees to cover costs for handling, packing, shipping and insuring material remains, for photocopying associated records, and for other related incidental costs.

s 79.11 Conduct of inspections and inventories.

(a) The inspections and inventories specified in this section shall be conducted periodically in accordance with the Federal Property and Administrative Services Act (40 U.S.C. 484), its implementing regulation (41 CFR part 101), any agency-specific regulations on the management of Federal property, and any agency-specific statutes and regulations on the management of museum collections.

(b) Consistent with paragraph (a) of this section, the Federal Agency Official shall ensure that the Repository Official:

(1) Provides the Federal Agency Official and, when the collection is from Indian lands, the Indian landowner and the Tribal Official of the Indian tribe that has jurisdiction over the lands with a copy of the catalog list of the contents of the collection received and accessioned by the repository;

(2) Provides the Federal Agency Official will a list of any other U.S. Government-owned personal property received by the repository;

(3) Periodically inspects the physical plant for the purpose of monitoring the physical security and environmental control measures;

(4) Periodically inspects the collection for the purposes of assessing the condition of the material remains and associated records, and of monitoring those remains and records for possible deterioration and damage;

(5) Periodically inventories the collection by accession, lot or catalog record for the purpose of verifying the location of the material remains and associated records;

(6) Periodically inventories any other U.S. Government-owned personal property in the possession of the repository;

(7) Has qualified museum professionals conduct the inspections and inventories;

(8) Following each inspection and inventory, prepares and provides the Federal Agency Official with a written report of the results of the inspection and inventory, including the status of the collection, treatments completed and recommendations for additional treatments. When the collection is from Indian lands, the Indian landowner and the Tribal Official of the Indian tribe that has jurisdiction over the lands shall also be provided with a copy of the report;

(9) Within five (5) days of the discovery of any loss or theft of, deterioration and damage to, or destruction of the collection (or a part thereof) or any other U.S. Government-owned personal property, prepares and provides the Federal Agency Official with a written notification of the circumstances surrounding the loss, theft, deterioration, damage or destruction. When the collection is from Indian lands, the Indian landowner and the Tribal Official and the Indian tribe that has jurisdiction over the lands shall also be provided with a copy of

the notification; and

(10) Makes the repository, the collection and any other U.S. Government-owned personal property available for periodic inspection by the:

(i) Federal Agency Official;

(ii) When the collection is from Indian lands, the Indian landowner and the Tribal Official of the Indian tribe that has jurisdiction over the lands; and

(iii) When the collection contains religious remains, the Indian tribal elders, religious leaders, and other officials representing the Indian tribe or other group for which the remains have religious or sacred importance.

(c) Consistent with paragraph (a) of this section, the Federal Agency Official shall have qualified Federal agency professionals:

(1) Investigate reports of a lost, stolen, deteriorated, damaged or destroyed collection (or a part thereof) or any other U.S. Government-owned personal property; and

(2) Periodically inspect the repository, the collection and any other U.S. Government-owned personal property for the purposes of:

(i) Determining whether the repository is in compliance with the minimum standards set forth in s 79.9 of this part; and

(ii) Evaluating the performance of the repository in providing curatorial services under any contract, memorandum, agreement or other appropriate written instrument.

(d) The frequency and methods for conducting and documenting inspections and inventories stipulated in this section shall be mutually agreed upon, in writing, by the Federal Agency Official and the Repository Official, and be appropriate to the nature and content of the collection:

(1) Collections from Indian lands shall be inspected and inventoried in accordance with such terms and conditions as may be requested by the Indian landowner and the Indian tribe having jurisdiction over the lands.

(2) Religious remains in collections from public lands shall be inspected and inventoried in accordance with such terms and conditions as may have been developed pursuant to s -.7 of uniform regulations 43 CFR part 7, 36 CFR part 296, 18 CFR part 1312, and 32 CFR part 229.

(3) Material remains and records of a fragile or perishable nature should be inspected for deterioration and damage on a more frequent basis than lithic or more stable remains or records.

(4) Because frequent handling will accelerate the breakdown of fragile materials, material remains and records should be viewed but handled as little as possible during inspections and inventories.

(5) Material remains and records of a valuable nature should be inventoried on a more frequent basis than other less valuable remains or records.

(6) Persons such as those listed in s 79.6(c) of this part who have expertise in the management and preservation of similar collections should be able to provide advice to the Federal Agency Official concerning the appropriate frequency and methods for conducting inspections and inventories of a particular collection.

(e) Consistent with the Single Audit Act (31 U.S.C. 75), when two or more

Federal agencies deposit collections in the same repository, the Federal Agency Officials should enter into an interagency agreement for the purposes of:

- (1) Requesting the Repository Official to coordinate the inspections and inventories, stipulated in paragraph (b) of this section, for each of the collections;
- (2) Designating one or more qualified Federal agency professionals to:
 - (i) Conduct inspections, stipulated in paragraph (c)(2) of this section, on behalf of the other agencies; and
 - (ii) Following each inspection, prepare and distribute to each Federal Agency Official a written report of findings, including an evaluation of performance and recommendations to correct any deficiencies and resolve any problems that were identified. When the collection is from Indian lands, the Indian landowner and the Tribal Official of the Indian tribe that has jurisdiction over the lands shall also be provided with a copy of the report; and
- (3) Ensuring consistency in the conduct of inspections and inventories conducted pursuant to this section.

Appendix A to Part 79--Example of a Deed of Gift

DEED OF GIFT TO THE *(Name of the Federal agency)*

Whereas, the (name of the Federal agency), hereinafter called the Recipient, is dedicated to the preservation and protection of artifacts, specimens and associated records that are generated in connection with its projects and programs;

Whereas, certain artifacts and specimens, listed in Attachment A to this Deed of Gift, were recovered from the (name of the prehistoric or historic resource) site in connection with the Recipient's (name of the Recipient's project) project;

Whereas, the (name of the prehistoric or historic resource) site is located on lands to which title is held by (name of the donor), hereinafter called the Donor, and that the Donor holds free and clear title to the artifacts and specimens; and

Whereas, the Donor is desirous of donating the artifacts and specimens to the Recipient to ensure their continued preservation and protection;

Now therefore, the Donor does hereby unconditionally donate to the Recipient, for unrestricted use, the artifacts and specimens listed in Attachment A to this Deed of Gift; and

The Recipient hereby gratefully acknowledges the receipt of the artifacts and specimens.

Signed: (signature of the Donor)

Date: (date)

Signed: (signature of the Federal Agency Official)

Date: (date)

Attachment A: Inventory of Artifacts and Specimens.

**Appendix B to Part 79--Example of a Memorandum of Understanding for
Curatorial Services for a Federally-Owned Collection**

**MEMORANDUM OF UNDERSTANDING FOR CURATORIAL
SERVICES BETWEEN THE**

(Name of the Federal agency)

AND THE

(Name of the Repository)

This Memorandum of Understanding is entered into this (day) day of (month and year), between the United States of America, acting by and through the (name of the Federal agency), hereinafter called the Depositor, and the (name of the Repository), hereinafter called the Repository, in the State of (name of the State).

The Parties do witnesseth that,

Whereas, the Depositor has the responsibility under Federal law to preserve for future use certain collections of archeological artifacts, specimens and associated records, herein called the Collection, listed in Attachment A which is attached hereto and made a part hereof, and is desirous of obtaining curatorial services; and

Whereas, the Repository is desirous of obtaining, housing and maintaining the Collection, and recognizes the benefits which will accrue to it, the public and scientific interests by housing and maintaining the Collection for study and other educational purposes; and

Whereas, the Parties hereto recognize the Federal Government's continued ownership and control over the Collection and any other U.S. Government-owned personal property, listed in Attachment B which is attached hereto and made a part hereof, provided to the Repository, and the Federal Government's responsibility to ensure that the Collection is suitably managed and preserved for the public good; and

Whereas, the Parties hereto recognize the mutual benefits to be derived by having the Collection suitably housed and maintained by the Repository;

Now therefore, the Parties do mutually agree as follows:

1. The Repository shall:

a. Provide for the professional care and management of the Collection from the (names of the prehistoric and historic resources) sites, assigned (list site numbers) site numbers. The collections were recovered in connection with the (name of the Federal or federally-authorized project) project, located in (name of the nearest city or town), (name of the county) county, in the State of (name of the State).

b. Perform all work necessary to protect the Collection in accordance with the regulation 36 CFR part 79 for the curation of federally-owned and administered archeological collections and the terms and conditions stipulated in Attachment C to this Memorandum.

c. Assign as the Curator, the Collections Manager and the Conservator having responsibility for the work under this Memorandum, persons who are qualified museum professionals and whose expertise is appropriate to the nature and content of the Collection.

d. Begin all work on or about (month, date and year) and continue for a period of (number of years) years or until sooner terminated or revoked in accordance with the terms set forth herein.

- e. Provide and maintain a repository facility having requisite equipment, space and adequate safeguards for the physical security and controlled environment for the Collection and any other U.S. Government-owned personal property in the possession of the Repository.
 - f. Not in any way adversely alter or deface any of the Collection except as may be absolutely necessary in the course of stabilization, conservation, scientific study, analysis and research. Any activity that will involve the intentional destruction of any of the Collection must be approved in advance and in writing by the Depositor.
 - g. Annually inspect the facilities, the Collection and any other U.S. Government-owned personal property. Every (number of years) years inventory the Collection and any other U.S. Government-owned personal property. Perform only those conservation treatments as are absolutely necessary to ensure the physical stability and integrity of the Collection, and report the results of inventories, inspections and treatments to the Depositor.
 - h. Within five (5) days of discovery, report all instances of and circumstances surrounding loss of, deterioration and damage to, or destruction of the Collection and any other U.S. Government-owned personal property to the Depositor, and those actions taken to stabilize the Collection and to correct any deficiencies in the physical plant or operating procedures that may have contributed to the loss, deterioration, damage or destruction. Any actions that will involve the repair and restoration of any of the Collection and any other U.S. Government-owned personal property must be approved in advance and in writing by the Depositor.
 - i. Review and approve or deny requests for access to or short-term loan of the Collection (or a part thereof) for scientific, educational or religious uses in accordance with the regulation 36 CFR part 79 for the curation of federally-owned and administered archeological collections and the terms and conditions stipulated in Attachment C of this Memorandum. In addition, refer requests for consumptive uses of the Collection (or a part thereof) to the Depositor for approval or denial.
 - j. Not mortgage, pledge, assign, repatriate, transfer, exchange, give, sublet, discard or part with possession of any of the Collection or any other U.S. Government-owned personal property in any manner to any third party either directly or in-directly without the prior written permission of the Depositor, and redirect any such request to the Depositor for response. In addition, not take any action whereby any of the Collection or any other U.S. Government-owned personal property shall or may be encumbered, seized, taken in execution, sold, attached, lost, stolen, destroyed or damaged.
2. The Depositor shall:
- a. On or about (month, date and year), deliver or cause to be delivered to the Repository the Collection, as described in Attachment A, and any other U.S. Government-owned personal property, as described in Attachment B.
 - b. Assign as the Depositor's Representative having full authority with regard to this Memorandum, a person who meets pertinent professional qualifications.

c. Every (number of years) years, jointly with the Repository's designated representative, have the Depositor's Representative inspect and inventory the Collection and any other U.S. Government-owned personal property, and inspect the repository facility.

d. Review and approve or deny requests for consumptively using the Collection (or a part thereof).

3. Removal of all or any portion of the Collection from the premises of the Repository for scientific, educational or religious purposes may be allowed only in accordance with the regulation 36 CFR part 79 for the curation of federally-owned and administered archeological collections; the terms and conditions stipulated in Attachment C to this Memorandum; any conditions for handling, packaging and transporting the Collection; and other conditions that may be specified by the Repository to prevent breakage, deterioration and contamination.

4. The Collection or portions thereof may be exhibited, photographed or otherwise reproduced and studied in accordance with the terms and conditions stipulated in Attachment C to this Memorandum. All exhibits, reproductions and studies shall credit the Depositor, and read as follows: "Courtesy of the (name of the Federal agency)." The Repository agrees to provide the Depositor with copies of any resulting publications.

5. The Repository shall maintain complete and accurate records of the Collection and any other U.S. Government-owned personal property, including information on the study, use, loan and location of said Collection which has been removed from the premises of the Repository.

6. Upon execution by both parties, this Memorandum of Understanding shall be effective on this (day) day of (month and year), and shall remain in effect for (number of years) years, at which time it will be reviewed, revised, as necessary, and reaffirmed or terminated. This Memorandum may be revised or extended by mutual consent of both parties, or by issuance of a written amendment signed and dated by both parties. Either party may terminate this Memorandum by providing 90 days written notice. Upon termination, the Repository shall return such Collection and any other U.S. Government-owned personal property to the destination directed by the Depositor and in such manner to preclude breakage, loss, deterioration and contamination during handling, packaging and shipping, and in accordance with other conditions specified in writing by the Depositor. If the Repository terminates, or is in default of, this Memorandum, the Repository shall fund the packaging and transportation costs. If the Depositor terminates this Memorandum, the Depositor shall fund the packaging and transportation costs.

7. Title to the Collection being cared for and maintained under this Memorandum lies with the Federal Government.

In witness whereof, the Parties hereto have executed this Memorandum.

Signed: (signature of the Federal Agency Official) Date: (date)

Signed: (signature of the Repository Official) Date: (date)

Attachment A: Inventory of the Collection

Attachment B: Inventory of any other U.S. Government-owned
Personal Property

Attachment C: Terms and Conditions Required by the Depositor

**Appendix C to Part 79--Example of a Short-Term Loan Agreement for a Federally-
Owned Collection**

SHORT-TERM LOAN AGREEMENT BETWEEN THE

(Name of the Repository)

AND THE

(Name of the Borrower)

The (name of the Repository), hereinafter called the Repository, agrees to loan to (name of the Borrower), hereinafter called the Borrower, certain artifacts, specimens and associated records, listed in Attachment A, which were collected from the (name of the prehistoric or historic resource) site which is assigned (list site number) site number. The collection was recovered in connection with the (name of the Federal or federally authorized project) project, located in (name of the nearest city or town), (name of the county) county in the State of (name of the State). The Collection is the property of the U.S. Government.

The artifacts, specimens and associated records are being loaned for the purpose of (cite the purpose of the loan), beginning on (month, day and year) and ending on (month, day and year).

During the term of the loan, the Borrower agrees to handle, package and ship or transport the Collection in a manner that protects it from breakage, loss, deterioration and contamination, in conformance with the regulation 36 CFR part 79 for the curation of federally-owned and administered archeological collections and the terms and conditions stipulated in Attachment B to this loan agreement.

The Borrower agrees to assume full responsibility for insuring the Collection or for providing funds for the repair or replacement of objects that are damaged or lost during transit and while in the Borrower's possession. Within five (5) days of discovery, the Borrower will notify the Repository of instances and circumstances surrounding any loss of, deterioration and damage to, or destruction of the Collection and will, at the direction of the Repository, take steps to conserve damaged materials.

The Borrower agrees to acknowledge and credit the U.S. Government and the Repository in any exhibits or publications resulting from the loan. The credit line shall read as follows: "Courtesy of the (names of the Federal agency and the Repository)." The Borrower agrees to provide the Repository and the (name of the Federal agency) with copies of any resulting publications.

Upon termination of this agreement, the Borrower agrees to properly package and ship or transport the Collection to the Repository.

Either party may terminate this agreement, effective not less than (number of days) days after receipt by the other party of written notice, without further liability to either party.

Signed: (signature of the Repository Official)

Date: (date)

Signed: (signature of the Borrower)

Date: (date)

Attachment A: Inventory of the Objects being Loaned.

Attachment B: Terms and Conditions of the Loan.

APPENDIX C

Spokane Tribe of Indians Cultural Preservation Program

Collections Department Procedures Manual

Accession Procedures Spokane Tribal Collections

Standards of collections care are governed by the Secretary of the Interior's "*Curation of Federally Owned and Administered Archaeological Collections*" guidelines (36 CFR 79).

- These regulations establish procedures and guidelines to manage and preserve collections. They adhere to the standards and guidelines set forth in the US Secretary of Interior's "*Curation of Federally Owned and Administered Archaeological Collections*" guidelines (36 CFR 79). (See Appendix # B)

Cataloging

A repository depends on collections management activities to ensure the long-term care, preservation, and protection of its accessioned collections. The material remains and associated records, including digital data, of an archeological collection must be cataloged and labeled to make them accessible for a variety of uses. There are some differences in the steps and issues involved in cataloging material remains as opposed to associated records, which are presented below.

Cataloging Objects

The key purposes of cataloging are:

- to record information that is useful for identification
- organizing whole collections
- providing information to researchers and staff who want to use them.

Cataloging is the process of recording all primary information about an object (or group of objects).

- **Cataloging** involves assigning a catalog number to an object (or group of objects) that is specifically related to its archeological or historical context or provenance
- is related to its **accession** number.

An **accession** number is applied to one collection or group of objects, the **catalog** number is specific to an object or a lot (group) of like objects.

The following standards for cataloging archeological collections should be used by all repositories.

Typical cataloging information for objects includes:

Data Field	Example
Accession #	08.01
Catalog #	08.01.01
Object name	Projectile Point
Object description	Red chert, Cascade style
Material of manufacture	Chert
Form (object type)	Point
Quantity	1
Measurements (when needed, e.g., wgt., hgt., circumference) H x W x D	.2cm x .4cm x .1cm OR 2mm x 4mm x 1mm 5gm OR .005kg
Site number	SIR-XX-XXXX
Site Name	The Orchard
Conservation & condition	No conservation, stable condition
Maintenance	i.e., Cleaned with dry brush
Cataloger name & date	J. Doe, 8/10/08
Location in repository	STI R1-B1-S2 (range/bay/shelf)

Archival Processing and Cataloging Associated Records

The process of cataloging associated records involves some key steps and considerations before cataloging can begin.

1. An initial assessment of the collection, which focuses on identifying the range of document types, condition, any legal issues involved, and further processing and preservation needs.
2. Providing basic care to individual items, particularly segregating those that require special treatments (e.g., folded oversized maps) and conducting minor conservation treatments.
3. Archival processing of the records in a collection. During processing, the archivist researches and records the provenance of the collection, including information on its origin and history, and successive transfers of ownership and custody. Archival processing is based on the principle of original order, the arrangement of a collection of records as established by the creator. Within the original order, series and sub-series are identified, which function as natural sub-divisions rather like chapters in books, for long-term management. Common series and sub-series arrangements are chronological, topical, numerical, or alphabetical. During archival processing, archivists also weed out unnecessary duplicate records that have low value.

4. Preparation of finding aids to the collection. This entails creating an archival records description and management system that is detailed enough to provide researchers and others with quick and easy access to the records they need. The level or detail of description for a record usually depends on its research value and anticipated use or needs -- the greater the value and anticipated use, the greater the detail. Finding aids are useful tools for organizing and finding description information. They generally include information on: creator or project; box, series, folder and/or item listings; volume of materials; type of record (paper, photographs, maps, etc.); intellectual contents and arrangement; condition; and any limitations on use or access.
5. The catalog record for each archival collection and occasional individual item should contain standardized information, at a minimum, on:
 - a. collection title
 - b. inclusive dates of the collection
 - c. accession number
 - d. catalog number
 - e. location(s) of the collection
 - f. medium of records (form/genre)
 - g. creator(s) of the collection
 - h. item count or quantity by linear foot
 - i. collection arrangement (a listing of series and sub-series)

Object Labeling

Once a catalog number has been assigned to an object or lot of objects, that number must be attached to the object(s) for identification purposes.

- Every item should be labeled in the most permanent method applicable to its material and status in the collection, yet be reversible if the label must be removed or changed.

The method used to label an object depends on a variety of factors.

- These include:
 - physical stability of its surface,
 - its surface roughness,
 - its porosity,
 - its physical strength,
 - its flexibility.
- It is important to use methods and materials that are appropriate to the object and do not harm it in any way or, in other words, are chemically stable.
- The label number should be placed in an area that does not impact important diagnostic or aesthetic parts of the object, and minimizes the handling needed to view the number.

Directly marking an object is the preferred method because the identification number is less likely to be lost.

- The most common method for directly labeling objects involves a "sandwich" technique.
 - Steps for this method are:
 - Clean (if necessary) the area to be labeled.
 - Place a thin coat of clear reversible lacquer/sealer on the labeling area.
 - If the artifact is dark in color, use white for the base coat.
 - Multiple applications may be necessary on porous objects, such as unglazed ceramics.
 - Let the base coat dry thoroughly.
 - Write the label information on top of the base coat using a permanent water- or pigment-based ink (e.g., India ink). Let ink dry completely.
 - Apply a topcoat of clear varnish
 - Let the label dry thoroughly before placing the object in a container.
 - Record labeling methods and materials used in appropriate object information file.

It is possible to remove a label if it is incorrect or applied in the wrong location.

- If a base coat and inked label have been applied, the ink may be removed with a cotton swab slightly moistened with water. This will not affect the lacquer base coat for the application of a new number. If all three layers have been applied, the lacquer and ink may be removed with careful application of the solvent acetone.
- Some objects cannot be labeled directly.
 - They may be too small or have unstable surfaces.
 - Most paper, basketry, leather, textiles, and wood should not be marked directly.
 - Acid-free tags may be attached to these objects by tying or sewing.
 - Or, they can be placed in the sealed container with the object or on the housing of the container.
 - When attaching labels, use materials compatible with the object and its storage location.
 - In general, string or thread should be softer than the artifact's surface, should not cut through or into the object, should not be attached too tightly, and should not be colored or dyed.

Associated Records

The biggest challenges for associated records involve using the correct storage materials for particular types of records in association with a good storage environment.

- Paper records should only be stored in archival quality housing, particularly paper, folders, and boxes with a neutral pH.

- Items should be unfolded and most paper records should be stored vertically in folders within storage boxes.
- Oversize items should be stored flat to avoid sagging.
- Temperature and relative humidity (RH) should be kept within proper ranges in order to prevent mold or the embrittlement of paper.
 - A good temperature range for paper records is between 60-75 °F and a good RH range is between 40-55%.
- All metal fasteners (paper clips, staples), rubber bands, and adhesives (post-it notes, tape, adhesive labels) should be removed from individual records.
 - Since the deterioration of such fasteners can leave residues on the records and cause further harm to the material, any damage and loss of information should be carefully recorded.
- Different copying and printing processes also require special storage and conservation needs.
 - Blueprints and newsprint should be stored separately from other paper because they are chemically unstable.
 - Older copying processes, such as carbon copies or Photostats, deteriorate and fade rapidly.
 - They should be copied onto archival quality materials.
- If a record is separated out for any reason, a separation sheet should be inserted that indicates the new storage location.

Proper labeling of associated records, including photographs, audiovisual materials, and digitized data, is also essential.

- It provides a means to relate one or more record to specific objects or collections in order to obtain key provenience information about particular material remains or other analytical information.
- Again, labeling techniques, as well as the amount of information on the label, depend on the media.

It is best to place paper records in acid-free folders and label the folders.

- The labels may be handwritten in carbon ink or pencil, typed, or computer generated on archival adhesive labels (though these may eventually fall off).
- If paper documents must be labeled directly, preferably in the same location on each sheet such as on a reverse edge.
- If using pencil, such as a #4 graphite (2H), apply very little pressure and write very small.
- Critical information on the label should include:
 - collection name and/or number,
 - box number, and
 - file number.
 - Accession number,
 - unique file title, and
 - date may also be included.

Photographic Collections

Packing and storing photographs, negatives, and slides differ somewhat from the methods and materials used for paper records.

- Photographs should be stored in individual sleeves that are non-buffered, have a neutral pH, and are made of archival quality paper or inert plastics, such as polyethylene.
- Vertical, supported storage containers should also be used.
- Cold storage with a low RH are good for photographic materials that do not require frequent or regular access (no more than once a year)
 - RH between 20-50% and temperatures at 35-40°F.
- If photographs are placed in cold storage, the temperature and RH must be closely aligned in order to prevent condensation.
- Also, inert plastic sleeves should **not** be used to house individual photographs in cold storage.

More specific storage and conservation needs are dependent on the film processes used.

- Black and white pictures are much more stable than color.
- Older film, such as cellulose nitrate and cellulose ester films are highly unstable.
 - Nitrate film can also be very combustible.
 - Separate cold storage and copying of these materials is necessary.
 - Badly deteriorated film should be disposed of since it poses health, safety, and fire risks.

Labeling photographic materials begins with proper handling.

- It is always wise to wear gloves (cotton or nitrile) since the acid on fingers may cause permanent damage.
- Each image (negative, slide or print) should be stored in its own envelope or sleeve made of inert plastic or unbuffered paper with a neutral pH, high alpha cellulose, and lignin free, since buffer can damage photographs.
- Each image must be labeled with a unique identifying number.
- Photographic prints, slides and negatives should be labeled on the file, sleeve, or on unbuffered paper with a neutral pH, high alpha cellulose, and lignin free inserted in the sleeve.
- Prints also may be labeled directly in the border area of the reverse side, using indelible or permanent ink.
 - Care should be taken to minimize the pressure applied when writing since it can cause the emulsion to crack.
- Negatives should never be directly labeled.
- The most critical information on photograph labels is: collection name and/or number and unique identifying number.

Audiovisual Collections

Typed or computer generated archival adhesive labels should be used for audiovisual materials on tape or reel and for electronic diskettes.

- These labels should contain
 - collection name and/or number,

- accession number,
- unique identifying number, and
- a brief description of the contents.
- Diskette labels should also include the software, version, size and type of file(s), and date.

Digital Media

The widespread use of electronic and digital media, such as computer diskettes, magnetic tapes, and compact discs, have resulted in some interesting research concerning their preservation and storage.

In general, electronic or digital media should be stored in a dust free environment and away from any magnetic fields.

- Storage in inert plastic containers and in a vertical position is usually the best. These materials are sensitive to temperature and RH fluctuation, especially excessive heat. (CDs are more prone to RH problems.)
- A range between 62-68 °F and 30-40% RH is acceptable.
- Tapes should be rewound and refreshed periodically to ensure viability.
- Magnetic media should be copied at least **every five years**.
- Digital media should be continuously migrated to newer file formats in order to be compatible with newer software and hardware.
- **However, archeological data in digital format may become relatively useless, despite migration and reformatting over time, if the creator of the data does not provide complete and timely supporting documentation about the data and its structure.**
 - This includes file names, relationships between files, data standards, the methods used to compile the data, and level of data accuracy.
 - This supporting documentation, called metadata, *must* be stored with the digital data.

Rapid technological changes also affect digital records.

- Much electronic and digital archeological data created five-ten years ago are now in non-current formats that cannot be accessed by contemporary hardware and software.
- Time and funds now have to be spent on migrating data to new formats and purchasing or maintaining compatible hardware and software to read and use the data.
- When digital records and data are upgraded and transferred to new software or hardware specifications, they should be tested immediately for completeness of the transfer.
- For magnetic media, playback equipment must be kept in good condition.
- Because of their short use life and short conservation life span, it is advisable to make copies of magnetic and digital records on other media, such as paper or microfilm.
- Any copies made should be placed onto longer-lived media than the original.

Labeling Materials

Below is a list of some materials that may be used for labeling and some that should be avoided. A conservator should be consulted on any questions about labeling. Whatever method is chosen, it is important to document all materials and methods used for both the objects and records.

Materials that may be used	Material that should not be used
100% cotton string undyed Teflon monofilament Nylon monofilament in polyethylene tubing Acid-free 100% cotton rag paper Unbuffered paper with a neutral pH, high alpha cellulose, and lignin free Japanese paper Tyvek® Cotton twill tape India Ink Water soluble sealer Pencil Acid-free card stock Reemay® Mylar® Alcohol and acetone solvents	Typewriter correction fluid Nail polish Rubber cement Pressure sensitive tape or labels Paper labels moistened by water Ballpoint ink Metal fasteners or tags Edged tags Silicone products Chalks Fusible iron-on fabrics Wire Elmer's® glue Nail polish remover

Packing and Storage

Proper packing and storage of objects and associated records is essential for their long-term preservation.

Poor storage, involving the containers, shelving, and storage environment, has probably been the biggest factor in the deterioration of many archeological collections over the last hundred years.

Field Processing

In the field, the principal investigator and archeological staff should try to use stable and long-lived materials for initial packing of objects.

- Often these "temporary" containers house objects and records for years.
 - Consequently, they should also be labeled immediately. Using containers of stable materials, especially those of archival quality, at the start of a project can save time and money that otherwise will have to be spent later on re-housing the collection.

In general, until it is assessed, stabilized, and prepared for permanent storage, an object should be kept in a storage environment that closely resembles its *in situ* conditions.

Records should be kept in a storage environment that minimizes deterioration from significant fluctuations in temperature and humidity, water leakage, and pest infestations.

Once initial analysis and processing of an object, object lot, or group of records is complete, the item, lot, or group should be placed in appropriate long-term housing.

Artifacts:

- an artifact container, such as a bag, box, or sleeve made of acid-free paper or plastic, is the receptacle that holds one object.

Associate Records

- a container is usually an acid-free file folder.
- A storage container, such as larger boxes, drawers, and cabinets, holds numerous artifact containers or record file folders.
- Normally, for daily records, reports, site files, etc. these should be stored in acid-free record storage boxes (10”H x 12W x 15L) and labeled as to contents.
- Maps, drawings, and larger paper records should be kept flat in a map drawer or acid-free map storage box. If these records can be rolled without damage they can be stored in the correct sized acid-free rolled document boxes.

The type of artifact, records, or storage container used is based on a number of criteria. These include:

Provenance: The original location of material remains and the site where records were created is critical information to facilitate finding and returning objects to their correct storage locations, as well as using those items. Therefore, all containers must have good labeling systems to display information about their contents and provenance.

Material Class: Objects from one material class should be placed in an artifact or storage container. For example, lithic flakes, pottery sherds, and ground stone may be stored together in polypropylene bags. Heavy objects, such as brick or large stones, should be stored separately from lightweight objects.

However, different types of records (e.g., paper documents, photographic prints, diskettes) may be placed in the same file folder or box based on their provenance (history of creation and ownership) and original order by creator.

Human remains and sacred objects:

Human remains, associated, or unassociated burial goods will NOT be stored in the repository. Care and respect due to them will follow the protocol of the STI Burial Policy in force.

Sacred objects (not related to human remains or associated or unassociated burial goods) are to be stored in respectful manner.

- A separate storage area in the repository should be designated for and sacred objects to facilitate special access and use for consultation, ceremony, and research.

Interaction between materials: Be careful to understand how the object or record material(s) interacts with the material of which a storage container is made.

- This is particularly important for storing particular types of records, such as color slides, negatives, prints, or drawings, old cloth whose dyes may migrate, newspapers, etc.

Anticipated use of the item: What will be the frequency of access required for the artifact or record?

- More frequently used items should be packed and stored in a manner to facilitate access.

Size of object/record and fragility:

Choose a container that fits an object or set of records.

- Do not bend or force an item into a smaller container.
- Do not store fragile objects or records in non-rigid containers.
- Whole pots, metal objects, fibers, and textiles should not touch one another.
- For bulky and heavy objects, make sure the container can hold the weight.
- For oversized materials, such as maps, make sure they are stored flat, preferably in acid-free files placed in baked enamel flat file cabinets. If stable enough flat, oversized documents may be rolled and stored in acid-free rolled storage containers.
- Do not over pack containers.

Special packaging or support needs: Some containers can be custom-designed to hold odd-shaped objects that need complete support.

- Use archival quality materials (such as Ethafoam® or acid-free cardboard) when constructing these mounts.
- Provide complete information on the container label to minimize handling of the object itself.

The type of storage and/or artifact container used may also depend on funding and space limitations. Unfortunately, few repositories have the space or funds for ideal packaging and storage of all the material remains and associated records they manage.

- At the very least, it is important for all objects to be fully supported and have readily visible, proper provenience data on the containers.
- In some cases, objects and/or records should not touch each other (see above).
 - For example, never store colored papers, ink, photos, or maps directly next to buffered paper.

Once a storage container is selected to house a number of objects or records and the packing is completed, it may become necessary to remove an item to re-house it in another sized container.

- If this is done, it is important to carefully document the removal from the original container and identify the new location.

Below is a table of materials that should and should not be used for packing and storing material remains. In general, containers should be self-closing.

- Rubber bands, twist ties, tape, string, staples, or heat sealing should not be used to close containers.

Recommended Packing Materials for Objects	Packing Materials <i>Not</i> Recommended for Objects
Acid-free boxes Polypropylene containers Acid-free poster board <u>Polyethylene</u> foam Polyethylene bags with zip closure (minimum 4mm thickness) Polyethylene sheeting and chips Acid-free tissue paper Polyester batting <u>Tyvek®</u> for labels Aluminum foil (C14 samples only) Metal containers (limited uses) Glass containers (limited uses & insulated against breakage) Cotton or muslin fabric Cotton or polyester batting <u>Mylar®</u> <u>Ethafoam®</u>	Cigar boxes or regular cardboard boxes <u>PVC</u> or "plastic" containers Acidic cardboard Styrofoam Sandwich baggies Plastic wrap <u>Polyurethane</u> chips Toilet paper, facial tissue, or newspaper Acidic paper Brown paper bags Cellophane tape Cotton wool Foam rubber, urethane foam Masking tape

Inventory

Collections inventories are an important aspect of good collections management.

- They are useful for:
 - updating location information on objects
 - updating location information on associated records at the collection level
 - identifying conservation needs, aiding in security
 - helping researchers access particular items.

Inventories can also be used as a basis for planning, budgeting and accountability.

- archival collection level surveys are used to plan archival processing activities (arrangement, re-housing, producing finding aids, and cataloging.)

Inventories may take considerable time and funding to complete and maintain. As a result, inventorying often has been an overlooked aspect of collections care with the result that many repositories, as well as federal, state, tribal, and local agencies, have had little idea about the exact contents of their collections.

Objects

- inventories function as periodic checks to account for items in a collection and to update their accession and catalog records.
- There are three basic types of inventory used by repositories.
 - A complete inventory accounts for every object.
 - A sectional inventory involves the inventory of only one section of the storage area, one collection, or one type of object.
 - depending on funds and staff, a repository might devise and implement a continuing schedule of sectional inventories to make up a complete inventory over a particular period of time.
 - A spot inventory is the third type.
 - It is very limited in scope and only involves checking a small part of the collection, often using a random sampling procedure.
 - Spot inventories are useful for quickly checking the accuracy of records and location information.

The type and amount of inventory done usually depends on the repository's collection size, funding, types of materials housed, and mission. Regardless, all objects and associated records in the collections should be inventoried periodically, the more frequently the better. This includes not only items in storage but also those on exhibit, loan, or undergoing conservation.

Archival collections, on the other hand, are usually inventoried upon acquisition by collection unit, not individual records. After archival processing (arrangement and description), the finding aids produced take the place of an inventory.

Planning and scheduling inventories is an important task due to the staff time and funds involved. Planning includes determining the minimum amount of critical information that needs to be recorded. Inventory information usually includes object number, name, location, and condition. Information collected during an inventory should then be reconciled with repository records to ensure that it is correct and up-to-date. Organization is the key to a smooth and fast inventory. If the storage containers, objects, and collections are well organized and labeled, the inventory process should not be difficult.

Time and energy spent on inventories also may be minimized with the use of computerized inventory and catalog systems. Computer programs manipulate, search, and retrieve data faster and more completely, thereby increasing the value and usefulness of inventory information. Computerized cataloging and labeling systems, such as barcodes and barcode scanners, are becoming more common in repositories and can noticeably facilitate the inventory process.

APPENDIX D:

Spokane Tribe of Indians Cultural Preservation Program

Collections Department Procedures Manual

Photography of Collection Objects

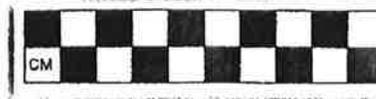
- I. Photography is a supplement to cataloging objects within a collection.
 - In many cases, photos are more effective than words in describing objects.
 - A photograph will aid in identification of an object by visually recording subtleties inherent in the object.
 - Photographs are especially useful for recording the condition of an object.
 - In the case of a loss or theft, a good photograph can help in recovering the object.
 - Photographs also reduce the need for handling objects.
 - In many cases, you can use a photo for initial research rather than handling the objects.
- II. Object photo documentation is used:
 - as part of the cataloging process
 - to document accessions and the condition of incoming loans
 - to document the condition of outgoing loans
 - before deaccessioning an object
- III. Before beginning photo documentation of a collection:
 1. Become familiar with the equipment, especially how the camera operates.
 2. Read the camera operating manual, and *practice*.
 3. Experiment with different types of backdrops. What backgrounds are best for what objects? Usually neutral colors of light or dark grey work best.
 4. Experiment with different types of exposure settings. Photo documentation of object, especially archaeological collections requires that the color be as close to the “real” thing as impossible.
 5. Trial and error = experience.
- IV. Number of photos for an object:
 - Depends on the object.
 - Complex objects may require several shots at different angles.
 - Archaeological objects usually have two photos – anterior (front) and posterior (back)
 - If you are documenting condition, marks, or inscriptions, you may need close-up shots of particular areas.
 - Many objects may need only one photo taken at different exposures.

V. After photo documentation:

- Be sure to cross-reference the photographs to the catalog records so that you can easily retrieve the photos.
 - In most museum related collection data programs fields for images are built in for easy retrieval.

Equipment:

- *Camera:* Digital camera with at ***least*** 5.1 megapixels
 - IF PHOTOGRAPHING ARCHAEOLOGICAL OBJECTS OR SMALL OBJECTS BE SURE THE CAMERA HAS A MACRO OR CLOSE UP OPTION.
- *Lights:* Accepted light sources are EBW Number B2 photoflood lamps (500 watts each) mounted in reflectors (as recommended by the NPS) or equivalent.
 - The reflectors should be between 10 and 16 inches in diameter with a preferred size of 12 or 14 inches.
 - adjustable light stands or clamps
- *Tripod:* a sturdy tripod with 2 or 3 telescoping section legs and a swivel to hold the camera steady
- *Shutter Release Cable:* for slow shutter speeds to avoid moving the camera when releasing the shutter cable.
 - Movement of the camera will result in blurry images.
- *Background Paper:* light gray and dark gray, and a 3' x 6' piece of black velveteen or black matte board.
 - Photo backdrop paper comes in widths of 54 inches to 11 feet by lengths up to 100 feet.
 - There should be a distinct contrast between the object and the background.
 - You can lose detail if the object is the same color or has the same contrast in shades as the background.
- *Object supports:* Materials for supporting objects include: Styrofoam, Plexiglas, cardboard, wood blocks, display easels, and wall hooks.
- *Metric Scale:* Place a standard metric scale next to or on the identification stand in every photograph.
 - The scale should have alternating black and white blocks in standard metric units.
 - You will need a large and small centimeter scale for objects of different sizes.



- *Copy Stand* Use a standard photography copy stand to take photographs of small or two-dimensional objects.
 - A copy stand is the common piece of equipment used when photographing small objects, especially archeological, such as debitage, projectile points, net weights, etc.

Optional Equipment:

- *Identification Stand* Place a stand with the object's catalog number in every photograph. This information identifies the object and the photograph.
- *Diffusion Materials* You can place materials such as *Rolux* diffusion directly in front of the lights to diffuse them and create more muted shadows.
 - Buy diffusion materials designed for use with photo lights.
 - Buy diffusions materials from photography supply stores.

Set-up:

1. When setting up for a multi-object photo shoot (lots of objects alone or in groups) group objects by size and type:

- will save you time and energy.
- You won't have to adjust distances or heights of the lights or camera for every object.
- It will minimize the need to turn the lights on and off.
- You can remove one object and replace it with another one without having to change the lighting or camera setup.

2. Preparing the Background:

- A table against a wall works well for objects under 3 feet in size.
 - Hang the background material on the wall, using drafting tape or gaffer's tape (flexible, strong, fabric-backed adhesive tape), or painter's tape that won't mark the wall.
 - Let the material drape over the table without forming a crease or seam.
- Larger objects will usually be easier to handle on the floor.
 - For very large objects, you usually won't need a background material but for the best possible outcome consider putting the large object in front of a white or neutral colored wall.

3. Placing the Object

- Place the object in the middle third of the flat working surface, if possible.
 - This placement avoids having the front edge of the background in the photograph or the back portion of the background in focus. See Figure 3.1.

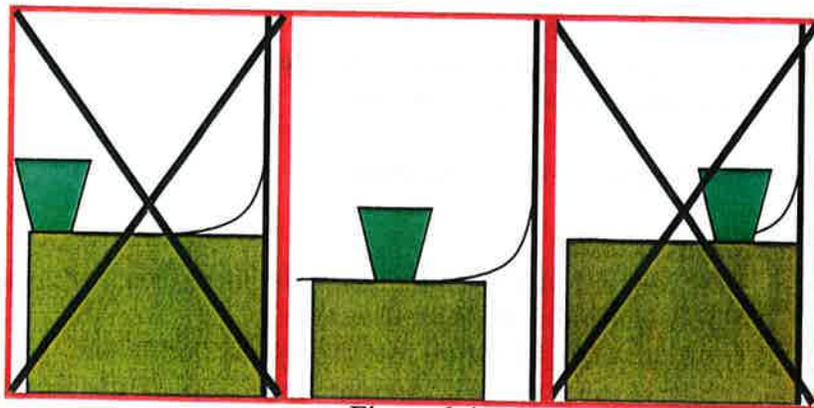


Figure 3.1

- Place the identification information (which includes catalogue number) *optional* and metric scale *mandatory* near the front and to the right of the object without blocking any part of the object. See Figure 3.2
 - **Note:** Different size objects require different size identification information and metric scale.

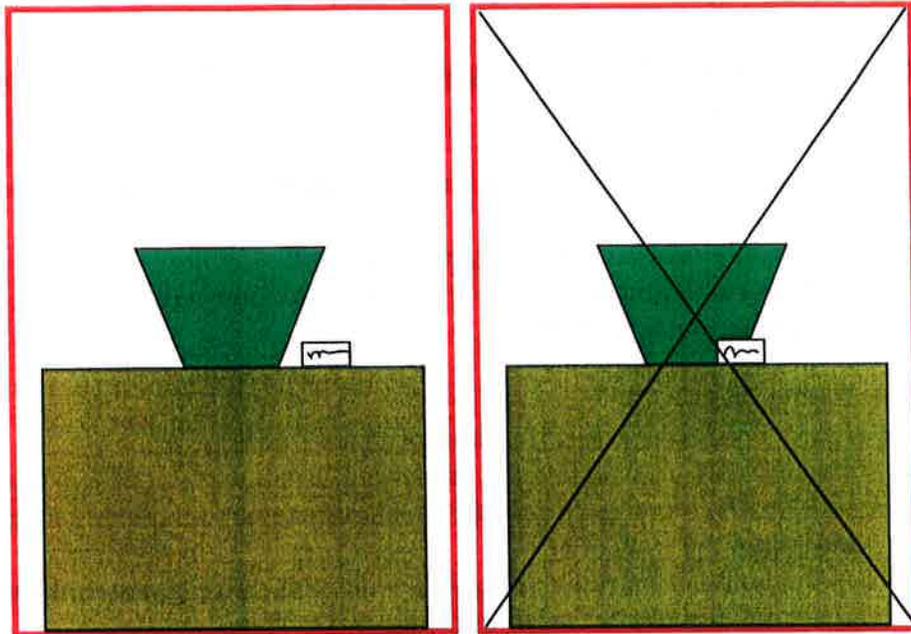


Figure 3.2

4. Arrange Lights

- The basic lighting setup for most objects will be a key light and fill light.
 - The key light is the main source of light on the object.
 - The fill light is the secondary light used to minimize shadows.

4a. Basic Lighting Setup

- Carefully adjust the distance, angle, and height of the lights.
 - This will make the difference between a properly lit object and one with many obscuring shadows.
- Adjust the lights to best illuminate the object.
- **Do this without overhead lights on.**

4b. Distance and Angles for Light Placement

4b.1 Height of Light

Use the following standards to set up the lights, and then adjust them as needed for the best results:

- distance key light at 6 feet; fill light at 7 or 8 feet
- angle key light at 45° from the front plane of the object; fill light

at 60° to 70° from the front plane of the object

• height high enough to light the top surface and front of the object

4b.2 Angles for Key and Fill Lights

- The key light, at 6 feet, will create a harsh shadow.
 - The fill light will lighten the shadow from the key light without creating a second harsh shadow.

5. Composing the Photograph

- Mount the camera securely on the tripod or copy stand
- Attach the shutter release cable (*optional*).
- Check the position of the identification information (*optional*) and metric card scale (*mandatory*) making sure that it does not obscure the object. (See **figure 3.2**)
- Compose the photograph.
 - Make sure the object fills up as much of the photograph viewfinder as possible.
 - Check the horizontal versus vertical format
 - Adjust the distance of the camera to the object so that the object fills one-half to three-quarters of the frame.

5a: Composing the Photograph: Distance

- For three-dimensional objects, place the camera slightly higher and looking down on the object.
 - If you shoot the object on a straight line, it won't look three-dimensional.

5b: Composing the Photograph: Camera Angle

- ☆For small, two-dimensional objects, use a *copy stand* that mounts the camera directly above the object. → This is especially for archaeological objects
 - The stand usually includes fixed lights located about 30 inches from the copy board and at a 45° angle to the camera lens axis. (See *copy stand* under Equipment heading)
- Mount large two-dimensional objects on the wall.
- Place the two flood lights at equal distance and height, at a 45° angle from the object.
- The camera should be level and aimed at the center point of the object.
- You want to frame the object within the image so that the object isn't surrounded by extra space.
- Make sure that the extra space is all background material.
 - Re-compose the photo if there are edges of the table or photo-stand showing in the frame.

5c: Choosing horizontal or vertical format

- You want to frame the object within the image so that the object isn't surrounded by extra space on the sides (horizontal) at top & bottom (vertical).

If the object is... Then...

- taller than it is wide, use the camera in a vertical position.
- wider than it is tall, use the camera in a horizontal position.

6. Turning on the Photoflood Lights

- Remember that turning lights on and off reduces the life of the bulbs. [It's possible to hook both lights up to a foot switch or a hand switch located next to the camera.]
 - Using a light switch will:
 - minimize the length of time the lights are left on
 - protect the objects from heat and humidity changes
 - keep the work area cool
- Ideally the photoflood lights should be the only source of light.
- Turn off overhead or other room lights (especially if they are fluorescent lights), close curtains, because they:
 - distort the color in color shots
 - dilute the effects of the photoflood lights

Photo taking Procedures

The procedures set forth below will provide a simple process that anyone can use.

1. Group objects by size and type

- Your photography area should be cleared of all extraneous material.
- Use this space *only* for photography of objects
- prepare background
- place object, identification card (optional), and metric scale (mandatory) on background paper
- set up camera on tripod or pan-head
- arrange lights and diffuser cloth (optional)
- attach shutter release cable (optional)
- compose the picture
 - make sure that the object is placed on the background so that nothing but background shows behind the object.

NOTE: When setting up for a photo shoot of several objects of like size and shape, make sure that the objects you wish to photograph are:

1. Are of a number that is doable in one work day with time left to download and input into database. (Don't try to photograph hundreds in one stand)
 2. In order of accession and numbered correctly (accurately).
 3. Once photographed those objects are set aside in the order you began with.
 - 3b. this will help you if you need to take photos over as well as help you keep track of what you have already done.
- turn off overhead room lights

- **Note:** Be aware of how light from additional sources such as windows can affect the image, especially an image with a reflective surface. It may be necessary to cover windows or at least shoot the photograph on an overcast day. The room should be dark except for the photo lights.
- turn on photo lights
- take photograph
- turn off photo lights, or change objects and repeat above steps as appropriate
 - Turning lights on and off helps protect the objects from heat buildup but significantly reduces the life of the bulb.
 - It's important to set up the photograph as much as possible before turning on the lights.
 - It's more efficient to leave the lights on and move the object from under the lights, if possible.

DO NOT LEAVE THE OBJECTS UNDER THE LIGHTS FOR MORE THAN A FEW MINUTES.

NEVER LEAVE PHOTO LAMPS PLUGGED IN WHEN NOT IN USE

NEVER PLACE PHOTO LAMPS CLOSE TO PAPER OR OTHER FLAMMABLE MATERIAL

After Photo-documentation

PLEASE NOTE:

- ➔ When using a **digital camera** download the photos before putting the objects away.
- ✓ Check for proper:
 - ✚ composition
 - Is the photo straight with the object and metric scale aligned?
 - In other words, if you cannot draw a perfect square or rectangle around the photo so that the bottom frame is perfectly straight (parallel) with the object and the metric scale then the photo is unacceptable.



👇 Perspective

- Look at the photo. If you did not have the object in front of you can you still “see” or study the object for its size, shape, materials, colors, subtleties?
- Are there distortions? Are there shadows that distort the image? Does the angle of the image distort the true image of the object?

👇 color balance

- It is important to achieve as near to the original color of the original object
- **REMEMBER**, if the image is for study purposes and the color balance is off then objects can be mis-identified as to form, function, and material.

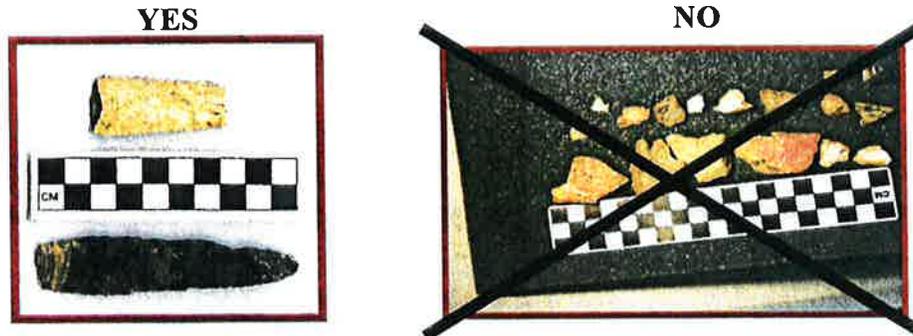
👇 mid-tone levels

- Adjustment of mid-tone levels help to sharpen the image so that the photo is as near to the objects as is possible.

👇 focus

- **Imperative!** The object, no matter how small **MUST** be in focus. **REMEMBER** that these photos will be the visual record of the object for all time and when used as a study document they will take the place of the “real thing”

IF ANY OF THE ABOVE IS NOT SATISFACTORY THEN YOU MUST RE-TAKE THE PHOTOGRAPH!



Concluding the photo session:

If the photo is satisfactory and meets the above standards:

1. attach it *immediately* to the correct object file in the database. Do not wait until another time.
2. Double check the image with the object, while it is still out, to make sure that the correct object is attached to its corresponding file.
3. Once the photo has been attached to the database return all objects to their assigned storage containers.
4. Enter progress report into a spreadsheet, table or word document which includes:

- a. Date of photo
 - b. Object numbers of objects photographed
 - c. Number of photos taken for each object
 - d. Name of photographer
5. Store this document in a safe place for inclusion in the final yearly reports.
 6. By no later than the 10th of each month of the FY (October – Sept.) send this document to the Collections Manager for inclusion in the monthly report.

APPENDIX E

Spokane Tribe of Indians Cultural Preservation Program

Collections Department Procedures Manual

INTEGRATED PEST MANAGEMENT (IPM)

Introduction

The word "pest" refers to any of a number of creatures that can pose a threat to collections. Many insects like to feed on substances found in documents, photographs and books such as cellulose, starch and glue. Mice shred paper for nests. Pests can work very quickly, and in a short time irreplaceable documents and material culture objects may be irreversibly damaged. It is very important, therefore, to be aware of the possible dangers and what to do to prevent them.

INTEGRATED PEST MANAGEMENT (IPM)

Integrated Pest Management (IPM) is a "*holistic*" approach to controlling pests. IPM seeks to control pests by understanding their habits and life cycle, and thus why they might be attracted to specific collections. IPM also stresses a minimal and judicious use of pesticides which may pose a potential threat to the collection, the environment and staff.

There are five basic components of Integrated Pest Management:

- *Inspection and Monitoring*
- *Identification*
- *Habitat Modification*
- *Treatment*
- *Prevention.*

Insects invade collections for many reasons

- They may have come with a donation
- They can in with visitors
- Eggs may have been laid and gestated with environmental changes when brought into the repository
- Objects were not cleaned when brought in from the field
- Poor housekeeping methods in the repository
- Spring and fall are times when rodents and other insects are active within buildings.

Inspection and Monitoring

- Spot inspect the collection on a regular basis.
 - Keep an eye out for the following signs:
 - insect parts or carcasses
 - droppings "*frass*" - insect droppings may look like fine granular powder or tiny black specks and is somewhat sticky – like spider webbing
 - Rodent droppings
 - holes, both in shelving, paper, cloth, and in artifacts
 - areas that look "skinned" - many insects like the sizing on the surface of paper or book covers.
- Place sticky traps or pheromone traps in strategic areas such as behind books on a shelf, along walls and under furniture.
- Quarterly inspection will insure the collections are safe from predation.
 - Check places of possible high impact – feathers, hide, vellum, etc. on a monthly basis

Identification

- It's important to know exactly what type of pest is inherent in the collection
- Research into the habits and life cycles of the specific pests that are posing a threat to collection
- There are also several very useful web sites that can help you identify a particular pest, as well as provide information on habitat preferences and favorite foods. Some of these sites are listed at the end of this note. [See the *Dirty Dozen* at the end of this document.]

PREVENTIVE

Habitat Modification

- Find their food and water sources and eliminate them.
- Keep dishes washed and food crumbs swept up.
- Empty interior trash receptacles often.
- Remove dying plants and cut flowers.
- Maintain a strict schedule of housekeeping. Dirt and clutter provide a hospitable environment for many pests.
- Many insects enjoy high temperature and humidity levels. Maintaining moderate conditions (around 65 degrees Fahrenheit and 35% relative humidity) will help control pests and help preserve the collection.

Treatment

- One or two insects are a warning that there may be more.

- Continue monitoring
- If treatment becomes necessary, try first to find a non-chemical method to eliminate the pest.
- Materials that are not fragile or deteriorated can be vacuumed. Empty vacuum bags immediately afterwards.
- If chemical treatments are deemed necessary, use only those that are appropriate for the specific pest that you have.
- Try to select the least toxic of the pesticides that are available.
- Rodents should be caught with traps, either "humane" or "death." Traps should be checked frequently.

Prevention

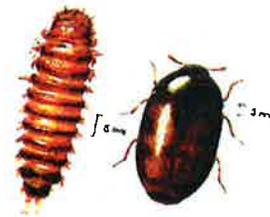
- Find out how the pests are gaining entrance to collections and take action.
- Make sure all doors and windows are adequately screened and sealed.
- Do not to leave doors or windows propped open.
- Seal cracks or holes in the foundation and gaps around pipes.
- Place screens or filters over drains and vents.
- Place exterior trash receptacles away from the building.
- Do not to plant bushes and other plants within a foot the building's foundation.
- Check new additions to your collection carefully for signs of insect infestation and do NOT integrate new collections into the general population unless cleaned and re-packed.
- Have a preventative pest management monitoring program set in place for quarterly inspection and chemical spray interior and exterior parameters.

Sources

- "Integrated Pest Management." In *Preservation of Library and Archival Materials*, edited by Sherelyn Ogden. Andover, MA: Northeast Document Conservation Center, 1992.
- Jessup, Wendy Claire. "Integrated Pest Management." *AIC News* 22, no.3: 1-5.
- *Museum Handbook: Part I - Museum Collections*. Washington, DC: National Park Service, 1990.

The Dirty Dozen- Plus One:

Common and Destructive Museum Pests



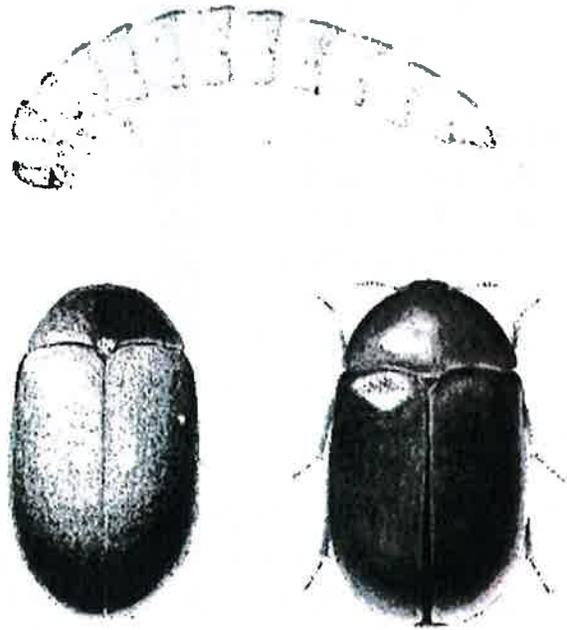
BLACK CARPET BEETLE (*Attagenus spp.*)

The adult is 2.8 - 5 mm in length. It is mostly dark brown to black in color. The larvae are long and carrot shaped with a tuft of hairs emerging from the rear end.

Food: The larvae of this pest will feed upon a great variety of animal and plant products, such as carpets, felt, woolen goods, skins, furs, stuffed animals, leather book bindings, feathers, horns, hair, silk, cattle hair, and insect meal. Also it will attack plant products such as seeds and grains, corn and cayenne peppers. Specifically in museums, it will attack insect and ethnographic collections.

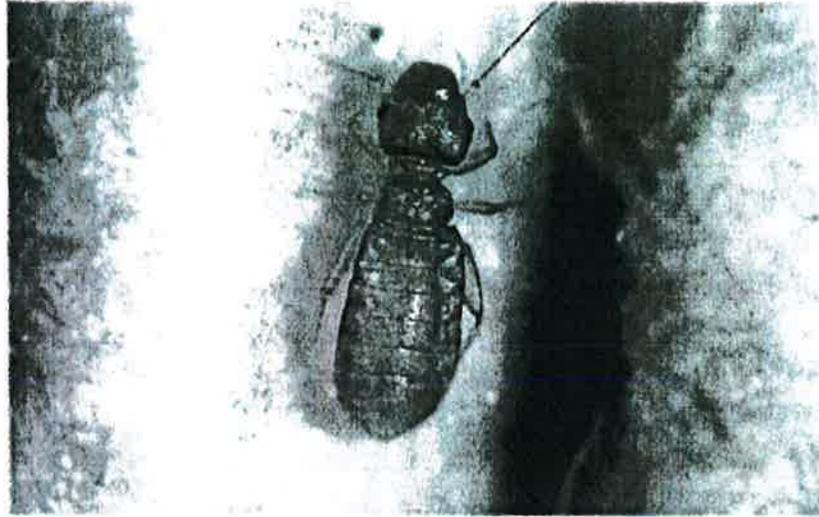
Life Cycle: The female Black Carpet Beetle will lay 42 - 114 eggs near a possible food source. The larval stage is the destructive stage. The period from egg to adult will last about 1 year, possibly more depending on environment.

Trap Use and Placement: Pheromone lures are available for this pest to attract the male of the species. They are good fliers, so any hanging sticky trap with a fresh pheromone lure will work. Hang the traps so that you can easily inspect them. Outdoor species are attracted to light.



BOOKLOUSE (*Psocid*)

Psocids or Booklice have long, filamentous antennae and a characteristic bulging clypeus (the area just above the mouthparts). They have chewing mouthparts and the wings of domestic species are usually absent. They range in size from 1/25 to 1/13 of an inch (1 to 2 mm) in length. Coloration is from almost colorless to gray or light brown.



Food: Psocids feed upon microscopic molds. Thus, any manufactured material of plant origin that would support the growth of these molds is susceptible to their attack. They are found in nature on the bark of trees and shrubs, preferring damp, warm, undisturbed environments. In museum settings, they can commonly be found in books and book bindings, storage boxes, paper goods and herbaria collections.

Life Cycle: Psocids undergo simple metamorphosis to develop to maturity. Eggs will hatch 21 days after being laid. This nymph will reach sexual maturity in 24 to 65 days. Females lay anywhere from 20 - 50 eggs depending on the time of year. Their total life span is from 24 to 110 days.

Trap Use and Placement: A simple sticky (blunder) trap is currently the best means to monitor for psocids. The trap should be a flat design (Rather than a tray design) to allow for easy entry into the trap. Due to size of this pest, close examination of the sticky trap is required to accurately check for their presence.

CASE-MAKING CLOTHES MOTH (*Tinea pellionella*)

If you have clothes moths and it's not the Webbing Clothes Moth, chances are you have Case-making Clothes Moths. Materials left undisturbed for some time or stored in dark places (such as a closet, attic, or drawer) are most severely injured by these insects. The adults are slightly smaller than the Webbing Clothes Moth. Body and wings are colored buff to golden with a brownish tinge, except for three dark spots on the front wings. The eyes are wider than the space between them. The brown headed larvae will spin a silken case that it carries around with them as they feed.

Food: Clothing moth larvae feed on wool, hair, feathers, furs, upholstered furniture, occasionally on dead insects, dry dead animals, animal and fish meals, milk powders such as casein, and nearly all animal products such as bristles, dried hair and leather. Adults do not eat.

Life Cycle: 33 - 48 days, depending on environment. Adult moths lay 100-150 eggs. The larvae are the damaging stage. They are white with brown heads and

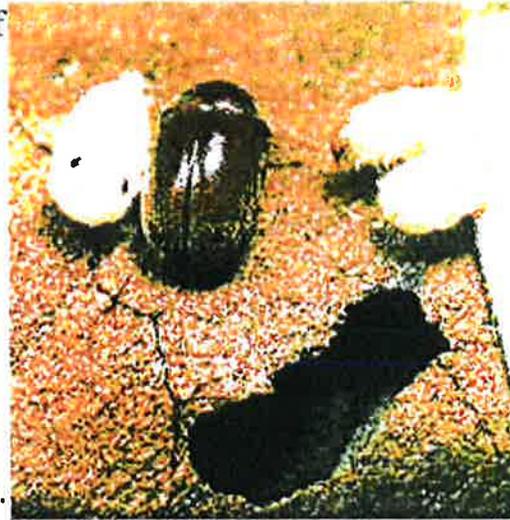
vary in size from 1/4" when first hatched up to 1/3" when full grown. The length of the larval period depends largely on the environmental conditions and the quality of food.

Trap use and placement: This trap is placed on the floor indoors in closets and rooms where woolen, silk fabrics, furs, or items with feathers are stored. One trap per closet or storage room can attract and catch the male moths. This trap will act as an early warning tool to help prevent destruction of woolen items and other fabrics.



CIGARETTE BEETLE (*Lasioderma serricorne*)

This destructive insect is a serious pest of dried plant material. It can also cause serious damage to books. The Cigarette beetle is a small brown beetle measuring 2-3 mm in length. The Cigarette beetle is closely related to the Drugstore beetle which can cause difficulty in identification. However, with some training they can be distinguished easily. The Cigarette beetle has wings covered in small hairs whereas the Drugstore beetle's wings have rows of punctuations.



Food: This beetle feeds on a great diversity of edible and non edible products. They may infest stored food products such as spices, rice, dry pet foods, as well as seeds, plant material, pharmaceuticals, and books among many other materials. It is especially important as a pest of tobacco products.

Life Cycle: Females lay the eggs in the larval food and hatch in 6 to 10 days. The larval period lasts 5 to 10 weeks. The pupal period lasts 2 to 3 weeks. The entire life cycle takes about 10 to 12 weeks. Adults live up to a month.

Trap Use and Placement: There are three trap designs available for this beetle. No Survivor traps are hung in areas where foods are stored, while the Serrico trap and Tobacco Beetle Trap can be hung along a wall or placed on shelves with stored food or on the floor in these areas. These traps should be protected from sunlight and wind during use.

DRUGSTORE BEETLE (*Stegobium paniceum*)

Adults: The beetles are cylindrical, 2.25 to 3.5 mm (1/10 to 1/7 inch) long, and are a uniform brown to reddish brown. They have longitudinal rows of fine hairs on the elytra (wing covers). Drugstore beetles are similar in appearance to the cigarette beetle; however, two physical characters can be used to tell the difference between them. The antennae of the cigarette beetle are serrated (like the teeth on a saw) while the antennae of the drugstore beetle are not and end in a 3-segmented club. The other difference is that the elytra (wing covers) of the drugstore beetle have rows of pits giving them a striated (lined) appearance while those of the cigarette beetle are smooth.



Females lay up to 75 eggs in the food or substrate. The larval period ranges from four to 20 weeks. Larvae tunnel through the substrate and when fully grown build a cocoon and pupate. Pupation takes from 12 to 18 days. Adult females live approximately 13 to 65 days. The entire life cycle is generally less than two months but can be as long as seven months. The duration of the life cycle is highly dependent on the temperature and food source. Development occurs between 60 to 93°F (~15 to 34°C) but is optimal at about 85°F (~30°C) and 60 to 90% relative humidity.

Food: This insect is also a common pest of dried plant matter. It can cause serious damage to books and preserved plant material.

Life Cycle: Females lay the eggs one-by-one in the larval food source. The larval period lasts from four to five months. The cocoon lasts 12 to 18 days. The complete life cycle takes about seven months.

Trap use and Placement: This trap is currently unavailable. Check with Insects Limited for availability in 2004.

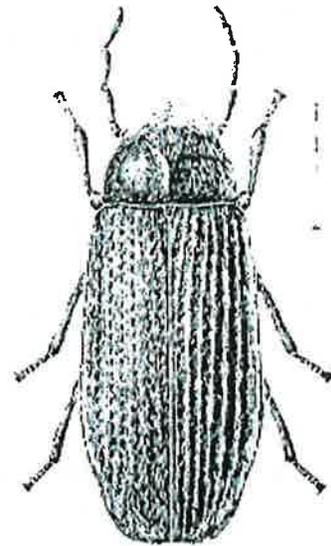
FURNITURE BEETLE (*Anobium punctatum*)

This cylindrical shaped beetle (also called powder-post beetle by some) is reddish brown and 1/6 to 1/4 inch (4 - 6 mm) long. It has punctures on the dorsum in longitudinal rows. The last three segments of the antennae are longer than the others.

Food: Wood and reeds. They prefer wood with high moisture content.

Life Cycle: The adult beetles emerge in the spring, mate and begin laying eggs immediately. Females lay 20 to 60 eggs on bare wood surfaces, or inside previous emergence holes in finished wood. The larvae hatch out in 6 - 10 days and immediately tunnel into the wood. The larval stage will last 2 years, or even up to 3 - 5 years. Furniture beetles pupate near the surface of the wood and chew their way out to mate.

Trap Use and Placement: A pheromone lure is currently unavailable for this wood pest. Insects Limited hopes to synthesize this pheromone by early 2004.



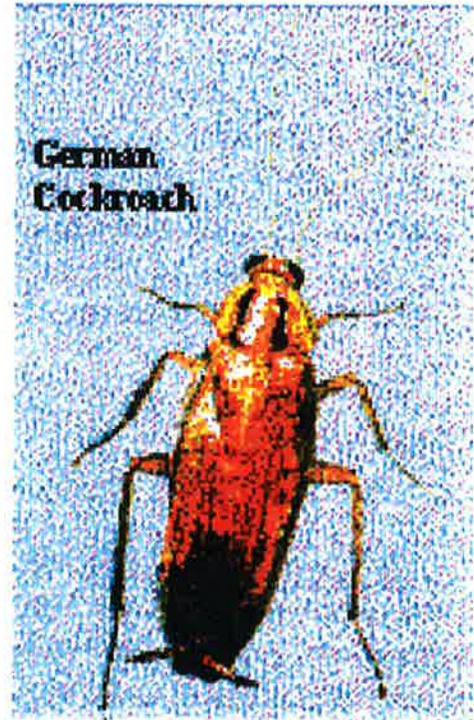
GERMAN COCKROACH (*Blattella germanica*)

The German cockroach is 5/8 inches in length and is brown in color. There are two prominent black stripes running down the broad shield behind the head.

Food: This nasty little guy will eat almost anything - even hair and fingernails. This insect is common in areas with access to food and water (i.e. break room/bathroom).

Life cycle: The life cycle from egg to adult takes about a month, and populations can become huge if not kept under control. A new pheromone trap has recently become available for this pest.

Trap use and placement: These traps should be placed in areas where cockroaches are likely to be encountered concentrating on the kitchen and bathroom. The traps work best when placed along the edges of the floor and in corners. They also should be placed in the cabinet under the sink.



INDIANMEAL MOTH (*Plodia interpunctella*)

This is one of the easiest stored food insects to identify because the adults have a colorful appearance and the larvae (which look like yellow worms) leave a silken webbing trail wherever they crawl. Newly emerged adults have bi-colored (copper and tan) wings and measure about 1/2" from top to bottom.

Food: This pesky moth will feed on many leaf materials as well as seeds and grains of all types.

Life Cycle: Females lay about 200 - 400 eggs in and around potential food sources. The eggs hatch in 6 to 10 days. The larval period lasts from 13 to 288 days depending on the environment. The entire life cycle occurs in 5 - 40 weeks.

Trap Use and Placement: The male Indianmeal Moth is extremely attracted to the pheromone Bullet Lures. No Survivor traps are hung in areas where botanicals are stored. Traps can be hung along a wall or placed on shelves or within drawers where herbarium storage takes place.



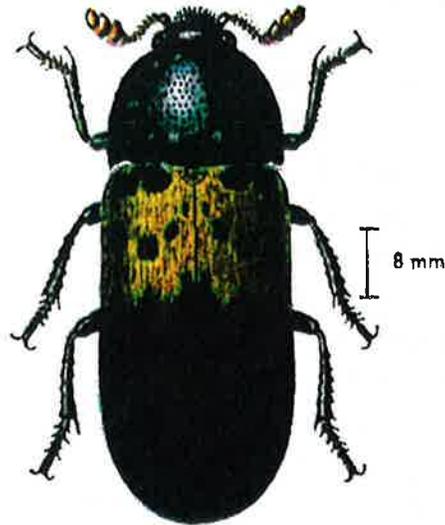
LARDER BEETLE (*Dermestes lardarius*)

The adult is a dark brown to black beetle, 7 to 9 mm in length, with a pale yellow six spotted band on the back of the abdomen. The undersurface as well as the legs is covered with fine yellow hairs.

Food: Ham, bacon, meats, cheese, dried pet foods, dried museum specimens of all kinds, stored tobacco, dried fish, and all hides. The larvae seem to prefer fatty portions of meat rather than lean muscular portions.

Life Cycle: Larder beetle females lay 100 - 175 eggs. These eggs will hatch in 12 days or less. The larvae will eat constantly until it molts. It will molt 5 - 6 times before pupating. Often times the larvae will burrow into meat or even wood before it pupates. The complete life cycle may be completed with 40 - 50 days.

Trap Use and Placement: A simple sticky (blunder) trap is currently the best means to monitor for Larder beetles. The trap should be a flat design (Rather than a tray design) to allow for easy entry into the trap.



SILVERFISH (*Lepisma saccharina*)

Silverfish and their close relatives Firebrats are characterized by three long tail-like appendages arising from the tip of the abdomen. They have chewing mouthparts, long antennae and the body is almost always covered with scales. When viewed from the top, silverfish have a carrot-shaped outline. They are usually a steel gray or metallic silver color and are about 1/2 - 3/4 inch (12 - 18 mm) in length. They prefer warm, damp, dark undisturbed areas.



Food: These insects may roam some distance in search of food. They consume both carbohydrates and proteins. Silverfish are pests of paper and paper products as well as textiles. They are particularly fond of paper with a glaze on it. The glaze is usually a starch compound which they prefer. They will also eat the glue backing in wallpaper. They prefer textiles that are cotton or artificial silk. They generally will not attack woolsens or true silk.

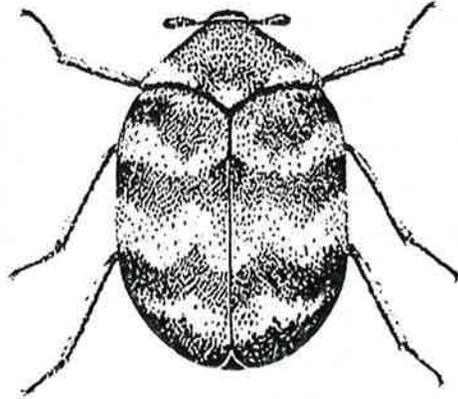
Life Cycle: Females adults lay one to two eggs a day. They can live up to 3 and a half years passing through an unknown number of molts.

Trap Use and Placement: A simple sticky (blunder) trap is currently the best means to monitor for silverfish and firebrats. The trap should be a flat design (Rather than a tray design) to allow for easy entry into the trap. If silverfish damage is suspected, place an index card covered in flour paste in that area. If they are present, feeding marks on the card will reveal their presence.

VARIED CARPET BEETLE (*Anthrenus verbasci*)

The adult is 2 - 3 mm in length. The dorsal side of its body is for the most part blackish in the center, with a variable, irregular arrangement of white, brownish, and yellowish scales.

Food: The larvae of this pest will feed upon a great variety of animal and plant products, such as carpets, woolen goods, skins, furs, stuffed animals, leather book bindings, feathers, horns, whalebone, hair, silk, fish manure, and dried silk worm pupae. Also it will attack plant products such as rye meal, cacao, corn and red pepper. Specifically in museums, it will attack insect and ethnographic collections.

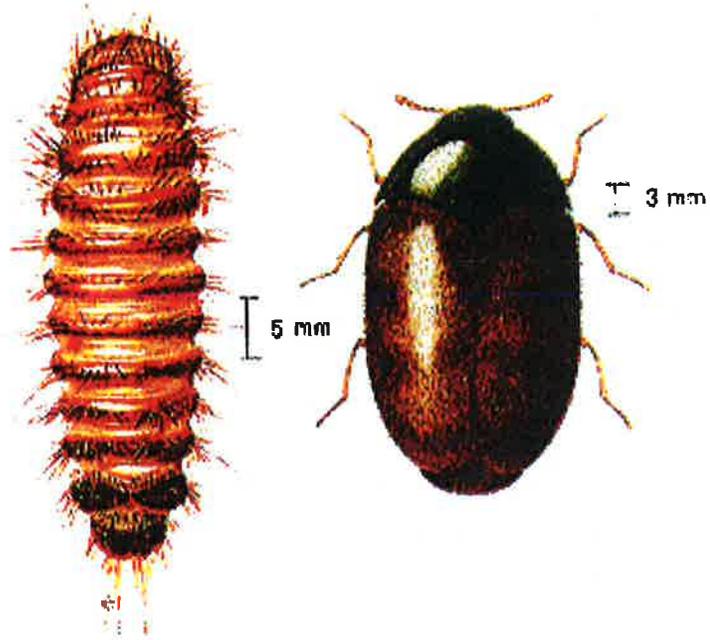


Life Cycle: The female Varied Carpet Beetle will lay her eggs near a possible food source. The larval stage is the destructive stage. The period from egg to adult will last about 1 year, possibly more depending on environment.

Trap Use and Placement: Pheromone lures are available for this pest to attract the male of the species. They are good fliers, so any hanging sticky trap with a fresh pheromone lure will work. Hang the traps so that you can easily inspect them. Outdoor species are attracted to light.

WAREHOUSE BEETLE (*Trogoderma spp.*)

This small, oval beetle is a common pest of many types of artifacts. The adult is a tiny black beetle with white or lightly colored markings on its back. The larvae are orange-brown in color and look hairy. Warehouse beetles feed primarily on animal products, but will readily feed on grain and cereal products. The hairs of the larvae can cause allergic reactions in sensitive individuals especially when swallowed.



Food: This beetle is a voracious feeder and will feed on a wide variety of items including: seeds, dead animals, cereals, corn, corn meal, nut meats, dried vegetables and plant material and fish meal.

Life Cycle: The life cycle from egg to adult can be completed in 43 days, but they can stay in diapause (hibernation) for up to two years.

Trap Use and Placement: The male Warehouse Beetle is extremely attracted to the pheromone Bullet Lures. No Survivor traps are hung in areas where botanicals are stored. Traps can be hung along a wall or placed on shelves or within drawers where herbarium storage takes place.

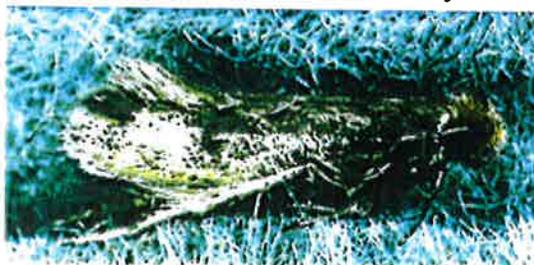
WEBBING CLOTHES MOTH (*Tineola bisselliella*)

With the decreased use of preventive pesticides, the incidence of museum items damaged by the Webbing Clothes moth has increased significantly in recent years. Items primarily affected include woolens, anything containing feathers, animal mounts and skeletons. Woolen items injured by clothes moths have holes eaten through them by small, white larvae. You can often find hairs falling from animal specimens that the larvae are feeding upon. Materials left undisturbed for some time or stored in dark places (such as a closet, attic, or drawer) are most severely injured by these insects. The adults are small and champagne-colored. They can often be seen running over the surface of the infested goods when exposed to light or flying somewhat aimlessly about the houses or closets.



Food: Clothing moth larvae feed on wool, hair, feathers, furs, upholstered furniture, occasionally on dead insects, dry dead animals, animal and fish meals, milk powders such as casein, and nearly all animal products such as bristles, dried hair and leather. Adults do not eat.

Life Cycle: Adult moths lay 100-150 eggs. The larvae are the damaging stage. They are white and vary in size from 1/16" when first hatched up to 1/3" when full grown. The length of the larval period depends largely on the environmental conditions and the quality of food.



Trap use and placement: This trap is placed on the floor indoors in closets and rooms where woolen, silk fabrics, furs, or items with feathers are stored. One trap per closet or storage room can attract and catch the male moths. This trap will act as an early warning tool to help prevent destruction of woolen items and other fabrics.

APPENDIX F

Spokane Tribe of Indians Cultural Preservation Program

Collections Department Procedures Manual

Handling Museum Objects

Collections Management is 99.5% common sense and .5% learned techniques. For those days when common sense is lacking it is wise to become familiar with the following rules and guidelines.

Fact: You cannot stop deterioration of anything but you can slow it down.

General Rules for handling objects:

- Handle as little as possible.
- Do not hurry.
- Each object is one of a kind.
- Have clean hands.
- No smoking, drinking or eating in collections area.
- Pencils only in collections area.
- If a mishap occurs record the damage in a condition report. Keep and label detached parts.

If you are a beginning collection manager consider the following before working on an object.

- Make sure your hands are properly protected.
 - Cotton gloves should always be used when handling metal, paper, textiles, unglazed pottery, marble and other porous materials.
 - Cotton gloves should not be worn while handling glass and glazed ceramics. To prevent slippage, hands should be clean and dry or latex/vinyl gloves should be worn.
 - Sometimes gloves protect you from the object – not the other way around.
 - In some cases gloves are neither practical nor useful. In these cases have a bottle of isopropyl alcohol close by* and with a towel wash your hands after handling each object (more often if the object is very dirty). * Recap the bottle after each use. Alcohol evaporates rapidly and you don't want to spill it. Always pour the alcohol on the towel rather than directly onto your hands to avoid using too much or spilling.
- Examine the object carefully and learn its strengths and weaknesses. Even then there may be internal weakness or old (and weak) repairs that are not obvious.

- Remove all jewelry, belt buckles, anything that might rub or come in contact with the object (even button on a lab coat or sweater).
- For heavy objects plan ahead and make sure at least two people are available to move the object. Have a padded cart handy to place the heavy object on so that you do not have to move the object too far under human power.

When handling an object:

- Use both hands.
- Do not pick an object up by the handle, rim or a projecting part; pick it up the most solid component or at its center of gravity.
- Handle only one object at a time.

When moving an object:

- Plan your route (be sure all doors will be open) and prepare a place ahead of time to receive the object. However, ALWAYS be aware of the security of the route you are taking. Do not leave the object(s) you are transporting for any reason. IF you think you might have to leave the object(s) alone anywhere along the route – even if it is only to go back and close a door – arrange to have two people involved with the transport.
- Support all objects while in transit by making use of a carrying tray (for small objects), rigid supports (for paper or flat textiles), or a trolley (for heavy or large objects).
- Never carry dissimilar materials together in the same container (e.g. metal and paper).
- Provide adequate padding to minimize vibration and abrasion.
- Never drag an object. Never walk backwards.
- Nothing should protrude beyond the edges of the container or cart.

Small objects

- Carry in a padded carrying tray.
- To avoid abrasion make use of acid free tissue paper, batting covered with muslin, bubble wrap or polyfoam.
- Always support the object with rice bags or other padding.

Flat flexible objects (e.g. paper documents, textiles, beaded items)

- Always support these with a rigid support such as acid free board padded, and covered with muslin. The support should be slightly larger than the object. For light artifacts (e.g. a document) place in an acid free folder or box, slightly larger than the original and transport.

Large flat textiles (e.g. quilts, hides, rugs, fragile textiles)

- Do not fold if at all possible. However, museum storage facilities never contain enough room. IF the piece is stable then:

- Lay the piece out on a large padded worktable big enough that no edges of the piece drape over the edges.
- Lay a piece of muslin or acid free tissue enough to cover one side of the piece with about 2" beyond.
- Cover the top of the piece with enough muslin along the edge you will start rolling with to insure that no part of the piece will be touching itself when it is rolled.
- Roll around a large diameter tube (average 4") that has been covered with foil backed shelf liner and several layers of acid-free tissue.
- The rolled textile should be then covered with muslin to protect the exterior.
- Once the object is rolled and covered, secure it by tying with cotton twill tape.
- General rule: have two people to roll and unroll any large textile.

Books

- Books with damaged spines should be secured in acid free document storage boxes before moving.
- Do not force book spines open while reading or photocopying.
- Do not fold over corners of pages.
- Do not lick fingers while turning pages.
- Aged book pages, albums (especially containing news clippings) contain acids that degrade the paper as well as ink transference from unstable inks used in the past. When faced with a book like this interleave each page with acid free interleaving paper to slow down the degradation and place the entire book in an acid free box. If at all possible explore the need for a conservator to de-acidify the paper.

Framed items

- Always carry upright unless the painted surface is fragile then keep horizontal and transfer on a padded, stable cart or dolly. Pneumatic wheels on carts/dollies are the best as they reduce vibration to the object when transported.
- Be careful of projecting decorative elements such as ornate plaster frames. The paint usually used for these frames stains easily with oil from hands. If the surface is rough use latex gloves- cotton gloves will catch on rough surfaces.
- If the artwork is small enough for one person to carry safely, carry it with the glass side towards you - one hand at the bottom the other on one side. If the frame is gilded wear gloves. If large (over 20" x 30") then get a second person to assist you. A rule of thumb – in small organizations it may be more practical to have a cart to move all objects no matter what size.
- Place artifact on a well-padded surface. Depending on the object and its condition will determine how much padding is needed. Clean packing blackest are good sources for padding; muslin covered polyfoam, batting covered with muslin; clean carpet remnants.

- If vertical stacking is necessary, place oversized pieces of cardboard between each frame. Never touch or lean anything directly on the front or back of a painting.
-

Labeling and Marking Museum Objects

Labeling objects is the best way to track objects with their object records.

Each accessioned item or group of items should be marked with its permanent (yet reversible) accession number without damaging the object or destroying its integrity.

Every item in a museum collection carries an identity number at all times, so that it can be linked to the documentation held about the object. By marking the object Collection managers will not need to track down documentation and re-establish link nor will the object lose its provenance and other associated information for all time.

A singular number is assigned to each object.

General Rules

Marking an object should be done as part of the accessioning process. Items on loan should be marked but with a removable string tag to avoid losing track.

The preference should normally be to physically mark objects: however in some cases this may not be possible. These notes will help you label and mark the items in your collections in ways that secure, reversible, safe, discreet and convenient.

- **Secure** - The chances of accidental removal of the label or mark from the object is extremely low;
- **Reversible** - It should be possible for the number to be removed intentionally from an object, even after many years with as little trace as possible;
- **Safe for the object** - materials applied to the object nor the method by which they are applied should risk significant damage to the object;
- **Discreet but visible** - The recommended methods should not impact the integrity of the object, nor obscure important detail. However, the number should be visible enough to reduce the need to handle the object too much.
- **Convenient and safe for staff and volunteers** - Materials should be easily available in small quantities at a reasonable price, and should not pose significant risks to health if used in accordance with the guidelines recommended by risk assessment.

These notes give general guidance only and you should always seek advice from a museum Curator if in any doubt.

Health and Safety

Before using any technique, assess the health and safety risks associated with it. It is the responsibility of each person to carry out such an assessment, and to develop internal guidelines to ensure safe working practices.

As with any work involving the use of potentially hazardous substances consider, for example, the need for:

- Washing of hands after a labeling and marking session;
- Adequate ventilation;
- Disposal of waste;
- Cleaning and care of equipment;
- Hand and eye protection;
- Safe storage of materials and safe methods of decanting them;
- NO food, drink or smoking from the work area.

Particular care is needed when working with acetone, naphtha, or any highly flammable solvent. The best is to use marking materials that are soluble in mineral spirits. Always check safety and hazard regulations that accompany the chemical be read and understood.

Remember, any chemical substance, or non-archival material, unless it has been developed or tested within the museum profession so that its properties are known, may have adverse effects on museum objects. Always check with a Curator before proceeding if there is any doubt.

Positioning of labels and marks

- Avoid physically unstable surfaces. Also avoid placing labels or marks across a line of weakness or fracture;
- Avoid applying any self-adhesive label or tape, such as scotch tape, strapping tape, etc. to the surface of an object. It is best to not use adhesive labels unless you are very familiar with their properties, longevity and inherent vices.
- Choose a spot so that the number is unlikely to be visible when the object is on display;
- Avoid decoration and painted/varnished/pigmented/waxed areas;
- Avoid surfaces where the mark is likely to be at risk from abrasion, such as surfaces on which it normally rests, or where touched during handling;
- Mark all detachable parts of an object;
- Locate the number so that the handling necessary to read it is minimized. (add an extra tie-on label if the location is hidden.);
- With composite objects, mark the which is the least porous, and most easily reversible;
- Where duplicate marks are made these should be in different positions on the object

- Standardize (as far as possible) the position in which a particular class of object is marked, and note these positions down in your documentation procedures manual. Some suggestions are given below:

Object	Position
Bird and mammal specimens	Underside of base for mounted specimens, otherwise on a label attached to the wire supports by thread
Books, albums, sketchbooks	Lower corner on inside of each cover; if decorated, on first plain page
Botanical collections	On the herbarium sheet
Clay pipes	Bowl bottom or, if broken, on pipe stem as well
Clothing	Back of neckband or waistband, near the opening
Crystals	With number on label inside glass tube
Draperies and curtains	On reverse side, usually lower right hand corner
Flat-mounted mammal skins	On the card which supports the skins
Fluid-preserved specimens	Inside container, against glass so they can be read from outside
Framed prints, drawings, watercolors, oil paintings	Mark the stretcher and the frame on the top left-hand corner at the back
Furniture	Top right-hand side of the side of cabinets and tables; right-hand side of seat rail back for chairs
Glass and enamels	Lower back or under the foot
Gloves and stockings	Inside the welt or cuff
Handbags and purses	Inside, near the opening
Insect collections	On card, mounted on the pin
Mirrors	If freestanding, reverse side; side of mount if wall-mounted
Ceramic vessels and ornaments	Base, avoiding foot (reverse side if base inaccessible)
Powder horns and flasks	Back edge near opening
Rocks, minerals and fossils	Matrix (or the 'poorest side' of specimens without matrix)
Rugs, tapestries and carpets	Reverse side, on diagonal corners
Sherds	Undecorated surface not on fracture break
Shoes	On the sole, under the instep

Stone sculpture	Base, avoiding foot (reverse side if base inaccessible)
Study skins	Label attached to dowel support or to feet if no dowel support
Swords	Blade, below hilt
Textiles and embroideries	On the reverse at the corner, if large textile in diagonal corners
Tools with metal parts	Near the handle junction
Unframed prints, drawings, watercolors	On the reverse, lower right corner IN PENCIL
Unframed oil paintings	On stretcher, upper right corner
Weapons and tools	Stock, handle or inside of trigger guard

Basic techniques:

Varnished drawing ink on a base coat:

this technique is suitable for a range of museum objects with stable, smooth and reasonably non-porous surfaces, such as well-fired or glazed ceramics and polished metalwork. It is not suitable for plastics, objects with finishes that might be damaged by acetone, such as varnished furniture, or for leather objects:

- Examine the object to check if this method is appropriate. If in doubt, put the object to one side and consult a Curator/or your supervisor/your supervisor;
- Paint a small area of the object with a base coat, using a brush. When needed you may use a layer of white paint on a very dark surface as a background for black lettering – provided that the black lettering will not be legible. Wait until the base coat is dry (5 minutes MOL);
- Write the object number on the base coat using a recommended marker, using white ink for dark objects on which black lettering would not show up;
- Wait until the ink is dry (up to 15 minutes);
- Apply an additional layer of base coat as a sealer on top of the number;
- Store any unused solution in a dry, cool, ventilated place, in a clearly marked and sealed bottle;
- Make sure to wash your brushes thoroughly.

Sewn-on label

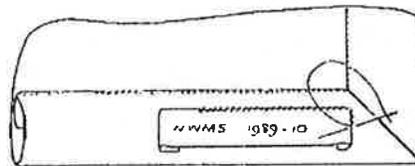
this technique is used for textiles:

Caveat: Any sewing on textiles is invasive not matter how careful you are. Different types of material expand and contract at different rates, thus making any additional add-ons suspect.

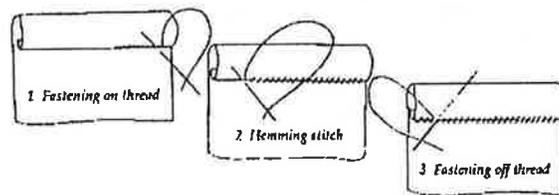
- Examine the object to check if the method is appropriate. If in doubt, consult a Curator/or your supervisor/or your supervisor;
- Stretch a short length of unbleached cotton tape on a hard surface; write the object number on the tape using drawing pen, or a laundry pen. Leave space for cutting and turning in the ends of the tape
- Turn under the cut ends
- Sew the label lightly but securely onto the textile using a fine needle, cotton thread using a slip or ship stitch. (See diagrams below) The most appropriate method will depend on the type of garment. Take care to pass the needle *between* warp and weft threads of the garment and not through them. Also ensure that the stitches do not pucker the fabric;
- Tie off the thread securely, but avoid pulling the stitches.

Attaching tape labels to textiles: hemmed flat tape

- Label is positioned over a double thickness of fabric;
- Hemming (slip or whip) stitches are worked on two sides of the label and fastened securely;
- Stitches penetrate one layer of textile only (they should not be visible from the exterior).



Flat tape label attached to underside of textile



Hemming stitch: method of working

Diagrams by Jean Glover

Loose label

Some objects, such as coins, are too small and detailed to be marked, nor is it easy to tie a label onto them. The only option is to use a loose label:

- Examine the object to check if the method is appropriate. If in doubt, consult a Curator/or your supervisor;
- Write the object number on an acid-free paper or Tyvek label using a suitable drawing ink and drawing pen. Put it in a polyethylene bag or acid free box for small objects. Write the object number on the outside of the container with marking pen.
- Always keep the label with the object.

Tie-on label

This method is appropriate for objects that are too small for conventional marking methods or too delicate for marking.

Examine the object to check if the method is appropriate. If in doubt, consult a curator.

Write the object number on an acid-free tag or Tyvek using a suitable marking pen

Pass twill tape or cotton string through hole in label

Tie tape loosely round the object, making sure that it will untie or remove easily.

Marking packaging or support

This method is used for objects too small or too delicate to mark with conventional means.

Examine the object to check if the method is appropriate. If in doubt, consult a curator

Label and mark the packaging of the object rather than the object itself, or place a label in the packaging

The packaging should, where possible, be transparent, such as polyethylene bags purchased through a conservation supply company. If the object is light sensitive put them in acid-free containers such as small boxes obtained from a conservation supply company.

Mark the outside of the container with a marking pen or foil-backed label with the object's accession number. Also include *in the container* an acid-free tag with the object's accession number written on it in pencil.

Surface preparation

Surface preparation removes light surface dirt and grease.

Remove any loose dirt from stable surfaces using a soft brush or, if necessary, a low-powered vacuum with a sufficient filter;

If the surface is incapable of being cleaned sufficiently for marking please see check with a curator to determine the best way to proceed.

Assembling a labeling and marking kit

For the sake of safety and convenience, it is helpful to assemble all the equipment and materials required for labeling objects into a single general kit, or a series of specialist kits for use with different types of collections. For instance, natural history kits would need entomological pins and materials for spirit-based collections, while a textile kits would require cotton tape, sewing materials etc.

Metal toolboxes with internal compartments make suitable holders for labeling and marking kits. Any chemicals and solvents in the kit should be stored upright in sealed and labeled containers. The box itself should be clearly marked with its contents, and stored in a secure, cool, well-ventilated area.

A general labeling kit might contain the following items:

Equipment:

- Copies of labeling and marking guidelines, in-house standardized labeling procedures, information on chemicals used;
- Safety glasses;
- Gloves for object handling (vinyl or cotton);
- Marker pens, pencils, sharpeners, erasers, black and white inks;
- Cotton tipped applicators;
- Labels (various types), Tyvek tags, acid-free tags, cotton string;
- Twill tape, sewing needles, cotton or linen thread, stainless steel dressmaker's pins, scissors;
- Polythene artifact bags (various sizes).

Chemicals:

- 100ml each of isopropyl alcohol, mineral spirits, distilled water in sealed and labeled containers;
- 100ml of ready mixed 20% Paraloid B72 in acetone in sealed and labeled container (B72 is no longer available).

Selecting an appropriate method

It is worth repeating that many factors decide the most appropriate technique for any one specific object. Some of these are summarized in the table. This procedural guideline gives general information only and you should always seek advice from a museum curator if in any doubt.

List of Suppliers:

University Products – www.universityproducts.com

Metal Edge – www.metaledgeinc.com

Archival Products – www.archival.com

Light Impressions – www.lightimpressionsdirect.com

Gaylord – www.gaylord.com

APPENDIX G

Spokane Tribe of Indians Cultural Preservation Program

Collections Department Procedures Manual

Emergency Preparedness Plan

1. Introduction

Disasters, human or natural in origin, are the leading cause of the loss of cultural heritage. The primary goal of emergency planning is to avoid the loss of cultural resources of the Spokane Tribe of Indians in an emergency situation. [cultural resources hereinafter called STI museum property]. Advanced planning is key to meeting the goal of avoiding loss of STI museum property in emergency situations. The primary objectives of an emergency management plan are:

1. To anticipate and if possible avoid emergencies
2. To retain control if an emergency occurs
3. If control is lost, to recover it as quickly as possible, and
4. To do all the above while maintaining the highest standards of personal safety.

The Emergency preparedness Plan for STI museum property identifies the department's vulnerabilities to disaster; points out how some of them can be mitigated and others prepared for; details ways to respond to and control disasters that do occur; and offers a guide to the organization's recovery from disaster.

2. Identification and prioritization of STI Museum Property Assets

Currently the museum property located at two STI Repositories and includes archaeological items and associated original documents; original photographs; manuscripts, out-of-print reports pertaining to the aboriginal territory of the Spokane Tribe of Indians; objects of material culture; and digital media produced through programs associated with the Bonneville Power Administration and Bureau of Reclamation. Approximately 70% of this combined material is BPA/Reclamation – related and held in fee title by the U. S. government.

The collections are housed in two storage facilities at the present time. The majority of the lithic material from the banks of the Spokane River is housed in the concrete basement at the main Culture office at Wellpinit, WA. The archives, photographs, most recent collections of lithic materials from the 06-07 drawdown as well as material culture objects are stored in the STI Cultural Collections building in Wellpinit, WA.

Description of storage facilities at the Spokane Tribe Cultural Preservation Office.

The main Culture Office is housed in a 1950s rancher style house. The Repository resides in the basement contained by concrete walls on four sides. The environment is dry, %RH & temperature stable. Access is limited to the repository to staff of the Collections department.

The Collections building is a 59' x 31' wood frame insulated building with metal siding and metal roof. The interior of the building has been upgraded, insulated and secured. The building is protected by a 24/7 security and fire system that is connected directly through phone line to the Spokane Tribal Police Department dispatcher. Approximately 40% of the related collections documents are stored in fire-resistant file cabinets.

3. Prioritizing Museum Property at the STI Repository:

1. All paper documents, original manuscripts and material culture objects* are considered first priority because they are highly susceptible to moisture and fire, and not all items are protected by fire-resistant cabinets and storage units.
*"Material culture objects" include objects of cultural patrimony repatriated through NAGPRA back to the Spokane Tribe, as well as cultural objects (beaded bags, and baskets, etc) that are not NAGPRA related but donations from Tribal members and others. Therefore, all collections, federal and non-federal are included in the Disaster Preparedness plan.
2. All archaeological material of plant fiber, bone, and other organic materials are secondary priority as they are susceptible to moisture & fire damage.
3. All BPA/Reclamation stone archaeological material is considered tertiary priority as they are stone and more resistant to total destruction.
4. All digital records contained on the computers of the Culture Office are backed-up each month to an external hard drive. This hard drive is stored in an off-site location.

4. Identifying Hazards and Assessing Risk

Hazards to Museum Property at the STI Repositories

The most probable hazards to museum property in both repositories are theft, fire, flooding from roof compromise (falling trees, high winds), human subterfuge, physical collapse of building resulting from the above named hazards.

Should a disaster occur, BPA/Reclamation archaeological materials and associated paper files are at risk because they are boxed in acid-free archival boxes and are vulnerable to moisture and fire damage; nor are they protected from seepage of ash if another volcanic eruption occurs. The environment is stable and damage from humidity and high temperatures are not an issue at present. All

overhead light fixtures are installed with UV filters minimizing the damage from fluorescent light sources. Theft is possible but the buildings are limited in access to only authorized personnel and a security system with motion sensors carpets the entire building. The fire/security system is monitored 24/7 by a off-site monitoring company and is directly tied into the Spokane Tribal Police Department dispatch in case of a fire or security breach.

5. Formulating Protection Methods

- a. Emergency Procedures for Museum Property* In the event of an emergency, the responsible STI official (Director of the Spokane Tribal Cultural Preservation Program or his/her designated official) shall **immediately notify** curation personnel from the Spokane Tribal Culture Office, the Bonneville Power Administration official, the National Park Service official, and the Bureau of Reclamation official. (See 7. Command and Control for all personnel contact information.

Flooding: Both buildings are located above the floodplain. Therefore, if a flood occurs, it is assumed that the building structure will have been compromised by fire, roof failure, or human subterfuge in which case the plan of action will shift to the emergency action plan for fire and/or building compromise.

Fire, explosion (human subterfuge), roof and/or building collapse:

Once human safety is ascertained and personnel can be safely returned to the building,

1. The responsible STI official will determine whether the collections are in immediate danger of physical damage.
2. If yes then the STI official will call the Cultural Collections Manager of the Cultural Preservation Program to determine whether the collections should be moved to a new location and which location is best.
3. If the Collections Manager cannot be reached the STI official will make his or her best judgment as to the temporary storage location and notify the Collections Manager by voicemail.
4. Once damage has been ascertained the BPA and Reclamation's representatives for the Spokane Tribe of Indians Cultural Preservation Programs will be notified and updated to the situation.

Supplies Needed:

The following supplies will be kept available in an accessible portion of one of the two storage sheds behind the main Cultural Preservation Office at:

Moving materials: hand trucks (2), gloves, particle masks, flashlights, tarps, plastic bags, non-acid-free archive boxes, tape, scissors, etc.

Moving the Museum Property

Maps of the storage areas, marked in priority order, will be posted just outside of each storage area, as well as a copy posted inside the main entrances of each facility. A copy will be on file with the Spokane Tribal Police Department, and one copy will be placed in a readily accessible place for retrieval by the responsible STI official.

Items shall be moved in order from first to third priority OR in order of endangerment.

- In the case of flooding, then items near the floor and/or susceptible to moisture damage should be moved first.
- In the case of fire, or building collapse, after human safety is ascertained then items most susceptible to damage from smoke, or physical damage, should be moved first.

The new location should be dry and cool, and secured by lock and key. Possible alternative locations for the Museum property include either of the repositories not affected by the incident. The collection will need to be re-boxed and hand carried to the new temporary storage. The collection to be moved should be put in an area separate from the resident collection housed in whichever facility is deemed safe until the collection from the damaged building is assessed for cleaning or drying needs.

6. Command and Control:

Responsible Officials

The following responsible officials are listed in order of their management abilities in emergency actions for STI museum property. This listing applies to staff of the Cultural Preservation Office.

Responsible STI officials will take all emergency actions and make needed notifications. The responsible official for the STI collection is Cultural Preservation Program Director, John Matt, (509) 258-8945 (home).

Other STI Officials involved in tribal collection emergency actions would be STI Security/fire Office dispatchers, Council representatives for the Culture Preservation Program. Those officials will support and facilitate management actions as appropriate and requested by the Responsible Custodial Officials

The Custodial Officer is responsible for museum property management actions and will coordinate with responsible official for federal museum property in the STI collection during all management actions. The Custodial Manager for the STI collection Sean Hess, GCPO Archeologist, Grand Coulee Power Office; Phone: (509) 633-9233; Cell: (509) 633-0213; email: shess@pn.usbr.gov .

Bonneville Power's official is Kimberly St. Hilaire, BPA FCRPS Cultural Program Manager, Portland, OR. Phone: (503) 230-5361; cell (503) 939-9402; Email: krsthilaire@bpa.gov

The National Park Service's official is Ray DePuydt, (509) 738-6266 ext. 101 or (509) 633-3860 ext 101.

STI Cultural Collections Manager: Lynn Pankonin, (509) 796-2665 (home); (509) 220-9224 (cell). Curation personnel from the Spokane Tribe of Indians Cultural Preservation Program are working under contract to Bonneville Power Administration and Bureau of Reclamation on archaeological collections and associated documents held at the STI Repositories.

7. Reviewing and Updating the Emergency Plan:

The emergency management plan for museum property shall be reviewed by the Custodial Officer in coordination with the STI Responsible Official for any updating or other needs every three years, and/or if the responsible official for any party changes; and/or if new museum property is added to STI custody.

Revised: 9/2008 LP

APPENDIX H

Spokane Tribe of Indians Cultural Preservation Program

Collections Department Procedures Manual

Collections Management Glossary of Terms

Accession/Accessioning:

The formal and legal documentation of an incoming repository transaction, including a gift, purchase, exchange, transfer, or field collection. Also includes establishment of legal title and/or custody.

Accession or Document file:

File that contains the documentation for each incoming repository transaction, including all legal records. All information regarding a collection, object or groups of objects is kept in this file including any correspondence, conservation work reports, scientific data, etc. Each Accession or Document file is filed numerically by the **accession number**.

Accession number:

A unique number assigned to a collection for purposes of identification and documentation

Accession register (database):

System, either in manual/paper form and/or electronic form, used by repositories to keep track of all accessions.

Acid-free:

"A material that has a pH of 7.0 or higher (an alkaline), since acids can weaken cellulose in paper, cloth, and board and lead to embrittlement"

Acquisition/Acquisitioning:

A process to obtain custody of an object, document, or collection that involves physical transfer.

Active stabilization:

Interventive treatment action taken to increase the stability or durability of an object.

Appraisal:

The process of determining the monetary value of an item.

Archives:

(1) The permanently valuable non-current records of an organization, with their original

order and provenance intact, maintained by the original organization. (2) The organization that created and holds the records. (3) The physical building/room in which the records are held. (4) documents or records relating to the activities, business dealings, etc., of a person, family, corporation, association, community, or nation.

Archival quality:

Materials that have been manufactured of inert materials specifically designed to extend the life of artifacts and records by protecting them from agents of deterioration.

Archivist:

Person professionally educated, trained, and engaged in the administration and management of archival and manuscript collections.

Assessment, collections:

The process of evaluating a collection for the purpose of documenting its condition, relating it to the mission and goals of the repository, and determining courses of action regarding its care and management.

Associated records:

"Original records (or copies thereof) that are prepared, assembled and document efforts to locate, evaluate, record, study, preserve or recover a prehistoric or historic resource" (36 CFR 79.4(a)(2)).

Catalog:

A listing of objects or groups of objects of associated records with descriptive details, including provenience information that is arranged systematically.

Cellulose nitrate film

"A flexible film base used for motion picture film and photographic negatives between about 1890 and 1955. This film base self-destructs over time going through five stages of deterioration. The film should be handled with gloves, foldered in buffered sleeves, boxed, placed in Ziploc bags and removed to off-site (non-museum storage) cold storage in a freezer." (NPS 1996:D60).

Collection (Archaeological):

Material remains that are excavated or removed during a survey, excavation or other study of a prehistoric or historic resource, and associated records that are prepared or assembled in connection with the survey, excavation or other study" (36 CFR 79.4(a)).

Collection (Cultural):

Material culture objects of the Spokane Tribal members or others donating to the Spokane Tribe of Indians. These objects in clued baskets, flat-twined bags, clothing, beadwork, etc.

Collection plan:

Term used by repositories, it is a document, usually part of a repository's

acquisition/collection's policy, that specifically details what the repository is going to collect in order to fulfill its mission, goals, and scope of collections.

Collecting strategy:

A plan that details what is going to be collected during archeological fieldwork. Can include details on artifact class/type, number, location, and sampling.

Collections management:

The management and care of collections with concern for their long term physical well being and safety. This Includes issues of conservation, access and use, and inventory, as well as management of the overall composition of the collection(s) in relation to the repository's mission and goals.

Collections manager:

A trained professional who is responsible for any and all aspects of collections care. Specific responsibilities include day-to-day care of and access to collections, cataloging, and information management.

Condition report:

An accurate, descriptive report of an object's or document's state of preservation at a moment in time. This report assists in planning for conservation treatment.

Conservation:

Measures taken to prolong the life of an object or document and its physical, historic, and scientific integrity as long as possible in its original form. This may involve chemical stabilization or physical strengthening. Treatments should be fully tested, reviewed, and recorded by professional conservators.

Conservator:

A person trained in the theoretical and practical aspects of preventive conservation and in performing treatments to prolong the lives of objects and documents. Often specializes in a particular class of objects or materials.

Copyright:

Legal recognition of special intellectual property rights, distinct from the right of possession, that a creator may have for their work. Copyright exists for original works in tangible media and covers the rights to reproduce, adapt, distribute, perform, or display the work.

Cultural resources:

Materials or remains, including historic and archaeological objects, that compose a culture's non-renewable heritage. Also includes ethnographic objects, historic and prehistoric buildings, structures, sites, and landscapes.

Culling:

The process of selecting and removing objects from a group. Usually entails the rejection of items with no scientific or historical value to the group.

Cultural affiliation:

As defined under NAGPRA, cultural affiliation is "a relationship of shared group identity which can be reasonably traced historically or prehistorically between a present day Indian tribe or Native Hawaiian organization and an identifiable earlier group" (25 U.S.C 3001.2(3)).

Cultural patrimony (objects of):

As defined under NAGPRA, "an object having ongoing historical, traditional, or cultural importance central to the American Indian group or culture itself, rather than property owned by an individual Native American, and which, therefore, cannot be alienated, appropriated, or conveyed by any individual regardless of whether or not the individual is a member of the Indian tribe or Native Hawaiian organization and such object shall have been considered inalienable by such Native American group at the time the object was separated from such group. (25 U.S.C 3001.2(3)(D)).

Curation:

The process of "managing and preserving a collection according to professional museum and archival practices" (36 CFR 79.4(b)).

Curation agreement:

Document/contract between two parties (one usually a repository) detailing the curation of a collection(s). It includes details on the state of the collection when given to the repository, work to be done at the repository, responsibilities to the collection for both parties, costs, ownership, and issues/details on access and use of the collection.

Curator:

A trained professional who is usually responsible for the care, exhibition, research, and enhancement of repository collections. Specific duties vary between repositories.

Deaccession:

The legal, permanent removal of an object, document, specimen, or collection from a repository. This requires full documentation of the process.

Deed of Gift [Certificate of Donation]:

A contract that transfers ownership from one person or institution to another. Should include any conditions placed on the gift, although these are generally discouraged by the receiving repository.

Destructive analysis:

General term for any type of scientific analysis that destroys or alters the sample during the process. In archeology, destructive analysis techniques include thin-section analysis, DNA analysis, C14 dating, thermo luminescence dating, and metallography.

Disposal:

The act of physically removing an object from a repository's collection.

Ecofacts:

Non-artifactual remains and organics that have cultural relevance. Includes faunal or floral remains and soil samples. (See also *non-cultural artifacts or materials*.)

Environmental Assessment (EA):

A document related to the National Environmental Policy Act (NEPA) prepared by a Federal agency. Used for compliance with NEPA when an Environmental Impact Statement is not necessary, i.e., there is no significant impact.

Environmental Impact Statement (EIS):

A detailed statement prepared under compliance with the National Environmental Policy Act, which outlines the environmental impact of actions taken by a federal agency, as well as options for limiting or negating that impact.

Facility report:

Report prepared by a repository that outlines its facilities, environmental controls and monitoring, and collections management procedures. Lending institutions often use these reports to decide whether a borrowing institution is able to properly care for and manage loaned objects. The standard form can be obtained from the American Association of Museums.

Finding aid:

"(1) A broader term for any format of textual or electronic tool that assists researchers in locating or using archival and manuscript collections. Basic finding aids include guides (for example, repository, collection, and subject guides), descriptive inventories, accession registers, card catalogs, special lists (for example, shelf and box lists), indexes, and (for machine-readable records) software documentation. (2) The file guides, indexes, registers, and filing system aids produced by the records creator, usually referred to as "control records" or "contemporaneous finding aids." (3) The specific type of descriptive tool described in the text above." (NPS 1996:D61).

Funerary objects:

Items that, as part of the death rite or ceremony of a culture, are reasonably believed to have been placed intentionally with or near individual human remains at the time of death or later. Used in NAGPRA.

Geographic Information System (GIS):

Computer system capable of assembling, storing, manipulating, and displaying geographically referenced information (data identified according to its location). GIS is often used in archeology for making maps that plot artifact distribution over a site or sites over a geographic area. Requires extensive data gathering and sophisticated software.

Gray literature:

Unpublished documentation that is printed in limited numbers and is rarely cataloged in libraries. For archeology, it is mainly technical reports of archeological investigations that are most often associated with cultural resources management assessment and fieldwork. Thus, it is relatively inaccessible to researchers, other archeologists, and the public.

Historic preservation:

Management and preservation of buildings, sites, structures, objects, and landscapes that have historical or cultural significance.

Humidification:

Application of small amounts of moisture in an enclosed humidification chamber to relax paper fibers so that a document can be gently unrolled or unfolded and then flattened.

Hygrothermograph:

Device used to measure and record relative humidity (RH) and temperature levels in one area over a continuous period. Depending on the machine, it can record levels for one day, one week, or one month.

Information Management:

The development and maintenance of integrated information systems and the optimization of information flow and access. In repositories, this most often applies to the systems (manual or computerized) that hold collections information. This may include accession, catalog, and/or inventory records.

In perpetuity:

Literally means continuing forever. It is used in reference to the curation of material remains and documents by a repository for the entire length of an item's life.

In situ:

In the natural or original position/place. In archeology, it references the original burial context or provenience of an object.

Integrated Pest Management:

The selection, integration, and implementation of a variety of approaches to prevent and solve pest problems in the most efficient and ecologically sound manner. A decision-making process that helps one decide if a treatment is necessary and appropriate, where the treatment should be applied, and what strategies should be integrated for immediate and long-term results.

Intellectual rights/ Intellectual property rights:

Non-physical (intangible) rights to an object or record that exist independently from ownership of the physical item. They include copyrights, images, and rights to use.

Intervention/Interventive materials:

Materials, such as consolidants, fumigants, acids, and other chemicals, used for the treatment of objects and records, including the addition of preservatives or the removal of agents of deterioration.

Inventory:

An itemized listing of objects in a repository. It may also be the process of physically locating objects through several different types of inventory: complete, sectional, and spot.

Japanese paper:

Non-technical term for a type of archival quality, non-wood pulp paper that is often used in museum applications.

Lineal descendant:

Individual tracing his or her ancestry directly and without interruption through the traditional kinship system of his/her group to a known individual. Used in compliance with NAGPRA, the lineal descendant has priority claim over human remains or funerary/sacred objects of his/her direct ancestor.

Loan:

Delivery of personal or institutional property by one person or institution to another in trust for a specific purpose. This is done with the understanding that when that purpose is accomplished the property is returned to the owner.

Loan fee:

A fee charged of a borrowing institution by a lending institution for a loan. It is usually a charge in addition to the actual costs (conservation, packing, shipping, etc.) of handling a loan.

Lossy compression: "...any process for compressing an image file that causes the file, once uncompressed to differ from the original appearance of the image file. Many lossy compression file formats look very similar to the uncompressed file, as the information that is discarded is often not easy to identify visually" (Vogt O'Connor 1999:49).

Lot:

A group of artifacts identified by provenience, material, and/or object name. Provenience should be as specific as is recorded by the archeologist. Material may not be mixed, such as glass and ceramics. Object name may be used to separate out different types of objects of the same material from the same provenience (e.g., flakes, projectile points).

Lux:

Lumens per square meter. Lux is a measure for visible light.

Machine-readable records:

Archives and records with informational content that is usually in code and is most

efficiently read with the aid of a machine. Coded information is retrievable only by a machine. If not coded, the information may be read without the assistance of a machine. For example, microformat is a machine-readable record yet may be read without a machine.

Material remains:

"Artifacts, objects, specimens and other physical evidence that are excavated or removed in connection with efforts to locate, evaluate, document, study, preserve or recover a prehistoric or historic resource" (36 CFR 79.4(a)(1)).

Memorandum of Agreement (MOA):

Document prepared under Section 106 of the National Historic Preservation Act. A MOA details an agreement between parties (such as the Advisory Council on Historic Preservation and a federal agency) on what may be done to resolve any adverse effects of an action on the cultural environment.

Metadata:

"Refers to documentation about data, such as descriptions of electronic files that effectively tell you the format, structure, contents, and authority of the materials. Metadata standards, such as the Dublin Core and the Encoded Archival Description Standards, are developed and being adopted or adapted." (Vogt O'Connor 1999:49).

Microform:

"Microforms are photographic images that are 20 to 150 times smaller than the original" (Balough 1993:17). It is generally produced on film that has a life expectancy of 500 years, commonly called microfilm.

Mission Statement:

Also called a "statement of purpose", a document drawn up by a repository to succinctly outline its purpose, current scope and uses of its collections, and immediate goals.

Museum:

"...a permanent, nonprofit organization, essentially educational and often aesthetic in purpose, which, utilizing professional staff, acquires tangible objects, interprets them, cares for them, and exhibits them to the public on a regular basis." (Malaro 1994:81).

Mylar®:

Trade name (DuPont) for a plastic polyethylene terephthalate (polyester) sheet, commonly used for mapping field projects. Mylar is characterized by its transparency, colorlessness, high tensile strength, and chemical stability.

National Historic Landmarks Program:

Authorized under the Historic Sites Act of 1935, it coordinates, manages, and preserves historic and archeological sites that have been designated by the Secretary of the Interior to have national significance and illustrate the nation's heritage.

National Register of Historic Places:

List of districts, sites, buildings, structures, and objects determined to be of historic, cultural, architectural, archeological, or engineering significance at the national, state, or local level. The name also applies to the NPS staff unit that processes and manages the list and manages the extensive archives of property records in the Register.

Non-cultural artifacts or materials:

General term applied to items collected at archeological sites that are natural (not man-made), but still have cultural or archeological significance. Includes soil samples, shell, and floral remains. (See also Ecofacts)

Original order:

"The functional filing arrangement imposed on a document collection by its creator. The original order of collections can provide information not found elsewhere, such as when the creator received a communication, who reviewed a document, or what the sequence of an administrative activity was. Original order should be preserved or reconstructed in a collection as it allows for rapid arrangement, accurate contextual research, and additional insight into the record creator's methods and activities. If a collection has no order because of mismanagement or disaster, a decision to impose an order may be made only by an experienced archivist." (NPS 1996:D63).

Pest management:

See Integrated Pest Management.

pH level /pH scale:

A logarithmic measure of the acidity or alkalinity of material. The pH scale goes from 0 to 14 with each number indicating a ten-fold increase or decrease from the next number. Neutral is pH 7. Numbers below neutral indicate acidity. Numbers above neutral indicate alkalinity.

Phase I, II, III:

Terms primarily used in contract archeology or cultural resources management to note the type of archeological fieldwork being carried out. Phase I typically refers to site reconnaissance survey and mapping to find and inventory sites. Phase II refers to intensive survey, collection, and site testing. Phase III refers to full excavation or "mitigation" for data recovery. Collections are made in each phase, although Phase III usually yields the largest and most complete collections based on the collecting strategy.

Polyethylene PE):

A chemically stable, flexible, transparent or translucent plastic. May be found in the form of film, sheets, foam, and rods. It is widely used for making archival quality plastic bags and sleeves.

Polymer:

A chemical compound or mixture of compounds (like or unlike) formed of repeating structural units. All plastics are polymers.

Polypropylene:

Similar to polyethylene only stiffer and more heat resistant. Commonly used to make sleeves for slides or film or small containers.

Polyurethane:

An unstable polymer that should **not** be used for storage or in repositories. Tends to off-gas, which can create chemical reactions on or in objects.

Polyvinyl Acetate (PVA) emulsion:

A colorless, transparent polymer of vinyl acetate upon drying that is used in adhesives.

Polyvinyl Chloride (PVC):

A plastic polymer. Not as chemically stable as other plastics because it may emit hydrochloric acid as it deteriorates. Its use for preservation is limited for that reason.

Processing, initial:

A series of steps undertaken on an archeological collection prior to its deposit for long-term curation, often including cleaning, labeling, packing, and cataloging.

Project design:

See Research design.

Provenance:

The background and history of ownership for an object or records. Generally used for works of art, historical objects, and archival records.

Provenience:

In archeology, it is the specific geographic or spatial location (either in two-dimensional or three-dimensional space) where an object was found.

Range of variation:

In archeology, it is the extent of differences that exists between items in an artifact class. For artifacts, variation can exist and be measured for variables such as time period, size, style, material, and technology.

Records:

"(1) All information fixed in a tangible (textual, electronic, audiovisual, or visual) form that was created by an organization as part of its daily business. (2) Two or more data fields that are grouped as a unit in machine-readable records." (NPS 1996:D:64).

"Federal records are defined as all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization,

functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them." (36 CFR 1222.12).

Records management:

The process involved in determining the status, value, and disposition of administrative records throughout their lifetime (for example, active or inactive). Also involves scheduling records for their ultimate disposition.

Reemay®:

Trade name for a nonwoven, spunbonded polyester product that is used in museum applications for labeling, tags, and packaging.

Reformatting:

Preservation duplication of original archival materials through the use of long-lived copy technology such as silver halide microfilms or large format digital files and computer output microfilms (NPS 1996:D64).

Registrar:

An individual responsible for the development and implementation of procedures and policies affecting the acquisition, management, and disposition of collections. A registrar also usually maintains all collection documentation, including inventory and loans. Specific duties vary between institutions.

Rehabilitation:

To restore to a former state or good condition. In conservation, this applies to the restoration of deteriorated objects. It can also refer to the upgrade of an entire collection.

Relative humidity (%RH):

The measure of moisture in the air in relation to the saturation point of the air at its current temperature. RH is measured as a percentage of the absolute humidity divided by the saturation humidity.

Religious use:

As cited in NAGPRA, "...use in religious rituals or spiritual activities. Religious remains generally are of interest to medicine men and women, and other religious practitioners and persons from Indian tribes, Alaskan Native corporations, Native Hawaiians, and other indigenous and immigrant ethnic, social and religious groups that have aboriginal or historic ties to the lands from which the remains are recovered, and have traditionally used the remains or class of remains in religious rituals or spiritual activities." (36 CFR 79.10(c)).

Repatriation:

To return or restore the control of an object or collection to the country of origin or rightful owner. Used to describe the return of items to lineal descendants or culturally affiliated tribes under NAGPRA.

Repository:

"A facility such as a museum, archeological center, laboratory or storage facility that is managed by a university, college, museum, or other educational or scientific institution, a federal, state, or local government agency, or Indian tribe that can provide professional, systematic, and accountable curatorial services on a long-term basis." (36 CFR 79, Section 79.4(j)).

Research design:

A systematic plan for a research project. Usually includes formulating a strategy to resolve a research question(s). It also details the methods for collecting, recording, processing, and analyzing the recovered data in the field and laboratory.

Risk management [Emergency Preparedness Plan]:

The planning and use of available resources to minimize overall risk to collections. Involves identifying risks, identifying strategies to eliminate or manage risks, and setting priorities for risk elimination and management. In repositories, this involves measures for security, fire control, pests, and disaster planning.

Sacred objects:

Specific ceremonial objects which are needed by traditional religious leaders for the practice of traditional religions by their present-day adherents. An important component of NAGPRA for American Indians, Native Hawaiians, and Native Alaskans.

Sampling:

A process of selecting a representative part of a population for the purpose of determining parameters or characteristics of the whole population. The selection process may be based on a mathematical probability theory, a regularized pattern, or existing knowledge of data patterning.

Scope of Collections:

A repository planning document that details the extent of its collections, including what it may acquire in the future to fulfill its mission.

Scoping:

In archeology, it involves determining the extent of a site and what work may be performed on that site. In CRM terms, scoping is done under NEPA and involves determining the extent of the environmental/cultural impact of a proposed action and what can be done about that impact.

Security copy:

"Duplicate copy of original documentation that is on archival paper and is stored in a separate location from the original" (Griset and Kodack 1998:158).

Series:

"A group of documents arranged or maintained as a unit within a file system because of their shared circumstances of creation, receipt, or use. An example of a list of series

would be: 1) incoming correspondence, 2) outgoing correspondence, 3) bills and check receipts, 4) photographs, and 5) legal documents." (NPS 1996:D64).

Silica gel:

A granular substance which has high moisture absorbing and emitting properties. It is often used as a moisture stabilizer in packing, storing, and exhibiting items that are sensitive to humidity.

Site report:

A document detailing the findings at an archeological site. Site reports are usually required for archeological projects conducted on federal, state, and tribal lands. They can run from simple statements on what was found to detailed data analysis and interpretation.

Soil samples:

A quantity of dirt, site matrix, or sediments collected for physical or chemical analysis.

Soluble salt:

Type of salt (including chlorides, nitrates, and sulfates) that is readily soluble in water. Can be absorbed by any porous material buried in soil that contains these salts. When evaporation occurs, salts crystallize on or near an object's surface and can lead to its destruction.

Solvent:

A substance capable of dissolving another substance. Solvents are often liquids and tend to be volatile. Different solvents are needed for dissolving different substances, depending on chemical composition. A common solvent is acetone.

Spalling:

Delaminating or breaking off into chips and pieces. Spalling is often caused in archeological materials by subflorescence.

State Historic Preservation Officer (SHPO):

"The state official, designated by the governor, to carry out the functions ascribed to the SHPO under the National Historic Preservation Act. SHPOs receive and administer matching grants from NPS to support their work and pass through to others. They identify historic properties and nominate them to the National Register. They maintain inventories, do plans, and consult with others about historic preservation." (King 1998:267).

Sticky traps:

A passive insect or rodent trap that uses an adhesive to trap the pest.

Study or type collection:

A collection of archeological items that represents a certain class of objects, usually

would be: 1) incoming correspondence, 2) outgoing correspondence, 3) bills and check receipts, 4) photographs, and 5) legal documents." (NPS 1996:D64).

Silica gel:

A granular substance which has high moisture absorbing and emitting properties. It is often used as a moisture stabilizer in packing, storing, and exhibiting items that are sensitive to humidity.

Site report:

A document detailing the findings at an archeological site. Site reports are usually required for archeological projects conducted on federal, state, and tribal lands. They can run from simple statements on what was found to detailed data analysis and interpretation.

Soil samples:

A quantity of dirt, site matrix, or sediments collected for physical or chemical analysis.

Soluble salt:

Type of salt (including chlorides, nitrates, and sulfates) that is readily soluble in water. Can be absorbed by any porous material buried in soil that contains these salts. When evaporation occurs, salts crystallize on or near an object's surface and can lead to its destruction.

Solvent:

A substance capable of dissolving another substance. Solvents are often liquids and tend to be volatile. Different solvents are needed for dissolving different substances, depending on chemical composition. A common solvent is acetone.

Spalling:

Delaminating or breaking off into chips and pieces. Spalling is often caused in archeological materials by subflorescence.

State Historic Preservation Officer (SHPO):

"The state official, designated by the governor, to carry out the functions ascribed to the SHPO under the National Historic Preservation Act. SHPOs receive and administer matching grants from NPS to support their work and pass through to others. They identify historic properties and nominate them to the National Register. They maintain inventories, do plans, and consult with others about historic preservation." (King 1998:267).

Sticky traps:

A passive insect or rodent trap that uses an adhesive to trap the pest.

Study or type collection:

A collection of archeological items that represents a certain class of objects, usually

demonstrating the typical or the range of variation. It may be compiled for the purpose of comparison in order to advance scholarly research.

Survey:

The process of locating archeological sites and features over a specific area. It is the first step (Phase I) in archeological reconnaissance that usually involves mapping the site, as well as any artifacts and features. Some artifacts may be collected depending on the field collecting strategy of the project.

Teflon monofilament:

Type of archival quality string that is often used to attach tags to objects because of its non-abrasive, non-damaging qualities.

Thermoplastic acrylic:

A polymer that is applied as a liquid and then hardens or sets. They are resolvable in an appropriate solvent and soften upon heating.

Thermosetting resin:

Resins that change (irreversibly) under heat from a fusible, soluble material into one that is infusible and insoluble through the formation of a covalently cross linked, thermally stable network.

Tribal Historic Preservation Officer (THPO):

"The official of a federally recognized Indian tribe that oversees the tribe's historic preservation program, particularly where the tribe has been approved by NPS to carry out all or some of the functions of the SHPO within the external boundaries of its reservation." (King 1998:267).

Type collection:

See Study collection.

Tyvek®:

A DuPont product manufactured from spunbonded polyethylene used for tagging and labeling objects. The product comes in sheets or as precut tags.

Ultraviolet (UV) rays:

Light rays, not visible to the human eye, that can cause permanent damage through fast color degradation, structural weakening, and embrittlement of objects. UV rays are found in natural sunlight and in some artificial light sources (such as fluorescent lamps).

Warping:

Bending or twisting of a material. Warping is a destructive process that is common to some archeological materials when they undergo wide fluctuations of relative humidity and temperature.

Weeping:

Slimy, wet surface of a material (usually glass) caused by water migrating and being held on the surface of an object by hygroscopic salts.

X-radiography:

Uses x-rays and film to form an image of objects (and their interior composition) that are otherwise opaque in ultraviolet and visible light. Used on archeological objects as a non-destructive method for looking at the interior structure of an item, such as corroded metals, statues, and complex ceramics.



Spokane Tribe of Indians
Donation Offer

P.O. Box 100
Wellpinit, WA 99040

Spokane Tribe of Indians (to be completed by an Authorized Representative)

Registered Collection Name:

Name and Title of Authorized Representative:

Date of Receipt _____

Signature of Authorized Representative:

Donor(s) (to be completed by the Donor):

This agreement does not transfer ownership, or risk of loss, of the Property. The STI reserves the right to not accept any donation, and to return the Property to the Donor(s) at the Donor's expense. In offering the Property as a donation to the Spokane Tribe of Indians, it is understood that the Donor(s) has read, understands and agrees to the terms and conditions listed at the end of this agreement. Any transfer of ownership requires completion of a **Certificate of Donation Agreement**, to be signed by both parties.

Name(s) of Donor(s) *print*

Title and Capacity (owner, executor, corporate representative, etc.):

Address:

Phone (residence):

(business):

email:

If donation is in the form of a bequest from an estate, specify name of the estate:

Date:

Signature(s) _____

The following Property has been reviewed/received by the Spokane Tribe of Indians:

Description of Property (the "Property"). Include or attach further descriptions, legal descriptions, serial numbers, photographs, etc. as appropriate.

Continuation sheet attached

Current Location of Property (storage, exhibition, etc.)

Condition Report attached

Description of encumbrances, other restrictions, and other interests in the Property

Protection of Privacy - The personal information requested on this form will be used for the purpose of processing a donation offer of museum objects. Direct any questions about this collection to: [Contact Position, Complete Address, Phone Number]

Conditions:

1. The Spokane Tribe of Indians (hereinafter referred to as "STI") agrees to maintain and hold the Property with the same standard of care established by the Tribe for its own material, or such care as may reasonably be required considering the nature of the Property.
2. All donations are subject to approval by the appropriate Tribal authority. It is further agreed by the STI that it shall enter into a formal agreement only upon the acceptance of the donation.
3. In the event the Property is offered as a donation, it is agreed that unless the STI and the Owner have entered into a prior written agreement to the contrary, the donation shall be unconditional.
4. Any attributions, valuations and other information which may be shown on this agreement are those specified by the Donor and shall not indicate the endorsement of the STI of the same.
5. The STI shall not clean, restore or otherwise alter in any way the Property specified herein, without the prior written consent of the Donor. If isolation of the Property is necessary (i.e., for pest or disease control purposes), the STI will make every reasonable effort to contact the Donor.
6. Unless otherwise agreed to herein, the STI may photograph or reproduce the Property for its research and identification purposes.
7. Unless otherwise agreed to the contrary herein, the STI shall not be responsible for any damage to the Property which may occur while the Property is in its custody.
8. The Donor shall inform the STI of any conditions which may govern the Property being deposited, such as copyright, lien, export restrictions of the country of origin, etc. and the information concerning such conditions shall be specified in writing and attached to and made a part of this agreement.
9. If the ownership of the Property changes prior to the execution of a Certificate of Donation Agreement, the Donor shall inform the STI immediately, and the new owner shall be required to provide evidence satisfactory to the STI to establish their legal right to reclaim the Property.
10. The STI may request the removal of any Property deposited with the STI under the terms hereof, by written notice to the Donor. Such Property if not withdrawn by the Donor or his/her agent within ninety (90) days of the transmission of said written notice, shall be placed in storage. If not reclaimed within one year of the transmission of said

notice, the Property may be disposed of as the STI sees fit. All reasonable costs incurred by the STI for the storage, insuring or removal of the Property shall be the responsibility of the Donor of the Property.

11. Should the Donor request return of the Property prior to the execution of a Certificate of Donation Agreement, the STI shall have sixty (60) days to comply with such a request, and the STI shall be deemed not to have refused to return the Property within that sixty (60) day period.

SPOKANE TRIBE OF INDIANS CULTURAL PRESERVATION OFFICE

Spokane Tribe of Indians
 P.O. Box 100
 Wellpinit, WA 99040 (509) 258-4060 (main office) (509) 258-7844 (collections)

Certificate of Donation

- Please complete this certificate in a typed form or clear handwriting.
- This form is to be completed by the donor and signed by the authorized officer accepting the gift on behalf of the institution.

1. Name and address of donor(s)		
Name:	Date of donation:	
Address:		
Phone:		
2. Item(s) being donated <i>(if insufficient space, please attach list)</i>	Provenance (history of ownership) for each item including date acquired or created by donor(s)	Value:
<i>(continue on separate page if needed)</i>		
3. Declaration by donor(s)		
(a)	Did you create/produce the item(s)?	Yes ___ No ___
(b)	Are you a dealer of the item(s)?	Yes ___ No ___
If you answered yes to either (a) or (b), please indicate whether the item(s) are from		
trading stock ___ OR personal collection ___		
(c)	Is copyright being donated?	Yes ___ No ___ Not applicable ___
(d)	I declare that where interests have been held in the items(s) by other parties, those parties have transferred their ownership rights to me/us.	
(e)	I have title to the item(s) being donated	
(f)	I am transferring unencumbered legal title and full custody and control of the item(s) to the recipient institution. Yes ___ No ___	
If you answered no, please specify what conditions are being placed on the item(s)		

(g) To the best of my knowledge, the item(s) has/have not been imported or exported into or from any country contrary to its laws.

I declare that the above details are correct in every particular. ***Please sign and return in the enclosed envelope***

Signature of donor(s) _____
All donations become property of the Spokane Tribe of Indians upon the signing of this form by the donor.

4. Endorsement of acceptance of donation by recipient institution

I certify that the donation listed conforms with this Institution's collection policy.

Name of authorized officer:

Position:

Institution: Spokane Tribe of Indians

Signature:

STI ARCHIVES ACCESSION FORM

Date Received	Accession No.																													
Title																														
Creator																														
Donor Name/Address																														
Restrictions	Location	Total Size																												
General Description and Condition of Material																														
<p>Specific Description of Material:</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;"><u>Type</u></th> <th style="text-align: center;"><u>Amount</u></th> <th style="text-align: left;"><u>Type</u></th> <th style="text-align: center;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Audio Recordings</td> <td style="text-align: center;">_____</td> <td><input type="checkbox"/> Photographs</td> <td style="text-align: center;">_____</td> </tr> <tr> <td><input type="checkbox"/> Bound Volumes</td> <td style="text-align: center;">_____</td> <td><input type="checkbox"/> Microfilm</td> <td style="text-align: center;">_____</td> </tr> <tr> <td><input type="checkbox"/> Storage Boxes</td> <td style="text-align: center;">_____</td> <td><input type="checkbox"/> Movie Film</td> <td style="text-align: center;">_____</td> </tr> <tr> <td><input type="checkbox"/> Newspapers</td> <td style="text-align: center;">_____</td> <td><input type="checkbox"/> Scrapbooks</td> <td style="text-align: center;">_____</td> </tr> <tr> <td><input type="checkbox"/> Maps</td> <td style="text-align: center;">_____</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other _____</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			<u>Type</u>	<u>Amount</u>	<u>Type</u>	<u>Amount</u>	<input type="checkbox"/> Audio Recordings	_____	<input type="checkbox"/> Photographs	_____	<input type="checkbox"/> Bound Volumes	_____	<input type="checkbox"/> Microfilm	_____	<input type="checkbox"/> Storage Boxes	_____	<input type="checkbox"/> Movie Film	_____	<input type="checkbox"/> Newspapers	_____	<input type="checkbox"/> Scrapbooks	_____	<input type="checkbox"/> Maps	_____			<input type="checkbox"/> Other _____			
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<input type="checkbox"/> Maps	_____																													
<input type="checkbox"/> Other _____																														
<p>Arrangement of Material:</p> <input type="checkbox"/> Alphabetic <input type="checkbox"/> Chronologic <input type="checkbox"/> Numeric <input type="checkbox"/> Topical (Subject) <input type="checkbox"/> Not Arranged <input type="checkbox"/> Other _____																														
Approximate Inclusive Dates	Accessioned By	Date																												
Additional Comments																														

STI Collection Transfer Form

Accession number:

Transferring Agency:

Covering Dates:

Quantity (number of items or boxes):

Physical Type (files, volumes, etc.):

Physical Condition (note any problems):

Further Information (note any items missing or retained, or containing special materials such as photographs, maps, coins, and so on. Note here any special conditions of transfer applying to records from external sources):

Proposed for transfer to Archival Institution by:

Name:

Title:

Date:

Accepted to Archival Institution by:

Name:

Position:

Signature:

Date:

**Spokane Tribe of Indians
Transfer Agreement Form**

Department: _____

Collection Name: _____

Printed name and title of Authorized Representative:

Date of Transfer: _____

Transferee (Name of Department/Institution):
Address: _____

Printed Name and title of Authorized Representative of Transferee:

Description of Transfer Material			
Accession Number	Object Name	Description	Value

Transferee Telephone: _____ Email: _____

Total Number of Objects: _____ Total Value: \$ _____

The Transferee agrees to accept possession and full responsibility for the object(s) listed above. All costs of shipping are the sole responsibility of the Transferee.

THE CONDITIONS OF THIS TRANSFER AS STATED ABOVE ARE ACCEPTED

(Signature of Transferee Authorized Representative) Date _____

(Signature of Authorized Representative of Registered Collection) Date _____
Transfer Agreement

**Spokane Tribe of Indians
Cultural Preservation Program/Collections
Incoming Loan Agreement Form**

Borrower

Spokane Tribe of Indians

Name and title of Authorized Representative: _____

Address: P.O. Box 100, Wellpinit, WA 99040

Phone: _____ Email: _____

Lender

Individual or Institution Name: _____

Name and title of Authorized Representative: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Description of Objects on Loan Continuation Sheet Attached

Accession/ Catalogue Number	Object Description	Insurance Value (US dollars)

Purpose(s) of Loan display research conservation education

TERMS AND CONDITIONS OF INCOMING LOAN AGREEMENT
(the "Agreement")

1. REPRESENTATIONS & WARRANTIES: The Lender represents and warrants to The Spokane Tribe of Indians (the "The Tribe") the following:

- (a) the Lender is the legal and beneficial owner of the object(s) listed on Page 1 of this Agreement ("Objects on Loan"),
- (b) the Lender has full right and authority to lend the object(s) on Loan to the Spokane Tribe of Indians,
- (c) the Lender is the owner and holder of all copyright interests (if any) in the objects on Loan, unless otherwise specified on Page 1 of this Agreement, and (if applicable) that the information in the attached Copyright License is true and correct,
- (d) the history of the Objects on Loan as provided in this Agreement is true and correct.

2. OWNERSHIP AND USE: The Objects on Loan shall be documented as a temporary loan to the Spokane Tribe and shall remain the property of the Lender. The Lender shall notify the Spokane Tribe immediately in the event the ownership of the Objects on Loan changes during the term of this Agreement, such new owner to be bound by the terms hereof. The Spokane Tribe shall use the Objects on Loan solely for the purposes indicated on page 1 of this Agreement; and the Spokane Tribe shall have the right to reproduce, transmit, and display the whole or any part of the image of the Objects on Loan by any means, device or process (examples include, but are not limited to photographs, slides, film, videotapes, and digital forms, and transmission via television, intranet or the Internet) to the public for identification, research, education, exhibition and promotional purposes. Where applicable, the Spokane Tribe shall credit the Lender as indicated in the credit line specified on page 1 of this Agreement. Any reproduction of any image of the Objects on Loan made under this Agreement shall be the property of the Spokane Tribe.

3. TEMPORARY WITHDRAWAL: The Lender may withdraw any part of the Objects on Loan for a specified length of time to be agreed upon by the Lender and the Spokane Tribe at the time of withdrawal. All of the obligations of the Spokane Tribe pursuant to this Agreement shall cease during the period of any withdrawal by the Lender of an Object on Loan.

4. CONDITION AND REPAIR: The Lender and the Spokane Tribe shall agree upon the condition of the Objects on Loan upon receipt by the Spokane Tribe by completing a condition report in the form attached hereto. The Spokane Tribe will also complete and provide to the Lender a condition report prior to return of the Objects on Loan. All Objects on Loan shall remain in the same condition during the term of this Agreement and the Spokane Tribe will provide the same care and protection afforded to objects in its own collections. The Spokane Tribe shall not clean, repair or alter the Objects on Loan without the prior written consent of the Lender. Information gathered by the Spokane Tribe during the examination of the Objects on Loan shall remain confidential unless released by specific written consent of the Lender.

5. TRANSPORTATION: The Lender is responsible for all costs and liability relating to the transportation of the Objects on Loan to and from the Spokane Tribe, unless otherwise agreed in writing by the Spokane Tribe. The Lender is responsible to ensure that the Objects on Loan are properly packed and stored for transportation to the Spokane Tribe. The Spokane

Tribe is responsible to ensure that the Objects on Loan are properly packed for pick-up and transportation from the Spokane Tribe.

6. INSURANCE: The Spokane Tribe will provide multi-perils insurance coverage for the Objects on Loans for the term of this Agreement and/or until the Objects on Loan are picked-up for transportation at which time to the Spokane Tribe has no further liability for the Objects on Loan. This insurance coverage protects the Objects on Loan against all risks of direct physical loss or damage while at the Spokane Tribe, subject to the limits of liability set out in the policy.

7. EXCLUSION OF LIABILITY: The Lender acknowledges that under no circumstances shall the Spokane Tribe be liable for costs, damages, losses or theft of the Objects on Loan resulting for any reason (other than the gross negligence of the Spokane Tribe) including without limitation, costs, damages, losses or theft from the following:

- (a) Failure of the Lender to adequately prepare the Objects on Loan for transport to or from the Spokane Tribe;
- (b) Lender's directions in relation to installation or dismounting;
- (c) Lender's instructions to display fragile Objects on Loan without protection by glass or other means;
- (d) Any damage or loss during the course of transportation to or from the Spokane Tribe;
- (e) Any failure of utilities which prevents the Spokane Tribe from providing appropriate environmental conditions.

The Spokane Tribe shall advise the Lender in writing of any damage, loss or theft of the Objects on Loan, as soon as reasonably possible. In the event of damage or loss during transport to the Spokane Tribe, the Spokane Tribe shall retain all packing and related materials for view by the Lender.

8. INDEMNIFICATION: The Lender shall: (a) be liable to the Spokane Tribe of Indians for:

(b) Indemnify and hold harmless the Spokane Tribe of Indians, its agents, board members, advisors and employees from and against;

any and all liabilities, claims, suits or actions, costs, damages and expenses (including costs as between the solicitor and his own client) which may be brought or made against the Spokane Tribe or which the Spokane Tribe may pay or incur as a result or in connection with:

- (i) any breach, violation or non-performance or any covenant of the Lender contained in this Agreement;
- (ii) any failure by the Lender to observe the requirements of any laws State of Washington and the Spokane Tribe of Indians, and applicable international conventions and treaties in relation to the Objects on Loan;
- (iii) any misrepresentation by the Lender contained in this Agreement.

9. TERMINATION: Either party may terminate this Agreement upon 60 days prior written notice to the other party, such notice to be delivered, in writing, to the Lender at its address specified on Page 1 of this Agreement or to the Spokane Tribe at _____ . The Spokane Tribe shall return the Objects on Loan to the Lender within 60 days after the expiry or termination of this Agreement, such Objects on Loan to be returned to the address of the Lender specified herein unless otherwise notified by the Lender in writing. If the Spokane Tribe is unable to return any items for any

reason beyond its control, including the improper address or the unavailability of the Lender, the Spokane Tribe shall have no further liability to the Lender or any party claiming through the Lender for the Objects on Loan after the expiry of such 60 day period. The Lender acknowledges that if the Spokane Tribe is unable to return any items as indicated, then upon the expiry of the 60 day period, ownership of the Objects on Loan shall transfer to the Spokane Tribe. Thereafter, the Spokane Tribe at its option may either dispose of the Objects on Loan in any matter it determines or retain the Objects on Loan for its own purposes.

10. **MISCELLANEOUS:** This Agreement shall be binding upon the parties hereto and their respective successors, legal representatives and assigns. Time shall be of the essence of this Agreement.

(a) be liable to the Spokane Tribe of Indians for:

(b) Indemnify and hold harmless the Spokane Tribe of Indians, its agents, board members, advisors and employees from and against;

any and all liabilities, claims, suits or actions, costs, damages and expenses (including costs as between the solicitor and his own client) which may be brought or made against the Spokane Tribe or which the Spokane Tribe may pay or incur as a result or in connection with:

- (i) Any breach, violation or non-performance or any covenant of the Lender contained in this Agreement;
- (ii) Any failure by the Lender to observe the requirements of any laws State of Washington and the Spokane Tribe of Indians, and applicable international conventions and treaties in relation to the Objects on Loan;
- (iii) Any misrepresentation by the Lender contained in this Agreement.

July 1, 2011

Jason Matthew Jones

Pe [REDACTED] 058
Office Ph [REDACTED]) 258-9844
e [REDACTED] m

Education

Eastern Washington University, ([REDACTED])
M.A., Interdisciplinary (History and Anthropology), 2005

Eastern Washington University, Cheney, Washington
B.A., Anthropology, 2003

Monterey Peninsula College, Monterey, California
A. A. (Honor Student), General Studies, 2000

Los Angeles Pierce College, West Hills, California
(Honor Student), September, 1996 – June, 1997

California State University Northridge, Northridge, California
September, 1993 – December, 1994

Relevant Coursework

Archaeology	Physical Geology	Intercultural Relations
Physical Anthropology	Cultural Anthropology	Principles of Archaeology
World Archaeology	Physical Geography	Indians of North America
Research Methods	Human Identification	Anthropological Theory
Forensic Anthropology	Critical Thinking	Statistics
Computer Applications	Theory in Archaeology	Public History
Geoarchaeology	Cultural Resource Management	

Employment History

Principal Investigator, Spokane Tribe of Indians-Wellpinit, Washington
October 1, 2006 - Current

Duties include: broad management of the Spokane Tribe Preservation Program, working under joint contract to Bonneville Power Administration and Bureau of Reclamation, which consists of general correspondence with relevant state and federal agencies, task administration, budget preparation and fulfillment of contractual obligations, including - archival research, Phase I, II, and III field investigations, technical report preparation, burial recovery, staff training, lithic analysis, and the organization and supervision of field personnel. The duties of this job also consist of those aspects conducted in the previous role within the organization, detailed below.

Adjunct Instructor, United Indian Nations Tribal College (College of the Salish-Kootenai)-
Wellpinit, Washington
September 27, 2010-December 10, 2010

July 1, 2011

Duties included: Instructor of an Anthropology 101 Course 'Introduction to Anthropology'.

Consulting Archaeologist, Teck American Incorporated-Spokane, Washington
September 2009-September 2010

Duties included: coordination of efforts related to cultural resource monitoring, technical support regarding methodology and planning, compilation of results of efforts related to cultural resource investigations, preparation of summary technical report.

Adjunct Instructor, United Indian Nations Tribal College (College of the Salish-Kootenai)-Wellpinit, Washington
January 1, 2010-March 15, 2010

Duties included: Instructor of an Anthropology 101 Course 'Introduction to Anthropology'.

Adjunct Instructor, United Indian Nations Tribal College (College of the Salish-Kootenai)-Wellpinit, Washington
September 29, 2008-December 12, 2008

Duties included: Instructor of an Anthropology 101 Course 'Introduction to Anthropology'.

Tribal Archaeologist, Spokane Tribe of Indians-Wellpinit, Washington
October 31, 2005 – October 1, 2006

Duties included: Evaluation of archaeological and ethnographic sites on *and* off the Spokane Indian Reservation, Stevens County, Washington. This work included – archival research of literature pertaining to those lands within the exterior boundaries of the reservation and the training of 10-12 field personnel in current archaeological methods and proper artifact description. Personally constructed methodological approaches for efficient pedestrian surveys and excavations of selected areas in both off-river and riverine environments. Work predominantly focused on the Lake Roosevelt shoreline. Performed test unit and shovel test excavations with associated in-field artifact recognition and description (variety of stone tool implements, flake debitage, fire-cracked rock, freshwater mussel shell, osteological specimens, and a variety of historic artifacts); aboriginal feature excavation and documentation (earth ovens, hearths, partial excavation of housepits, and mussel shell middens) and sketch profiles of stratigraphic layers. Also documented all aspects of the field investigation using a Trimble hand-held Geo XT and a Trimble ProXR as well as digital photography. Also conducted laboratory analysis of artifacts recovered from survey and excavation. Participated in burial recovery excavations and documentation of naturally disinterred aboriginal remains (both complete and incomplete specimens). Performed site condition assessments of selected sites affected by Lake Roosevelt reservoir operations. Personally compiled all results of field investigations for preparation of reports to fulfill contractual obligations to Bonneville Power Administration (BPA), Reclamation (BOR), and National Park Service (NPS).

Archaeological Technician, Statistical Research Inc.-Redlands, California
Playa Vista Project, site CA-LAN-211, September 12 – October 20, 2005

Duties included: Phase II archaeological excavation of sites in the Ballona Lagoon Archaeological District in Los Angeles County, California. This work included - test unit excavation and recovery of aboriginal cooking features including mussel shell middens, earth ovens, and hearths, general osteological specimen identification, in-depth sketch illustrations of

July 1, 2011

aboriginal features, and stratigraphic profiling. Excavated by arbitrary levels; all data was compiled and noted on company forms for future analysis.

Archaeological Monitor, Archaeological and Historical Services-Cheney, Washington
Valley Chapel Drive Project, site 45SP440, August 31 - September 9, 2005

Duties included: monitoring and documenting the impact of construction, on a Washington State-registered site. This work included – daily notes regarding activities of on-site construction crew, recognition of intact archaeological deposits when encountered, photo documentation of proceedings.

Archaeological Technician, Archaeological and Historical Services-Cheney, Washington
Spokane Storm-water Project, site 45SP266, June 13 - August 26, 2005

Duties included: Phase III archaeological data recovery excavation of prehistoric artifacts and features encompassing the Early Cascade through Protohistoric components of the Columbia Plateau. This work included – the mapping and recovery of aboriginal cooking features including mussel shell middens, earth ovens, and hearths, in-field artifact identification (variety of stone tool implements, flake debitage, fire-cracked rock, freshwater mussel shell, osteological specimens), extensive mapping, and photography. Fire-cracked rock was measured, weighed and logged according to dominant lithology. Excavated by both natural stratigraphic horizon and arbitrary levels and all sediments were screened through ¼” hardware mesh. All information was documented on company forms for use in the preparation of the final site report.

Archaeological Technician, Archaeological and Historical Services-Olympia, Washington
SR164 Project, site 45KI717, June 2 - June 10, 2005

Duties included: Phase II archaeological excavation of an Olcott site in western Washington for a Washington State Department of Transportation Project on State Route 164. This work included – test unit and shovel probe excavation and in-field prehistoric artifact identification (variety of stone tool implements, flake debitage, and fire-cracked rock). Excavated by arbitrary levels and all sediments were screened through ¼” hardware mesh; all data was compiled and noted on company forms for future analysis.

Archaeological Technician, Archaeological and Historical Services-Cheney, Washington
Valley Chapel Drive Project, site 45SP440, April 18 – April 22, 2005

Duties included: Phase II archaeological excavation of a Protohistoric transient habitation site along Rock Creek, in Spokane County, Washington. This work included – test unit excavation and in-field prehistoric artifact identification (variety of stone tool implements, flake debitage, and fire-cracked rock). Excavated by arbitrary levels and all sediments were screened through ¼” hardware mesh; all data was compiled and noted on company forms for future analysis.

Archaeological Technician, Applied Archaeological Research-Portland, Oregon
Spokane River Hydrology Project, March 1 – March 10, 2005

Duties included: Phase II archaeological excavation of prehistoric sites along Coeur d’Alene Lake, Kootenai County, Idaho and Long Lake, Spokane County, Washington under contract to Avista Utilities for FERC re-licensing. This work included – test unit and shovel probe excavation and in-field prehistoric artifact identification (variety of stone tool implements, flake debitage, and fire-cracked rock). Excavated by arbitrary levels and all sediments were screened

July 1, 2011

through ¼” hardware mesh; all data was compiled and noted on company forms for future analysis.

Archaeological Technician, Applied Archaeological Research-Portland, Oregon
Spokane River Hydrology Project, October 25 – November 21, 2004

Duties included: Phase II archaeological excavation of prehistoric sites along the St. Joe River, near Wallace, Idaho under contract to Avista Utilities for FERC re-licensing. This work included – test unit and shovel probe excavation and in-field prehistoric artifact identification (variety of stone tool implements, flake debitage, and fire-cracked rock). Excavated by arbitrary levels and sediments were screened through both ¼” and 1/8” hardware mesh; all data was compiled and noted on company forms for future analysis.

Archaeological Technician, Archaeological and Historical Services-Cheney, Washington
I-90 Snoqualmie Pass East Project, October 13 – October 21, 2004

Duties included: Phase I and II archaeological work in the Lake Keechelus Basin, Kittitas County, Washington. This work included - archaeological survey, test unit and shovel probe excavation, and in-field prehistoric artifact identification (variety of stone tool implements, flake debitage, and fire-cracked rock). Also participated in the excavation of an aboriginal cooking feature and a historic dump of Euro-American origin. Excavated by arbitrary levels and all sediments were screened through ¼” hardware mesh; all data was compiled and noted on company forms for future analysis.

Archaeological Technician, Archaeological and Historical Services-Olympia, Washington
Guide Meridian Project, September 7 – September 14, 2004

Duties included: Phase I and II archaeological work along a state route (the Guide Meridian) in Bellingham, Washington under contract with the Washington State Department of Transportation. This work included - archaeological survey of the Area of Potential Effect (APE), shovel probe excavation, and in-field prehistoric artifact identification (flake debitage, historic artifacts and fire-cracked rock). Excavated by arbitrary levels and all sediments were screened through ¼” hardware mesh; all data was compiled and noted on company forms for future analysis.

Operations Supervisor, Hazardous Material Responder

UPS-Spokane, Washington, July, 2000-August, 2003

Duties included: supervision of 8-10 employees, hazardous materials response and handling under WSHA and OSHA regulations.

Related Experience

Assistant Instructor, Salish Kootenai Tribal College, Wellpinit, Washington

February 20-25, 2008

Overview of Archaeology, Past and Present

Training, Hazardous Waste Operations and Emergency Response Training (HAZWOPER)
November 13-16, 2007

Seminar included: practices and procedures for maintaining safe work environments when working at SuperFund historic mining sites that may possess unsafe/radioactive chemicals

July 1, 2011

Internship, Bureau of Land Management-Spokane, Washington

March, 2005-June, 2005

Duties included: research of historic trails of eastern Washington.

Volunteer, Bureau of Land Management-Spokane, Washington

February 2004 – September 2004

Duties included: records management, data entry, lithic analysis, survey, and shovel testing.

Volunteer, Bird Cove Archaeology Project-Bird Cove, Newfoundland-August, 2003

Duties included: excavation of a prehistoric living floor.

Student, Eastern Washington University Field School-Rock Creek Site, June 15-25, 2003

Duties included: survey and test unit excavation.

Research Assistant, Archaeological and Historical Services-Cheney, Washington, Spring, 2003

Duties included: research and associated preparation of a geonomic database.

Student, Eastern Washington University Field School-Cattle Guard Site, June 15-25, 2002

Duties included: survey and test unit excavation.

Papers/Reports Prepared

Site Assessment and Erosion Monitoring Report: Annual Inspection of Site Condition by the Spokane Tribe of Indians Stevens County, Lake Roosevelt National Recreation Area, 2011.

Produced for Bonneville Power Administration & Bureau of Reclamation under BPA contract IGC 49925, FY11 SOW, Task 5. Work was completed with Federal Columbia River Power System (FCRPS) funds and was joint funded by the Bureau of Reclamation and the Bonneville Power Administration, September, 2011. Document in construction, pending submission/distribution to BPA, BOR, and Spokane Tribe of Indians THPO, September 2011.

Site Assessment and Erosion Monitoring Report: Annual Inspection of Site Condition by the Spokane Tribe of Indians Lincoln County, Lake Roosevelt National Recreation Area, 2011.

Produced for Bonneville Power Administration & Bureau of Reclamation under BPA contract IGC 49925, FY11 SOW, Task 5. Work was completed with Federal Columbia River Power System (FCRPS) funds and was joint funded by the Bureau of Reclamation and the Bonneville Power Administration, September, 2011. Document in construction, pending submission/distribution to BPA, BOR, DAHP and NPS, September 2011.

Three Oven Site-45LI31 and Mud Flatst-45LI374: Phase II Investigation and Determination of Eligibility, Lake Roosevelt Reservoir Archaeology 2011. Produced for Bonneville Power Administration (BPA) and Reclamation Under BPA Contract IGC 49925 FY11 Task 4b3 and 4b4- ARPA Permit No: PWR-1979-11-WA-01. Work was completed with Federal Columbia River Power System (FCRPS) funds and was joint funded by the Bureau of Reclamation and the Bonneville Power Administration, February 2010. Document in construction, pending submission/distribution to BPA, BOR, DAHP and NPS, August 2011.

July 1, 2011

Determination of Eligibility for the National Register of Historic Places: Mill Creek/Moccasin Bay, 45LI6. Document prepared for Bonneville Power Administration (BPA) & Reclamation under BPA contract IGC No. 49925, FY11 SOW, Task 4b6. Work was completed with Federal Columbia River Power System (FCRPS) funds and was joint funded by the Bureau of Reclamation and the Bonneville Power Administration. Document in construction, pending submission/distribution to BPA, BOR, DAHP and NPS, August 2011.

Determination of Eligibility for the National Register of Historic Places: Hidden Beach/Cornelius, SIR-R7-0002. Document prepared for Bonneville Power Administration (BPA) & Bureau of Reclamation under BPA contract IGC No. 49925, FY11 SOW, Task 4b5. Work was completed with Federal Columbia River Power System (FCRPS) funds and was joint funded by the Bureau of Reclamation and the Bonneville Power Administration. Document in construction, pending submission/distribution to BPA, BOR, and Spokane Tribe of Indians THPO, July 2011.

Site Assessment and Erosion Monitoring Report: Annual Inspection of Site Condition by the Spokane Tribe of Indians Lincoln County, Lake Roosevelt National Recreation Area, 2010. Document prepared for Bonneville Power Administration (BPA) & Bureau of Reclamation under BPA contract IGC No. 49925, FY11 SOW, Task 5a. Work was completed with Federal Columbia River Power System (FCRPS) funds and was joint funded by the Bureau of Reclamation and the Bonneville Power Administration, February, 2011

Site Assessment and Erosion Monitoring Report: Annual Inspection of Site Condition by the Spokane Tribe of Indians Stevens County, Lake Roosevelt National Recreation Area, 2010. Document prepared for Bonneville Power Administration (BPA) & Bureau of Reclamation under BPA contract IGC No. 49925, FY11 SOW, Task 5a. Work was completed with Federal Columbia River Power System (FCRPS) funds and was joint funded by the Bureau of Reclamation and the Bonneville Power Administration, February 2011.

Determination of Eligibility for the National Register of Historic Places: Suyepi Beach-45LI389. Draft document prepared for Bonneville Power Administration (BPA) & Bureau of Reclamation under BPA contract IGC No. 49925, FY11 SOW, Task 4b2. Work was completed with Federal Columbia River Power System (FCRPS) funds and was joint funded by the Bureau of Reclamation and the Bonneville Power Administration, January 2011.

Determination of Eligibility for the National Register of Historic Places: sqemcin. Draft document prepared for Bonneville Power Administration (BPA) & Bureau of Reclamation under BPA contract IGC No. 49925, FY11 SOW, Task 4b1. Work was completed with Federal Columbia River Power System (FCRPS) funds and was joint funded by the Bureau of Reclamation and the Bonneville Power Administration, January 2011.

Results of the 2010 Cultural Resource Investigation At River Mile 14 of the Spokane Arm of Lake Roosevelt, Stevens County, Washington. Document prepared for Bonneville Power Administration (BPA) & Bureau of Reclamation under BPA CRC contract No. 49925, FY11 SOW, Task 4b1. Work was completed with Federal Columbia River Power System (FCRPS) funds and was joint funded by the Bureau of Reclamation and the Bonneville Power Administration. Draft report submitted to BPA and Reclamation, January 2011.

July 1, 2011

Lake Roosevelt Shoreline Investigations: Results of the 2010 Burial Inspection by the Spokane Tribe of Indians Preservation Office. Prepared under contract with Bureau of Reclamation, Pacific Northwest Region Grand Coulee Power Office Under ARPA Permit PWR-1979-09-WA-05 and Blanket Purchase Agreement Number R10PA17060. Submitted to the Spokane Tribe of Indians and Bureau of Reclamation, October 2010.

Results of Cultural Resource Monitoring for the Upper Columbia River Remedial Investigation and Feasibility Study (UCR RI/FS) – 2010 Beach Sediment Sampling. Report submitted to United States Environmental Protection Agency Region 10 1200 Sixth Avenue, Suite 900 (ECL-112), Seattle, WA 9810. Summary Report-10-01, September 2010.

Determination of Eligibility for the National Register of Historic Places: Western Nuclear Pictographs, 45ST24. Document prepared for Bonneville Power Administration (BPA) & Bureau of Reclamation under BPA CRC contract No. 44694. Work was completed with Federal Columbia River Power System (FCRPS) funds and was joint funded by the Bureau of Reclamation and the Bonneville Power Administration. Report on file at the Spokane Tribe of Indians Preservation Office, Wellpinit, Washington, September 2010.

Cultural Resources Assessment for the Qwest SR 291 Telecommunications Fiber Optic Conduit Project, Nine Mile Falls, Washington. Report prepared for Spokane County Department of Building and Planning, Spokane, Washington, under contract to Qwest Corporation, Spokane, Washington. On file Department of Archaeology and Historic Preservation (DAHP), Olympia, Washington, September 2010.

Results of Cultural Resource Monitoring for the Upper Columbia River Remedial Investigation and Feasibility Study (UCR RI/FS) – 2009 Beach Sediment Sampling. Report submitted to United States Environmental Protection Agency Region 10 1200 Sixth Avenue, Suite 900 (ECL-112), Seattle, WA 9810. Summary Report-10-01, April 2010.

Site Assessment and Erosion Monitoring Report: Annual Inspection of Site Condition by the Spokane Tribe of Indians Lincoln County, Lake Roosevelt National Recreation Area, 2009. Produced for Bonneville Power Administration (BPA) & Bureau of Reclamation under BPA CRC contract No. 44694, FY10 SOW Task 4E1 and ARPA Permit No: PWR-1979-09-WA-01. Work was completed with Federal Columbia River Power System (FCRPS) funds and was joint funded by the Bureau of Reclamation and the Bonneville Power Administration, February 2010.

Site Assessment and Erosion Monitoring Report: Annual Inspection of Site Condition by the Spokane Tribe of Indians Stevens County, Lake Roosevelt National Recreation Area, 2009. Produced for Bonneville Power Administration (BPA) & Bureau of Reclamation under BPA CRC contract No. 44694, FY10 SOW Task 4E2. Work was completed with Federal Columbia River Power System (FCRPS) funds and was joint funded by the Bureau of Reclamation and the Bonneville Power Administration, February 2010.

Cooking Scatter Site-45LI370 and Rattlesnake Lookout-45LI372: Phase II Investigation and Determination of Eligibility, Lake Roosevelt Reservoir Archaeology 2009. Produced for Bonneville Power Administration (BPA) and Bureau of Reclamation Under BPA Contract

July 1, 2011

Number 44694 FY10 Task 2A ARPA Permit No: PWR-1979-09-WA-01. Work was completed with Federal Columbia River Power System (FCRPS) funds and was joint funded by the Bureau of Reclamation and the Bonneville Power Administration, February 2010.

Lake Roosevelt Shoreline Investigations: Results of the 2009 Burial Inspection by the Spokane Tribe of Indians Preservation Program Within National Park Service Managed Lands. Prepared under contract with Bureau of Reclamation, Pacific Northwest Region Grand Coulee Power Office Under ARPA Permit PWR-1979-09-WA-05 and Blanket Purchase Agreement Number 09PB170060. Submitted to the Spokane Tribe of Indians, National Park Service and Bureau of Reclamation, February 2010.

Lake Roosevelt Shoreline Investigations: Results of the 2009 Burial Inspection by the Spokane Tribe of Indians Preservation Office. Prepared under contract with Bureau of Reclamation, Pacific Northwest Region Grand Coulee Power Office ARPA permit number PWR-1979-09-WA-05 and Blanket Purchase Order Agreement number 09PB170060. Submitted to the Spokane Tribe of Indians and Bureau of Reclamation, January 2010.

Suyepi Beach-45LI389: Phase II Investigation and Determination of Eligibility, Lake Roosevelt Reservoir Archaeology 2009. Produced for Bonneville Power Administration (BPA) and Bureau of Reclamation under BPA Contract Number 44694 FY10 Task 2B1 ARPA Permit No: PWR-1979-09-WA-01. Work was completed with Federal Columbia River Power System (FCRPS) funds and was joint funded by the Bureau of Reclamation and the Bonneville Power Administration. Submitted to DAHP, Olympia, January 2010.

Lake Roosevelt Reservoir Archaeology 2009: Archaeological Inventory of Sand Flat, Lincoln County, Washington, Phase I Investigation. Produced for Bonneville Power Administration (BPA) & Bureau of Reclamation under BPA Contract Number 44694 FY10 Task 2B1 ARPA Permit No: PWR-1979-09-WA-01. Work was completed with Federal Columbia River Power System (FCRPS) funds and was joint funded by the Bureau of Reclamation and the Bonneville Power Administration. Submitted to DAHP, Olympia, January 2010.

2009 Site Relocation Along the Spokane Arm of Lake Roosevelt: Investigations at SIR-R4-0007 & SIR-R4-0008. Produced for Bonneville Power Administration (BPA) & Bureau of Reclamation under BPA Contract Number 44694 FY10 Task 2B2. Work was completed with Federal Columbia River Power System (FCRPS) funds and was joint funded by the Bureau of Reclamation and the Bonneville Power Administration, January 2010.

Report on Phase I and II Investigations of the Chamokane Creek Bank Stabilization Project. Prepared for and submitted to the Spokane Tribe of Indians, Department of Natural Resources, Wellpinit, Washington. Report on file Spokane Tribe of Indians Preservation Office, Wellpinit, Washington.

Results of a Cultural Resource Survey for the Hunters Water District Treatment Project 2009, with contributions by Lynn Pankonin Consulting Historian Spokane Tribe of Indians Preservation Office. Prepared for Belsby Engineering, Spokane, Washington 1325 W 1st Ave, Ste 204 Spokane, Washington 99201, November 2009.

July 1, 2011

Cayuse Mountain Landslide, Impacted Cultural Resource Sites: Interim Report of the 2009 Evaluation Conducted by The STI Preservation Program. Prepared for and submitted to the Spokane Tribe of Indians, Wellpinit, Washington. Report on file Spokane Tribe of Indians Preservation Office, Wellpinit, Washington.

Determination of Eligibility for the National Register of Historic Places: Jackson Cove Lithic Scatter. Document prepared for Bonneville Power Administration (BPA) & Bureau of Reclamation under BPA CRC contract No. 24464, amendment 03. Funded by Bonneville Power Administration (BPA) & Reclamation For the FCRPS Cultural Resources Management Program. Report on file at the Spokane Tribe of Indians Preservation Office, Wellpinit, Washington, March 2009.

The Western Nuclear Oven Site and Jackson Cove Lithic Scatter: Phase II Investigations and Determinations of Eligibility, Lake Roosevelt Reservoir Archaeology 2008. Report Produced for Bonneville Power Administration (BPA) & Bureau of Reclamation under BPA CRC contract No. 24464, amendment 03. Funded by Bonneville Power Administration (BPA) & Reclamation For the FCRPS Cultural Resources Management Program. Report on file at the Spokane Tribe of Indians Preservation Program, Wellpinit, Washington, March, 2009.

Site Assessment and Erosion Monitoring Report: Annual Inspection of Site condition by the Spokane Tribe of Indians, Lincoln County, Lake Roosevelt National Recreation Area, 2008. Report Produced for Bonneville Power Administration (BPA) & Bureau of Reclamation under BPA CRC contract No. 24464, amendment 03. Funded by Bonneville Power Administration (BPA) & Reclamation For the FCRPS Cultural Resources Management Program. Report on file at the Spokane Tribe of Indians Preservation Program, Wellpinit, Washington, and submitted to Department of Archaeology and Historic Preservation (DAHP), Olympia, Washington January, 2009.

Site Assessment and Erosion Monitoring Report: Annual Inspection of Site condition by the Spokane Tribe of Indians, Stevens county, Lake Roosevelt national Recreation Area, 2008. Report Produced for Bonneville Power Administration (BPA) & Bureau of Reclamation under BPA CRC contract No. 24464, amendment 03. Funded by Bonneville Power Administration (BPA) & Reclamation For the FCRPS Cultural Resources Management Program. Report on file at the Spokane Tribe of Indians Preservation Program, Wellpinit, Washington, January 2009.

Determination of Eligibility for the National Register of Historic Places: Sil-pimt-kin Archaeological District. Document prepared for Bonneville Power Administration (BPA) & Bureau of Reclamation under BPA CRC contract No. 24464, amendment 03. Funded by Bonneville Power Administration (BPA) & Reclamation For the FCRPS Cultural Resources Management Program. Report on file at the Spokane Tribe of Indians Preservation Program, Wellpinit, Washington, January 2009.

Cultural Resource Evaluation Report: Spokane Whitewater Park Development Project, Spokane County, Washington by Matthew T. McCullor and Jason M. Jones. Principal Investigator: Jason M. Jones. Report submitted to: Spokane Parks and Recreation Department City Clerks Number: OPR 08-78, Washington DAHP and the Spokane Tribe of Indians Preservation Office in Wellpinit, Washington November 2008.

July 1, 2011

Archaeological Interim Report: Burial Recovery at the Veterans Administration Medical Center (VAMC), Spokane Washington. Preliminary report prepared for the VAMC under private contract (order no. 668-B8-0045 of September 29, 2008) with the Spokane Tribe of Indians Preservation Program, Wellpinit, Washington. Report on file at the Spokane Tribe of Indians Preservation Program, Wellpinit, Washington.

Indigenous Occupation of Cayuse Cove-SIR-R4-0001: Phase II Investigations and Determination of Eligibility, Lake Roosevelt Reservoir Archaeology 2007. Report Produced for Bonneville Power Administration (BPA) & Bureau of Reclamation under BPA CRC contract No. 24464, amendment 03. Funded by Bonneville Power Administration (BPA) & Reclamation For the FCRPS Cultural Resources Management Program. Report on file at the Spokane Tribe of Indians Preservation Program, Wellpinit, Washington and submitted to Department of Archaeology and Historic Preservation (DAHP), Olympia, Washington July, 2008.

Determination of Eligibility for the National Register of Historic Places: Cayuse Cove. Document prepared for Bonneville Power Administration (BPA) & Reclamation under BPA CRC contract No. 24464, amendment 03. Funded by Bonneville Power Administration (BPA) & Reclamation For the FCRPS Cultural Resources Management Program. Document submitted to Department of Archaeology and Historic Preservation (DAHP), Olympia, on file at the Spokane Tribe of Indians Preservation Program, Wellpinit, Washington, July 2008.

Lake Roosevelt Drawdown Surveys: Results of the 2007 Investigation of the Lincoln County Shoreline, in the Spokane Tribe of Indians River District 4. Produced for Bonneville Power Administration (BPA) & Reclamation under BPA CRC contract No. 24464, amendment 03. Funded by Bonneville Power Administration (BPA) & Reclamation For the FCRPS Cultural Resources Management Program. Report on file at the Spokane Tribe of Indians Preservation Program, Wellpinit, Washington and submitted to DAHP, Olympia, Washington, February, 2008.

Lake Roosevelt Drawdown Surveys: Results of the 2007 Investigation of the Stevens County Shoreline, in the Spokane Tribe of Indians River District 4. Produced for Bonneville Power Administration (BPA) & Reclamation, Under BPA CRC contract No. 24464, amendment 03. Funded by Bonneville Power Administration (BPA) & Reclamation For the FCRPS Cultural Resources Management Program. Report on file at the Spokane Tribe of Indians Preservation Program, Wellpinit, Washington submitted to BPA, Portland, Oregon, February, 2008.

Lake Roosevelt Shoreline Investigations: Results of the 2007 Burial Inspection by the Spokane Tribe Culture Program. Report Produced for and funded by Reclamation, Department of the Interior. On file at the Spokane Tribe of Indians Preservation Program, Wellpinit, Washington and Grand Coulee Dam Power Office, Grand Coulee, Washington December 2007.

Selected Archaeological Sites Along the Lake Roosevelt Shoreline: Annual Inspection of Site Condition by the Spokane Tribe of Indians, 2007. Report Produced for Bonneville Power Administration (BPA) & Reclamation Under BPA CRC contract No. 24464, amendment 03. Funded by Bonneville Power Administration (BPA) & Reclamation For the FCRPS Cultural

July 1, 2011

Resources Management Program. Report on file at the Spokane Tribe of Indians Preservation Program, Wellpinit, Washington, December 2007.

Cultural Resource Survey for the Chamokane LLC Timber Recovery Project, Spokane Indian Reservation, Stevens County, Washington. Prepared By Matthew T. McCullor and Jason M. Jones, Editor. Submitted to Chamokane LLC and Barnett & Sons Inc., Colville, Washington. On file Spokane Tribe of Indians Preservation Program, Wellpinit, WA, December 2007.

Cultural Resource Site Records for Field Sites *Lincoln 1, Lincoln 2, Lincoln 3, Lincoln 4, and Mud Flats sites* (pre-contact lithic scatter/pre-contact feature), in Lincoln County, Lake Roosevelt, Washington. Report Produced for Bonneville Power Administration (BPA) & Bureau of Reclamation under BPA CRC contract No. 24464, amendment 03. Funded by Bonneville Power Administration (BPA) & Reclamation For the FCRPS Cultural Resources Management Program. Documents on file at the Spokane Tribe of Indians Preservation Program, Wellpinit, Washington and submitted to Department of Archaeology and Historic Preservation (DAHP), Olympia, August 2007.

Spokane Tribe of Indians Culture Program: An Approach to Protecting a Rich Cultural History From ARPA Violations, editor. Paper presented at the Lake Roosevelt Forum by Spokane Tribal Archaeologist Matthew McCullor on November 14, 2007.

Cultural Resource Survey for the Adams County Department of Public Works' Cow Creek Bridge #45-1 Replacement Project, Adams County, Washington. Report submitted to Adams County PWD, under contract number 870153. Report submitted to DAHP, Olympia, Washington, October 2007.

Results of an Archaeological Site Damage Assessment at 45SP500, the Hutterian Brethren Site: A Traditional Lithic Quarry Inadvertently Discovered in Eastern Washington. Report prepared for the Spokane Hutterian Brethren under private contract with the Spokane Tribe of Indians and under Washington State Archaeological Permit No. 06-17. Report submitted to DAHP, Olympia, Washington, July 2007 and on file with the Spokane Tribe of Indians Preservation Program, Wellpinit, Washington.

Cultural Resources Survey for the Spokane Hutterian Brethren Bull Run Road Realignment, Lincoln County, Washington. Edited by Jason Jones. Report prepared for the Spokane Hutterian Brethren under private contract with the Spokane Tribe of Indians. Submitted to DAHP, July 2007 and on file with the Spokane Tribe of Indians Preservation Program, Wellpinit, Washington.

Hangman Creek: Report on the 2006 Archaeological Salvage Project. Report prepared for the City of Spokane, Washington under Washington State Archaeological Excavation Permit No. 05-23. Submitted to DAHP, January 2007 and on file with the Spokane Tribe of Indians Preservation Program, Wellpinit, Washington.

Results of Archaeological Testing of Four Locations Along the Shore of the Lake Roosevelt Reservoir: Part of the Annual Investigations by the Spokane Tribe of Indians, 2006. Report Produced for Bonneville Power Administration (BPA) & Reclamation Under BPA CRC contract

July 1, 2011

No. 24464, amendment 03. Funded by Bonneville Power Administration (BPA) & Reclamation For the FCRPS Cultural Resources Management Program. Report on file at the Spokane Tribe of Indians Preservation Program, Wellpinit, Washington, December 2006.

Selected Archaeological Sites Along the Lake Roosevelt Shoreline: Annual Inspection of Site Condition by the Spokane Tribe of Indians, 2006. Report Produced for Bonneville Power Administration (BPA) & Reclamation Under BPA CRC contract No. 24464, amendment 03. Funded by Bonneville Power Administration (BPA) & Reclamation For the FCRPS Cultural Resources Management Program. Report on file at the Spokane Tribe of Indians Preservation Program, Wellpinit, Washington, November 2006.

Cultural Resource Evaluation of ADAPT Engineering Inc.'s Proposed Washington State Patrol Project WA-3003 Joe Butte. Report prepared for ADAPT Engineering Inc.'s Section 106 Compliance Project No. WA06-14132-023. Report submitted to DAHP, September 2006 and on file with Spokane Tribe of Indians Preservation Program, Wellpinit, Washington.

Property Types Document for the Spokane Tribe's Traditional Areas Along the Lake Roosevelt Shoreline for National Register Nominations. Report Produced for Bonneville Power Administration (BPA) & Reclamation Under BPA CRC contract No. 24464, amendment 03. Funded by Bonneville Power Administration (BPA) & Reclamation For the FCRPS Cultural Resources Management Program. Report on file at the Spokane Tribe of Indians Preservation Program, Wellpinit, Washington,, August 2006.

Results of Investigations: Burial Inspection and Recovery with the Spokane Tribe of Indians From Lands Affected by the Operation of Lake Roosevelt, Columbia Basin Project, WA. FY 2006. Report prepared for and submitted to Reclamation, Department of the Interior, and on file with Spokane Tribe of Indians Preservation Program, Wellpinit, Washington, August 2006.

Germania North Timber Sale: Cultural Resource Investigation Interim Report. Report prepared for BIA Forestry and on file with Spokane Tribe of Indians Preservation Program, Wellpinit, Washington, July 2006.

Thomas Creek Timber Sale: Cultural Resource Investigation Interim Report. Report prepared for BIA Forestry and on file with Spokane Tribe of Indians Preservation Program, Wellpinit, Washington, July 2006.

Inadvertent Discovery of Human Remains Report, May 11, 2006. Report prepared for and submitted to Reclamation, Department of the Interior, and on file with Spokane Tribe of Indians Preservation Program, Wellpinit, Washington, May 2006.

Sacred River: A Study of Ethnographic Locations Along the Spokane River. Report prepared for AVISTA Utilities FERC License No. 2545. Report submitted to AVISTA and on file with Spokane Tribe of Indians Preservation Program, Wellpinit, Washington, March 2006.

Further Analysis of Heritage Site SIR-R2-0006: A Prehistoric Riverine Camp Situated on the Northern Bank of the Spokane River. Report Produced for Bonneville Power Administration

July 1, 2011

(BPA) & Reclamation Under BPA CRC contract No. 24464, amendment 03. Funded by Bonneville Power Administration (BPA) & Reclamation For the FCRPS Cultural Resources Management Program. Report on file at the Spokane Tribe of Indians Preservation Program, Wellpinit, Washington, January 2006.

Salvage Archaeological Investigations at SIR-R4-0001 Cayuse Cove, Lincoln County, Washington. Report Produced for Bonneville Power Administration (BPA) & Reclamation Under BPA CRC contract No. 24464, amendment 03. Funded by Bonneville Power Administration (BPA) & Reclamation For the FCRPS Cultural Resources Management Program. Report on file at the Spokane Tribe of Indians Preservation Program, Wellpinit, Washington, and submitted to DAHP, Olympia, Washington January 2006.

M.A. thesis *The Archaeology of Galbraith Springs: A comparative examination of cooking features recorded at site 45ST401 in Stevens County, Washington.* Eastern Washington University, June 2005.

Papers Presented

Northwest Anthropology Conference 2010, Ellensburg, Washington
Intensification of Secondary Resources Along the Lower Spokane River -and the role of Margaritifera falcata, the western pearlshell.

Federal Columbia River Power System (FCRPS)
Cultural Resources Program Conference 2007, Worley, Idaho
Archaeological Investigations at SIR-0001: A 3000 Year Old Aboriginal Village on Lake Roosevelt.

Northwest Anthropology Conference 2005, Spokane, Washington
An examination of cooking features discovered near Galbraith Springs, Washington.

Professional References

Tom Becker
Project Archaeologist, Applied Archaeological Research, Inc.
4001 NE Halsey Street, Suite 3
Portland, OR 97232
Phone: 503-281-9451

Stan Gough
Program Director, Archaeological and Historical Services
Eastern Washington University
201 Isle Hall
Cheney, Washington, 99004-2420
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Brent Hicks
Vice President, CRM Division Manager, Historical Research Associates, Inc.
1904 Third Avenue, Suite 240
Seattle, WA 98101
Phone: 206-343-0226

Resume

Lynn A. Pankonin



EDUCATION.

Eastern Washington University, 1975-1977. Major: American History
Bachelor's Degree

Eastern Washington University. 1977-1978. Major: American History/Museum
Studies. Master's Degree.

Washington State University. 1982, 1989. Post Graduate work towards doctorate in
History.

Title: 2003-Present: *Curator Emeritus*, Northwest Museum of Arts & Culture, Spokane,
Washington
Independent Curator, Cultural Collections Manager and Historian

Positions:

2003-present: *Consulting Cultural Collections Manager/Tribal Historian*.
Spokane Tribe of Indians, Wellpinit, Washington.

2005-2010 *Adjunct Instructor*, United Indian Nations Tribal College (College of the
Salish-Kootenai)-Wellpinit, Washington. Subjects: Humanities, American
Indian History, Native Contributions to the World, U.S. History; College
Survival, History and Pre-history of the Spokane Tribe of Indians.

2000-present *Independent Genealogist* specializing in primary source documents
pertaining to American Indian Tribes.

2000-2003: *Acting Director for the Center for Plateau Studies* EWSHS

1991-2003: *Curator of the American Indian Collection*

Eastern Washington State Historical Society/Northwest Museum of Arts
& Culture (formerly the Cheney Cowles Museum), Spokane, Washington.
Responsible for 36,000+ American Indian collection including conservation,
cataloguing, storage, inventory control, research, public and tribal access;
exhibitions, (on-site and traveling), educational programming, program
budget preparation and expenditures, grant writing and administration,
cooperative programming with regional tribes. Also responsible for
supervision of volunteers, interns, museum assistant and curatorial
personnel; formulation of policies and procedures dealing with collection

management of cultural objects. Curation of major opening exhibition, *People of the Rivers: Lifeways of the Northern Plateau*, for the Museum's new building, December, 2001. Also responsible for repatriation issues and tribal claims and negotiation claims with the National Park Service. Work with regional tribes to provide technical methods and documentation of tribal owned collections. Consultant for museums nationwide regarding Plateau Culture as well as other cultural regions.

1983-1992: *Curator of Collections* Eastern Washington State Historical Society/Northwest Museum of Arts & Culture (formerly the Cheney Cowles Museum), Spokane, Washington. Responsible for all phases of collection management and the 100,000+ objects in the overall collections of the Museum including American Indian, regional history, and art. Duties included accessioning, cataloguing, deaccessioning, inventory control, preventive conservation, research and documentation of collections. Also responsible for budgeting, grant writing, insurance valuation, supervision of volunteers, interns and museum assistant personnel, formulation of policies and procedures dealing with collection management. Collections Management Consultant for small museums in Washington, northern Idaho and Oregon.

Publications and Reports

From Earth & Sky: Indian Art of the Americas, Cheney Cowles Museum, 1997. Exhibition catalogue.

"In the Spirit of Tradition: Voices within the Collection", Glass Tapestry: Plateau Beaded Bags from the Elaine Horwitch Collection. The Heard museum, Phoenix, Arizona, November 1993. Exhibition catalogue.

Patriotic Symbols in American Indian Art. Cheney Cowles Museum, 1992. Exhibition catalogue

Traditions: Beadwork of the Native American, Cheney Cowles Museum, 1990. Exhibition catalogue

"Plateau Culture", Cheney Cowles Museum, 1990. Exhibition brochure

An Historical Narrative of the Spokane People Living Along the Spokane River from the Early 1800s to 1940. Spokane Tribal Cultural Preservation Department, Bonneville Power Administration, and the U.S. Bureau of Reclamation. 2003 (64 pages)

Additional Professional Activities: Consultancies

Advisory Board Member, Eastern State Hospital, Medical Lake, WA. 2005-2009. Historian.

Consultant, Time-Life Books. 1994. Volume 17, "Indians of the Western Range" of the American Indian Series, 1995

Consultant, The Heard Museum, *Glass Tapestry* exhibition, 1994

Consultant, Washington State University, *Sacred Encounters* exhibition. Identifying Plateau material culture objects in collections in Belgium, France, and England.

MAP (Museum Assessment Program I& II) Surveyor for American Association of Museums 1988 – 2003. Conducting surveys on general operation and collection management for museums throughout the western United States (Alaska, California, Idaho, Oregon, Wyoming, and Washington).

General Operating Support Reviewer for the Institute of Museum Services, 1990 – 2003. Reviewing and scoring federal grant applications for museum throughout the United States to determine merit and eligibility for funding by the Institute of Museum Services.

Washington Museums Conference, Richland, Washington, 1994. Session Chair: "*In Whose Land We are: Interpretation of American Indian Culture*" with Francis Cullooyah, Kalispel, and Peter Campbell, Coeur d'Alene/Lakes.

Washington Museum Conference, Olympia, Washington, 1991. Speaker, "*Repatriation of American Indian Objects: What Happens Now?*" with tribal participation.

American Association of Museum (AAM) Conference, New Orleans, Louisiana, 1990. Session Chair, "*Museum Ethics*".

Awards: Cecil B. Dryden History Award for Outstanding Contributions in the Field of History, Eastern Washington University, 1997.

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Well

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l.com

Brea Franco

Qualifications

I have experience in conducting archaeological research design and am meticulous in archival/literature research relevant to the interior and exterior boundaries of the Spokane Tribe of Indians Reservation. I have also conducted and supervised reconnaissance surveys; in addition to processing field collections. I have experience working with federal agencies, private land owners, and corporations regarding cultural resource management practices and laws.

I have adequate knowledge in cultural resource management and participate in preservation planning with a specialized focus on the Plateau culture. When deemed necessary I am also responsible for composing technical and/or letter reports for the necessary agencies. Additionally, I also volunteer for public presentations relevant to Native American Studies and Anthropology/Archaeology.

I have provided ethical, legal and proactive practices throughout my employment. My extensive work background has enabled me to develop keen communication skills which enhance my work environment and work ability.

Experience

7/31/09 – present, Spokane Tribe of Indians–Preservation, Wellpinit, WA

Tribal Archaeologist

- Project management of all tribal projects, within the interior and/or exterior boundaries of the Spokane Tribe of Indians Reservation; consisting of the creation of budgets, contracts, coordinating personnel, tracking of each individual jobs, and authoring of appropriate technical and/or letter report(s) as requested.
- Provide support to the Tribal Historic Preservation Officer (THPO) and attend requested meetings with agencies to mitigate and discuss future projects; ensuring cultural resource management laws and practices are followed.
- Provide technical support to the Principal Investigator, regarding preservation planning and monitoring, abiding by various cultural resource management laws and at or above the standards required by the Secretary of Interior (SOI).
- Conduct archival and ethnographic research of literature manually and by computer, using Washington Information System for Architectural and Archaeological Records Data (WISAARD).
- Coordinate cultural resource monitoring jobs.
- Construct methodological approaches for field reconnaissance.
- Draft state archaeological and tribal historic site forms.
- Assist with collections and curation of artifacts.
- Assist with reburials of human remains following department protocol.
- Document aspects of the field using Trimble hand-held Geo XT (GPS) and digital camera.

9/27/10-12/8/10, Spokane Tribal College, Wellpinit, WA

Adjunct Instructor – Native American Studies

- Instructed Introduction to Native American Studies.
- Instructed History of Indians in the United States.
- Created syllabi, lesson plans, quizzes, and tests for each class.

1/12/2009–6/19/2009, Missoula County Public Schools, Missoula, MT

Evening Secretary – Dickinson Life Long Learning Center

- Responded to and routed incoming calls.
- Worked as team member to ensure high level of customer service.
- Comprehended courses offered and directed students to appropriate programs and staff.
- Processed student class registrations, refunds, cancellations, and transfers.
- Maintained and audited quarterly attendance roster files.
- Balanced tuition and bookstore cash registers.
- Performed related clerical/administrative duties.

12/15/2008-1/21/2009, Litigation Abstract, Missoula, MT

Part-time Document Coder

- Required high level of confidentiality.
- Identified and accurately entered requested data from documentation.
- Encompassed ability to solve practical problems.
- Conveyed ability to deal with a variety of variables in situations.

2001-2008, Columbia Paint & Coatings, Missoula, MT

- Worked as a Store Manager and Credit Associate/Analyst. As a Store Manager managed accounts receivable and accounts payable, monitored bad debt, coordinated payment plans, developed and implemented payment plans for delinquent customer accounts, managed outside vendor and warehouse purchase orders, processed chargeback and discrepancy reports to ensure accuracy of inventory, processed all new hire applicant paperwork with integrity and confidentiality.
- As a Credit Associate managed A/R collections for \$3 million dollar region, evaluated accounts for collection or legal action to assure cost/risk vs. gain to achieve highest recovery, compiled all preliminary documentation for legal or collection action, processed all pre-lien paperwork for 42 stores and executed departmental daily and weekly reports, created, maintained and updated all credit accounts.

1995 – 2001, Various Financial Institutions

- Worked for various financial institutions performing various tasks ranging from teller transactions, opening new accounts, cross selling products and services, training new personnel and providing excellent customer service.

1992-1994, United States Navy, San Diego, CA

- Training Coordinator, while aboard the USS Cape Cod (AD43), monitored and coordinated safety training for entire division. Performed administrative and public service duties while stationed at NAVSTA Public Affairs Office.

Education

- | | | |
|--|-------------------------|--------------|
| 2006-2009 | University of Montana | Missoula, MT |
| <ul style="list-style-type: none">▪ B.A., Native American Studies and Anthropology.▪ Graduated with Honors. | | |
| 2001-2003 | ITT Technical Institute | Spokane, WA |
| <ul style="list-style-type: none">▪ A.A.S., Information Technology – Multimedia.▪ Graduated with Honors. | | |

Awards Received**United States Navy**

- National Defense Service Medal; Sea Service Deployment Ribbon; Southwest Asia Service Medal.

Washington Credit Union League & Affiliates

- Star Member Service Award
 - Awarded for dedication and effort towards continuing education to offer more superior service for Numerica CU members.

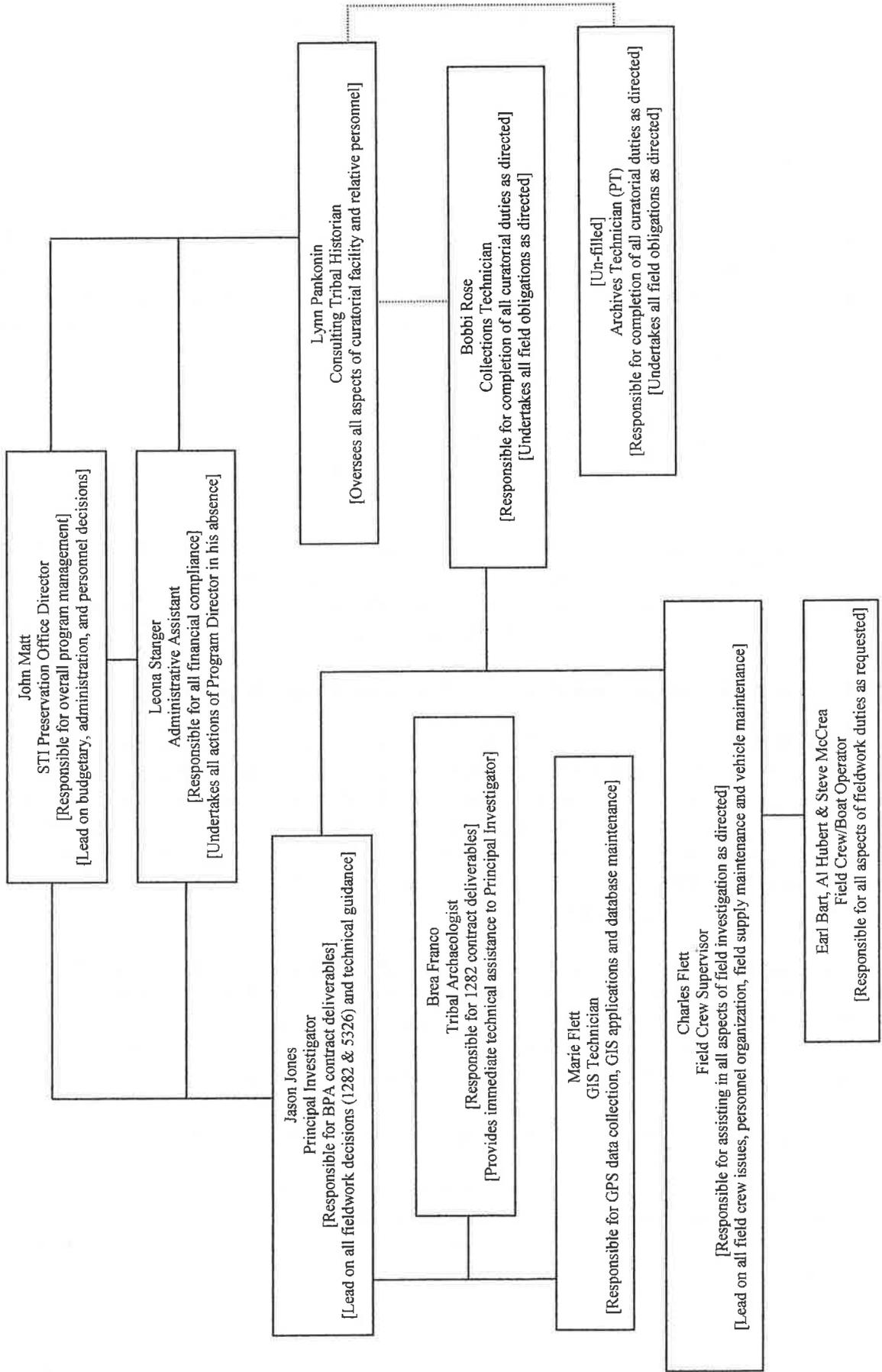
University of Montana

- President's Recognition Award 2009.
- Scholar of the College of Arts and Sciences.
 - Awarded for achieving a semester GPA of 3.50 or higher.

Scholarships

- | | |
|----------------------------------|---|
| ▪ Julia Hendrickson Scholarship | University of Montana
2008-09 Academic Year |
| ▪ Native American Studies Majors | 2008-09 Academic Year |
| ▪ Hileman Family Scholarship | 2008-09 Academic Year |
| ▪ Alan P. Merriam Scholarship | 2007-08 Academic Year |

Spokane Tribal Preservation Department Organizational Chart



**Spokane Tribe of Indians
Cultural Preservation Program
Collections Department
Emergency Preparedness Plan**

1. Introduction

Disasters, human or natural in origin, are the leading cause of the loss of cultural heritage. The primary goal of emergency planning is to avoid the loss of cultural resources of the Spokane Tribe of Indians in an emergency situation. [cultural resources hereinafter called STI museum property]. Advanced planning is key to meeting the goal of avoiding loss of STI museum property in emergency situations. The primary objectives of an emergency management plan are:

1. To anticipate and if possible avoid emergencies
2. To retain control if an emergency occurs
3. If control is lost, to recover it as quickly as possible, and
4. To do all the above while maintaining the highest standards of personal safety.

The Emergency preparedness Plan for STI museum property identifies the department's vulnerabilities to disaster; points out how some of them can be mitigated and others prepared for; details ways to respond to and control disasters that do occur; and offers a guide to the organization's recovery from disaster.

2. Identification and prioritization of STI Museum Property Assets

Currently the museum property located at two STI Repositories and includes archaeological items and associated original documents; original photographs; manuscripts, out-of-print reports pertaining to the aboriginal territory of the Spokane Tribe of Indians; objects of material culture; and digital media produced through programs associated with the Bonneville Power Administration and Bureau of Reclamation. Approximately 70% of this combined material is BPA/Reclamation – related and held in fee title by the U. S. government.

The collections are housed in two storage facilities at the present time. The majority of the lithic material from the banks of the Spokane River is housed in the concrete basement at the main Culture office at Wellpinit, WA. The archives, photographs, most recent collections of lithic materials from the 06-07 drawdown as well as material culture objects are stored in the STI Cultural Collections building in Wellpinit, WA.

Description of storage facilities at the Spokane Tribe Cultural Preservation Office.

The main Culture Office is housed in a 1950s rancher style house. The Repository resides in the basement contained by concrete walls on four sides. The environment is dry, %RH & temperature stable. Access is limited to the repository to staff of the Collections department.

The Collections building is a 59' x 31' wood frame insulated building with metal siding and metal roof. The interior of the building has been upgraded, insulated and secured. The building is protected by a 24/7 security and fire system that is connected directly through phone line to the Spokane Tribal Police Department dispatcher. Approximately 40% of the related collections documents are stored in fire-resistant file cabinets.

3. Prioritizing Museum Property at the STI Repository:

1. All paper documents, original manuscripts and material culture objects* are considered first priority because they are highly susceptible to moisture and fire, and not all items are protected by fire-resistant cabinets and storage units.
*"Material culture objects" include objects of cultural patrimony repatriated through NAGPRA back to the Spokane Tribe, as well as cultural objects (beaded bags, and baskets, etc) that are not NAGPRA related but donations from Tribal members and others. Therefore, all collections, federal and non-federal are included in the Disaster Preparedness plan.
2. All archaeological material of plant fiber, bone, and other organic materials are secondary priority as they are susceptible to moisture & fire damage.
3. All BPA/Reclamation stone archaeological material is considered tertiary priority as they are stone and more resistant to total destruction.
4. All digital records contained on the computers of the Culture Office are backed-up each month to an external hard drive. This hard drive is stored in an off-site location.

4. Identifying Hazards and Assessing Risk

Hazards to Museum Property at the STI Repositories

The most probable hazards to museum property in both repositories are theft, fire, flooding from roof compromise (falling trees, high winds), human subterfuge, physical collapse of building resulting from the above named hazards.

Should a disaster occur, BPA/Reclamation archaeological materials and associated paper files are at risk because they are boxed in acid-free archival boxes and are vulnerable to moisture and fire damage; nor are they protected from seepage of ash if another volcanic eruption occurs. The environment is stable and damage from humidity and high temperatures are not an issue at present. All overhead light fixtures are installed with UV filters minimizing the damage from fluorescent light sources. Theft is possible but the buildings are limited in access to only authorized personnel and a security system with motion sensors carpets the entire building. The fire/security system is monitored 24/7 by a off-site monitoring company and is directly tied into the Spokane Tribal Police Department dispatch in case of a fire or security breach.

5. Formulating Protection Methods

- a. *Emergency Procedures for Museum Property* In the event of an emergency, the responsible STI official (Director of the Spokane Tribal Cultural Preservation Program or his/her designated official) shall **immediately notify** curation personnel from the Spokane Tribal Culture Office, the Bonneville Power Administration official, the National Park Service official, and the Bureau of Reclamation official. (See 7. Command and Control for all personnel contact information.)

Flooding: Both buildings are located above the floodplain. Therefore, if a flood occurs, it is assumed that the building structure will have been compromised by fire, roof failure, or human subterfuge in which case the plan of action will shift to the emergency action plan for fire and/or building compromise.

Fire, explosion (human subterfuge), roof and/or building collapse:

Once human safety is ascertained and personnel can be safely returned to the building,

1. The responsible STI official will determine whether the collections are in immediate danger of physical damage.
2. If yes then the STI official will call the Cultural Collections Manager of the Cultural Preservation Program to determine whether the collections should be moved to a new location and which location is best.
3. If the Collections Manager cannot be reached the STI official will make his or her best judgment as to the temporary storage location and notify the Collections Manager by voicemail.
4. Once damage has been ascertained the BPA and Reclamation's representatives for the Spokane Tribe of Indians Cultural Preservation Programs will be notified and updated to the situation.

Supplies Needed:

The following supplies will be kept available in an accessible portion of one of the two storage sheds behind the main Cultural Preservation Office at:

Moving materials: hand trucks (2), gloves, particle masks, flashlights, tarps, plastic bags, non-acid-free archive boxes, tape, scissors, etc.

Moving the Museum Property

Maps of the storage areas, marked in priority order, will be posted just outside of each storage area, as well as a copy posted inside the main entrances of each facility. A copy will be on file with the Spokane Tribal Police Department, and one copy will be placed in a readily accessible place for retrieval by the responsible STI official.

Items shall be moved in order from first to third priority OR in order of endangerment.

- In the case of flooding, then items near the floor and/or susceptible to moisture damage should be moved first.
- In the case of fire, or building collapse, after human safety is ascertained then items most susceptible to damage from smoke, or physical damage, should be moved first.

The new location should be dry and cool, and secured by lock and key. Possible alternative locations for the Museum property include either of the repositories not affected by the incident. The collection will need to be re-boxed and hand carried to the new temporary storage. The collection to be moved should be put in an area separate from the resident collection housed in whichever facility is deemed safe until the collection from the damaged building is assessed for cleaning or drying needs.

6. Command and Control:

Responsible Officials

The following responsible officials are listed in order of their management abilities in emergency actions for STI museum property. This listing applies to staff of the Cultural Preservation Office.

Responsible STI officials will take all emergency actions and make needed notifications. The responsible official for the STI collection is Cultural Preservation Program Director, John Matt, (509) 258-8945 (home).

Other STI Officials involved in tribal collection emergency actions would be STI Security/fire Office dispatchers, Council representatives for the Culture Preservation Program. Those officials will support and facilitate management actions as appropriate and requested by the Responsible Custodial Officials

The Custodial Officer is responsible for museum property management actions and will coordinate with responsible official for federal museum property in the STI collection during all management actions. The Bureau of Reclamation Custodial Manager for the STI collection is Sean C. Hess, Archeologist, Grand Coulee Power Office. Desk: (509) 633-9233 mobile: (509) 631-0581 Email: shess@usbr.gov

Bonneville Power Administrative official is Katherine Pollock, FCRPS Cultural Resource Project Manager, (503)230-3768 – office, (503) 752-9475 – cell khpollock@bpa.gov

The National Park Service's official is Ray DePuydt, (509) 738-6266 ext. 101 or (509) 633-3860 ext 101.

STI Cultural Collections Manager: Lynn Pankonin, (509) 796-2665 (home); (509) 220-9224 (cell). Curation personnel from the Spokane Tribe of Indians Cultural Preservation Program are working under contract to Bonneville Power Administration and Bureau of

Reclamation on archaeological collections and associated documents held at the STI Repositories.

7. Reviewing and Updating the Emergency Plan:

The emergency management plan for museum property shall be reviewed by the Custodial Officer in coordination with the STI Responsible Official for any updating or other needs every three years, and/or if the responsible official for any party changes; and/or if new museum property is added to STI custody.

Revised: 7/2011 LP